

**COLLECTIVE AGREEMENT**

**between**

**PEACE PORTAL LODGE**

**and the**

**B.C. GOVERNMENT AND SERVICE  
EMPLOYEES' UNION (BCGEU)**

**Effective from December 1, 1998 to November 30, 2002**

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**DEFINITIONS**

For the purpose of this Agreement:

- (1) *"basic pay"* - means the rate of pay in each wage schedule;
- (2) *"common-law spouse"* is defined as a man or woman not married to each other, who have lived together as husband and wife for a period of not less than two (2) years.
- (2) *"employee"* - means an employee included in the bargaining unit and includes regular full-time employees, regular part-time employees, and casual employees.
- (3) *"Employer"* means Peace Portal Lodge.
- (4) *"leave of absence with pay"* - means to be absent from duty with permission and with pay.
- (5) *"leave of absence without pay"* - means to be absent from duty with permission but without pay.
- (6) *"Union"* - means the B.C. Government and Service Employees' Union.

The parties agree that portions of the Collective Agreement interchanged from days to hours for the purpose of administrative ease. As a general principle, any such changes do not alter the intent or meaning of the Agreement and the parties agree that neither party will either gain or lose any benefit contained in the Agreement as a result of this change.

**ARTICLE 1 - PREAMBLE**

**1.1 Preamble**

The parties of this Agreement determined to establish, within the framework provided by the law, an effective working relationship at all levels in which members of the bargaining unit are employed.

**1.2 Future Legislation**

In the event that any future legislation renders null and void or materially alters any provision of the Collective Agreement, the following shall apply:

- (a) the remaining provisions of the Collective Agreement shall remain in force and effect for the term of the Collective Agreement;
- (b) the Employer and the Union shall, as soon as possible, attempt to negotiate mutually agreeable provisions to be substituted for the provisions so rendered null and void or materially altered due to the laws;
- (c) if a mutual agreement cannot be struck as provided in (b) above, the matter shall be meditated/arbitrated pursuant to Article 9 of the Collective Agreement.

**1.3 Conflict with Regulations**

In the event that there is a conflict between the contents of this Agreement and any rule or order made by the Employer, or on behalf of the Employer, this Agreement shall take precedence over the said rule or order.

**1.4 Use of Feminine and Singular Terms**

Wherever the feminine or singular is used, the same shall be construed as meaning the masculine or plural unless otherwise specifically stated.

**1.5 Sexual Harassment**

The Union and the Employer recognize the right of employees to work in an environment free from sexual harassment by other employees. An employee allegedly being harassed shall register the complaint in writing to the Administrator/Director of Care either directly or through the Union, who are required to respond to the Administrator/Director of Care forthwith. The Administrator/Director of Care shall deal with the complaint with all possible confidentiality.

The Administrator/Director of Care shall investigate the allegation and, if substantiated, take action appropriate to the offence.

Where the allegation was presented through the Union, the Employer shall notify the Union within fourteen (14) days of completing the investigation, whether or not the allegation was substantiated, and indicate what action, if any, was taken.

The parties agree that substantiated cases of sexual harassment shall be cause for discipline, up to and including dismissal.

Allegations of sexual harassment which are found to be in bad faith shall be cause for discipline, up to and including dismissal.

## 1.6 Harassment

(a) The Employer and the Union recognize the benefit to be derived from a work environment free from harassment and where the conduct and language of the employees meets the acceptable social standard of the workplace. The parties agree to foster and promote such an environment.

An employee allegedly being harassed by another employee, a supervisor, or a contractor engaged by the Employer, shall register the complaint in writing to the Administrator/Director of Care, either directly or through the Union. The Administrator/Director of Care shall deal with the complaint with all possible confidentiality.

(b) "Harassment" is defined as:

(1) "Deliberate actions, that ought reasonably to be known to be unwelcome by the recipient and which serve no legitimate work related purpose, toward an individual or individuals by the employees or the Employer, on any of the prohibited grounds of discrimination under the Human Rights Act of British Columbia including: age, race, sex, sexual orientation, national or ethnic origin, colour, religion, disability, marital status, family status, or conviction of an offence for which a pardon was granted".

The Administrator/Director of Care shall investigate the allegation and, if substantiated, take action appropriate to the offence.

Where the allegation was presented through the Union, the Employer shall notify the Union within fourteen (14) days of completing the investigation, whether or not the allegation was substantiated, and indicate what action, if any was taken.

Unresolved complaints of harassment under this provision may be submitted by the Union to the investigator under Article 8.15.

If the Employer fails to act upon the agreed to recommendations of the investigator, or if the action taken by the Employer is not consistent with the recommendations, the Employer's decision may be considered as not having been determinative of the complaint.

The parties agree that substantiated cases of harassment shall be cause for discipline, up to and including dismissal.

Allegations of harassment which are found to be in bad faith shall be cause for discipline, up to and including dismissal.

(c) Harassment does not include actions occasioned through exercising, in good faith, the Employer's managerial/supervisory rights and responsibilities.

## ARTICLE 2 - RECOGNITION OF THE UNION

### 2.1 Bargaining Agent Recognition

(a) Employer recognizes the B.C. Government and Service Employees' Union as the exclusive bargaining agent for all employees in the bargaining unit.

(b) The bargaining unit shall be comprised of all employees included in the bargaining unit as described in the certification, but shall not include the Administrator or Director of Care.

## **2.2 Correspondence**

(a) Employer agrees that all correspondence between the Employer and the Union related to matters covered in this Agreement shall be sent to the Chairperson of the Union Bargaining Committee and to the President of the Union or his/her designate.

(b) The Employer agrees that a copy of any correspondence between the Employer and any employee in the bargaining unit covered by this Agreement pertaining to the interpretation of any clause in this Agreement, shall be forwarded to the Chairperson of the Union Bargaining Committee and to the President of the Union or his/her designate.

## **2.3 No Other Agreement**

No employee covered by this Agreement shall be required or permitted to make a written or oral agreement with the Employer or its representatives which is in conflict with the terms of this Agreement.

## **2.4 No Discrimination**

The Employer and the Union agree that there shall be no discrimination, interference, restriction, or coercion exercised or practised with respect to any employee by reason of his/her membership or activity in the Union. In addition, the parties hereto subscribe to the principles of the Human Rights Act of British Columbia.

## **2.5 Recognition and Rights of Stewards**

The Employer recognizes the Union's right to select three (3) stewards and three (3) alternates to represent employees who ideally will be representative of the care component and dietary component of the staff. The number of shop stewards may be changed by local mutual agreement. The Union agrees to provide the Employer with a list of the employees designated as stewards and alternates. A steward or his/her alternate shall obtain the permission of his/her department head and in his/her absence the person in charge before leaving his/her work to perform his/her duties as a steward. Leave for this purpose shall be without loss of pay. Such permission shall not be unreasonably withheld. On resuming his/her normal duties, the steward shall notify his/her department head and in his/her absence the person in charge.

Duties of the steward are:

- (a) investigation of complaints of an urgent nature;
- (b) investigation of grievances and assisting any employee whom the steward represents in preparing and presenting a grievance in accordance with the grievance procedure;
- (c) supervision of ballot boxes and other related functions during ratification votes involving the Employer and provided the ratification vote is held on the Employer's premises;
- (d) carrying out duties within the realm of assigned safety responsibilities for stewards who are members of safety committees;
- (e) attending meetings called by Management.

## **2.6 Bulletin Board**

The Employer shall provide a bulletin board for the exclusive use of the Union, to be located at a place which is mutually agreed upon at the local level. Use of the bulletin board shall be restricted to the business affairs of the Union and the display of the Union shop card.

## 2.7 Badges, Insignia and Union Shop Cards

- (a) A Union member shall have the right to wear one (1) Union pin or badge displaying the recognized insignia of the Union. The Union agrees to furnish to the Employer a Union shop card for the Employer's place of operation, to be displayed on the premise at a mutually agreed location. Such card will remain the property of the Union and shall be surrendered upon demand.
- (b) The recognized insignia of the Union shall include the designation "bcgeu".

## 2.8 Right to Refuse of Cross Picket Lines

- (a) All employees covered by this Agreement shall have the right to refuse to cross a picket line arising out of a labour dispute, as defined in the appropriate legislation. Any employee failing to report for duty shall be considered to be absent without pay and benefits.
- (b) Failure to cross a picket line encountered in carrying out the Employer's business shall not be considered a violation of this Agreement nor shall it be grounds for disciplinary action.
- (c) Any employees assigned to cover essential services as defined in the Labour Code and the Essential Services Disputes Act shall be authorized and permitted to cross a legal picket line.

## 2.9 Unpaid Leave - Union Business

- (a) Leave of absence without pay and without loss of seniority shall be granted with fourteen (14) days written notice for the purposes listed below. Such leave shall be subject to operational requirements and shall not be unreasonably withheld:
  - (1) to an elected or appointed representative of the Union to attend conventions of the Union and bodies to which the Union is affiliated;
  - (2) for elected or appointed representatives of the Union to attend to Union business which requires them to leave their general work area;
  - (3) to employees called by the Union to appear as witnesses before an arbitration board or the Labour Relations Board of B.C., provided the dispute involves the Employer; or
  - (4) to employees representing the Union in collective bargaining.

This provision does not apply to employees who are hired by the Union for a period greater than six (6) months.

- (b) To facilitate the administration of Section (a) when leave without pay is granted, the leave shall be given with basic pay and benefits and the Union shall reimburse the Employer for appropriate compensation costs, including travel time, incurred. It is understood that employees granted leave of absence pursuant to this clause shall receive their current rates of pay while on leave of absence.

The Union agrees to reimburse the Employer within twenty-eight (28) days of receipt of billing from the Employer.

## 2.10 Membership Information

The Employer agrees to provide to the Union once a year, before the end of January, a list of all Union members, their current job categories and employee status known to the Employer.

As an alternative to providing a written list, and provided that the Union's computer system is compatible with the Employer's computer system, the above-noted lists may be supplied to the Union on a computer tape/disk or by modem. Where the information is not supplied through the foregoing method, the Employer shall supply the requested information on hard copy.

### **ARTICLE 3 - UNION SECURITY**

(a) Employees covered by the Union's Certificate of Bargaining Authority who were employed by the Employer and were not a member of the Union prior to the date of certification, shall have the option of applying for membership in the Union which membership they shall maintain. Employees hired after the date of certification are required to become members of the Union as a condition of employment.

(b) Nothing in this Agreement shall be construed as requiring a person who was an employee prior to the certification date to become a member of the Union.

### **ARTICLE 4 - CHECK OFF OF UNION DUES**

(a) The Employer shall, as a condition of employment, deduct from the regular wages or salary of each employee in the bargaining unit, whether or not the employee is a member of the Union, the amount of the regular monthly dues payable to the Union by a member of the Union, provided there are sufficient wages owing to the employee in the particular pay period to cover the deductions. The employee shall, as a condition of continued employment, complete an authorization form as provided by the Union for this purpose. The Employer shall deduct from any employee who is a member of the Union any general assessments levied in accordance with the Union Constitution and/or Bylaws.

All deductions shall be made in each payroll period and membership dues or payments in lieu thereof shall be considered as owing in the month for which they are so deducted.

(b) All deductions shall be remitted to the President of the Union not later than twenty-eight (28) days following the end of the month in which the deduction was made and the Employer shall also provide a list of names of those employees from whose salaries such deductions have been made together with the amounts deducted from each employee.

As an alternative to providing a written list, and provided that the Union's computer system is compatible with the Employer's computer system, the above-noted lists may be supplied to the Union on a computer tape/disk or by modem. Where the information is not supplied through the foregoing method, the Employer shall supply the requested information on hard copy.

(c) Before the Employer is obliged to deduct any amount under (a) above, the Union must advise the Employer in writing of the amount of its regular dues. The amount so advised shall continue to be the amount to be deducted until changed by further written notice to the Employer signed by the President of the Union. Upon receipt of such notice, such changed amount shall be the amount deducted, provided that the changed deduction can be reasonably accommodated by the Employer's payroll system.

The Union will give reasonable notice to the Employer of any change in Union dues, assessment, fees, or other amounts which the Employer is required to deduct. All changes shall coincide with the beginning of the Employer's pay period.

(d) From the date of the signing of this Agreement and for its duration, no employee organization other than the Union shall be permitted to have membership dues or other monies deducted by the Employer from the pay of the employees in the bargaining unit, except by mutual agreement of the parties to this Agreement.

(e) At the same time that Income Tax (T-4) slips are made available, the Employer, without charge, shall indicate on the T-4 slip the total amount of Union dues paid by the employee for the previous year (the year for which the T-4 slip is provided). Every reasonable effort shall be made for these to be available to the employee at the earliest possible date, or not later than March 1st of the succeeding year.

#### **ARTICLE 5 - EMPLOYER AND UNION SHALL ACQUAINT NEW EMPLOYEES**

The Employer agrees to acquaint new employees with the fact that a Collective Agreement is in effect and with the conditions of employment set out in the Articles dealing with Union Security and Dues Check-off. A new employee shall be advised of the name and location of his/her Steward. Whenever the Steward is employed in the same work area as the new employee, the employee's immediate supervisor will introduce him/her to the Steward, who will provide the employee with a copy of the Collective Agreement. The Employer agrees that a Union Steward will be given an opportunity to interview each new employee within regular working hours, without loss of pay, for fifteen (15) minutes some time during the first thirty (30) days of employment.

#### **ARTICLE 6 - MANAGEMENT RIGHTS**

##### **6.1 Rights Reserved**

The Union recognizes and agrees that except as specifically and expressly abridged, restricted, granted or modified by this Agreement, all of the rights, powers and authority which the Employer had prior to the signing of this Agreement are retained solely and exclusively by the Employer, including the management, operation and direction of its working forces.

##### **6.2 Employer Rules**

The Employer may make, alter from time to time, and enforce reasonable rules of conduct and procedure to be observed by the employees, except that such rules of conduct may not be in breach of the Collective Agreement.

#### **ARTICLE 7 - EMPLOYER/UNION RELATIONS**

##### **7.1 Representation**

No person shall undertake to represent the Union or the Employer without the proper authorization of the respective party. To facilitate this, the Union shall supply the Employer with the names of its Officers, and similarly, the Employer shall supply the Union with the names of the Administrator or designate with whom the Union may be required to transact business.

##### **7.2 Union Bargaining Committee**

A Union Bargaining Committee shall be elected and consist of a maximum of three (3) representatives of the bargaining unit.

Leave of absence to attend negotiation sessions shall be administered in accordance with Article 2.9 - Unpaid Leave - Union Business.

##### **7.3 Union Representatives**

(a) The Employer agrees that access to its premises will be granted to a BCGEU Staff Representative, or authorized alternate, when dealing with or negotiating with the Employer, or when investigating and assisting in the settlement of a grievance.

(b) The Union Representative shall provide reasonable notice to the Administrator or Director of Care in advance of their intention and their purpose for entering and shall specify the anticipated duration of the visit. Such visits shall not interfere with the operation of the Employer's business.

#### 7.4 Definition of Employees

(a) A regular full time employee is one who is appointed to a regularly scheduled position and is regularly scheduled to work seven and one half (7½) hours per day and an average of thirty seven and one-half (37½) hours per week exclusive of unpaid meal periods.

(b) A regular part-time employee is one who is appointed to a regularly scheduled position and is regularly scheduled to work less than an average of thirty seven and one-half (37½) hours per week exclusive of meal periods and more than 22½ hours per week.

Subject to Article 25.5, a regular part time employee is entitled to all of the benefits of the Collective Agreement on a prorated basis.

#### 7.5 Casual Employees

(a) A casual employee is one who is employed in the following capacities, relief, temporary workload and regularly scheduled work of up to twenty-two and one-half (22½) hours.

(b) Casual employees shall be paid four percent (4%) holiday pay based on gross earnings and paid on each pay cheque.

(c) Casual employees, who have been employed for thirty (30) days with the Employer, who work on a proclaimed statutory holiday as per Article 16.1 shall be paid time and one-half (1½) if they have worked ten (10) days in the past thirty (30) days in addition to the statutory holiday.

(d) Casual employees are covered by the following provisions of the Collective Agreement:

- (1) Article 1 - Purpose of Agreement
- (2) Article 2 - Recognition of the Union
- (3) Article 3 - Union Security
- (4) Article 4 - Checkoff of Union Dues
- (5) Article 5 - Employer and Union Shall Acquaint New Employees
- (6) Article 6 - Employer's Rights
- (7) Article 7 - Employer and Union Relations
- (8) Article 8 - Grievances
- (9) Article 9 - Arbitration
- (10) Article 10 - Dismissal, Suspension and Discipline
- (11) Article 11 - Seniority
- (12) Article 12 - Vacancy Posting except for Article 12.3
- (13) Article 14 - Hours of Work; except for 14.3(a)(e)(g)
- (14) Article 15 - Overtime, except for 15.5(c), 15.6 and 15.8
- (15) Article 22 - Safety and Health
- (16) Article 24 - Contracting Out
- (17) Article 26 - Work Clothing and Related Supplies
- (18) Article 27 - Payment of Wages and Allowances; except Articles 27.3 and 27.4
- (19) Article 28 - Notice of New and Changed Positions
- (20) Article 30 - General Conditions
- (21) Article 31 - Term of Agreement
- (22) Appendix 2 - Procedure for calling Casual Employees for Work
- (23) Wage Schedule

Casual employees shall be paid in accordance with the job category in which they are employed.

A casual employee may be reclassified as a regular employee only by successfully bidding into a permanent vacancy in respect of which there is no present regular incumbent.

#### **7.6 Casual Employee Probationary Period**

- (a) Casual employees shall serve a probationary period of four hundred eighty-eight (488) hours of work. During the said probationary period, casual employees may be terminated for unsatisfactory service.
- (b) A casual employee who has not completed probation under this clause and who is reclassified as a regular employee shall serve a probationary period of four hundred eighty-eight (488) hours.
- (c) Where a casual employee who has completed probation is reclassified to a regular employ such employee shall not be required to serve another probationary period under Article 12, but will be required to complete the qualifying period under Article 12.4

### **ARTICLE 8 - GRIEVANCES**

#### **8.1 Grievance Procedure**

The Employer and the Union recognize that grievances may arise concerning:

- (a) differences between the Parties respecting the interpretation, application, operation or any alleged violation of a provision of this Agreement, including a question as to whether or not a matter is subject to arbitration; or
- (b) the dismissal, discipline or suspension of an employee bound by this Agreement.

The procedure for resolving a grievance shall be the grievance procedure in this Article.

#### **8.2 Step 1**

In the first step of the grievance procedure every effort shall be made to settle the dispute with the designated local department head. The aggrieved employee shall have the right to have his/her steward present at such a discussion. If the dispute is not resolved orally, the aggrieved employee may submit a written grievance, through the Union Steward, to Step 2 of the grievance procedure.

A grievance shall not be submitted, or advanced to Step 2 of the grievance procedure until the matter has been discussed by the employee and his/her immediate department head in accordance with Step 1 of the grievance procedure.

#### **8.3 Time Limits to Present Initial Grievance**

An employee who wishes to present a grievance at Step 2 of the grievance procedure in the manner prescribed in Clause 8.4, must do so not later than:

- (a) twenty-one (21) days after the date on which he/she was notified orally or in writing, of the action or circumstances giving rise to the grievance; or
- (b) twenty-one (21) days after the date on which he/she first became aware of the action or circumstances giving rise to the grievance.

#### **8.4 Step 2**

- (a) Subject to the time limits in Clause 8.3, the employee may present a grievance at this level by:

- (1) recording this grievance on the appropriate grievance form, setting out the nature of the grievance and the circumstances from which it arose;
- (2) stating the article or articles of the Agreement infringed upon or alleged to have been violated and the remedy or correction required; and
- (3) transmitting this grievance to the designated supervisor through the Union Steward.

(b) The Administrator/Director of Care or their designate shall acknowledge receipt of the written grievance by signing and dating the grievance form at the time that the grievance is presented.

### **8.5 Time Limit to Reply at Step 2**

The representative designated by the Employer to handle grievances at Step 2 shall reply in writing to an employee's grievance within fourteen (14) days of receiving the grievance at Step 2.

### **8.6 Step 3**

The President of the Union or his/her designate, may advance a grievance at Step 3 within:

- (a) twenty-one (21) days after the decision has been conveyed to him/her by the representative designated by the Employer to handle grievances at Step 2; or
- (b) twenty-one (21) days after the Employer's reply was due.

### **8.7 Time Limit to Reply at Step 3**

The representative designated by the Employer to handle grievances at Step 3 shall reply in writing to the grievance within fourteen (14) days of receipt of the grievance at Step 3.

### **8.8 Time Limit to Submit to Arbitration**

Failing satisfactory settlement at Step 3 and pursuant to Article 9, the President or his/her designate may inform the Employer of his/her intention to submit the dispute to arbitration within:

- (a) thirty (30) days after the Employer's decision has been received; or
- (b) thirty (30) days after the Employer's decision was due.

### **8.9 Administrative Provisions**

- (a) Grievances and replies at Step 3 of the grievance procedure and notification to arbitrate shall be by registered mail.
- (b) Grievances, replies and notification shall be deemed to be presented on the day on which they are registered and received on the day they were delivered to the appropriate offices of the Employer or the Union.
- (c) In the event of a dispute, lockout, or other work stoppage in a Canada Post Office within British Columbia, this section shall not apply.
- (d) The time limits fixed in this grievance procedure may be altered by mutual consent of the parties, but the same must be in writing.

### **8.10 Management Grievance**

The Employer may initiate a grievance at Step 3 of the grievance procedure by the Administrator or his/her designate presenting the grievance to the President of the Union or the Union Area Staff Representative.

Failing satisfactory settlement at Step 3 and pursuant to Article 9, the Employer may inform the President or his/her designate of his/her intention to submit the dispute to arbitration within:

- (a) thirty (30) days after the Union's response has been received; or
- (b) thirty (30) days after the Union's decision was due.

### **8.11 Time Limits**

If the President of the Union or his/her designate, an employee, or an Employer fails to process a grievance within the prescribed time limits, the grievance will be deemed to have been abandoned. However, neither party will be deemed to have prejudiced its position on any future grievance.

### **8.12 Deviation from Grievance Procedure**

The Employer agrees that, after a grievance has been initiated by the Union at Step 2, the Employer's representatives will not enter into discussion or negotiation with respect to the grievance, either directly or indirectly with the aggrieved employee without the consent of the Union. In the event that after having initiated a grievance through the grievance procedure, an employee endeavours to pursue the same grievance through any other channel, then the Union agrees that, pursuant to this Article, the grievance shall be considered to have been abandoned.

### **8.13 Policy Grievances**

Where either party to this Agreement disputes the general application, interpretation or alleged violation of an article of this Agreement, the dispute shall be discussed initially with the Administrator, his/her designate or the Union within thirty (30) calendar days of the occurrence. Where no satisfactory agreement is reached, either party, within a further fourteen (14) calendar days, may submit the dispute to arbitration, as set out in Article 9 of this Agreement.

### **8.14 Dismissal or Suspension**

Employees dismissed or suspended for alleged cause shall have the right to submit a grievance to the Administrator commencing at Step 3 within fourteen (14) days of the employee receiving notice of dismissal or suspension.

### **8.15 Investigator**

Where a difference arises between the parties relating to the dismissal, discipline or suspension of an employee, or to the interpretation, application, operation or alleged violation of this Agreement, including any questions as to whether a matter is arbitrable, during the term of the Collective Agreement, an arbitrator agreed to by the parties shall, at the request of either party:

- (a) investigate the difference;
- (b) define the issue in the difference; and
- (c) make written recommendations to resolve the difference within five (5) days of the date of receipt of the request and for those five (5) days from that date time does not run in respect of the grievance procedure.

The parties agree that this procedure will not be invoked until the grievance procedure has been completed.

## ARTICLE 9 - ARBITRATION

### 9.1 Notification

Where a difference arising between the parties relating to the interpretation, application, or administration of this Agreement, including any question as to whether a matter is arbitrable, either of the parties may, after exhausting the grievance procedure in Article 8, notify the other party within thirty (30) days of the receipt of the reply at the third step of its desire to submit the difference or allegation to arbitration.

### 9.2 Composition of the Board of Arbitration

When a party has requested that a grievance be submitted to arbitration, it shall indicate to the other party of the Agreement within seven (7) days:

- (a) Within seven (7) days thereafter, the other party shall indicate the name of its appointee to the Board of Arbitration. The two appointees shall then select an impartial chairperson.
- (b) Either party may refer the matter to a mutually agreed single arbitrator.

### 9.3 Failure to Appoint

If the recipient of the notice fails to appoint a nominee or the two appointees fail to agree upon a chairperson within seven (7) calendar days of their appointment, the appointment shall be made by the Ministry of Labour, at the request of either party.

### 9.4 Decision of Board

The decision of the majority shall be the decision of the Board. The decision of the Arbitration Board shall be final, binding, and enforceable on the Parties. The Board shall have the power to dispose of a discharge or discipline grievance by any arrangement which it deems just and equitable. However, the Board shall not have the power to change this Agreement or to alter, modify or amend any of its provisions.

### 9.5 Disagreement on Decision

Should the parties disagree as to the meaning of the Board's decision, either party may apply to the Chairperson of the Arbitration Board to reconvene the Board to clarify the decision, which it shall make every effort to do within seven (7) days.

### 9.6 Expenses of Arbitration

Each party shall pay:

- (a) the fees and expenses of the nominee it appoints;
- (b) one-half (½) of the fees and expenses of the Chairperson.

### 9.7 Amending Time Limits

The time limits fixed in the arbitration procedure may be altered by mutual consent of the parties, but the same must be in writing.

### 9.8 Expedited Arbitration

By mutual agreement, the parties may proceed to expedited arbitration as an alternative to the aforementioned arbitration procedure.

Where the parties mutually agree to refer a matter to expedited arbitration, the following procedure shall apply:

- (a) all presentations are to be short and concise and are to include a comprehensive opening statement. The parties agree to make limited use of authorities during their presentations;
- (b) the location of the hearing is to be agreed to by the parties but will be at a location central to the geographic area in which the dispute arose;
- (c) the arbitrator shall hear the grievances and shall render a decision within two (2) working days of such hearings. No written reasons for the decisions shall be provided beyond that which the arbitrator deems appropriate to convey a decision;
- (d) all decisions of the arbitrator are to be limited in application to that particular dispute and are without prejudice. These decisions shall have no precedential value and shall not be referred to by either party in any subsequent proceeding;
- (e) all settlements of expedited arbitration cases prior to hearing shall be without prejudice;
- (f) the parties shall equally share the costs of the fees and expenses of the arbitrator;
- (g) the expedited arbitrator, who shall act as a sole arbitrator, shall be mutually agreed to by the parties.

It is agreed that arbitration decisions made under this provision will not be appealed.

## **ARTICLE 10 - DISMISSAL, SUSPENSION AND DISCIPLINE**

### **10.1 Burden of Proof**

In all cases of discipline and dismissal, the burden of proof of just cause shall rest with the Employer, except in the case of probationary employees.

### **10.2 Notice of Dismissal or Suspension**

Notice of dismissal or suspension shall be in writing and shall set forth the reasons for dismissal or suspension, and a copy shall be sent to the President of the Union or his/her designate.

### **10.3 Right to Grieve Other Disciplinary Action**

- (a) Disciplinary action grievable by the employee shall include written censures, letters of reprimand and adverse reports or employee appraisals. An employee shall be given a copy of any such document placed on the employee's file which might be the basis of disciplinary action. Should an employee dispute any such entry in his/her file, he/she shall be entitled to recourse through the grievance procedure and the eventual resolution thereof shall become part of his/her personnel record.
- (b) Upon the employee's written request, any such document, other than official performance appraisals shall be removed from the employee's file after the expiration of eighteen (18) months from the date it was issued, provided that there has not been any further infraction.
- (c) In cases where disciplinary documents relate to resident or patient abuse, the eighteen (18) month period may be extended by the length of time an employee is absent from work for an accumulated period of more than thirty (30) days, except for periods of vacation and maternity leave.

### **10.4 Evaluation Reports**

Where a formal appraisal of an employee's performance is carried out, the employee concerned shall be given an opportunity to read and review a copy of the appraisal, away from the worksite. The employee

shall sign the appraisal within forty-eight (48) hours of receipt of the appraisal. The form shall provide for the employee's signature in two (2) places, one (1) indicating that the employee has read and agrees with the appraisal; the other indicating that the employee has read and disagrees with the appraisal.

An employee shall receive a copy of this evaluation report at the time of signing.

All final employee performance appraisals shall form part of the employee's record.

If the employee doesn't submit a grievance on the content of the appraisal within twenty-one (21) days of the date on which the employee signed the appraisal in disagreement, the appraisal shall become a part of the employee's record.

### **10.5 Personnel File**

(a) An employee, or the President of the Union (or his/her designate) with the written authority of the employee, shall be entitled to review the employee's personnel file, in the office in which the file is normally kept, in order to facilitate the investigation of a grievance. The employee or the President, as the case may be, shall give the Employer adequate written notice, prior to having access to such file. Access to the file shall be no later than three (3) days after notice is given.

(b) With reasonable written notice given to the Employer, an employee shall be permitted to review his/her personnel file in the office in which the file is normally kept.

Access to the file shall be not later than seven (7) days after notice is received.

### **10.6 Right to Have Steward Present**

This provision shall not apply to those discussions that are of an operational nature and do not involve imposition of disciplinary action.

Where an administrator/designate intends to interview an employee for disciplinary purposes, the administrator/designate must notify the employee in advance of the purpose of the interview in order that the employee has the right to contact his/her steward, providing that this does not result in an undue delay of the appropriate action being taken.

Where an administrator/designate intends to interview a shop steward for disciplinary purposes, the steward shall have the right to consult with a Staff Representative of the Union and to have another Shop Steward or alternate present at any disciplinary discussion with administrator/designate, providing that this does not result in an undue delay of the appropriate action being taken.

### **10.7 Employment Abandoned**

Any employee who fails to report for work and does not notify his/her person in charge within three (3) work days, and who cannot give an acceptable reason for his/her absence, shall be considered as having abandoned his/her position. An employee shall be afforded the opportunity to rebut such presumption and demonstrate that there was an acceptable reason for not having informed the Employer.

## **ARTICLE 11 - SENIORITY**

### **11.1 Seniority Defined**

Seniority shall be defined as the length of the employee's continuous employment with the facility and shall accumulate based on straight-time hours paid since the most recent date of employment with the Employer.

Upon completion of the probationary period, the initial date of employment shall be used for determining benefits and seniority hours.

### **11.2 Seniority Lists**

Seniority lists for regular full-time employees shall be posted within the first week of the months of January and July. Seniority lists for regular part-time and casual employees shall be posted within the first week of the months of January, April, July, and October. The seniority lists shall include the name, department, and straight-time hours paid up to the end of the previous month's pay period. A copy of the seniority lists shall be supplied to the President of the Union or his/her designate and to the Bargaining Unit Chairperson. Such lists shall be open for final correction for a period of thirty (30) calendar days following the posting, after which the seniority list will be considered accurate.

### **11.3 Loss of Seniority**

An employee shall lose his/her seniority and shall be deemed to have terminated his/her employment in the event that:

- (a) he/she is discharged for just cause;
- (b) he/she voluntarily terminates his/her employment;
- (c) he/she is on layoff for more than twelve (12) months;
- (d) he/she abandons his/her position in accordance with Article 10.7;
- (e) he/she is on layoff and fails to report when recalled for work of an ongoing nature within seven (7) calendar days after being notified of recall by registered mail from the Employer.

### **11.4 Same Service Seniority Date**

Where seniority rights are in dispute, and two (2) or more employees have the same amount of seniority, the matter will be determined through a method which is mutually agreeable to the parties.

## **ARTICLE 12 - VACANCY POSTING**

### **12.1 Postings**

- (a) A posting shall be required for vacancies or new positions which are in excess of two (2) calendar months and which the Employer is seeking to fill. A one-time increase of seven (7) hours or less per week in the number of regularly scheduled hours of a regular position shall not constitute a vacancy.

A change in the starting or quitting times, shift schedules, or scheduled days off shall not constitute a vacancy.

- (b) The Employer agrees to post such vacancy or new job for a period of at least seven (7) calendar days in advance of the selection. Applications must be received during the seven (7) day period in order to be considered by the Employer.
- (c) The posting shall contain the following information: title of the job, qualifications, nature of the position, present hours of work, wage rate or range.
- (d) Where operational requirements make it necessary, the Employer may make temporary appointments pending the posting process. Vacancies of two (2) months or less shall be filled in accordance with Appendix 2.
- (e) A copy of the job posting will be sent to the Chairperson of the Bargaining Committee.

(f) If a vacancy is posted and filled by an employee currently in the bargaining unit, the successful applicant will be notified within one (1) week of the decision being made and the name of the successful candidate will be posted on the bulletin board.

(g) An employee granted a temporary promotion or transfer shall return to his/her former job and pay rate without loss of seniority and accrued perquisites when the temporary promotion or transfer terminates.

## **12.2 Selection Criteria**

The successful applicant will be determined on consideration of the qualifications, knowledge, education, skills, experience, efficiency and personal suitability. Where two (2) or more applicants are equal, the one with the greater seniority will be selected.

## **12.3 Probationary Period**

It is understood that all new employees will be subject to a probationary period of four hundred eighty-eight (488) hours worked. The Employer may dismiss a probationary employee where the probationary employee is found to be unsuitable for continued employment in the position to which he/she has been appointed.

## **12.4 Qualifying Period**

When a vacancy is filled by an existing regular employee, the employee shall be declared permanent in the new job after a period of four hundred eighty-eight (488) hours worked. In the event the successful applicant proves unsatisfactory in the position during the trial period or if the employee is unable to perform the duties of the new job classification, or the employee wishes to return to his/her former position, he/she shall be returned to his/her former position, and wage/salary rates, without loss of seniority. Any other employee promoted or transferred because of rearrangement of positions shall be returned to his/her former position, and wage or salary rate, without loss of seniority.

## **12.5 Applications from Employees**

Applications from qualified employees shall be considered prior to applications from non-employees.

## **12.6 Right to Grieve**

Where an employee feels he/she has been aggrieved by any decision of the Employer relating to promotion, transfer, or demotion, the employee may initiate a grievance.

## **ARTICLE 13 - LAYOFF AND RECALL**

In the event of a layoff, the following shall apply:

- (a) the employees shall be laid off by job category in reverse order of seniority within a department;
- (b) a laid off employee may bump a less senior employee in the same department, provided the employee is qualified to do the job of the less senior employee.

Bumping rights must be exercised within seven (7) calendar days of notification of layoff by providing written notice to the person in charge;

- (c) employees on layoff shall be recalled by department in order of seniority subject to ability to do the work available;

(d) in the event of permanent layoff, after six (6) months of continuous employment, two weeks notice shall be given; after three continuous years employment one (1) additional week for each completed year of continuous service, to a maximum of eight.

## ARTICLE 14 - HOURS OF WORK

### 14.1 Continuous Operation

The work week shall provide for continuous operation based on a seven (7) day week, twenty-four (24) hours per day.

### 14.2 Hours of Work

The hours of work of a regular full-time employee, except nurses, will normally be seven and one-half (7½) hours per day, exclusive of an unpaid meal period, and an average of thirty-seven and one-half (37½) hours per week.

The hours of work of a regular full-time Registered Nurse will normally be eight (8) hours per day, and an average of forty (40) hours per week.

### 14.3 Scheduling

(a) The Employer shall arrange all shift schedules and post them at least fourteen (14) days in advance of the effective date.

(b) Except by agreement between the Employer and the employee, employees shall not be required to work excess of six (6) consecutive shifts without receiving two (2) consecutive days off, which may include statutory holidays, otherwise overtime shall be paid in accordance with Article 15.

(c) There shall be no split shifts.

(d) An employee reporting to work at the call of the Employer shall be paid a minimum of two (2) hours pay at his/her regular rate of pay if he/she does not commence work, and a minimum of four (4) hours pay at his/her regular rate of pay if he/she commences work.

(e) Employees may exchange shifts with the prior approval of the Employer, provided that a minimum of forty-eight (48) hours advance notice in writing is given and there is no increase in cost to the Employer.

(f) If shifts are scheduled so that there are not eight (8) hours between the end of an employee's shift and the start of the next regular shift, the employee shall not be required to report to work until there are eight (8) clear hours between the end of the last shift and the beginning of the next regular shift. In such cases, the Employer agrees to pay the employee, at straight time rates, as if the employee had reported to work for the regularly scheduled shift.

(g) Where the Employer plans to implement a significant change in the shift schedule of regular employees, which will affect a majority of employees in the rotation, the change may be made provided that:

(1) the change is consistent with the operational requirements and the provisions of the Collective Agreement and is not capricious, arbitrary, discriminatory or in bad faith; and

(2) the Employer has inquired into and given prior due consideration to the importance placed by the affected employee(s) on the existing hours of work, days off and work area; and the impact the changes will have on the personal circumstances of such employees.

#### 14.4 Shift Differential

Employees working the night shift shall be paid a shift differential of fifty cents (50¢) per hour for the entire shift worked.

#### 14.5 Rest and Meal Periods

- (a) There shall be a fifteen (15) minute rest period in each half of any full shift. Employees working less than a full shift, but a minimum of four (4) hours, will receive one (1) fifteen (15) minute paid rest period.
- (b) An unpaid meal period of one-half (½) hour will be scheduled as close as possible to the middle of each shift of five (5) hours or more and shall be taken away from the work area. Employees required by the Employer to work during their scheduled lunch break will have their lunch break rescheduled to an alternative time during that shift. Employees whose lunch break is not rescheduled will be paid for their lunch period at the applicable overtime rate, provided that the total hours worked exceeds those set out in Article 14.2.
- (c) The issue of designated staff areas for rest and lunch areas and the appropriate use of those areas will be discussed at the Joint Labour/Management Committee.

### ARTICLE 15 - OVERTIME

#### 15.1 Definition of Overtime

- (a) "*Overtime*" means authorized work performed by an employee in excess of the hours of work outlined in Article 14.2. Overtime shall not be claimed or received for work which is less than fifteen (15) minutes. All work less than fifteen (15) minutes in excess of the hours of work outlined in Article 14.2, shall be paid at straight time rates of pay. Work in excess of fifteen (15) minutes will be paid at the applicable overtime rate.
- (b) "*Straight time rate*" means the hourly rate of remuneration.
- (c) "*Time and one-half*" means one and one-half times the straight time rate.
- (d) "*Double-time*" means two (2) times the straight time rate.

#### 15.2 Authorization and Application of Overtime

An employee who is required to work overtime shall be entitled to overtime compensation when the overtime worked is authorized in advance by the administrator or designate in charge.

#### 15.3 Right to Refuse Overtime

All employees have the right to refuse to work overtime without being subject to disciplinary action for so refusing, except when required to do so in emergency situations.

#### 15.4 Overtime for Part-time Employees

A regular part-time employee working less than the normal hours per day of a full-time employee, and who is requested to work longer than his/her regular work day, shall be paid at the rate of straight time for the hours so worked, up to and including the normal hours in the work day of a full-time employee. Overtime rates shall apply to hours worked in excess of the normal hours in the work day of a full-time employee.

A regular part-time employee working less than the normal days per week of a full-time employee and who is requested to work other than his/her regularly scheduled work days, shall be paid at the rate of straight time for the days so worked up to and including the normal work days in the work week of a full-time

employee. Overtime rates shall apply to hours worked in excess of normal work days in the work week of a full-time employee.

### **15.5 Overtime Compensation**

Overtime worked shall be compensated at the following rates:

- (a) time and one-half (1-½) for the first three (3) hours of overtime on a regularly scheduled work day;
- (b) double-time (2x) in excess of (a);
- (c) subject to Article 15.4, time and one-half (1-½) for all hours worked on a scheduled day of rest, but employees shall not have the day off scheduled.
- (d) overtime shall be compensated in either cash or time off or a fifty-fifty (50/50) combination of both. Overtime off shall be scheduled at a mutually agreeable time. An employee who has opted for compensating time off in lieu of overtime premium pay shall take the time off by March 31st and September 30th of each year. If the accumulated time off is not taken before the above-noted dates, the balance of the banked overtime premium shall be paid on the employee's next regular pay cheque.

### **15.6 Callback**

Regular employees called back to work on their regular time off shall receive a minimum of two (2) hours overtime pay at the applicable rate.

### **15.7 Rest Interval**

A regular employee required to work overtime beyond his/her regularly scheduled shift shall be entitled to eight (8) clear hours off between the end of the overtime and the start of the next regular shift. If it is not possible to provide eight (8) clear hours off between the overtime shift and the employee's next regularly scheduled shift, then the employee shall not be required to report to work until there are eight (8) clear hours between the end of the overtime shift and the beginning of the next regular shift. In such cases, the Employer agrees to pay the employee, at straight time rates, as if the employee had reported to work for the regularly scheduled shift.

### **15.8 Shift Exchanges**

In no event shall any overtime be payable as a result of employees voluntarily exchanging shifts. All shift exchanges must be approved in accordance with Article 14.3(f).

### **15.9 Overtime Meal Allowance**

An employee who is required to work a minimum of two and one-half (2½) hours overtime following his/her scheduled hours of work shall be provided with a meal at the Employer's expense.

## **ARTICLE 16 - PAID HOLIDAYS**

### **16.1 Paid Holidays**

Regular employees shall be entitled to a day off with pay (in accordance to the equivalent hours worked and statutory holiday worked) for each of the following statutory holidays:

New Year's Day	Queen's Birthday
Canada Day	Thanksgiving Day
Labour Day	Boxing Day
Remembrance Day	Good Friday

Christmas Day	B.C. Day
One (1) Float Day	

Effective December 1, 1998 employees will be entitled to "Easter Monday".

Effective January 1, 2002 employees will be entitled to the one (1) Float Day referred to above.

Any other holiday proclaimed as a holiday by the Federal Government or the Government of the Province of British Columbia shall be a paid holiday as per Article 1.2.

Effective January 1, 2002 full-time employees may take at their discretion one (1) float day each calendar year with full pay to a maximum seven and one-half (7½) hours. The employee shall give at least two (2) weeks' notice for a float day to the Employer.

An employee shall not be permitted to take a float day on the day requested if that results in another employee working and being paid at overtime rates of pay.

### **16.2 Scheduling of Paid Holidays**

The Employer shall identify on the work schedule the day which corresponds to the employee's statutory holiday entitlement. Every effort will be made to schedule statutory holidays as additions to the employees two (2) regularly scheduled days off so that employees will receive as many three (3) day breaks during each year possible.

Where the Employer establishes a five (5) on, two (2) off; four (4) on, two (2) off rotation, every effort will be made to schedule those statutory holidays which are not built into the rotation, as additions to the employee's two (2) regularly scheduled days off so that employees will receive as many three (3) day breaks during each year as possible.

### **16.3 Holiday Falling on a Scheduled Work Day**

In addition to Article 16.1, a regular employee who works on a statutory holiday, referred to in Article 16.1, shall be paid at the rate of one and one-half (1½) times his/her rate of pay.

### **16.4 Holiday Coinciding With a Day of Vacation**

Where an employee is on vacation leave with pay and a paid holiday falls within that period, the paid holiday shall not count as a day of vacation.

### **16.5 Christmas or New Year's Day Off**

The Employer agrees to make every reasonable effort to ensure that employees required to work shifts shall have at least Christmas Day or the following New Year's Day off, based on seniority, staffing requirements and the holiday shifts worked the previous year. Employees shall indicate their preference in writing on or before November 1st of each year.

### **16.6 Paid Holiday Pay**

Payment for paid holidays will be made at an employee's basic pay, except if an employee has been working in a higher paid position than his/her regular position for a majority of the sixty (60) working days preceding the designated holiday, in which case he/she shall receive the higher rate.

**ARTICLE 17 - ANNUAL VACATIONS****17.1 Vacation**

Post probationary regular full-time employees shall be credited for and granted vacations earned based the employee's straight time earnings during the previous January 1 to December 31 period, as follows:

	<b>Time Off</b>	<b>% of Straight-time Earnings</b>
Less than 1820 hrs.	Zero (0) weeks	four percent (4%)
1821 hrs. to less than 5460 hrs.	Two (2) weeks	four percent (4%)
5461 hrs. to less than 9100 hrs.	Three (3) weeks	five percent (5%)
9101 hrs. to less than 14,560 hrs.	Three (3) weeks	six percent (6%)
more than 14,561 hrs.	Four (4) weeks	eight percent (8%)

Post probationary regular part time employee will be entitled to annual vacation on a pro-rata basis.

Probationary regular employees shall receive four percent (4%) of their straight time earnings in lieu of vacations.

**17.2 Vacation Earnings for Partial Year**

- (a) Where employment is terminated, employees shall be granted earned and unused annual vacation pay calculated on a proportionate basis. Any vacation owing at time of resignation will be paid out and shall not be taken as time in lieu of notice.
- (b) Any vacation taken but not earned at the time of termination will have the unearned portion deducted from the employee's final cheque. In the event the final cheque does not fully repay vacation time taken but not earned, the employee will be required to pay back the outstanding amount.
- (c) An employee whose employment ceases before he/she has completed five (5) working days of employment is not entitled to annual vacation pay.

**17.3 Vacation Carryover**

In a five (5) year window, an employee may carry over up to five (5) days' vacation leave per vacation year for two (2) consecutive vacation years, up to a maximum of ten (10) days. Such carried over vacation must be taken together along with any additional vacation to which the employee is entitled, no later than the third vacation year. Employees planning to carry over vacation leave credits shall notify their departmental supervisor, in writing, by March 15th of each vacation year.

Failure by an employee to take his/her carried over vacation time, plus vacation time earned in the third year, will result in a full pay settlement to the employee within the last payroll of the vacation year, and the employee will not be entitled to carry over vacation again in the future. The rate of pay used to calculate the employee's vacation pay (whether used or unused) shall be the rate of pay to which the employee was entitled when the vacation was earned.

**17.4 Call Back**

- (a) Employees who have commenced their annual vacation shall not be called back to work, except in cases of extreme emergency.

(b) When, during any vacation period, an employee is recalled to duty, he/she shall be reimbursed for all reasonable expenses incurred thereby by himself/herself, in proceeding to his/her place of duty and in returning to the place from which he/she was recalled upon resumption of vacation, upon submission of receipts to the Employer.

(c) Time necessary for travel in returning to his/her place of duty and returning again to the place from which he/she was recalled shall not be counted against his/her remaining vacation time.

### **17.5 Vacation Scheduling**

Subject to operational requirements, scheduling of vacations shall be in accordance with seniority as per Article 11 within a department. Where an employee chooses to split their vacation, they shall exercise seniority rights in the choice of the first vacation period. Seniority shall prevail in the choice of the second vacation period, but only after all other first vacation periods have been selected. Seniority shall prevail in the choice of subsequent vacation periods in like manner.

No employee shall be entitled to more than four (4) vacation periods, per vacation year unless mutually agreed.

### **17.6 Vacation Schedules**

(a) Employees shall submit their vacation requests to their supervisor on or before:

- (1) November 1st for the period January 1 through April 30th; and
- (2) March 1st for the period May 1st through December 31st.

(b) An employee who does not exercise his/her seniority rights by the cut-off dates stipulated above, shall not be entitled to exercise those rights in respect to any vacation time previously selected by an employee with less seniority.

(c) Vacation schedules, once posted, shall not be changed except in cases of emergency with the mutual agreement of the Employer and employee.

### **17.7 Vacation Pay**

Upon receipt of thirty (30) days' written notice, the Employer shall pay to the employee, immediately prior to the commencement of his/her vacation, an amount equivalent to his/her vacation pay earned, up to the amount of vacation time being taken.

### **17.8 Vacation Credits Upon Death**

Earned but unused vacation entitlement shall be made payable, upon an employee's death, to the employee's estate.

### **17.9 Reinstatement of Vacation Days - Sick Leave**

In the event an employee is sick or injured prior to the commencement of his/her vacation, such employee shall be granted sick leave and the vacation period so displaced shall be added to the vacation period if requested by the employee and it is mutually agreed by the employee and the Employer; but where the parties do not agree, it shall be reinstated for use at a later date.

## **ARTICLE 18 - SICK LEAVE**

### **18.1 Sick Leave Entitlement**

Regular employees who have completed the probationary period will accumulate sick leave credits on the basis of seven and one-half (7½) hours for every one hundred and sixty-two and one-half (162½) hours worked, cumulative to a maximum of ninety (90) hours.

- (a) Sick leave shall only be utilized when an illness prevents an employee from attending work. Employees who are absent because of sickness may be required to prove sickness. Under certain circumstances, failure to meet this requirement may lead to disciplinary action.
- (b) An employee must apply for sick leave pay, in accordance with the Employer's procedures, to cover periods of actual lost time from work owing to sickness or accident. Sick leave pay shall be computed on the basis of regularly scheduled hours lost to illness and shall be based on the employee's basic rate of pay.
- (c) Where it appears that an employee's sick leave utilization is excessive, the employee may be required to submit additional medical documentation.

## **18.2 Employee to Inform Employer**

The employee shall advise the Administrator/Designate at least 24 hours prior to the start of his/her next shift or as soon as possible of his/her inability to report to work because of sickness or injury, the nature of the illness or injury, and the probable date of his/her return to work.

Employees who are absent from work because of sickness shall contact the Administrator/Designate on a regular basis regarding the status of their condition and/or the anticipated date of return to work.

Employees who have been absent from work due to illness or injury must provide sufficient notice to the Employer of their ability to return to work, prior to doing so. It is agreed that longer notice is required where the employee has been absent from work for a period in excess of thirty (30) consecutive days.

Employees may be required to prove fitness to return to work, prior to actually returning to work.

## **18.3 Expiration of Sick Leave Credits**

The Employer shall inform employees, upon request of their sick leave credits. At the expiration of sick leave credits, employees who continue to be off on sick leave shall apply for and be placed on unpaid leave of absence in accordance with Article 20.4. If the employee is not fit to return to his/her previous position at the expiry of the unpaid leave of absence, the employee must apply for further leave of absence.

Benefits will continue to apply for the first twenty (20) work shifts following the expiration of the sick leave credits.

Employees who wish to continue to coverage under Article 25.1 may do so provided the employee pays the full cost of the premiums.

## **18.4 Probationary Period**

During the probationary period, an employee is not entitled to sick leave. Upon completion of the probationary period, an employee will be credited with sick leave credits accumulated during the probationary period.

## **18.5 Third Party Coverage**

In the event that an employee is absent from duty because of illness or injury in respect of which wage loss benefits may be payable to the employee by the Insurance Corporation of British Columbia (ICBC), the liability of the Employer to pay sick pay shall rank after the ICBC. Notwithstanding such liability, the Employer shall pay the employee such sick leave pay as would otherwise be payable under this Agreement. The employee shall not be obliged to take action against the ICBC, but the Employer shall be entitled to subrogate to the rights of the employee and to take whatever action may be appropriate against the ICBC at

any time after six (6) months following the illness or injury, unless the employee first elects to take action on his/her own behalf. To the extent that the employee recovers monies as compensation for wages lost, the Employer shall be reimbursed any sick leave pay that it may have paid to the employee.

Where the Employer recovers monies from the ICBC, the employee's sick leave credits shall be proportionately reinstated.

## **ARTICLE 19 - WORKERS' COMPENSATION**

### **19.1 Sick Leave/Workers' Compensation**

Sick leave shall be paid for one (1) day or less not covered by the **Workers' Compensation Act**.

### **19.2 Benefits While on Compensation**

Regular employees who are absent from work and in receipt of WCB wage loss replacement benefits shall be considered as being on Unpaid Leave of Absence, except that seniority and benefits shall be applied as follows:

- (a) seniority hours pursuant to Article 11.1 shall continue to accrue;
- (b) vacation entitlement in Article 17.1 shall continue to accrue; and
- (c) the Health and Welfare provisions of Article 25 will continue to apply for twenty (20) calendar days or then end of the calendar month in which the employee is injured whichever is greater.

### **19.3 Employee to Contact Employer**

Employees who are absent from work due to a Workers' Compensation Board related injury shall contact their supervisor or the designated person in charge on a regular basis regarding the status of their condition and/or the anticipated date of return to work.

Prior to returning to work, employees who have been absent from work and in receipt of WCB wage-loss replacement benefits may be required to produce a medical certificate certifying that they have fully recovered from the compensable injury and are able to perform the full scope of their duties.

## **ARTICLE 20 - SPECIAL AND OTHER LEAVE**

### **20.1 Special Leave**

Employees shall be entitled to the following special leave:

- (a) One (1) day with pay for each of the following:
  - (1) Marriage of the employee
  - (2) Paternity leave
  - (3) To attend wedding of an employee's child
  - (4) To attend the employees' formal hearing for citizenship
- (b) In the event of a sudden serious illness of a spouse or child residing with the employee, and when no alternative person to care for the sick person is available and provided that the employee has made every effort to provide alternative care, up to two (2) days may be taken from the employee's accumulated sick leave credits to care for the ill spouse or child.

(c) Parental leave - a birth parent or an adopting parent is entitled to unpaid parental leave of up to twelve (12) consecutive weeks. This leave may be extended by up to five (5) weeks if the child requires an additional period of parental care.

Excluding special leave taken under Article (c) above, in no case shall an employee be entitled to use more than a cumulative total of three (3) special leave days in any calendar year.

## **20.2 Compassionate Leave**

(a) In the event of the death of an immediate family member, an employee who is not on unpaid leave of absence, shall be entitled to compassionate leave, at his/her regular rate of pay, for three (3) days. The employee may be entitled to two (2) additional days off, without pay, to travel in conjunction with the compassionate leave day.

(b) In the alternative to (a) above, if an established ethno-cultural or religious practice provides for ceremonial occasions other than the bereavement period between the date of death and the date of the funeral, an employee may take the compassionate leave day and any necessary travel time referred to (a), at the time of the ceremonial occasion.

(c) Immediate family is defined as an employee's parents, spouse, child, brother, sister, father-in-law, mother-in-law, grandparent, and any other relative permanently residing in the employee's household or with whom the employee resides.

(d) If an employee is on vacation leave at the time of bereavement, the employee shall be granted bereavement leave and be credited the appropriate number of days to vacation leave credits.

## **20.3 Unpaid Leave for Public Office**

Employees shall be granted unpaid leave of absence to enable them to run for elected public office, and if elected, to serve their term(s) of office as per Articles 20.4 and 20.5.

## **20.4 Unpaid Leave**

(a) An employee may request unpaid leave of absence for any purpose. Requests for such leave of absence will be made in writing, addressed to their immediate supervisor. Reasonable notice of at least fourteen (14) days will be given to minimize dislocation of staff. The Employer will indicate to the employee, in writing, the acceptance or refusal of such a request within a reasonable period of time. Such permission shall not be unreasonably withheld.

(b) Any employee who has been granted leave of absence and who over stays such leave by more than three (3) working shifts, unless permission is obtained or a satisfactory explanation is provided, shall be considered to have terminated employment without notice. An employee shall be afforded the opportunity to rebut such presumption and demonstrate that there was an acceptable reason for not having informed the Employer.

(c) When an employee is away on unpaid leave of absence or an accumulation of unpaid leaves of absence exceeding twenty (20) working shifts in any year, the employee shall not accumulate benefits or seniority from the twenty-first (21st) day of the unpaid leave to the last day of the unpaid leave.

## **20.5 Health and Welfare Benefits While on Unpaid Leave of Absence**

The Employer will continue to pay its share of the applicable health and welfare benefits for a maximum of twenty (20) work shifts in any calendar year. For any leave of absence or accumulation of leaves of absence in excess of twenty (20) work shifts in any calendar year, benefit coverage may be continued by the employee, provided the employee pays, in advance, the monthly cost of all the benefit premiums to the Employer in accordance with the procedures established by the Employer.

## 20.6 Education Leave

- (a) An employee shall be granted leave with pay to take courses at the request of the Employer. The Employer shall bear the full cost of the course, including tuition fees, entrance or registration fees, laboratory fees and course required books, pre-approved out of town travelling and subsistence expenses and other legitimate expenses where applicable. Fees are to be paid by the Employer when due.
- (b) When an employee goes on approved Education Leave, upon completion of the leave he/she will return to his/her former position.
- (c) Educational courses referred to on a job description shall not be paid for by the Employer.

## 20.7 Jury Duty and Leave for Court Appearances

Regular employees who are required to serve as jurors or witnesses in any court provided such court action is not occasioned by the employee's private affairs, shall be granted leave of absence without loss of pay equal to the length of the court duty. An employee in receipt of his/her regular earnings while serving at a court shall remit to the Employer all monies paid to him/her by the court, except travelling and meal allowances not reimbursed by the Employer.

In the event an accused employee is jailed pending a court appearance, such leave of absence shall be without pay.

## ARTICLE 21 - MATERNITY AND ADOPTION LEAVE

### 21.1 Maternity Leave

Pregnancy shall not constitute cause for dismissal.

Medical complications of pregnancy, including complications during an unpaid leave of absence for maternity reasons preceding the period stated by the *Employment Insurance Act*, shall be covered by sick leave credits providing the employee is not in receipt of maternity benefits under the *Employment Insurance Act* or any wage loss replacement plan.

Employees shall be granted maternity leave of absence without pay. The duration of the maternity leave of absence before confinement and subsequent to confinement shall be the option of the employee.

Employees shall make every effort to give at least fourteen (14) days' notice prior to the commencement of maternity leave of absence without pay and employees shall give at least fourteen (14) days' notice of their intention to return to work prior to the termination of the leave of absence.

If an employee is unable or incapable of performing her duties prior to the commencement of the maternity leave of absence without pay, the employee may be required to take unpaid leave of absence.

The Employer may require the employee to provide a doctor's certificate indicating the employee's general condition during pregnancy along with the expected date of confinement.

Upon return to work, the employee shall continue in her former position without loss of perquisites accumulated up to the date of commencement of the maternity leave of absence without pay and subject to the provisions of Article 20.4.

Effective the signing date of this Agreement, leave of absence for maternity may be taken for a period not to exceed thirty (30) weeks. For the first twenty (20) days of such leave, the employee shall be entitled to the benefits applicable to other leaves of absence. For the balance of an eighteen (18) week period, i.e. eighteen (18) weeks less twenty (20) days, the employee shall be entitled to the maternity leave benefits set forth in

the *Employment Standards Act*, including seniority. The balance of a maternity leave shall be without pay or benefits.

### **21.2 Adoption Leave**

(a) Upon request, and having completed his/her initial probationary period, an employee shall be granted leave of absence without pay for up to six (6) months following the adoption of a child. The employee shall furnish proper proof of adoption. Where both parents are employees of the Employer, the employees will decide which of them will apply for leave.

(b) Employees shall make every effort to give at least fourteen (14) days notice prior to the commencement of adoption leave of absence without pay and employees shall give at least fourteen (14) days notice of their intention to return to work prior to the termination of the leave of absence.

## **ARTICLE 22 - SAFETY AND HEALTH**

### **22.1 Safety Committee**

A Safety and Health Committee shall be established. Unless otherwise mutually agreed, the Committee shall be composed of:

- (a) two (2) representatives appointed by the Employer; and
- (b) two (2) representatives or their alternate(s) as appointed by the Union.

The Union representatives shall be employees at the workplace.

### **22.2 Committee Responsibilities**

The Safety and Health Committee shall function in accordance with the provisions of the Industrial Health and Safety Regulations made pursuant to the Workers' Compensation Act. Minutes of all Safety and Health Committee Meetings shall be kept and copies of such minutes shall be sent to the Employer and the Union designate.

The Union agrees to actively pursue with the other health care unions certified within the same facility a Joint Union Committee for the purposes of this Article.

### **22.3 Date of Injury**

An employee who is injured during working hours and is required to leave for treatment or is sent home for such injury shall receive payment for the remainder of their shift at his/her regular rate of pay from the employee's accumulated sick leave credits, unless a doctor states that the employee is fit for further work on that shift.

### **22.4 Transportation**

Transportation to the nearest physician or hospital for employees requiring medical care as a result of an on-the-job accident shall be at the expense of the Employer.

### **22.5 Right to Refuse Unsafe Work**

No employee shall be disciplined for refusal to work when excused by the provisions of the Workers' Compensation Act and regulations.

## **22.6 Lieu Time to Attend Meetings**

Members of the Safety Committee who attend Safety Committee Meetings outside normal working hours shall be credited with equivalent straight time off with pay, to be scheduled at a mutually agreeable time.

## **22.7 Investigation of Accidents**

The Occupational Health and Safety Committee shall be notified in a timely manner of each accident and injury involving an employee which has occurred since the last meeting of the Committee. The Committee may investigate the incident jointly, by one (1) representative of the Union and one (1) Employer representative and report to the Union and the Employer on the nature and cause of the accident or injury. Where the Committee makes a report, the Committee shall decide on the format of the report and whether the report should be sent to the Workers' Compensation Board.

In the event of a fatality, the Employer shall immediately notify the President of the Union or his/her designate and the Bargaining Committee Chairperson.

## **ARTICLE 23 - TECHNOLOGICAL, AUTOMATION AND OTHER CHANGES**

This Article will not interfere with the right of the Employer to make such changes in methods of operation as are consistent with technological advances in the long term care field.

The purpose of the following provisions is to preserve job security and stabilize employment and to protect as many regular employees as possible from loss of employment.

Any employee classified as a regular employee shall be considered displaced by technological change when his/her services shall no longer be required as a result of a change in plant or equipment, or a change in a process or method of operation diminishing the total number of employees required to operate the facility in which he/she is employed.

Employees affected by technological change will be given reasonable notification in advance and allowed a training period to acquire the necessary skills for retaining employment within the facility, commensurate with their seniority and ability.

The Employer agrees that, whenever possible, no employee shall lose employment because of technological change, utilizing normal turnover of staff to absorb such displaced employee.

However, when necessary to reduce staff, it shall be done in accordance with Article 13, Layoff and Recall.

## **ARTICLE 24 - CONTRACTING OUT**

The Employer agrees not to contract out bargaining unit work to any outside agency which would result in the laying off of employees in the bargaining unit.

## **ARTICLE 25 - HEALTH AND WELFARE**

### **25.1**

The Employer agrees to provide the following health and welfare plans to eligible employees:

- (a) *Medical Plan*

The British Columbia Medical Services Plan or carrier approved by the British Columbia Medical Services Commission. The Employer will pay one hundred percent (100%) of the premium for eligible employees and their dependants.

(b) *Dental Plan*

A dental plan covering eight percent (80%) of the costs of the basic plan and fifty percent (50%) of the cost of major restorative plan. The basic plan and the major restorative plan are subject to a maximum of \$1000 per year combined. The premiums for such plans shall be one hundred percent (100%) Employer paid, for eligible employees and their dependants.

(c) *Group Life and Accidental Death and Dismemberment*

A group life insurance policy and an accidental death and dismemberment policy, the premiums for which shall be one hundred percent (100%) Employer paid, for eligible employees.

(d) *Extended Health Care Plan*

An extended health care plan, with a 25/25 deductible and unlimited life time maximum for claims, covering one hundred percent (100%) of the cost beyond the deductible, the premiums for which shall be one hundred percent (100%) Employer paid, for eligible employees and their dependants. Maximum \$5000 per year for nursing care and \$500 every 5 years for hearing aides.

## **25.2 Commencement of Coverage**

Coverage under the provisions of this Article shall apply to regular full-time and regular part-time employees who work twenty-two and one-half (22½) hours or more per week and shall commence the first day of the calendar month immediately following the completion of the employee's probationary period.

## **25.3 Employer to Arrange for Coverage**

The Union recognizes and agrees that the Employer's obligations and liability with regard to providing the benefit and insurance coverage agreed to herein is in all events limited to arranging for the underwriting coverage by the insurer(s) and for the internal procedural administration of the Plans. The Employer cannot be held liable for refusal by the insurer(s) to underwrite any plan, for cancellation of coverage of any Plan by the insurer(s) or for the rejection of any claim or claims by the insurer(s).

## **25.4 RRSP**

The Employer agrees to become a contributing Employer to the Group Registered Retirement Savings Plan (Group RRSP) as per Appendix 3.

## **ARTICLE 26 - WORK CLOTHING AND RELATED SUPPLIES**

The Employer will supply suitable rubber gloves and aprons or other protective clothing to employees required by the Employer to wear same.

## **ARTICLE 27 - PAYMENT OF WAGES AND ALLOWANCES**

### **27.1 Paydays**

- (a) Employees shall be paid biweekly. Paydays shall be every second Friday.
- (b) The distribution of paycheque stubs shall be as per current practises.

**27.2 Pay on Temporary Assignment**

An employee temporarily assigned by the Employer to a position with a rate of pay lower than his/her rate of pay shall maintain his/her regular rate of pay.

**27.3 Mileage**

An allowance of thirty cents (30¢) per kilometre will be paid to employees required by the Employer to use their own vehicle in the performance of their duties.

The Employer will pay for reasonable parking expenses incurred by an employee who uses his/her own vehicle in the performance of their duties.

**ARTICLE 28 - NOTICE OF NEW AND CHANGED POSITIONS****28.1 Job Descriptions**

The Employer agrees to supply the President of the Union or his/her designate, and Chairperson of the Bargaining Committee with the job descriptions for those classifications in the bargaining unit.

**28.2 New Classifications/Duties***(a) Notice of New Positions*

In the event the Employer shall establish a new position, the wage rate for the new position shall be established by the Employer and written notice shall be given to the Union. The wage rate shall be considered as agreed unless the Union objects to the proposed wage rate within thirty (30) days of notification.

*(b) Notice of Changed Positions*

In the event that the Employer introduces significant changes to an existing job such that the job description is substantially altered, the Employer shall give written notice to the Union outlining the changes which have taken place, along with the Employer's proposal for a change in the wage rate, if any.

Should the Union object to the proposed wage rate, such objection to the wage rate must be made in writing, within thirty (30) days of notification by the Employer.

If no written objection is received by the Employer, then the wage rate shall be considered as agreed to.

If the wage rate proposed by the Employer for the changed job is revised as a result of negotiation or arbitration, then the revised wage rate shall be effective from the date on which the changes were implemented.

**ARTICLE 29 - GENERAL CONDITIONS****29.1 Indemnity**

Except where there has been negligence on the part of an employee, the Employer will:

- (a) exempt and save harmless employees from any liability action arising from the proper performance of his/her duties for the Employer; and
- (b) assume all costs, legal fees and other expenses arising from any such action.

### **29.2 Employer Property**

Employees must return to the Employer all Employer property in their possession at the time of termination of employment. The Employer shall take such action as required to recover the value of articles which are not returned.

### **29.3 Copies of Agreement**

The Union and the Employer desires every employee to be familiar with the provisions of this Agreement and his/her rights and obligations under it. For this reason, the Union shall print and distribute sufficient copies of the Agreement to the stewards for distribution to employees on staff.

The cost shall be shared equally. The Union will invoice the Employer.

### **29.4 Volunteers and Bargaining Unit Work**

It is agreed that volunteers have a role to fill in the operation of a long term care facility and are an important link to the community being served. Volunteers shall be supernumerary to established positions in the bargaining unit and will not result in the layoff of bargaining unit employees, nor will volunteers be used to fill established positions within the bargaining unit.

It is further agreed that the current practice regarding the use of volunteers, as of the date of execution of this Agreement, is consistent with the above.

### **29.5 Personal Property Damage**

Upon submission of reasonable proof, where an employee's personal clothing and needed tools of trade are damaged by a person in the care or custody of the Employer, the Employer shall pay, up to a maximum of one hundred dollars (\$100), for the repair or replacement costs of personal deductible insurance, provided such personal possessions are of a type suitable for use while on duty.

### **29.6 Joint Labour/Management Committee**

- (a) The parties agree to establish a Joint Committee composed of two (2) employees appointed by the Union and two (2) representatives of the Employer.
- (b) The Joint Committee shall meet at the call of either party at a mutually agreed time and place. Employees shall not suffer any loss of basic pay for time spent attending meetings of the Committee.
- (c) An Employer representative and a Union representative shall alternate in presiding over the meetings.
- (d) The Committee shall not have jurisdiction over any matter of collective bargaining including the administration of this Agreement. The Committee shall not have the power to bind either the Union or its members or the Employer to any decisions reached in its discussions.
- (e) The Committee shall have the power to make recommendations to the parties on the following:
  - (1) reviewing matters, other than grievances, relating to the maintenance of good relations between the parties;
  - (2) correcting conditions causing misunderstandings;

- (3) dealing with matters referred to it in this Agreement.
- (f) Minutes of Joint Committee Meetings shall be transcribed by the Employer and distributed to committee members.

**ARTICLE 30 - TERM OF AGREEMENT**

**30.1 Duration**

This Agreement shall be binding and remain in effect until midnight November 30, 2002.

**30.2 Notice to Bargain**

- (a) This Agreement may be opened to collective bargaining by either party giving written notice to the other party on or after September 30, 2002, but in any event, no later than midnight on October 30, 2002.
- (b) Where no notice is given by either party prior to September 30, 2002, both parties shall be deemed to have given notice under this section on October 30, 2002.
- (c) All notices on behalf of the Union shall be given by the Staff Representative appointed by the President of the Union and similar notices on behalf of the Employer shall be given by the Administrator.

**30.3 Change in Agreement**

Any change deemed necessary in this Agreement may be made by mutual agreement at any time during the life of this Agreement.

**30.4 Agreement to Continue in Force**

Both parties shall adhere fully to the terms of this Agreement until such time as either party discontinues negotiations.

During the term of this Collective Agreement, the Union agrees that there shall be no strike, and the Employer agrees that there shall be no lockout.

**30.5 Effective Date of Agreement**

The provisions of this Agreement shall come into full force and effect on the date of ratification unless otherwise specified.

**SIGNED ON BEHALF OF THE UNION:**

**SIGNED ON BEHALF OF THE EMPLOYER:**

\_\_\_\_\_  
John T. Shields  
President

\_\_\_\_\_  
Abdul Jamal

\_\_\_\_\_  
Patricia Wall  
Bargaining Committee Chairperson

\_\_\_\_\_  
Irene Elliott  
Bargaining Committee Member

\_\_\_\_\_  
Estelita Monge  
Bargaining Committee Member

\_\_\_\_\_  
Oli Magnusson  
Staff Representative

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 1999.

## APPENDIX 1 - WAGE SCHEDULE

## Classifications and Hourly Rates

Job Description		December 1, 1998 (2%)	December 1, 2000 (1%)	December 1, 2001 (1%)
RN/RPN				
	Start:	20.25	20.66	20.87
	1820 hrs:	21.00	21.42	21.63
	3640 hrs:	21.75	22.19	22.41
	5460 hrs:	22.25	22.70	22.93
	7280 hrs:	23.25	23.72	23.96
	9100 hrs:	23.75	24.23	24.47
LPN				
	Start:	16.25	16.58	16.75
	1820 hrs:	16.50	16.83	17.00
	3640 hrs:	16.75	17.09	17.26
	5460 hrs:	17.00	17.34	17.51
	7280 hrs:	17.25	17.60	17.78
	9100 hrs:	17.50	17.85	18.03
RCA				
	Start:	13.50	13.77	13.91
	1820 hrs:	14.00	14.28	14.42
	3640 hrs:	14.50	14.79	14.94
	7280 hrs:	15.00	15.30	15.45
	12,740 hrs:	15.50	15.81	15.97
COMPANION				
	Start:	11.25	11.48	11.59
	1820 hrs:	11.50	11.73	11.85
	3640 hrs:	11.75	11.99	12.11
	7280 hrs:	12.00	12.24	12.36
	12,740 hrs:	12.50	12.75	12.88
ACTIVITY ASSISTANT				
	Start:	13.50	13.77	13.91
	1820 hrs:	14.00	14.28	14.42
	3640 hrs:	14.50	14.79	14.94
	7280 hrs:	15.00	15.30	15.45
	12,740 hrs:	15.50	15.81	15.97
HOUSEKEEPING AID				
	Start:	13.25	13.52	13.66
	1820 hrs:	13.75	14.03	14.17
	3640 hrs:	14.25	14.54	14.69
	7280 hrs:	14.50	14.79	14.94
	12,740 hrs:	14.75	15.05	15.20
LAUNDRY AIDE				
	Start:	13.25	13.52	13.66
	1820 hrs:	13.75	14.03	14.17
	3640 hrs:	14.25	14.54	14.69
	7280 hrs:	14.50	14.79	14.94
	12,740 hrs:	14.75	15.05	15.20

Job Description		December 1, 1998 (2%)	December 1, 2000 (1%)	December 1, 2001 (1%)
COOK				
	Start:	14.50	14.79	14.94
	1820 hrs:	15.00	15.30	15.45
	3640 hrs:	15.50	15.81	15.97
	7280 hrs:	16.00	16.32	16.48
	12,740 hrs:	16.25	16.58	16.75
FOOD SERVICES ATTENDANT				
	Start:	13.25	13.52	13.66
	1820 hrs:	13.75	14.03	14.17
	3640 hrs:	14.25	14.54	14.69
	7280 hrs:	14.50	14.79	14.94
	12,740 hrs:	14.75	15.05	15.20

Employees who would have been entitled to a new wage increment as a result of having worked the appropriate number of hours since the date of certification will be moved to the new wage increment effective the date they would have been entitled to do so and be paid accordingly.

**APPENDIX 2 - CASUAL CALL-IN****(1) The Casual Register**

- (a) Casual employees and regular part-time employees must notify the Administrator/designate, in writing, of their availability for casual work.
- (b) Notification must be submitted to the Administrator/designate at least fourteen (14) days prior to posting the following month's schedule.
- (c) Casual and regular part-time employees, having provided notice in writing as per (a) and (b) above, will be placed on the casual register, in order of seniority, for the following month.
- (d) A casual or regular part-time employee shall be entitled to register for work in any job for which he/she has the qualifications to perform.
- (e) Casual employees have the right to refuse one (1) shift per month. If a casual employee refuses six (6) shifts within a five (5) month period, on the 6th refusal he/she will be dropped from the casual register and be deemed to have terminated his/her employment.

**(2) Procedure for Calling Employees for Casual Work**

- (a) The Employer shall consider seniority, availability, the equal sharing of available work, the necessity for on-the-job orientation of new employees, the efficiency of assigning blocks of work and the continuity of care required by residents in the calling of casual employees.
- (b) A log will be kept of all calls made for casual call in. The log book shall show:
  - ◇ the date
  - ◇ employee called
  - ◇ the time called
  - ◇ the position and shift being called to fill
  - ◇ the outcome of the call (accept, decline, no answer, answering machine, message left)
  - ◇ the signature of the caller
- (c) If no answer, the caller shall make note in log book and move to next available employee on the casual register as outlined in 2(a) above. If an answering machine is reached or person is available to take a message, the caller shall leave a message saying, "This is Peace Portal Lodge calling, please call regarding an available shift" and note "answering machine" or "message left" in the log book. The caller shall then proceed down the list as outlined in point 2(a) above.
- (d) If an employee returns a call from a message left and the shift remains unfilled, offer it. If the shift vacancy has been filled, advise the employee that the shift is no longer available.

**APPENDIX 3 - GROUP RRSP**

- (1) The Employer agrees to become a contributing Employer to a Group Registered Retirement Savings Plan (Group RRSP).
- (2) All regular employees shall enroll in the Group RRSP plan.
- (3) Employee contributions to the Plan will be on the following basis:  
Effective July 1, 2002, twenty-five cents (25¢) for each hour of paid working time
- (4) The Employer's contributions will match the contributions made by the employee.
- (5) In the event that the Employer is required by law to implement a different retirement scheme, the Group RRSP will be terminated for employees of the Employer.

**MEMORANDUM OF AGREEMENT**

**STAFF MEALS**

The Parties agree that the following shall govern the price charged to employees for staff meals:

- (1) Effective one (1) month after ratification, cost of meals and practices as of August 1, 1997 shall be effective.
- (2) Effective August 1, 1999 all employees shall pay \$2.50 per meal until the end of the Agreement.
- (3) The Parties agree to discuss the continuation of staff meals in the next round of Collective bargaining.