

AGREEMENT

BETWEEN: B.C. FEDERATION OF LABOUR

AND: OFFICE AND TECHNICAL EMPLOYEES UNION, LOCAL 15

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Effective: **May 1, 1998 to**
April 30, 2000

THIS COLLECTIVE AGREEMENT ENTERED INTO THIS _____ DAY
OF _____, 19____.

BETWEEN: B.C. FEDERATION OF LABOUR
(hereinafter referred to as the "Federation")

PARTY OF THE FIRST PART

AND: OFFICE AND TECHNICAL EMPLOYEES' UNION, LOCAL NO. 15
(hereinafter referred to as the "Union")

PARTY OF THE SECOND PART

ARTICLE 1 - PURPOSE

The purpose of this Agreement is to maintain a harmonious relationship between the Federation and its employees; to define clearly the hours of work, rates of pay and conditions of employment; to provide for an amicable method of settling differences which may from time to time arise and to promote the mutual interest of the Federation and its employees; to promote and maintain such conditions of employment, and in recognition whereof, the Parties hereto covenant and agree as follows:

ARTICLE 2 - BARGAINING UNIT AND RECOGNITION

Section 1 The Federation recognizes the Union as the sole bargaining authority for all employees in its offices within the jurisdiction of the Office and Technical Employees Union, Local 15, and within the classification of workers listed in Appendix "A" or within such new classifications as may from time to time be agreed and established by the Parties.

ARTICLE 3 - UNION SECURITY

Section 1 The Federation agrees that all employees shall maintain Union membership in the Office and Technical Employees' Union as a condition of employment.

ARTICLE 3 - UNION SECURITY (Cont'd.)

When clerical workers are required, Union members in possession of paid-up Union book or card will be hired. Such requests are to be directed through the Union office. The OTEU will comply with this request within three working days and supply to the Federation names of members which meet prerequisite qualifications. Failure of the Union to supply qualified people within the three working days allows the Federation to hire workers from elsewhere. It is understood that any employee being hired under these circumstances will join the Union within fifteen (15) days and remain a member of the Union in good standing, as a condition of continuing employment. It is further agreed that it shall not be deemed a breach of this Agreement to post notice of available staff representatives' positions with the affiliates of the Federation.

Section 3 Upon written notice from the Union that an employee fails to maintain membership in the Union by refusing to pay dues or assessments, the Federation agrees to terminate employment of said employees after seven (7) days from the date of notice.

Section 4 The Federation agrees to deduct the amount authorized as Union dues, initiation and/or assessments once each month and transmit the monies so collected to the Secretary-Treasurer of the Union by the fifteenth (15th) of the following month, together with a list of employees from which such deductions were made.

ARTICLE 4 - THE RIGHTS OF THE FEDERATION

Section 1 The Union recognizes the rights of the Federation to hire and promote, and to discipline or discharge any employee for just cause subject to the provisions of this Agreement and the right of the Union or employee to grieve as provided in Article 20, 21 and 22.

ARTICLE 5 - DEFINITION OF EMPLOYEES

Section 1 No discrimination

The Parties agree that there shall be no discrimination, interference, restriction or coercion exercised or practised with respect to any employees in any matter by reason of race, creed, colour, national origin, political or religious affiliation, sex or marital status, sexual orientation by reason of his/her membership or activity in the Union.

ARTICLE 5 - DEFINITION OF EMPLOYEES (Cont'd.)

- Section 2 Regular -- A regular employee is any person employed on a full-time permanent basis whose duties fall within the bargaining unit as defined in Article 2 of this Agreement.
- Section 3 Regular Part-time -- A regular part-time employee is any person employed on a continuing basis for less than the normal hours of work or work week, whose duties fall within the bargaining unit as defined in Article 2. Regular part-time employees shall be covered by all conditions of this Agreement except as follows:
- (i) Sick leave entitlement shall be on a pro rata basis consistent with the time employed.
 - (ii) Regular part-time employees shall receive statutory holiday pay on a pro rata basis consistent with the number of hours normally worked in weeks not containing a holiday.
 - (iii) Annual vacation entitlement shall be prorated in accordance with the actual time worked during the period the vacation was earned and shall be in proportion to the entitlement of a full-time regular employee with the same calendar period of service. Vacation pay shall be as provided in Article 9.
- Section 4 (a) Temporary -- A temporary employee is one so informed by the Federation at the start of employment. The Federation shall advise the Office Steward of the length of the temporary employment. This period may be extended by mutual consent of the Parties. An employee shall attain regular status if employed beyond the specified or extended period. A temporary employee reaching regular status will have rights under this Agreement which are based on length of service for seniority dated from the start of employment.
- (b) A temporary employee shall be entitled to a combined Statutory and Annual Holiday pay and pay in lieu of benefits at a rate of fifteen percent (15%) of gross earnings. In addition, the Federation shall pay contributions in accordance with Sections 7(a) and 9 of Article 12.
- Section 5 Casual -- Casual or extra employees shall be those employees hired for extra or relief work for periods of up to one (1) month. Such employees shall be paid at the rates provided in this Agreement and will be guaranteed not less than four hours of work on each day which they are employed.

ARTICLE 5 - DEFINITION OF EMPLOYEES (Cont'd.)

The Federation or his/her Representative shall make known to the employees their duties and from whom they shall receive instructions as to the policies and procedures of the establishment.

ARTICLE 6 - UNION REPRESENTATION

Section 1 The Federation shall recognize the Representative(s) selected by the Union for purposes of collective bargaining. Agreement administration and general Union business, as the sole and exclusive Representative(s) of all employees within the bargaining unit as defined in Article 2 of this Agreement.

Section 2 The Representative(s) of the Union shall have the right to contact the employees at their place of employment on matters respecting the Agreement or its administration. The Union will obtain authorization from the Federation as to appropriate time for such contact before meeting the employees.

Section 3 The Federation shall recognize the Office Steward(s) elected or appointed by the Union and shall not discharge, discipline or otherwise discriminate against such Office Steward(s) for carrying out the duties proper to that position.

Section 4 The Office Steward may, within reason, investigate and process grievances or confer with Representatives of the Union during regular working hours, without loss of pay.

The Office Steward shall obtain the permission of his/her immediate supervisor before leaving his/her work to perform his/her duties as a Steward. Such permission shall not be unreasonably withheld. On resuming his/her normal duties, the Steward shall notify his/her supervisor.

Section 5 The Federation shall not discharge, discipline or otherwise discriminate against any member of the Union for participation in or for action on behalf of the Union, or for the exercise of rights provided by this Agreement.

Section 6 Leave of absence may be requested by the Union for an employee to attend to Union business. Where possible, such leave will be granted by the Federation.

ARTICLE 7 - HOURS OF WORK AND OVERTIME

- Section 1 A regular work day shall consist of seven and one-half (7-1/2) hours between the hours of 8:30 a.m. and 5:00 p.m.
- Section 2 A regular work week shall consist of four (4) work days, thirty (30) hour week, as outlined in Section 1. In order of seniority, each employee shall pick a Monday, Wednesday or Friday, which shall become their regular day off thereafter. Effective November 16, 1994, in order of seniority new employees shall choose a Tuesday, Wednesday or Thursday which shall become their regular day off thereafter. All regular employees as of November 15/94 shall be grandparented with Monday, Wednesday, Friday. This scheduling of the work week shall be worked out so as to cause minimum interference with the operation of the office, as mutually agreed by the Federation and the Union.
- Section 3 Hours of work as provided in Sections 1 and 2 may be varied subject to mutual agreement between the Federation and the Union.
- Section 4 A one (1) hour lunch period will be provided and taken within the two (2) hours in the middle of the regular working day, precise time to be arranged between the Federation and the employee.
- Section 5 Two (2) relief periods per day of fifteen (15) minutes each, one in the morning and one in the afternoon, shall be taken without loss of pay.
- Section 6 Overtime premiums -- All time worked before or after the regularly established working day or in excess of seven and one-half (7-1/2) hours per day shall be considered as overtime and paid at the rate of two hundred percent (200%) of the employee's prorated hourly rate.
- Section 7 All time worked on Saturday, Sunday, a statutory holiday as provided in Article 8 or on a day granted in lieu thereof, or on a regularly scheduled day off, as provided in Section 2 above shall be considered as overtime and paid at the rate of two hundred percent (200%) of the employee's prorated hourly rate.
- Section 8 All employees requested to work overtime beyond the regular work day shall be allowed a one (1) hour paid meal period at the regular prorated hourly rate of pay, provided such overtime is in excess of two (2) hours work. The meal period may be taken before, during or after the overtime work as may be appropriate and mutually agreed.

ARTICLE 7 - HOURS OF WORK AND OVERTIME (Cont'd)

Section 9 Employees who are called in during regularly scheduled days off or vacations, or who are called back to work outside the regular working day, other than for regularly scheduled overtime, shall receive a minimum of four (4) hours pay at overtime rates, provided the employee reports for such work.

Section 10 Regularly scheduled overtime shall mean overtime for which at least twenty-four (24) hours notice has been given. Emergency overtime shall mean overtime for which less than one (1) day's notice is given. Employees requested to work beyond their regular shift with less than twenty-four (24) hours notice, that is emergency overtime, shall work up to two (2) hours under regular overtime provisions. Work beyond the two (2) hour allowable period shall entitle the employee to not less than two (2) hours additional pay at overtime rates. The meal hour allowance in the foregoing Section 8, shall be separate and apart from the above premium provisions.

Section 11 Overtime shall be on a voluntary basis and, all things being equal, will be distributed between all members of the office staff.

Section 12 Employees who work overtime may elect to take time off in lieu of overtime pay but such time off must be taken at a time mutually agreed upon with the Federation. The length of time off with pay shall be equal to the straight-time equivalent to the overtime earnings.

Section 13 It is agreed that in the event the employees work their day off during the Convention week, the Federation shall close the office from December 25th to and including January 1st, or other day or days should the statutory holidays fall on the weekend.

Section 14 Paid sick leave or extended sick leave shall not reduce overtime pay earned during a regular work day or work week during which such sick leave occurred.

ARTICLE 8 - STATUTORY HOLIDAYS

Section 1 The Federation agrees to provide all full-time employees with the following statutory holidays, without loss of pay:

- | | |
|-----------------|----------------------|
| New Year's Day | Dominion Day |
| Victoria Day | British Columbia Day |
| Remembrance Day | Labour Day |
| Christmas Day | Thanksgiving Day |
| Good Friday | Boxing Day |
| Easter Monday | |

ARTICLE 8 - STATUTORY HOLIDAYS (Cont'd.)

and any other day that may be stated a legal holiday by the provincial, and/or federal government. Territorial or Civic holidays, when declared, shall be provided to the employees working in the said location where the holiday

is declared. The Federation further agrees

that should one of the above statutory holidays fall on either a Saturday or a Sunday, and no other day is proclaimed in lieu thereof, or shall fall on a regularly scheduled day off, the employee shall receive an additional day or days off, with pay, to be taken the working day preceding the holiday or the working day succeeding the holiday or at a time mutually agreed by the Federation and the employee.

Section 2 In the event any of the holidays enumerated in the foregoing Section 1, occur during the period of an employee's vacation, an additional day's vacation with pay shall be allowed for each holiday so occurring.

Section 3 (a) Should one (1) of the statutory holidays fall on a normal work day, all employees shall be required to work the remaining normal work days in the work week.

(b) All regular employees working the four (4) day week shall receive one (1) day's basic pay at straight time for each statutory holiday or day in lieu. Each employee shall indicate their choice of a day off or pay in lieu prior to each statutory holiday. Days in lieu may be added to annual vacation time. Paid time off in lieu of the statutory holiday shall be taken at a time mutually agreed between the employee and the Federation.

Where an employees' anniversary date falls in the same month as a stat day(s) the employee will be entitled to carry this day(s) forward to be taken during the 12 month period following their anniversary date.

(c) An employee on vacation during the week in which a statutory holiday, or day in lieu falls, shall be deemed to have taken four (4) days vacation and shall receive one (1) day's basic pay at straight time rates, or one (1) day off in lieu.

ARTICLE 9 - ANNUAL VACATIONS

Section 1 (a) Upon completion of twelve (12) months service an employee shall be entitled to receive a paid vacation of sixteen (16) working days. Payment for such vacation period shall be at the employee's current wage rate or eight percent (8%) of gross earnings for the period in which the vacation was earned, whichever is greater.

(b) An employee shall be entitled to receive a paid vacation during the first year of service. Such vacation entitlement shall be determined on a pro rata basis consistent with the time employed, and shall be taken at a time mutually agreed with the Federation.

(c) In the second and subsequent years, employees may take their entire vacation entitlement prior to the vacation being earned. If the employee leaves the employ of the Federation prior to the entitlement being earned, the employee shall reimburse the Federation for unearned annual vacation taken prior to separation, such funds to be deducted from any pay or benefits due upon separation.

(d) For the purpose of a vacation year, anniversary dates shall be used. An employee shall be permitted to carry forward up to five (5) days vacation from one anniversary year to the next provided they use that unused vacation within two (2) months after the anniversary date.

Section 2 Each employee who completes five (5) years service shall receive twenty (20) working days paid vacation. Pay for such vacation shall be at the employee's current wage rate or ten percent (10%) of gross earnings for the period in which vacation was earned, whichever is greater.

Section 3 For each completed year of service in excess of five (5) years, each employee shall receive one (1) working day paid vacation, to a maximum of thirty (30) working days.

Section 4 Payment for vacation entitlements outlined in Sections 2 and 3 above shall be:

- (a) 21 and 22 days -- ten percent (10%) of gross earnings or current wage rate, whichever is greater.
- (b) 23 to 27 days inclusive -- twelve percent (12%) of gross earnings or current wage rate, whichever is greater.
- (c) 28 days and over -- fourteen percent (14%) of gross earnings or current wage rate, whichever is greater.

ARTICLE 9 - ANNUAL VACATIONS (Cont'd.)

- Section 5 (a) Senior employees will be given preference in the selection of vacation periods where the employee takes it in one unbroken period.
- (b) Employees wishing to split their vacation shall exercise seniority rights in the choice of the first vacation period.
- (c) Seniority shall prevail in the choice of second vacation periods after all other first vacation periods have been chosen, and in subsequent vacation periods in like manner.
- (d) The vacation schedule shall be circulated by the Federation prior to January 31st of each year, and the schedule completed by employees by March 31st.
- (e) The approved vacation schedule will be posted by April 30th with a copy to the Steward.
- (f) For vacation requests not subject to the vacation schedule, the employee will make a written request at least thirty (30) days prior to the vacation time desired. The Federation will respond within five (5) working days of receipt of the request.
- (g) An employee who does not exercise seniority rights by March 31st, in a calendar year, shall not be entitled to exercise those rights with respect to any vacation time previously selected by an employee with less seniority.
- (h) Upon two (2) week's written notice, a regular employee shall be entitled to receive, prior to commencement of vacation, any regular pay cheque that may fall during the vacation period.
- (i) An employee shall be permitted to use up to a maximum of two (2) days per year as individual days of vacation. The two (2) days must be taken within the anniversary year. Approval will not be unreasonably withheld.

Section 6 All employees re-entering employment with the Federation will receive credit for past service in determining their vacation entitlements after completing two (2) full calendar years after re-entry.

ARTICLE 10 - LEAVES OF ABSENCE

Section 1 (a) Any employee may apply for, and where possible receive without pay, up to twelve (12) months leave of absence for reasons other than sick days. Permission for such leave must be obtained from the Federation, in writing. During such leave of absence, the employee will continue to accrue seniority and vacation entitlements and continue to be covered by any and all benefits and Plans specified in Article 12 to a maximum of thirty (30) working days.

(b) An employee granted a leave of absence of more than thirty (30) working days shall be allowed to make prior arrangements for the pre-payment of the full premiums for the individual benefits and Plans chosen by the employee from those specified in Article 12.

Section 2 Bereavement Leave -- In cases of death in the immediate family, i.e. husband, wife, son, daughter, father, father-in-law, mother, mother-in-law, sister or brother, common-law spouse, step-child and grandparents, an employee shall be granted up to four (4) working days leave of absence with full pay. Such leave of absence will not be charged against sick leave, holiday entitlement or other accrued time off.

Employees who have to travel out-of-province or overseas may be entitled to receive up to an extra four (4) days bereavement leave, upon request and depending on distance to be traveled.

Section 3 Maternity/Adoption Leave

(a) Upon application, an employee shall be granted maternity leave or adoption leave for not less than six (6) months. During such maternity leave, seniority will continue and accumulate. All benefits will continue with payments made in accordance with the provisions of the Collective Agreement. Upon the employee's return, she will be granted her former position, with no loss of rank or salary. Where health problems develop, the provisions of Article 12, Section 4 shall apply following maternity leave.

(b) The employee shall receive the benefits of the maternity provision of the Unemployment Insurance Act. After the employee has returned to work for a period of three (3) months, she shall be paid by the Federation the difference of the benefits received and the employee's regular wages, which would have been earned during this period.

(b) An employee adopting a child shall be granted up to six (6) months leave of absence without pay, following the adoption.

ARTICLE 10 - LEAVES OF ABSENCE (Cont'd.)

- (d) After the employee has returned to work for a period of three (3) months, the Federation will reimburse the employee a total of three (3) months lost wages.
- (e) Employees who are on Maternity Leave shall be paid full salary during the two (2) week waiting period not covered by Unemployment Insurance benefits.
- (f) Maternity Leave without pay or benefits will be extended for up to an additional six (6) months upon written request by the employee.

Section 4 Union and Public Office Leave -- An employee elected to a full-time office in her Union, or to a Federal, Provincial, Municipal Office, shall be granted as much leave as is necessary during the term of Office. Seniority shall accumulate during the employee's leave of absence.

ARTICLE 11 - PAID EDUCATIONAL LEAVE

Section 1 The Federation shall grant to the bargaining unit paid educational leave equivalent to one (1) week per year for the unit to attend B.C. Federation of Labour/CLC Winter School including wages. Allocation of such leave shall be determined by the bargaining unit.

Section 2 The Federation shall pay tuition pertaining to mutually, agreed to work-related courses taken on the employees' own time upon completion of the course.

ARTICLE 12 - SICK LEAVE, WELFARE PLANS AND PENSION PLAN

Section 1 Sick Leave

- (a) The Federation will allow one (1) working day per month sick leave with full pay. Sick leave may be accumulated from month to month and year to year up to a maximum of forty-six (46) actual working days. If requested by the Federation, a doctor's certificate must be supplied by the employee in respect of any illness extending beyond three (3) working days.
- (b) During periods of lengthy illness or disability, the lost working days that occur within any waiting period as prescribed by a Wage Indemnity Plan shall be paid by the Federation from the employee's accumulative "sick leave". A claim for benefits must be made under the Wage Indemnity Plan for any disability that results in time loss in excess of the prescribed waiting period. The balance of an employee's accumulated sick leave shall be paid for lost working days where the disability causes time loss beyond the normal benefit period as prescribed by a Wage Indemnity Plan. Sick leave shall not accumulate while an employee is absent because of a disability.
- (c) In the event of death, the value of the accumulated sick leave will be paid to the employee's estate.

Section 2 Medical Plan -- A medical plan shall be made available to all full-time regular employees and his/her dependents, including same sex partners. The Federation shall pay the full premium cost for the employees' coverage under such plan.

Section 3 Wage Indemnity Plan -- The OTEU Local 15 Weekly Wage Indemnity Plan or equivalent (1-8-39 plan providing seventy-five (75%) of earnings when unable to work due to sickness or accident) shall be made available to all full-time regular employees. The Federation shall pay the full premium cost for the employees' coverage under such plan.

The employee shall be allowed to use one-quarter (1/4) of a day from accumulated sick leave to offset the difference between regular salary and Wage Indemnity payments.

Section 4 Employees shall be granted extended sick leave of absence without pay of up to six (6) months with up to one (1) year service, and twelve (12) months if over one (1) year of service, beyond the paid sick leave entitlement provided in Section 1 above, during periods of lengthy illness or disability as certified by a medical doctor. During that period of leave beyond the paid sick leave entitlement, seniority will be retained.

ARTICLE 12 - SICK LEAVE, WELFARE PLANS AND PENSION PLAN (Cont'd.)

Section 5 Dental Plan -- The OTEU Local 15 Prepaid Dental Plan, or equivalent, shall be made available to each employee and his/her dependents, including same sex partners. One hundred percent (100%) of the premium costs for coverage under the OTEU Plan or equivalent shall be paid by the Federation. This plan to provide coverage as follows:

- 100% on Plan "A" - Basic (no limit)
- 80% on Plan "B" - Crowns and Bridges. etc. (no limit)
- 80% on Plan "C" - orthodontic \$2500 per person lifetime.

There shall be no limit on total claims value per year except that for each person covered there shall be a \$2500 lifetime limit on orthodontic coverage.

Section 6 Extended Health Benefit Plan

(a) The Federation agrees to provide an Extended Health Benefit Plan with the maximum coverage to be **\$1,000,000.00** per lifetime through **Pacific Blue Cross** with the premium costs to be fully paid by the Federation. Such plan shall provide 100 percent coverage.

(b) Eyeglass Option

The Federation agrees to provide the Eyeglass Option for employees and dependents providing **\$350.00** coverage every twelve (12) months through **Pacific Blue Cross**, with premium costs fully paid by the Federation.

(c) The Federation agrees to provide the hearing aid option, within the Extended Health Benefit Plan.

Section 7 Pension Plan

(a) The Federation agrees to pay the employee's contribution to the Canada Pension Plan.

(b) Each employee shall establish and maintain a Registered Retirement Savings Plan account. The Federation will contribute six percent (6%) of salary to the Plan account on a monthly basis, and the employee will contribute an equal amount. Upon termination, the employee shall be entitled to all past contributions and income earned on deposits held in the account.

ARTICLE 12 - SICK LEAVE, WELFARE PLANS AND PENSION PLAN (Cont'd.)

- (c) **While an employee is absent due to illness and receiving Weekly Indemnity payments, the Federation will continue to contribute six percent (6%) of an amount equivalent to the employee's normal salary to the employee's Registered Retirement Savings Plan account.**

Section 8 Group Life Insurance & Accidental Death & Dismemberment Benefits

A Group Life Insurance Plan shall be made available to all employees to provide two (2) times the employees' annual salary life insurance and accidental death and dismemberment benefits. The Federation shall pay the full cost of the premium.

Section 9 Unemployment Insurance Commission -- The Federation shall pay the full cost for the employees' coverage for Unemployment Insurance benefits.

Section 10 Long Term Disability -- The Federation shall pay the full premium cost for the employees' coverage under such plan.

Section 11 Family Illness

- (a) In the case of illness/injury of a dependent child and when no one at home other than the employee can provide for the needs of the ill child, the employee shall be entitled to use entitlement from the sick leave bank up to a maximum of two (2) days at any one time for this purpose. Upon request, additional time may be approved.
- (b) If there are not sufficient days in the accumulated sick leave bank, a record of days used shall be kept and the appropriate days debited from the sick leave bank when it has a sufficient balance.
- (c) In the event of a serious illness, injury of a spouse, non-dependent child or parent living in the same residence as the employee, the Federation will make a reasonable effort to provide appropriate time off to the employee to make the necessary arrangements for the ongoing care of the ill, injured person. Such time off shall be deducted from the Accumulated Sick Leave Bank. If there are insufficient days in the bank, Section 1(b) of the Collective Agreement will be implemented.
- (d) The Federation may request a doctor's certificate in the event of repeated use of this section.

Note: The Employer has suggested a Joint Committee look at our present benefit plans in an attempt to improve them within the present cost structure.

ARTICLE 13 - WAGES

- Section 1 Employees will be classified in accordance with the skills used and shall be paid not less than the minimum weekly or hourly wage rate for such classification in accordance with the table of categories and the job descriptions as set forth in Appendix "A", which is attached hereto and made part of this Agreement.
- Section 2 Any position not covered by Appendix "A", or any new position which may be established during the life of this Agreement, shall be subject to negotiations between the Federation and the Union. In the event that the Parties are unable to agree as to the classification and rate of pay for the job in question, or in re-classifying any position of an employee which may be in dispute, the matter may be submitted to the Arbitration procedure, as defined in Article 21 and 22 of this Agreement.
- Section 3 It is expressly understood and agreed that the wage scales, herein provided for, are minimum scales. No clause in this Agreement shall at any time be so construed as to reduce the pay or increase the hours of any employee now on the payroll of the Federation. Nor can it be so construed that any employee may not be given a salary above minimum, be granted an increase in pay before period specified or to be advanced or promoted in the service of the Federation.
- Section 4 Where an employee has the necessary qualifications and has proven his or her ability to handle the work, there shall be no discrimination between men and women in the matter of appointments to vacant positions or in salaries for such positions. The Federation recognizes equal pay for equal work.
- Section 5 Any employee working regularly on a combination of classifications shall be paid the wage scale of the highest classification worked within service range.
- Section 6 An employee assigned to a higher job classification or temporarily replacing another employee in such higher classification, shall be paid at the higher rate for the period so employed, provided the employee has the qualifications necessary and fulfills the duties of the higher job. This provision shall not apply for brief relief periods of less than one-half (1/2) day except that if an employee is required to work at a higher classification on a recurring basis, i.e. each day, each week or each month, the higher rate of pay shall apply as provided in Section 5 foregoing.

ARTICLE 13 - WAGES (Cont'd.)

- Section 7 Any employee hired, who reports for work and is not put to work, shall be guaranteed a minimum of four (4) hours pay.
- Section 8 The Parties agree that the rates of pay specified herein shall be retroactive to the expiry date of the last Agreement.

ARTICLE 14 - SENIORITY

- Section 1 Seniority shall mean length of continuous service with the Federation and its predecessors, as a Union member, except that credit shall be given for service prior to certification of the bargaining unit, provided such service was in a bargaining unit position.
- Section 2 Except as otherwise provided in this Agreement, an employee who leaves the bargaining unit and subsequently returns, will be considered a new employee from the date of re-entering the unit for purposes of seniority credit.
- Section 3 An employee laid off and placed on the recall list under Article 15, Section 5, will be credited with unbroken seniority upon recall within the recall period.
- Section 4 No seniority shall accrue for short terms of temporary work except that temporary employees who attain regular status shall have seniority credited from the last date of entry as an employee of the Federation.
- Section 5 Regular part-time employees will be considered as regular employees and credited with seniority for the calendar period employed, except as provided in Article 5, Section 3.
- Section 6 When on approved leave of absence on Union business under Article 6, Section 6, sick leave and extended sick leave under Article 12, Sections 1 and 3, an employee will continue to accrue seniority. Employees granted extended leave of absence under Article 10, Section 1, will be credited with accumulative seniority as defined in Section 7, below.
- Section 7 Accumulative seniority is defined as total elapsed time as a member of the Union and an employee in a job classification within the bargaining unit.
- Section 8 Seniority lists will be made available by the Federation at such times as may be required for the administration of this Agreement.

ARTICLE 15 - PROMOTION, LAYOFF, RECALL AND SEVERANCE PAY

- Section 1 The Federation shall fill job vacancies from within the office before hiring new employees, providing employees are available with the necessary qualifications to fill vacant positions and in accordance with Article 3, Section 2. The Federation shall post internally for five (5) working days any job vacancies.
- Section 2 Promotions shall be made on the basis of seniority, ability and experience. In the event two (2) or more employees have the same relative ability and experience, the employee with the greatest seniority shall be selected.
- Section 3 Trial Evaluation and Probationary Periods

- (a) Employees promoted from within existing staff to fill vacancies shall be on trial and evaluation for **ninety (90)** calendar days. If the employee is considered to be unsuitable or the employee declines the promotion, at the end of the **ninety (90)** day period he/she shall be returned to his/her former position and shall be paid their former rate.
- (b) Employees hired from outside existing staff to fill vacancies shall be subject to a **one hundred and twenty (120)** calendar day probationary period.

Section 4 Layoff -- If a reduction of office staff is necessary, the Federation shall meet with the Union Representatives and the following procedure shall be adopted:

The employee with the least amount of seniority in any classification will be the first laid off from that job, but they may displace an employee to the same or lower labour grade with the least seniority in such classification, providing they have the qualifications to satisfactorily perform the job and have greater seniority. Employees who are displaced from their jobs as a result of such bump-back procedure, may themselves move back and displace employees having less seniority in the same or lower classification, providing such employees have the necessary qualifications and seniority.

Section 5 All regular (i.e. permanent) clerical employees shall be given two (2) weeks notice of layoff or two (2) weeks salary in lieu of notice.

Section 6 Any regular full-time or part-time employee with six (6) months or more of service who is laid off due to lack of work or redundancy, shall be placed on the recall list for a period of one (1) year.

ARTICLE 15 - PROMOTION, LAYOFF, RECALL AND SEVERANCE PAY (Cont'd)

Section 7 Recall -- Notice of recall to an employee who has been laid off shall be made by registered mail to the Union with a copy to the employee. The employee must respond to such notice within the (10) days of receiving it or possibly lose rights of seniority and recall, however, an employee who is prevented from responding to a recall notice because of illness or other reason beyond the employee's control shall not lose such rights thereby.

Section 8 Employees on the recall list shall have first rights to any vacancy in their former job classification or to a similar classification for which the employee is qualified, and the Federation will not hire or promote to such a classification while an eligible employee is on the recall list.

Section 9 Recalled employees shall receive their former salary and any salary increments to which the employee would have become entitled during the period on the recall list. All rights due to seniority under this Agreement

shall be unaffected by such layoff period.

- Section 10 (a) The amount of severance pay for clerical employees shall be three percent (3%) for every year of service which shall be paid into a Registered Retirement Savings Plan in the employee's name, on a monthly basis after the completion of one (1) year's continuous service.
- (b) **While an employee is absent due to illness and receiving Weekly Indemnity payments, the Federation will continue to contribute three percent (3%) of an amount equivalent to the employee's normal salary to the employee's Registered Retirement Savings Plan account."**

ARTICLE 16 - GENERAL

- Section 1 Employees shall not be asked to make any written statement or verbal contract which may conflict with this Agreement.
- Section 2 Working conditions, wages and benefits at present in force which are not specifically mentioned in this Agreement and are not contrary to its intention, shall continue in full force and effect.
- Section 3 The Federation agrees to keep all office machinery, furniture and fixtures in a normal state of repair and working condition.
- Section 4 All members shall be required to use their Union Label.

ARTICLE 16 - GENERAL (Cont'd)

- Section 5 The Union Label shall be made available to the Federation. The privilege of using the Union Label shall be extended to the Federation as long as this Agreement remains in full force and effect, and the Federation is fulfilling all of its terms and conditions. The Union Label shall be the official Union Label of the Office and Professional Employees International Union with the designation of Local 15 and shall remain the sole property of the Union.
- Section 6 Joint Consultation
- (1) The Federation and the OTEU 15 staff shall form a "Consultation Committee which shall meet at least once every 2 months until this agreement is terminated, for the purpose of discussing issues relating to the workplace that affect the parties or any employee bound by this Agreement.
- (2) The purpose of the consultation committee is to promote the cooperative resolution of workplace issues, to respond and adapt to

changes in the economy, to foster the development of work-related skills and to promote workplace productivity.

- (3) The associate chair of the Mediation Division shall on the joint request of the parties appoint a facilitator to assist in developing a more cooperative relationship between the parties.

Section 7 No work which is properly or customarily performed by employees within the bargaining unit covered by this Agreement shall be sub-contracted by the Federation to any shop, agency or person outside the bargaining unit, except as provided in Section 6.

Section 8 Jury Duty -- An employee summoned to jury duty, or to serve as a witness, shall be paid wages amounting to the difference between the amount paid them for jury duty or witness service and the amount they would have earned had they worked on such days. Employees on jury duty or witness service shall furnish the Federation with such statements of earnings as the courts may supply. Employees shall return to work within a reasonable period of time. They shall not be required to report if less than two (2) hours of their normal shift remains to be worked. Total hours on jury duty or serving as a witness and actual work on the job in the office in one (1) day, shall not exceed seven (7) hours for purposes of establishing the basic work day.

ARTICLE 16 - GENERAL (Cont'd)

Section 9 (a) When an employee is required to work outside the normal workplace, because of a convention or conference, the employee shall be eligible for a twenty-five dollar (\$25.00) per day expense payment and additional day care or child care expenses resulting from working at the convention or conference. Prevailing rates for day care shall be allowed.

(b) Mileage -- The Federation will not request an employee to use his or her own vehicle for the Federation's business.

(c) Employee Parking -- The Federation shall pay the full cost of parking near to the Federation office for each employee.

Section 10 Picket Lines -- It shall not be a violation of this Agreement or cause for discharge of any employee, in the performance of his or her duties, to refuse to cross a legal picket line recognized by the Union. The Union shall notify the Federation as soon as possible of the existence of such recognized picket lines.

Section 11 During the life of this Agreement, there shall be no lockout by the Federation or any

strike, sit-down, slow-down, work stoppage or suspension of work, either complete or partial, for any reason by the Union.

Section 12 Sexual and Personal Harassment in the Workplace -- The Union and the Federation recognize the right of employees to work in an environment free from sexual and personal harassment, and are committed to ending it.

Sexual and personal harassment shall be defined as:

- (a) unnecessary touching and patting;
- (b) suggestive remarks or other verbal abuse;
- (c) leering at a person's body;
- (d) compromising invitations;
- (e) demand for sexual favours;
- (f) physical assault. and
- (g) any conduct, comment, gesture, contact or discrimination.

ARTICLE 17 - DISCHARGE AND TERMINATION

Section 1 It is hereby agreed that the Federation has the right to discharge for just cause and notice, or pay in lieu of notice may be forfeited in the event of such discharge, at the Federation's option. The Federation will provide the employee with a statement, in writing if requested, clearly establishing the reasons for such discharge, with a copy to the Union, at the time of discharge.

Section 2 If a regular (i.e. permanent) employee is terminated, except as provided in Section 1 above, said employee shall receive two (2) weeks' written notice immediately prior to the date of termination, or the equivalent in wages. If notice is given prior to the vacation period of any employee, such employee shall receive two (2) weeks wages, at the employee's current salary, in addition to vacation pay to which the employee is entitled, plus all other benefits.

Section 3 If, upon joint investigation by the Union and the Federation, or by decision of the Board of Arbitration appointed pursuant to the terms of this Agreement, it shall be found that an employee has been unjustly discharged, such employee shall be, subject to the award of the said Board or pursuant to the mutual findings of the Union and the Federation, re-instated to his/her former position without any loss of seniority or rank or benefits, and shall be compensated by the Federation for all time lost

retroactive to the date of discharge.

Section 4 An employee whose employment is terminated by the Federation, as set forth in Section 1 above, shall be paid all vacation credits and salary due upon such termination of employment.

ARTICLE 18 - TECHNOLOGICAL OR PROCEDURAL CHANGES

"Technological change" is defined as any change in technology, methods or procedure which either:

- (a) decreases the number of employees that existed when the current contract was negotiated with the Union; or
- (b) results in a substantial change in the method of operation.

Section 2 The Federation shall give the Union three (3) months notice when the Federation intends to introduce any technological change as defined in Section 1. Within ten (10) days of submitting such notice, the Federation agrees to meet the Union representatives in order to discuss the time, procedures, methods or equipment. The Federation agrees to provide facilities and sufficient time, without the loss of regular weekly wages, in order that members of the unit may become proficient in the process, or in the operation, maintenance or repair of such equipment.

ARTICLE 18 - TECHNOLOGICAL OR PROCEDURAL CHANGES (Cont'd)

Members shall be afforded the opportunity to retrain, in accordance with their seniority, provided that in no event shall a member be laid off or lose his/her preference claim who has not been retrained.

Section 3 In the event that technological change, as defined in Section 1, is introduced, new requirements affecting employees by reason of this technological change shall be determined prior to the introduction of technological change by mutual agreement of the Parties to this Agreement. If mutual agreement is not reached by the date of the intended introduction as outlined in Section 2 above, the technological change shall not be introduced and the matter shall be referred to arbitration.

Section 4 The Federation guarantees to the Union that no present regular full-time or regular part-time employees will lose employment by the introduction of technological change.

Section 5 No additional permanent employee shall be hired by the Federation until employees affected by technological change have been allowed a reasonable training period to acquire the necessary knowledge or skills to retain their employment as provided for in Section 2.

ARTICLE 19 - VIDEO DISPLAY TERMINALS

Section 1 Employees shall not be required to continuously operate video display terminals (VDT's) for longer than one (1) hour without a break.

- Section 2**
- (a) Where possible, VDT breaks shall be regularly scheduled coffee or meal breaks. Other necessary VDT breaks shall be spent performing other duties.
 - (b) The employee(s) shall not be required to operate the said terminals less than thirty (30) minutes before leaving the workplace at the end of the day.

Section 3 Employee(s) who are required to work with VDT's shall be entitled to the following:(a) Eye examinations by an Ophthalmologist, of the employee(s) choice, shall be taken before any employee(s) start operating a VDT. Another eye examination shall be taken after six (6) months and once a year thereafter.

- (b) The Federation shall assume the costs of such tests where such costs are not covered by insurance.

ARTICLE 19 - VIDEO DISPLAY TERMINALS (Cont'd)

- (c) If eye tests result in either new or special glasses, or a change in prescription lenses, being prescribed the Federation will assume the costs of such eyeglasses where such costs are not covered by insurance.
- (d) Employee(s) who are far-sighted, or who wear bi-focals, may require a different pair of glasses/contact lenses with a focal point of 18 to 24 inches for working at a VDT. The cost of these should also be covered by the Federation.

Section 4 Should any employee(s) become pregnant, said employee(s) shall not be required to operate the VDT. The Federation shall make alternative work available, which is mutually agreeable to both Parties, at no loss of pay or job security, or the employee(s) may elect to take an unpaid leave of absence as provided for in Article 10, Section 1.

Section 5 It is agreed that a pre-existing visual disability shall not be used as grounds to discriminate against employee(s) and deny them employment at the VDT.

Section 6 The Federation agrees to have VDT's inspected for radiation emissions both ionizing and non-ionizing, not fewer than once every three (3) months.

VDT's shall be properly maintained and no employee(s) shall be required to operate a machine which he or she has reason to believe may be defective or inadequately or improperly maintained.

The Federation shall provide inspection and any necessary repairs to ensure that the equipment meets all operating standards and pertinent federal,

provincial or Workers' Compensation Board standards. Where higher standards exist or are established governing the operation of VDT's, and health standards for all such equipment, these standards shall prevail for the purposes of this Section.

ARTICLE 20 - GRIEVANCES

Section 1 Grievance means any difference or dispute concerning the interpretation, application, administration or alleged violation of this Collective Agreement, whether between the Federation and any employee or employees bound by the Collective Agreement or between the Federation and the Union.

ARTICLE 20 - GRIEVANCES (Cont'd)

Section 2 Grievances or complaints shall be settled in the following manner:

- (a) If the employee has a complaint against the Federation, it shall be referred to as a grievance and the procedure for settlement shall commence with Step 1.
- (b) If the Federation or the Union has a complaint, it shall be referred to as a dispute, and the procedure for settlement shall commence with Step 2.

STEP 1: The employee involved shall first take up the grievance with the supervisor directly in charge of the work within ten (10) working days of the circumstances giving rise to the grievance. The employee may be accompanied by an Office Steward or Representative of the Union. The Federation shall give a decision within ten (10) working days of such meeting.

STEP 2:

- (a) If the grievance is not resolved at Step 1 it shall be referred to the Representative of the Union and a Representative of the Federation within ten (10) working days of the decision rendered at Step 1. Failing settlement within ten (10) working days of receipt of the grievance at this step, either Party may refer the matter to arbitration as provided in Articles 21 or 22.
- (b) In the event a dispute is initiated by the Federation or the Union, the initiating Party shall notify the other Party, in writing of the nature of the dispute and such notice shall be given within five (5) working days of the circumstances giving rise to the dispute unless the Parties agree to an extension of time. Failing settlement within ten (10) working days of receipt of notice, either Party may refer the dispute to arbitration as provided in Articles 21 or 22.

STEP 3: Notification to continue the grievance to arbitration shall be submitted within fifteen (15) working days of the Union receiving the response rendered under Step 2 of this Article.

Section 3 As an alternative to Sections 1 and 2 herein, the Parties may agree to the following procedure:

ARTICLE 20 - GRIEVANCES (Cont'd.)

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 question as to whether a matter is arbitrable, during the term of the Collective Agreement, or a substitute 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 Minister of Finance, upon the requisition of the minister, shall pay out of the Consolidated Revenue Fund one-third (1/3) of the cost incurred by the Parties for payment or reasonable remuneration, traveling, or out-of-pocket expenses of the person named therein, or his substitute.

ARTICLE 21 - ARBITRATION

If a grievance or dispute is not settled pursuant to Article 20, by mutual agreement, it may then be referred to either a single arbitrator or to an Arbitration Board of three (3) persons, composed as follows:

1. The Party desiring Arbitration shall appoint a member for the Board and shall notify the other Party, in writing, of its appointment and the particulars of the grievance in dispute.
2. The Party receiving the notice shall, within five (5) days, appoint a member to the Board and shall notify the other Party of its appointment.
3. The two (2) Arbitrators so appointed shall confer to select a third Party to be Chairperson and failing, for five (5) days from their appointment, to agree upon a person willing to act, either of them may apply to the Minister of Labour for the province of British Columbia to appoint a Chairperson.
4. The Arbitration Board shall hear the Parties, settle the terms of question to be arbitrated, and make its award within fifteen (15) days of appointment of a Chairperson, except when the time is extended by the agreement of the Parties.

ARTICLE 21 - ARBITRATION (Con't)

The Board shall deliver its award, in writing, to each of the Parties and the award of the majority of the Board shall be final and binding on the Parties and shall be carried out forthwith.

- Each Party shall pay their own costs and expenses of the Arbitration, the remuneration and disbursements of their appointees and one-half (1/2) the expenses of the Chairperson.

ARTICLE 22 - SINGLE ARBITRATOR

As an alternative procedure to Article 21, the Parties to this Agreement may, if it is mutually agreed to do so, use the services of a single Arbitrator as a means of settling grievances and disputes.

1. The Party desiring Arbitration under this Article will notify the other Party, in writing, in accordance with the provisions of Article 20, Step 3.
2. The Parties to the dispute will thereupon meet to decide upon an Arbitrator. Failing agreement on this within ten (10) days of such notice or in the event one (1) of the Parties declines the procedure, notice of Arbitration as provided in Article 21 may be given by either Party.
3. Upon agreed appointment of an Arbitrator, the Arbitrator shall hear the Parties, settle the terms of question to be arbitrated and make his or her award within fifteen (15) days of the appointment or within such extended period as may be mutually agreed to by the Parties to the dispute. The Arbitrator shall deliver his or her award, in writing, to each of the Parties and this award shall be final and binding upon each of the Parties and shall be carried out forthwith. An Arbitration award under this Article shall not be subject to further procedure under Article 21 of this Agreement.
4. Each Party shall pay their own costs and expenses of the Arbitration and one-half (1/2) the remuneration and disbursements or expenses of the Arbitrator.

ARTICLE 23 - NOTICE OF APPLICATION

When one of the Parties applies to the Labour Relations Board, its successor, or other employment law tribunal for appointment of an arbitrator or adjudicator in order to settle a grievance or dispute, a copy of the application will immediately be provided to the other Party.

ARTICLE 24 - DURATION

- Section 1** (a) This Agreement will be in full force and effect on and after the 1st day of May **1998**, to and including the 30th day of April **2000** and shall automatically be renewed from year to year thereafter, unless either Party serves written notice of termination upon the other Party hereto, at least sixty (60) days prior to the 30th day of April **2000** or sixty (60) days prior to the 30th day of April in any year subsequent thereto.
- (b) When such notice is given, the provision of this Agreement shall continue in full force and effect until a new Agreement is signed and executed or the Union commences strike action or the Employer commences a lock-out, whichever first occurs.

Section 2 It is mutually agreed by the Parties to exclude from this Agreement the operation of Section 50 (2) and 50 (3) of the Labour Relations Code of British Columbia.

SIGNED ON BEHALF OF THE FEDERATION
PARTY OF THE FIRST PART

SIGNED ON BEHALF OF THE UNION
PARTY OF THE SECOND PART

(Employer)

(Union)

(Employer)

(Union)

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REV. MAY 1999

APPENDIX "A"
JOB CLASSIFICATIONS

CATEGORY 1

JUNIOR CLERK

MINIMUM REQUIRED QUALIFICATIONS:

- Minimum Grade XII Diploma
- Typing with accuracy
- Ability to operate switchboard, direct calls and deal with affiliates effectively
- Knowledge of spelling, grammar, punctuation and correct word usage
- Knowledge of general office equipment
- Must have the ability to work in a busy, diversified office and possess the ability to take direction
- Ability to sort and collate material for distribution
- Knowledge of computer applications an asset

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CATEGORY 2

RECEPTIONIST/CLERK-TYPIST

MINIMUM REQUIRED QUALIFICATIONS:

- Minimum Grade XII with preferable Office/Secretarial Administration Certificate Program and preferable work experience in the field.
- Typing 40 wpm with accuracy
- Ability to perform receptionist duties, including operation of the switchboard system, directing calls and dealing effectively with affiliates and the public
- Knowledge of spelling, English grammar, punctuation and correct word usage
- Ability to perform basic clerical duties, such as routine typing from typewritten or handwritten copy and operation of labelling, postage and copying equipment
- Basic knowledge of computer

PRODUCTION/PRINT ROOM OPERATOR

MINIMUM REQUIRED QUALIFICATIONS:

- Minimum Grade XII with preferable Business Machine Operator's course or Office Administration Certificate Program or equivalent two (2) years experience in the field
- Typing with accuracy
- Ability to operate and understand photocopying equipment and machinery associated with mailing cycle with ability to diagnose problems
- Possess layout capability technique
- Ability to perform an inventory of all paper supplies associated with distribution and/or mailing
- Ability to follow direction and set priorities from written and verbal instructions
- Ability to maintain records for distribution of mail
- Ability to assist with switchboard/receptionist duties as necessary

- 30 -
CATEGORY 3

CLERK-STENOGRAPHER

MINIMUM REQUIRED QUALIFICATIONS:

- Minimum Grade XII with preferable Office/Secretarial Administration Certificate Program or equivalent three (3) years experience in the field
- Typing 50 wpm with accuracy
- Acceptable level of speed writing
- Possess good Business English skills in spelling, grammar, punctuation and proofreading
- Must have the ability to perform receptionist duties and operate switchboard system by directing telephone calls and dealing with affiliates and the public effectively
- Ability to input and edit the general, media, community mailing lists and standard lists associated with the List Disk book
- Ability to operate equipment associated with complete mail cycle
- Familiarity with word processing systems, DBASE systems, basic computer skills, including MS-DOS or PC-DOS and hard disk organization
- Filing

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CATEGORY 4

SECRETARY

MINIMUM REQUIRED QUALIFICATIONS:

- Minimum Grade XII with preferable Office/Secretarial Administration Certificate Program or equivalent four (4) years experience in the field
- Typing - 60 wpm with accuracy
- Acceptable level of speed writing
- In the absence of Category V Executive Secretary, have the ability to assist in the area by processing work assigned by the supervisor
- In the absence of Category V Executive Secretary, have the ability to assist in the area of handling routine telephone inquiries, answering routine questions from affiliates, scheduling meetings and organizing priorities to meet deadlines as assigned.
- Filing capabilities
- Good understanding of word processing systems and computer skills including MS-DOS or PC-DOS and hard disk organization
- Good Business English skills with a high proficiency in spelling, grammar, punctuation and proofreading
- Possess the ability to take direction, to work in a learning environment, to understand guidelines, administrative procedures, organization of time and telephone technique
- Ability to perform in a confidential and professional manner.

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CATEGORY 4 (CONT'D.)

BOOKKEEPING ASSISTANT

MINIMUM REQUIRED QUALIFICATIONS:

- Minimum Grade XII with preferable Certificate from a recognized bookkeeping program or two (2) years equivalent work experience in the specialty area
- Overall knowledge of bookkeeping - understanding debits and credits, posting, journal entries, account receivable, accounts payable and payroll functions
- Must have the ability to process books to Trial Balance in absence of Bookkeeper
- Ability to process payroll (ACCPAC) in absence of Bookkeeper
- Must have the ability to process computerized per capita program
- Ability to assist Bookkeeper with accounts payable, payroll and compensation report quarterly
- Familiarity with accounting systems, basic computer skills, including MS-DOS or PC-DOS and hard disk organization

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CATEGORY 5

EXECUTIVE SECRETARY

MINIMUM REQUIRED QUALIFICATIONS:

- Minimum Grade XII with preferable 2-year Office/Secretarial Administration Certificate Program or equivalent five (5) years experience in the secretarial field
- Typing speed - 70-80 wpm with accuracy
- Acceptable level of speed writing
- High proficiency in spelling, grammar, punctuation and proofreading
- Proficient with operation of word processing systems, computer skills including MS-DOS or PC-DOS and hard disk organization
- Possess good communication, administrative and organizational skills and have the ability to assess, problem solve, implement and streamline own work station for time management purposes
- Ability to work under pressure, exercise good judgement and work on own initiative with little direction or supervision
- Ability to perform in a professional and confidential manner
- Filing capabilities

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CATEGORY 5 (CONT'D.)

WORD PROCESSING CENTRE COORDINATOR

MINIMUM REQUIRED QUALIFICATIONS:

- Minimum Grade XII with preferable Office/Secretarial Administration Certificate Program or equivalent four (4) years experience in the field
- Typing speed - 70-100 wpm with accuracy
- Good Business English skills with a high proficiency in spelling, grammar, punctuation and proofreading
- Familiarity with word processing systems, basic computer skills including MS-DOS and PC-DOS and hard disk organization
- Ability to maintain own record-keeping system
- Possess good communication, administrative and organizational skills and have the ability to assess, implement and streamline own work station for time management purposes
- Ability to work under pressure, perform work with high speed and accuracy, exercise good judgement and work on own initiative with little direction or supervision.

- 35 -
CATEGORY 5 (CONT'D.)

BOOKKEEPER

MINIMUM REQUIRED QUALIFICATIONS:

- Minimum Grade XII with Certificate from a recognized Accounting program or equivalent four (4) years experience in the specialty area
- Ability to perform all aspects of the accounting function, preparation of monthly financial reports and complicated statistical reports
- Must have the ability to perform complex bookkeeping activities, handle complaints and problems by investigating and then recommending solutions
- ACCPAC computer experience a definite asset
- Typing
- Proven supervisory skills with the ability to supervise a Bookkeeper Assistant
- Possess good communication, administrative and organizational skills
- Ability to perform in a confidential and professional manner

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APPENDIX "A" (CONT'D.)

	MAY 1, 1998	MAY 1, 1999
CATEGORY 1 Junior Clerk	627.67	634.57
CATEGORY 2 Receptionist/Clerk-Typist Production/Print Room Operator	682.12	689.62
CATEGORY 3 Clerk-Stenographer	711.27	719.09
CATEGORY 4 Secretary Bookkeeping Assistant	749.58	757.83
CATEGORY 5 Executive Secretary	780.47	789.06

An employee who has left the employ of the Federation after the expiry of the Collective Agreement shall be paid any pay increases for all hours worked between the expiry of the Collective Agreement and their date of leaving the Federation.

SIGNED ON BEHALF OF THE FEDERATION
 PARTY OF THE FIRST PART

SIGNED ON BEHALF OF THE UNION
 PARTY OF THE SECOND PART

 (Employer)

 Union)

 (Employer)

 (Union)

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oteu-15

REV. MAY 1999

APPENDIX "B"
LETTER OF UNDERSTANDING

BETWEEN: B.C. FEDERATION OF LABOUR

AND: OFFICE AND TECHNICAL EMPLOYEES UNION, LOCAL NO. 15

The Parties hereto agree as follows:

Definition of Shifts and Shift Premium

(a) Identification of Shift

(1) *Day Shift*

All hours worked on a regular work day which starts between 8:30 a.m. and 9:30 a.m.

(2) *Afternoon Shift*

All hours worked on any shift which starts between 12:30 p.m. and 4:30 p.m.

(3) *Night Shift*

All hours worked on any shift which starts between 8:00 p.m. and 12:00 a.m.

(b) Shift Premium

One dollar (\$1.00) per hour for all hours worked between 4:30 p.m. and 8:30 a.m.

(c) Where operational requirements necessitate the B.C. Federation of Labour to implement shifts consultation will take place prior to such a change with the O.T.E.U. Local 15 and the Office Steward. Operational requirements will include: B.C. Federation of Labour Conventions, major labour disputes with an Employer or political disputes. Five (5) working days notice will be given of any change in working schedules. Where operational requirements as defined above are not required Article 7, Section 1 shall prevail.

SIGNED ON BEHALF OF THE FEDERATION SIGNED ON BEHALF OF THE UNION

PARTY OF THE FIRST PART

PARTY OF THE SECOND PART

KENNETH V. GEORGETTI

(Employer)

C. ANDSTEIN

(Employer)

KATHLEEN MADDEN

(Union)

OPAL SKILLING

(Union)

APPENDIX "E"

LETTER OF UNDERSTANDING

BETWEEN: B.C. FEDERATION OF LABOUR

AND: OFFICE AND TECHNICAL EMPLOYEES UNION, LOCAL NO. 15

The Parties to this Agreement agree that employees in the Category IV Secretary position shall be used to relieve in the Category V Executive Secretary positions for short-term absences only, provided the Category IV Secretary incumbent possesses the necessary qualifications, and that under these circumstances Article 13, Section 6 of the collective agreement shall not apply.

SIGNED ON BEHALF OF THE FEDERATION SIGNED ON BEHALF OF THE UNION
PARTY OF THE FIRST PART PARTY OF THE SECOND PART

KENNETH V. GEORGETTI
(Employer)

DOLLY ROBERTSON-REISER
(Union)

ANGELA SCHIRA
(Employer)

OPAL SKILLING
(Union)

APPENDIX "F"

LETTER OF UNDERSTANDING

ON THE GUIDELINES FOR COMPUTER USAGE

BY OFFICERS AND DIRECTORS

BETWEEN: B.C. FEDERATION OF LABOUR

AND: OFFICE AND TECHNICAL EMPLOYEES UNION, LOCAL NO. 15

Purpose: To provide a tool which will allow the Officers and Directors of the Federation an efficient and expedient means of managing their workload.

The B.C. Federation of Labour sees the use of computers by Officers and Directors as a necessary tool to assist with workload, internal mail, time management, drafting and accessing external resource capabilities.

Drafting reports on computer as opposed to handwritten or dictation. The Officers and Directors will not be responsible for editing, formatting, proofreading or final copy of reports or documents. They may forward to disk to assigned OTEU-15 bargaining unit members who will perform those processing tasks related to editing, formatting, proofreading and finalizing copy.

The B.C. Federation of Labour agrees that no bargaining unit jobs will be deleted as a result of the implementation of a computer system for the Officers and Directors.

SIGNED ON BEHALF OF THE FEDERATION
PARTY OF THE FIRST PART

SIGNED ON BEHALF OF THE UNION
PARTY OF THE SECOND PART

KENNETH V. GEORGETTI
(Employer)

DOLLY ROBERTSON-REISER
(Union)

ANGELA SCHIRA
(Employer)

OPAL SKILLING
(Union)