

THIRTEENTH COMPONENT AGREEMENT

between the

**GOVERNMENT OF THE
PROVINCE OF BRITISH COLUMBIA**

represented by the

**PUBLIC SERVICE EMPLOYEE
RELATIONS COMMISSION**

and the

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

representing employees of the

**CORRECTIONAL AND SHERIFF SERVICES
COMPONENT**

Agreement made this 27th day of April, 2001

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ARTICLE 1 - PREAMBLE

1.1 Purpose of Agreement

(a) Subject to the provisions of the Master Agreement entered into between the Government of the Province of British Columbia as represented by the Public Service Employee Relations Commission and the B.C. Government and Service Employees' Union, the purpose of this Component Agreement is to maintain a harmonious and mutually beneficial relationship between the Employer and the Correctional and Sheriff Services Component of the B.C. Government and Service Employees' Union, and within the authority delegated by the said Master Agreement to set out terms and conditions of employment, the application of hours of work and benefits for members of the bargaining unit of the Correctional and Sheriff Services Component.

(b) The Correctional and Sheriff Services Component shall include all employees in the classifications outlined in Appendix 3—*Classifications & Rates of Pay*, of the Master Agreement.

ARTICLE 2 - PAYMENT OF WAGES AND ALLOWANCES

2.1 Wages

The rates of pay negotiated by the Parties to the Master Agreement are recorded in Appendix 3 of the Master Agreement.

2.2 Monetary Payments

Every effort shall be made to ensure that all monetary payments due an employee covered by this Agreement shall be paid within one month of the end of the month during which compensation was earned.

ARTICLE 3 - COMMITTEES

3.1 Joint Committee

The Parties agree that a joint committee as described in Clause 29.1 of the Master Agreement shall be established as the forum for joint consultation on the following items:

- (a) Qualified medical employees;
- (b) Welfare of employees on shifts in security areas;
- (c) Styles and specifications regarding clothing issue and the mode of apparel in areas where clothing is not issued;
- (d) Ministry personnel policies;
- (e) Areas where uniforms are issued;
- (f) In-service training;
- (g) The criteria for the provision of the portal to portal allowance, including the establishing of assembly points;
- (h) The exchange of information at shift change;
- (i) **Adult/Youth Custody** Programs.

3.2 Local Union-Management Committee

- (a) A Union-Management Committee shall be established for each Ministry Work Unit as specified in Appendix A— *Ministry Work Units* of this Agreement, consisting of an equal number of Management and Union representatives with a minimum of two Union and two Management representatives. The Committee may use additional persons for technical information or advice.
- (b) The Committee shall meet at a mutually agreeable time and place. Employees shall not suffer any loss of pay for time spent on the Committee.
- (c) An Employer and a Union representative shall be designated as Joint Chairpersons and shall alternate in presiding over meetings.

(d) The Committee shall consider those matters which are referred to it by the Joint Committee; and such other items as are of concern to the Parties within the Ministry Work Units including the following:

- (1) Jurisdictional area of stewards;
- (2) Number of stewards for each jurisdictional area;
- (3) For non-shift employees, scheduling of weekly and daily hours (including starting and finishing times) as specified in Article 6—*Shift Patterns and Work Schedules*;
- (4) For shift employees, scheduling of weekly and daily hours (including starting and finishing times) as specified in Article 6;
- (5) Provisions for scheduling lieu days;
- (6) Procedures for rotation through work groups, considering seniority, within classifications.

(e) Any matter of disagreement at the local Union-Management Committee may be referred to the Joint Committee for resolution.

(f) Any legitimate matters affecting members of this Component who are functioning at work units other than those listed in Appendix A—*Ministry Work Units*, may be discussed in the nearest practical Union-Management Committee in order that the staff concerned may have adequate representation.

(g) The Parties recommend to the Joint Committee that the local Union-Management Committees be established as sub-committees.

ARTICLE 4 - POSITIONS TEMPORARILY VACANT

(a) The Employer will make every reasonable effort to ensure that the workload of an employee covered by this Agreement shall not be increased as a result of positions

temporarily vacant due to illness, vacation, leave of absence or any other reason. The Employer shall maintain a list of on-call employees where the nature of the work performed is of a continuous nature.

(b) Substitution selections of regular employees shall be made from persons qualified by a satisfactory evaluation report and in order of seniority in the appropriate classification.

ARTICLE 5 - SENIORITY LIST

The Employer shall maintain a classification seniority list showing the date each regular employee commenced employment in their present classification. An up-to-date classification seniority list shall be sent to the Union prior to December 31st of each year. Classification seniority shall be by service seniority when two or more employees have the same classification seniority date.

The following procedure shall govern in the event that regular employees have the same service seniority:

(a) For regular employees where one or more has had service as an auxiliary employee and has not lost their auxiliary seniority prior to becoming a regular employee, the tie breaker for the regular employees with the same amount of seniority will be the amount of auxiliary seniority.

(b) For regular employees with no previous service as an auxiliary employee or who lost their auxiliary seniority prior to becoming regular employees, the tie breaker will be a test of chance jointly administered by the Union Steward and the Supervisor for the work unit involved.

ARTICLE 6 - SHIFT PATTERNS AND WORK SCHEDULES

6.1

Subject to definitions 16 and 34 of the Master Agreement and the provisions of Articles *14—Hours of Work*, and *15—Shift*

Work of the Master Agreement, the following provisions apply with respect to hours of work, work schedules and starting and finishing times:

- (a) Recognized work day lengths and shift patterns will be those set out in Appendix C—*Work Schedules*.
- (b)
 - (1) Wherever possible meal periods will be provided away from the work station within the middle two and one-half hours of the shift.
 - (2) Where an employee has commenced their daily work assignment, in a post that provides for an unpaid meal period and they are advised that they are required to work during the meal period, they shall be compensated at overtime rates for the meal period.
 - (3) Accordingly pursuant to the provisions of Clause 14.1 of the Master Agreement, and except as otherwise noted herein, the meal period taken away from the work station will be excluded from the total hours of work of the employee.
- (c) The normal meal period will not be less than one-half hour and not more than one hour provided that where the employee is receiving a paid meal period, it shall not exceed one-half hour. Lengthening of the scheduled work day will not be achieved by expanding the normal meal period except by mutual agreement.
- (d) Employees who are required to eat their meals at their work station shall have the meal period scheduled with pay within their work day.
- (e) Starting and finishing times shall be negotiated at the local level. The new schedules, once negotiated, shall be posted as per Clause 15.3 of the Master Agreement.
- (f) Days off before and after an employee is changed to a new shift schedule shall be scheduled to ensure that the hours worked are equal to those set out in Article 14—*Hours of Work*, of the Master Agreement.

(g) Except where otherwise mutually agreed, where a program requires an employee to sleep on site the employee will be paid at one-half the straight time rate for the designated sleep-in period which hours will not be included in regular hours of work.

(h) Each employee is required to report for duty at their work station at the commencement of their scheduled shift.

(i) Where employees are employed in camps, it is agreed that subject to emergency requirements, no employee shall be required to be on the site for more than 80 consecutive hours.

(j) Shifts shall be rotated on an equitable basis among the employees involved.

6.2 Averaging Period

Pursuant to Master Agreement Clause 14.8(a)(2) the averaging period shall not exceed 140 hours in a 28 day period. The maximum length of the workday shall not exceed 12 hours.

ARTICLE 7 - OVERTIME

Overtime payments shall be in cash or in compensatory time off as decided by the employee. Compensatory time off must be taken at a time mutually agreed to between the Employer and the employee.

ARTICLE 8 - CAREER DEVELOPMENT

8.1 Purpose

Both Parties recognize that employees should be provided with the opportunity for career development by enabling them to prepare for promotional advancement by upgrading their present skills. It is also recognized that a mutual responsibility exists for employee and Employer to remain abreast of changing methods and skills in the constantly changing work environment of the Component. The provisions of this Article, therefore, are intended to assist employees in maintaining and improving job-related skills and/or assist them in preparing for promotional opportunities.

8.2 In-service Training

(a) Where the Employer requires an employee to take courses the Employer shall bear the full cost of the course, in accordance with Clause 20.7(a) of the Master Agreement.

(b) (1) While en route to and from a course held outside the employee's geographic location, meal allowances shall be paid in accordance with Clause 27.9 of the Master Agreement.

(2) Where other means of transport are not provided, including car pools when mutually agreed, and the Employer requires that an individual use their own vehicle, the mileage in excess of the distance normally travelled to and from the work location shall be paid in accordance with the rates established under Clause 27.8 of the Master Agreement.

(c) An employee attending the Staff Training Academy courses, and when travelling to and from their home at weekends shall be paid in accordance with the provisions of 8.2(b).

(d) When adequate board and lodgings are not provided by the Employer at the course location, the current Government allowances shall apply.

(e) In calculating the hours worked during course attendance the following shall be included and calculated at straight time rates:

(1) time spent from the starting time to the finishing time each day;

(2) travel time in excess of the employee's normal travelling time.

Times specified in (1) and (2) above, which is in excess of the employee's normal annual hours shall be adjusted in accordance with Clause 6.1(f) of this Agreement.

(f) Employees will not be required to work in maximum security areas without a minimum of 12 working days relevant orientation and supervised on-the-job training.

(g) Where applicable, employees shall be trained on a continuing basis, in riot procedure and the use of riot and fire equipment. Only trained personnel will be required to carry firearms.

ARTICLE 9 - VACATION SCHEDULING

(a) *The scheduling of annual vacation periods shall be by classification in order of service seniority within a functional work group as established pursuant to the local Union/Management Committee under Clause 3.2. Separate vacation schedules shall be posted for each classification. For the purpose of this Article there shall be the following classifications:

- (1) Security Officer and Correctional Officer
- (2) Principal Officer and Senior Correctional Officers
- (3) Instructor and Instructor/Supervisor

(b) There shall be three vacation periods:

- (1) January 1 to April 30;
- (2) May 1 to September 30;
- (3) October 1 to December 31.

Subject to emergency requirements, employees shall be entitled to schedule 10 working days or two-thirds, whichever is greater, of their annual vacation entitlement in the second period.

(c) Subject to 18.3 of the Master Agreement, an employee with sufficient vacation credits and who can show just cause for an extended vacation period outlined in (b)(2) may be granted this time by mutual agreement between the Employer and the Union; such extension will not be unreasonably withheld.

(d) The local Union-Management Committee referred to in Article 3—*Committees* shall determine the procedure for

posting vacation schedules. The schedule of available time for applying for vacations shall be posted not later than November 1st annually and finalized by December 31st.

All employees must have exercised their seniority rights by December 31st. An employee who does not exercise their seniority rights by December 31st shall not be entitled to exercise their rights in respect to any vacation time previously selected by an employee with less seniority.

(e) When an employee splits their vacation they shall be entitled to exercise their seniority in all vacation selections.

ARTICLE 10 - TRANSPORTATION AND COMMUNICATION

(a) (1) Employees shall be required to provide their own transportation to and from their place of employment other than the work locations listed below, where the Employer shall provide transportation between the assembly point and the work location:

Work Location	Assembly Point
Hutda Lake Correctional Centre	Prince George Regional Correctional Centre
Boulder Bay Youth Custody Centre	Mission
Stave Lake Correctional Centre	ARCC
Mount Thurston	Vedder Crossing
Ford Mountain	Vedder Crossing
Chilliwack Support	Vedder Crossing
Centre Creek Camp	Vedder Crossing
Chilliwack SMU	Vedder Crossing
Lakeview Youth Custody Centre	Campbell River Forest District Office

Subsequent work locations may be added to this list by mutual agreement during the period of this Agreement.

(2) Employees travelling between the assembly point and work location as indicated in (a)(1) above shall be compensated in cash for the time spent travelling at the base rate of the employee. This time will not be included in the calculations of hours of work unless the Employer has required the employee or employees to provide security services with respect to the transportation of an inmate or inmates, or any other service on behalf of the Employer.

(3) Should the Employer and the Union agree that the condition of a public road is unsuitable for the safe and proper operation of employees' private automobiles and there is no alternative road, the Employer shall arrange transportation for employees if the Employer's heavier vehicles could be used to transport employees to work.

(b) Employees called in for an emergency and who use their own vehicles shall be paid mileage allowance for the return journey from their home to the centre.

(c) Correctional staff supervising work groups outside the perimeters of security fences/boundaries shall be provided with adequate radio communication devices if normal telephone communication is unavailable.

(d) Adequate means of communication shall be provided for employees on "stake-out" and escape duties, and the policy of hourly checks shall be followed.

ARTICLE 11 - EMERGENCIES DEFINED

A sudden unexpected or unforeseen situation or occurrence or set of circumstances demanding an immediate action.

ARTICLE 12 - UNIFORM ISSUE

12.1 Issue

(a) **Initial Issue (Regular Employees)*

For regular employees in the Correctional and Sheriff Services Component who are required to wear uniforms the initial issue shall be:

Adult Custody

- 1 bomber jacket
- 4 slacks
- 3 slacks (work) (camp & gang officer only)
- 1 sweater, vest or long sleeve
- 7 shirts - long or short sleeve
- 2 ties
- 2 pairs footwear (shoes or ankle boots) as selected by the employee
- 1 pair boots (work)
- 1 belt
- 1 cap (ball type)
- 1 cap (dress)
- 1 cap cover
- 7 pairs of socks (regular issue or work socks)
- 1 parka or raincoat

Youth Custody

- 1 jacket (patrol or fleece/liner/bomber)**
- 1 coat (parka, shell and liner)**
- 4 pants (gang or cargo)**
- 1 shorts (generic or cargo)**
- 1 sweater (long sleeve or vest)**
- 7 shirts (short or long sleeved, polo/cotton blend)**
- 2 footwear (boot or runners)**
- 1 pair workboots**
- 1 belt**
- 1 ball cap (cotton, supplied by centres)**
- 7 socks**

The blue sports jacket, grey slacks and white shirt (dress) uniform shall be issued separate from the above initial issue, as required by the Employer.

If, due to medical reasons, an employee cannot be fitted with regular issue shoes, the Employer will provide one pair of black shoes up to a maximum of dollars \$150 per pair.

Camp, gang and prowl officers shall be issued a parka. All other regular employees may substitute a raincoat for the parka issue.

Each year thereafter seven pair of socks.

(b) ***Initial Issue (Auxiliary Employees)***

Adult Custody

1 bomber jacket

4 slacks – one must be dress, remainder cargo or work (camp and gang officer only)

1 sweater – vest or long sleeve

4 shirts – long or short sleeve

1 tie

1 pair footwear (shoes or ankle boots) as selected by the employee

1 pair boots (work) (camp and gang officer only)

1 belt

1 cap (ball type)

1 cap (dress)

1 cap cover

7 pairs of socks (regular issue or work socks)

1 parka (for employees working in facilities in the Northern Region, Interior Region, Chilliwack Forest Camps, Boulder Bay, Stave Lake, Nanaimo Correctional Centre and Alouette River Correctional Centre)

Auxiliary employees who have not been issued all items listed in Clause 12.1(a) above will receive the remaining items upon becoming eligible for benefits pursuant to Master Agreement Article 31.9.

(c) *Program Officer*

In addition to the issue outlined in Clause 12.1(a):

(1) Uniformed Wilderness Program Officers shall receive the following supplemental issue:

- 1 toque
- 2 wool jack shirts
- 1 pair of hiking/climbing boots in lieu of one of the pairs of boots outlined in Clause 12.1(a)

(2) Recreation Program Officers shall receive the following supplemental issue:

- 1 pair sweat pants
- 1 sweatshirt
- 1 pair gym shoes in lieu of one of the pairs of footwear outlined in Clause 12.1(a)

(d) *Maternity Issue*

- 2 pairs slacks
- 2 shirts
- 1 maternity sweater

(e) *Regional Variations*

The Employer shall provide the following:

(1) For employees working in facilities in the Northern Region, Interior Region, Chilliwack Forest Camps, Boulder Bay, Stave Lake, Lakeview Camp **and Alouette River Correctional Centre:**

- 1 pair felt pac boots
- 1 pair gloves - dress or work
- 1 fur hat
- 1 pair long underwear
- 1 pair overshoes

(2) For employees working in facilities in the Fraser Region, Vancouver Metro Region and Island Region except as noted above:

1 pair gloves (dress or work)

Replacements shall be provided upon presentation of worn out items.

12.2 Loan Issue

The Employer shall supply employees with the following items, if required, on a loan basis:

(a) Individual issue

- safety rubber boots
- wool slacks
- equipment belt
- **caulk boots**
- **insulated mitts or gloves**
- **parkas for pregnant employees**

(b) General issue

- hard hat
- rain suits
- coveralls

(c) Badges for officers of the Ministry of the Attorney General, Corrections Branch, while performing authorized duties outside the gazetted grounds of a gaol.

12.3 Conditions of Issue

(a) The issue outlined in this Article shall be "stock sizing". Tailoring-to-fit where required shall be provided at the Employer's expense and may include the following: hemming slacks to proper length; taking in or letting out seams; adjusting sleeve length.

(b) Any measuring or fitting required to comply with this article shall, wherever possible, occur during the employee's regularly scheduled shift.

- (c) Regular employees shall be issued clothing within 30 days of becoming a regular employee.
- (d) Used clothing will not be issued to regular employees.
- (e) On termination of employment, the current issue is to be returned to the Employer.
- (f) The Employer shall not change the uniform style or quality without mutual agreement.

12.4 Cleaning

- (a) The Employer will be responsible for:
 - (1) Dry Cleaning
 - Annual: parka, raincoat, bomber jacket
 - Quarterly: sports jacket
 - Monthly: four pairs of slacks
 - (2) Laundering as required - coveralls
- (b) Dry cleaning or laundering which is required as a result of a special incident occurring while on duty shall be the responsibility of the Employer.

12.5 *Allowance

In areas where clothing is not issued, a payment of **35¢** per hour (maximum **\$24.50** biweekly) will be made.

ARTICLE 13 - GENERAL CONDITIONS

13.1 *Medication

- (a) The Employer agrees that controlled drugs shall only be distributed by personnel qualified by means of the **established** course.
- (b) Employees who are not qualified by means of the established **course** shall not be subject to any disciplinary action if they refuse to distribute controlled drugs.

13.2 Qualified Instructors

Only employees who are qualified or who are in the process of becoming qualified will be required to supervise in an instructional capacity in any shop or work area.

13.3 Camp Accommodation

Adequate accommodation and nutritional well-balanced meals shall be provided when an employee is required to be on duty in a camp. Details shall be determined at the local level.

13.4 Provision for Lockers and Changing Facilities

Subject to physical limitation, it is the intent of the Employer to eventually provide locker and changing facilities at all locations where employees are required to change or store clothes during the normal course of their duties. The Employer will consult with the Union with respect to planned locker and changing facilities in existing locations and will also consult with the Union concerning the design of new facilities.

13.5 Tools

Employees in this Component will not be required to supply tools.

13.6 Drivers' Licenses

Where the Employer requires an employee to obtain a drivers licence other than a Class 5 drivers license:

- (a) The employee shall be granted leave with pay pursuant to Master Agreement Clause 20.7 to take required courses approved by the Employer and medical examinations required by the Motor Vehicle Branch to obtain the higher license.
- (b) The employee shall be reimbursed pursuant to Master Agreement Clause 20.7 for the full cost of courses approved by the Employer, examination fees, licensing fees and all other expenses required by the Motor Vehicle Branch to obtain the higher license.

(c) Leave of absence with pay will be granted pursuant to Master Agreement Clause 20.6 for examinations required by the Motor Vehicle Branch to qualify for the higher license. Subject to operational requirements, the Employer will make available an appropriate vehicle for the road test.

(d) This Article does not apply to employees who require drivers' licenses other than a Class 5 in order to qualify on competitions for a lateral transfer or promotion.

13.7 Safety Oriented First Aid (SOFA) or Equivalent) Renewal

Where the Employer requires the renewal of a Safety Oriented First Aid Certificate or equivalent, the costs of renewal shall be borne by the Employer.

ARTICLE 14 - AUXILIARY EMPLOYEES

14.1 Letter of Appointment

An auxiliary employee shall receive a letter of appointment pursuant to Clause 31.1 of the Master Agreement and such letter will also state the employee's salary range and work location.

14.2 Seniority

Pursuant to Clause 31.3(a) of the Master Agreement, the Ministry seniority units shall be the Ministry auxiliary seniority units outlined in Appendix B—*Ministry Auxiliary Seniority Units*, of this Agreement.

The Employer shall maintain a separate seniority list for each ministry auxiliary seniority unit, showing the total seniority of each auxiliary employee. The seniority tie breaker for auxiliary employees shall be a test of chance jointly administered by the Supervisor and the Union Steward for the work unit involved.

A copy of the seniority list shall be supplied upon request to the President of the Union or their designate.

Should it become necessary to amend Appendix B as a result of operational or organizational changes, the matter shall be

referred to a Union/Management Committee consisting of an equal number of Management and Union representatives, with a minimum of two representatives from each Party, for consideration and recommendation to the Component Bargaining Principals.

14.3 Application of Agreement

The provisions of Articles 5—*Seniority List* and 9—*Vacation Scheduling* of this Agreement, do not apply to auxiliary employees. The provisions of the other Articles of this Agreement apply to auxiliary employees, except as otherwise indicated.

14.4 Days of Rest

(a) Auxiliary employees hired on an "on-call" basis shall receive not less than two days off in seven calendar days, unless precluded by insufficient on-call staff being available. The first day of the calendar week shall be Sunday for the purposes of this clause. Every reasonable effort shall be made to schedule such days off consecutively.

(b) Auxiliary employees do not have the right to be recalled on their days of rest. Subject to Article 16.9 of the Master Agreement, employees who are required to perform work on their days of rest will be compensated at the rate of double time for hours so worked.

ARTICLE 15 - TERM OF AGREEMENT

15.1 Duration

This Agreement shall be binding and remain in effect to midnight, **March 31, 2004**.

15.2 Notice to Bargain

(a) This Agreement may be opened for collective bargaining by either Party giving written notice to the other Party on or after **January 1, 2004**, but in any event not later than midnight **January 31, 2004**.

(b) Where no notice is given by either Party prior to **January 31, 2004** both Parties shall be deemed to have given notice under this section on **January 31, 2004** and thereupon Clause 15.3 of this Article applies.

(c) All notices on behalf of the Union shall be given by the President of the Union, and similar notices on behalf of the Employer shall be given by the Commissioner, Public Service Employee Relations Commission.

15.3 Commencement of Bargaining

Where a Party to this Agreement has given notice under Clause 15.2 of this Article, the Parties shall, within 14 days after the notice was given, commence collective bargaining.

15.4 Changes in Agreement

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

15.5 Agreement to Continue in Force

Both Parties shall adhere fully to the terms of this Agreement during the period of bona fide collective bargaining.

15.6 Effective Date of Agreement

The provisions of this Agreement, except as otherwise specified, shall come into full force and effect on date of signing.

FOR THE UNION:

George Heyman
President

Gary Ralph
Component Chairperson

Gary Robbins
Local 102

Garrick Marshall
Local 103

Greg Engh
Local 104

Graham Trotman
Local 105

Ken Pollitt
Local 111

Wiho Papenbrock
Regional Coordinator

Dated: April 27, 2001

FOR THE EMPLOYER:

Valerie Mitchell
Commissioner

Ron McEachern
Deputy Commissioner

Tony Belcher
Senior Labour Relations
Officer

Rob VaterLechner
Labour Relations Officer

***APPENDIX A**
Ministry Work Units

Ministry of Attorney General

1. Prince George Regional Correctional Centre
2. Terrace Community Correctional Centre
3. Kamloops Regional Correctional Centre
4. Rayleigh Correctional Centre
5. Bear Creek Correctional Centre
6. Chilliwack Community Correctional Centre
7. Mount Thurston Correctional Centre--including Chilliwack Support Services and Chilliwack Sentence Management Unit
8. Ford Mountain Correctional Centre
9. New Haven Correctional Centre
10. Stave Lake Correctional Centre
11. Alouette River Correctional Centre
12. Vancouver Island Regional Correctional Centre
13. Vancouver Pretrial Services Centre
14. Hutda Lake Correctional Centre
15. Nanaimo Correctional Centre
16. Burnaby Correctional Centre for Women
17. Open Living Unit (BCCW)
18. Fraser Regional Correctional Centre
19. Surrey Pre-Trial Services Centre
20. **North Fraser Pre-Trial Centre**

Ministry for Children and Families

1. **Prince George Youth Custody Centre**
2. **Victoria Youth Custody Centre**
3. **Centre Creek Youth Custody Centre**
4. **Burnaby Youth Secure Custody Centre**
Burnaby Youth Open Custody Centre
5. **High Valley Youth Custody Centre**
6. **Boulder Bay Youth Custody Centre**
7. **Lakeview Youth Custody Centre**

Should the Employer open, close or re-gazette **adult/youth custody** facilities during the life of this Agreement, the change will be immediately reflected in Appendix A as an additional Ministry work unit(s).

***APPENDIX B**
Ministry Auxiliary Seniority Units

Ministry of Attorney General

1. Prince George Regional Correctional Centre
2. Hutda Lake Correctional Centre
3. Vancouver Island Regional Correctional Centre
4. Chilliwack Community Correctional Centre
Mount Thurston Correctional Centre
Ford Mountain Correctional Centre
Chilliwack Support Services
Chilliwack Sentence Management Unit
5. Kamloops Regional Correctional Centre
Rayleigh Correctional Centre
6. Bear Creek Correctional Centre
7. Stave Lake Correctional Centre
Alouette River Correctional Centre
8. Terrace Community Correctional Centre
9. New Haven Correctional Centre
Lower Mainland Community Supervision Program
10. Vancouver Pre-Trial Services Centre
11. Nanaimo Correctional Centre
12. Burnaby Correctional Centre for Women
13. Open Living Unit (BCCW)
14. Fraser Regional Correctional Centre
15. Surrey Pre-Trial Services Centre
16. **North Fraser Pre-trial Centre**

Ministry for Children and Families

1. Prince George Youth Custody Centre
2. Victoria Youth Custody Centre
3. Centre Creek Youth Custody Centre
4. Burnaby Youth Secure Custody Centre
Burnaby Youth Open Custody Centre
5. High Valley Youth Custody Centre
6. Boulder Bay Youth Custody Centre
7. Lakeview Youth Custody Centre

Should the Employer open, close or re-gazette **adult/youth custody** facilities during the life of this Agreement, the changes will be immediately reflected in Appendix B as an additional Ministry auxiliary seniority unit(s).

**APPENDIX C
WORK SCHEDULES**

#	Days Per Cycle	Hours Per shift	Paid / Unpaid (P/U)	Shifts Per Cycle	Pattern Worked	Total Hours/Cycle	Cycles Per Year	Total Annual Hours	Shift Overage	Stat Holiday Hours
1	6	7.50	U	4	4 on 2 off	30.00	60.83	1824.90	0	74.90
2	6	7.75	U	4	4 on 2 off	31.00	60.83	1885.73	58.73	77.00
3	6	7.50 15.50 8.00	U U+P P	3	3 on 3 off	31.00	60.83	1885.73	58.73	77.00
4	6	8.00	P	4	4 on 2 off	32.00	60.83	1946.56	119.56	77.00
5	6	8.25	P	4	4 on 2 off	33.00	60.83	2007.39	180.39	77.00
6	6	16.00 13.00	P P	2	2 on 4 off	29.00	60.83	1964.00	0	14.00
7	6	8.00 16.00 8.00	P P P	3	3 on 3 off	32.00	60.83	1946.56	119.56	77.00
8	6	15.50 16.00	U+P P	2	2 on 4 off	31.50	60.83	1916.14	89.14	77.00

#	Days Per Cycle	Hours Per Shift	Paid / Unpaid (P/U)	Shifts Per Cycle	Pattern Worked	Total Hours/Cycle	Cycles Per Year	Total Annual Hours	Shift Overage	Stat Holiday Hours
9	*7	8.75	U	4	4 on 3 off	35.00	52.14	1825.00	0	Not Worked
10	*7	7.00	U	5	5 on 2 off	35.00	52.14	1825.00	0	Not Worked -Non Shift
11	7	12.00	P	3	3 on 4 off	36.00	52.14	1877.14	50.14	77.00
12	8	9.58	U + P	4	4 on 4 off	38.32	45.63	1748.35	-1.65	0
13	8	10.00	P	4	4 on 4 off	40.00	45.63	1825.00	2	77.00
14	8	10.75	P	4	4 on 4 off	43.00	45.63	1961.88	134.88	77.00
15	9	11.00	U	4	4 on 5 off	44.00	40.58	1784.44	0	34.44
16	10	12.00	P	4	4 on 6 off	48.00	36.50	1752.00	0	2.00

#	Days Per Cycle	Hours Per Shift	Paid / Unpaid (P/U)	Shifts Per Cycle	Pattern Worked	Total Hours/Cycle	Cycles Per Year	Total Annual Hours	Shift Overage	Stat Holiday Hours
17	10	12.25	P	4	4 on 6 off	49.00	36.50	1788.50	0	38.50
18	12	7.50 7.75	U U	8	4 on 2 off 4 on 2 off	61.00	30.42	1865.42	38.42	77.00
19	12	15.50 16.00 .50	U+P P	4	2 on 4 off 2 on 4 off	63.00	30.42	1916.25	89.25	77.00
20	12	7.50 8.00 15.00 15.50	U P U P	5	3 on 1 sleep 3 off 3 on 1 sleep 3 off	61.00	30.43	1856.23	29.23	77.00
21	13	8.00	P	8	4 on 2 off 4 on 3 off	64.00	28.08	1796.92	0	46.92

#	Days Per Cycle	Hours Per Shift	Paid / Unpaid (P/U)	Shifts Per Cycle	Pattern Worked	Total Hours/Cycle	Cycles Per Year	Total Annual Hours	Shift Overage	Stat Holiday Hours
22	*14	7.78	U	9	5 on 2 off 4 on 3 off	70.02	26.07	1825.42	0	Not Worked Non-shift
23	*14	7.75	U	9	5 on 2 off 4 on 3 off	69.75	26.07	1818.38	0	77.00 Non-Shift
24	18	11.00	U	8	4 on 4 off 4 on 6 off	88.00	20.28	1784.44	0	34.44
25	18	11.00 11.50	U P	8	4 on 4 off 4 on 6 off	90.00	20.28	1825.20	0	77.00
26	18	7.75 8.25	U P	12	4 (7.75) on 2 off 4 (7.75) on 2 off 4 (8.25) on 2 off	95.00	20.28	1926.39	99.39	77.00

#	Days Per Cycle	Hours Per Shift	Paid / Unpaid (P/U)	Shifts Per Cycle	Pattern Worked	Total Hours/Cycle	Cycles Per Year	Total Annual Hours	Shift Overage	Stat Holiday Hours
27	20	12.25	P	8	4 on 4 off 2 on 4 off 2 on 4 off	98.00	18.25	1788.50	0	38.50
28	20	12.00	P	8	4 on 4 off 2 on 4 off 2 on 4 off	96.00	18.25	1752.00	0	2
29	20	10.00 13.50	P U	8	2 (13.5) on 4 off 2 (13.5) 4 off 4 (10.00) on 4 off	94.00	18.25	1715.50	-34.50	0
30	20	8.25	P	12	4 on 2 off 4 on 2 off 4 on 4 off	99.00	18.25	1806.75	0	56.75

#	Days Per Cycle	Hours Per Shift	Paid/ Unpaid (P/U)	Shifts Per Cycle	Pattern Worked	Total Hours/ Cycle	Cycles Per Year	Total Annual Hours	Shift Overage	Stat Holiday Hours
31	*21	7..50	U	14	5 on 2 off 5 on 2 off 4 on 3 off	105.00	17.38	1825.00	-2	Not Worked Non- <u>shift</u>
32	24	7.00 11.00	U U	12	4 (7.00) on 4 off 4 (11.00) on 4 off 4 (11.00) on 4 off	116.00	15.21	1764.17	0	14.14
33	24	7.50 11.00	U U	12	4 (7.5) on 4 off 4 (11.00) on 4 off 4 (11.00) on 4 off	118.00	15.21	1794.58	0	44.58
34	24	7.50 11.00 11.50	U U P	12	4 (7.5) on 4 off 4 (11.00) on 4 off 4 (11..5) on 4 off	120.00	15.21	1825.00	-2	77.00

#	Days Per Cycle	Hours Per Shift	Paid / Unpaid (P/U)	Shifts Per Cycle	Pattern Worked	Total Hours/Cycle	Cycles Per Year	Total Annual Hours	Shift Overage	Stat Holiday Hours
35	27	11.00	U	12	3 on 3 off 3 on 4 off 3 on 3 off 3 on 5 off	132.00	13.52	1784.44	0	34.44
36	30	7.50 11.00	U U	16	4 (7.5) on 3 off 4 (11.00) on 5 off Repeat Once	148.00	12.17	1800.67	0	50.67
37	30	7.50 11.00 11.50	U U P	16	4 (11.5) on 4 off 4 (7.5) on 4 off 4 (11.00) on 4 off 4 (7.5) on 2 off	150.00	12.17	1825.00	-2	77.00

#	Days Per Cycle	Hours Per Shift	Paid/ Unpaid (P/U)	Shifts Per Cycle	Pattern Worked	Total Hours/ Cycle	Cycles Per Year	Total Annual Hours	Shift Overage	Stat Holiday Hours
38	32	5.50 11.00	U	16	3 x 4 (11.00) on 4 off 1 x 4 (5.5) on 4 off	154.00	11.41	1756.56	0	6.56
39	32	7.50 11.00 11.50	U U P	16	4 (11.00) on 4 off 4 (11.5) on 4 off 2 x 4 (7.5) on 4 off	150.00	11.41	1711.50	-38.50	0
40	32	7.50 11.50 12.00	U U+P P	16	4 (7.5) on 4 off 4 (11.5) on 4 off 4 (7.5) on 4 off 4 (12.00) on 4 off	154.00	11.41	1756.56	0	6.56
41	36	7.50	U	23	5 x 4 on 2 off 3 on 3 off	172.50	10.14	1749.15	0	0

#	Days Per Cycle	Hours Per Shift	Paid/ Unpaid (P/U)	Shifts Per Cycle	Pattern Worked	Total Hours/Cycle	Cycles Per Year	Total Annual Hours	Shift Overage	Stat Holiday Hours
42	36	11.00	U	16	2 x 4 on 4 off 2 x 4 on 6 off	176.00	10.14	1784.44	0	34.44
43	*40	7.50	U	26	5 on 2 off	191.25	9.13	1745.16	-4.84	Varied Schedule Non-Shift
44	42	11.00 11.50	U P	24	3 on 3 off	202.50	8.69	1759.82	0	9.82
45	44	7.50 10.00 13.50	U P U+P	20	2 (7.5) on 4 off 4 (13.5) on 4 off 4 (10.00) on 4 off Repeat Once	218.00	8.30	1808.41	0	58.41
46	60	11.00 12.00	U P	26	Varied Schedule	299.00	6.08	1818.92	0	68.92

#	Days Per Cycle	Hours Per shift	Paid / Unpaid (P/U)	Shifts Per Cycle	Pattern Worked	Total Hours/Cycle	Cycles Per Year	Total Annual Hours	Shift Overage	Stat Holiday Hours
47	63	8.00	P	38	Varied Schedule (New Haven)	304.00	5.79	1760.17	0	10.16
48	104	7.50 11.00 11.50	U U U+P	56		510.00	3.51	1789.90	0	39.90
49	120	7.50 7.75 15.50 16.00	U U U+P P	48	2 on 4 off Varied Schedule	578.90	3.04	1760.82	0	10.82
50	140	11.50 12.00 13.00 13.50	U+P P U U+P	56	4 on 6 off	674.00	2.61	1757.21	0	7.21
51	15	12	P	6	3 on 4 off 3 on 5 off	72	24.33	1752	0	2

#	Days Per Cycle	Hours Per shift	Paid / Unpaid (P/U)	Shifts Per Cycle	Pattern Worked	Total Hours/Cycle	Cycles Per Year	Total Annual Hours	Shift Overage	Stat Holiday Hours
52	25	11 11.5 7.5	U(x2) U U	12	2 (11) on 3 off 2 (11) on 3 off 4(11.5) on 5 off 4(7.5) on 2 off	120	14.6	1752	0	2

1. * Denotes schedules that are modified work weeks. Paid holidays are not worked. Pursuant to Article 14.3(c), where the scheduled work day exceeds seven hours, the resulting difference shall be included in the work schedules established pursuant to clause 14.2.
2. Shift overage days and time off for paid holidays shall be scheduled. The method of scheduling shall be determined by mutual agreement at the departmental work unit level. Every effort shall be made by the parties to ensure that time accumulated is taken by the end of each fiscal year.
3. "Sleep ins" – will be paid in accordance with Article 6(g).
4. A one-half hour or one hour unpaid meal period free from work may be provided. Where this one-half hour or one hour meal period free from work is not provided, the one-half hour or one hour will be included in the daily shift. The resultant increase in hours per shift shall be included in shift overage at straight time, except for the circumstances outlined in Article 6(b)(ii) of the Agreement.

LETTER OF UNDERSTANDING
Re Clause 4(b)

Objective of the Parties:

To enhance the security, safety and good management of the centres while maintaining the principle of seniority as the basis for substitution.

The Parties agree as follows:

1. Each local Union/Management Committee (the Committee) established under Clause 3.2 of the Correctional and Sheriff Services Component Agreement shall identify and establish functional work groups for their respective centres as outlined in Appendix A of this Agreement.
2. (a) The Committee will establish guidelines for substitution in the functional work groups, e.g., the length of time in a position before qualifying for substitution, and the length of time after leaving the work group that an employee remains qualified for substitution.

(b) All employees must apply to substitute in their functional work group by written request. The Employer must respond within 15 days to the employee. Subject to (a) above, substitution shall be based upon service seniority within the classification. Each employee shall have the right to withdraw their application.
3. Where the Employer indicates on the employee's annual appraisal that an employee is not acceptable to substitute in a higher position, the Employer shall advise the employee of the reasons and what measures, in the Employer's view, are necessary for the employee to be acceptable for substitution opportunities. Should an employee not be agreeable they shall be entitled to recourse through the grievance procedure.

4.
 - (a) The Employer will prepare, post, and maintain an eligibility list by service seniority date within a classification for each classification within a work group.
 - (b) Employees transferring into a work group after the list has been posted will be provided with equal opportunity for substitution upon making application.

**DEPUTY SHERIFFS ADDENDUM
PART A**

The provisions set out in this part apply to Deputy Sheriffs only and do not apply to Correctional Officers:

ARTICLE 1 - HOURS OF WORK (*formerly SEHS Article 3*)

1.1 Preamble

(a) The regular work week for employees covered by this Agreement shall consist of up to five consecutive days between Monday and Friday inclusive; however, the Parties recognize the Employer's right to establish the hours of operation and the Union's right to negotiate work schedules to meet the hours of operation in accordance with the provisions of this article.

(b) The regular work day shall consist of no more than nine hours per day (including authorized travelling time) exclusive of meal periods. Regular hours worked in accordance with this article shall total 35 hours per week averaged over a two-week period.

1.2 Work Schedules

Work schedules shall be mutually agreed to between the Employer's designate and the Union's designate at the local level in accordance with the following:

(a) *Shift patterns*

- (1) Five days on/two days off;
- (2) Five days on/two days off; four days on/three days off;
- (3) Four days on/three days off.

(b) *Scheduling of Hours*

- (1) Starting and finishing times scheduled by mutual agreement.
- (2) Starting and finishing times unscheduled.
- (3) Starting and finishing times unscheduled around a mutually agreed core period.
- (4) Starting and finishing times unscheduled within a mutually agreed entry and exit period around a mutually agreed core period.

In sub-paragraphs (2), (3) and (4) above, the starting and finishing times are subject to Clause 14.8—*Flextime* of the Master Agreement, and the Parties acknowledge that the employee shall choose their starting and quitting times in accordance with the aforesaid clause and the provisions in this clause.

(c) Any reasonable recurring combination of the above shift patterns may be implemented by mutual agreement provided that the relevant articles in the Master and Component Agreements are not contravened.

(d) A record of the employee's work schedule shall be maintained at the local level.

1.3 Meal Periods

- (a) Meal periods shall not exceed one hour in length and shall be scheduled as closely as possible to the middle of the shift.
- (b) An employee shall be entitled to take their meal period away from the work station. Where this cannot be done, the meal period shall be considered as time worked and compensated for subject to Article 7—*Overtime*.

1.4 Scheduling of Lieu Days

- (a) Pursuant to Clauses 17.3—*Holiday Falling On a Day of Rest*, and 17.4—*Holiday Falling On a Scheduled Work Day*

of the Master Agreement, lieu days accruing from statutory or designated holidays shall be taken either immediately before or after the paid holiday but in any event not more than two weeks from the date of the paid holiday. If the lieu day is not taken within two weeks, it shall be immediately scheduled on the vacation roster.

(b) When statutory or designated holidays fall within a two-week scheduling block, the additional hours to be worked in order to average 70 hours during the two-week block may be carried over to the next two-week scheduling block, if the scheduling of those additional hours is not possible during the original two-week period.

1.5 Split Shifts

There shall be no split shifts scheduled except by mutual agreement between the Employer and the Union.

1.6 Work Location

Every employee covered by this Agreement shall be assigned, in writing, a work location. When an employee is temporarily assigned another work location, outside their headquarters area, time spent in travel from the employee's residence to the new work location in excess of time normally spent in travel from the employee's residence to their work location shall be considered as time worked.

1.7 Standby

The Ministries will consult with the Union prior to initiating standby programs (involving regular employees) where they have not existed previously. This provision shall not apply to standby situations made necessary by emergency conditions.

**ARTICLE 2 - WORK SCHEDULES FOR
EMPLOYEES WORKING ROTATING
SHIFTS (formerly SEHS Article 4)**

2.1 Application

The provisions of this article shall apply to employees who work rotating shifts.

2.2 Work Schedules

Work schedules for employees who work rotating shifts shall be based on the following provisions:

- (a) Shift patterns shall be:
 - (1) five days on/two days off;
 - (2) four days on/two days off;
 - (3) four days on/three days off; or
 - (4) any reasonable recurring combination of the above.
- (b) Shifts shall be rotated on an equitable basis among the employees involved. Employees may only be frozen a specific shift by mutual agreement between the Employer and the Union.
- (c) Work schedules for the Maples Adolescent Treatment Centre shall be as outlined in Appendix 1.

2.3 Split Shifts

- (a) The Employer and the Union agree that employees will not be required to work split shifts except by mutual agreement of the Parties.
- (b) Where the Employer schedules a break longer than one (1) hour, a premium shall be paid for all hours worked which shall be the greater of:
 - (1) Split shift premium of 35¢ per hour; or
 - (2) The relevant shift premium.

(3) For employees employed as child care counsellors at Victory Hill Residential Program - Burnaby working split shifts the following provision shall apply:

- (i) Split shift premium for hours worked in the morning;
- (ii) Afternoon shift premium for hours worked in the afternoon.

No employee shall receive both premiums.

2.4 Meal Periods

- (a) Meal periods shall be scheduled as close as possible to the middle of the shift and wherever possible to correspond to dining room facilities where such facilities are available.
- (b) Meal periods shall be a minimum of 30 and not more than 60 minutes in length as mutually determined by the Union's and the Employer's designated representatives at the local level. An employee shall be entitled to take their meal period away from the work station. Where this cannot be done, the time worked shall not exceed the scheduled work day or the applicable overtime rates shall apply.

2.5 Days of Work

- (a) Unless otherwise agreed to by the Component Bargaining Principals, no employee shall be scheduled to work more than five consecutive days.
- (b) Special camp programs of longer than five consecutive days but not more than 10 consecutive days duration may be agreed to between the Employer's and the Union's designated representatives, at the local level.
- (c) Employees required to work shifts shall receive a minimum of two consecutive days off within a seven-day period.

2.6 Work Location

- (a) Where employees are required to report to a central location in order to be assigned their work location, their shift

shall commence from the time they are required to report for assignment.

(b) Except in the case of temporary assignment for a duration of less than one month, and except in the case of emergencies, the Employer shall give a regular employee two weeks' advance notice, in writing, stating the reasons, prior to implementing any change in the employee's designated work location.

ARTICLE 3 - WORK CLOTHING

3.1 Protective Clothing (formerly SEHS Clause 7.1)

(a) The Employer shall continue to provide all wearing apparel and/or protective clothing presently issued to employees. Changes in present issue shall be by mutual agreement between the Parties except where such changes are the result of changes in the nature of the employee's job that precludes the need of such clothing.

(b) Protective clothing required for work under abnormal conditions may be made generally available. This is not intended to mean that protective clothing may not be individually assigned to an employee where the situation dictates. This provision is not intended to apply to clothing normally worn to and from work.

3.2 Uniforms (formerly SEHS Clause 7.2)

(a) Where the Employer requires the employee to wear distinctive or identifying clothing, the Employer shall provide such clothing.

(b) Female employees required to wear uniforms shall be provided with appropriately tailored pant suits at the employee's request.

(c) Changes in **clothing and personal equipment issue for Deputy Sheriffs** shall be made only after consultation between the Parties.

(d) The Employer agrees that for all clothing and equipment required pursuant to (a) above, replacement will be issued upon presentation of worn-out items. Any dispute regarding

the need for replacement of any item shall be resolved by local union and management representatives.

3.3 Union Label (formerly SEHS Clause 7.3)

All uniforms and clothing issued by the Employer shall, wherever possible, be Union made and bear a recognized Union Label.

3.4 Maintenance of Work Apparel (formerly SEHS Clause 7.4)

(a) The Employer shall be responsible for the laundering, dry cleaning and maintenance of all apparel supplied by the Employer. Where an employee is required to maintain, clean or repair the uniform or clothing issued, the employee shall receive an allowance of **\$23.50** per month **effective April 1, 2001**, **\$24.00** per month **effective March 31, 2002**, and **\$24.50** per month **effective March 31, 2003**, for such maintenance and repair.

(b) **Dry cleaning or laundering which is required as a result of an unusual incident occurring while on duty shall be the responsibility of the Employer.**

3.5 Clothing and Equipment Issue for Deputy Sheriffs (formerly SEHS Appendix 2)

The Employer agrees to provide the following to each Deputy Sheriff when hired, and shall provide replacements upon presentation of worn out items:

Deputy Sheriffs (Male)

2 Tunics	2 Pairs Shoes (Oxford or Ankle)
2 Pairs Trousers	2 Ties
1 Cap and Badge	6 Shirts (3 short sleeves)
1 Plastic Cap Cover	6 Pairs Socks
1 Cold Weather Parka (Reg. 4 & 5)	1 Badge & ID Case
1 Bomber Jacket	1 Winter Cap (where required)
1 Belt	1 Pair Overshoes (where required)
	1 Pr. Gloves or 1 Pr. Winter Gloves

2 T-shirts

All Crests attached on issue of Tunics, Jackets & Parkas

Each year thereafter - 6 Pairs Socks

Deputy Sheriffs (Female)

2 Tunics	1 Badge & ID Case
2 Pairs Trousers	1 Pr. Gloves or 1 Pr. Winter Gloves
2 Skirts	2 Pairs Shoes (Oxford or Ankle)
1 Hat and Badge	1 Belt
1 Plastic Hat Cover	2 Ties
1 Cold Weather Parka (Reg. 4 & 5)	6 Shirts (3 Short Sleeves)
1 Bomber Jacket	12 Pairs Pantyhose or 6 Pairs Socks
1 Winter Cap (where req'd)	1 Pair Overshoes (where required)
	1 Hand Bag

2 T-shirts

All Crests attached on issue of Tunics, Jackets and Parkas

Each year thereafter - 12 Pairs Pantyhose or 6 Pair Socks.

3.6 Uniform Issue (formerly SEHS Clause 14.1)

Any concerns with respect to the issue of uniforms will be addressed at the local level by an ad hoc committee composed of no more than three representatives of the employees and three representatives of the Employer. Meetings of the committee shall occur within 10 work days of a request to meet. If matters are not resolved by the local level it shall be addressed by the representatives of the employees at the District level. Employees shall not suffer any loss of basic pay for time spent on such committees.

3.7 Firearms (formerly SEHS Clause 14.2)

- (a) Any Deputy Sheriff who is required by the Employer to carry a firearm in the course of their duties, shall have successfully completed an approved Firearm Training Course.
- (b) The Employer shall bear the costs of maintaining the employee's proficiency pursuant to (a) above.

ARTICLE 4 - ANNUAL VACATIONS
(formerly SEHS Article 8)

4.1 Prime Time Vacation Period

(a) Subject to the provisions of this article, it is the intent of the Parties that no employees shall be restricted in the time of year they choose to take their vacation entitlement. However, all employees shall be allowed to take at least four weeks of their vacation entitlement during the period of May 1st to September 30th, inclusive, which shall be defined as prime time vacation period.

(b) For those employees who have more than four weeks' vacation entitlement, the Employer shall make every reasonable effort to allow such employees to take their complete vacation entitlement during the prime time vacation period if they so desire.

4.2 Preference in Vacation

(a) Vacations shall be granted on the basis of service seniority within a classification series in the work unit.

(b) An employee shall be entitled to receive their vacation in an unbroken period.

(c) Where an employee chooses to break their vacation entitlement, additional selection(s) shall be made only after all other employees concerned have made their initial selection(s). Such additional selections shall be made in order of seniority.

4.3 Vacation Schedules

(a) Completed vacation schedules will be posted by April 1st of each year. The schedule will be circulated commencing February 1st of each year.

(b) An employee who does not exercise their seniority rights within two weeks of receiving the vacation schedule, shall not be entitled to exercise those rights in respect to any vacation time previously selected by an employee with less seniority.

(c) An employee who relocates to another work location where the vacation schedule has already been completed will not be entitled to exercise their seniority rights for that year only. However, every effort shall be made to grant vacation at the time of the employee's choice. If an employee is relocated by the Employer, they will be given the vacation time previously selected.

(d) In accordance with Clause 18.3(e)—*Vacation Scheduling* of the Master Agreement vacation schedules, once approved by the Employer, shall not be changed, other than in cases of emergency, except by mutual agreement between the employee and the Employer.

ARTICLE 5 - AUXILIARY EMPLOYEES *(formerly SEHS Article 11)*

5.1 Auxiliary Seniority Units

Pursuant to Clause 31.5—*Layoff and Recall* of the Master Agreement, Ministry seniority units shall be as follows. Should it become necessary to amend the following as a result of operational or organizational changes, the matter shall be referred to the Ministry Joint Committee concerned, where it exists, for consideration and recommendation to the Component Bargaining Principals.

MINISTRY OF ATTORNEY GENERAL

Court Services--Deputy Sheriffs

Interior/Northern Region

- | | |
|-----------------|-----------------|
| - Cranbrook | - Prince Rupert |
| - Dawson Creek | - Quesnel |
| - Fort St. John | - Rossland |
| - Kamloops | - Salmon Arm |
| - Kelowna | - Smithers |
| - Nelson | - Terrace |
| - Penticton | - Vernon |
| - Prince George | - Williams Lake |

Vancouver/Fraser Region

- Burnaby
- Chilliwack
- Coquitlam/Port Coquitlam
- Delta
- Langley
- Maple Ridge
- Matsqui
- New Westminster
- North Vancouver
- Richmond
- Sechelt
- Squamish
- Surrey
- Vancouver

Vancouver Island Region

- Campbell River
- Courtenay
- Duncan
- Nanaimo
- Port Alberni
- Port Hardy
- Powell River
- Victoria, Sidney & Western Communities

5.2 Auxiliary Days of Rest

(a) Auxiliary employees hired on an "on-call" basis shall not be recalled to available work unless they have had at least two days off in the six calendar days immediately preceding the available work, unless precluded by insufficient on-call staff being available.

(b) Auxiliary employees who work the same number of consecutive full shifts at straight time rates as regular employees in the same classification covered by the same local Hours of Work Agreement, shall be given the same number of consecutive days of rest as the regular employees. Such days of rest shall be contiguous with and immediately following the days worked. Auxiliary employees shall not have the right to be recalled on those days of rest.

ARTICLE 6 - GENERAL CONDITIONS

6.1 Positions Temporarily Vacant (*formerly SEHS Clause 12.2*)

(a) The Employer agrees to make every reasonable effort to ensure that the work loads of employees will not be unnecessarily increased as a result of positions temporarily

vacant due to illness, vacation leave, in-service training, or any other reason.

(b) The Employer will make every reasonable effort to maintain a list of qualified on-call employees to provide vacancy coverage and to make every reasonable effort to backfill vacant positions.

(c) Where a position is temporarily vacant and no backfill is provided, the Employer will take such steps as may be necessary to ensure that workload is not unnecessarily increased.

(d) Where an employee is unable to complete assignments or fulfil other workload obligations and has received direction from the Employer as to how to proceed, responsibility for any consequences of complying with the direction will not rest with the employee.

(e) For purpose of substitution, first refusal shall be given to regular employees who are qualified to perform the work of the position requiring substitution, and whose most recent employee appraisal indicates satisfactory performance.

(f) Where a substitution opportunity arises pursuant to (e) above, the Employer will give consideration to offering the opportunity to regular employees in the headquarters area where the opportunity exists, provided the employees have given the Employer written notice of their interest to substitute and they meet the criteria established in (e) above. The Parties recognize that it may not be appropriate for certain substitution opportunities to be offered to employees in a specific headquarters area. It is agreed that where the Employer determines that it is not operationally advantageous to select from these employees, the provisions of (e) above shall apply.

6.2 Temporary Assignment Travel (*formerly SEHS Clause 12.9*)

(a) When an employee is assigned temporarily to a work site within the Province that is so far removed that they are

unable to return to their designated headquarters at the end of each work day, the following conditions shall apply:

(1) Travel between their place of temporary accommodation and the work site shall be considered as time worked.

(2) Employees shall be provided with return economy air fare in order to allow them to return to their place of residence and return to the work site at the end of each work week on the employee's time.

(3) Employees who choose not to return to their place of residence shall not receive the return air fare.

(b) (a) above does not apply to employees who participate in Ministry training programs as a condition of employment. In-service employees participating in such training programs shall be afforded the opportunity of returning to their headquarters for a weekend at the end of a two-week period at the Employer's expense. Travel shall be on the employee's time and accommodation expenses for the weekend period, if any, shall be the employee's responsibility. The Employer shall determine the mode of transportation to be taken by the employee.

6.3 Travel Conditions (*formerly SEHS Clause 12.10*)

(a) Employees required to travel outside the Province shall be reimbursed for receipted expenses incurred in the course of their duties. Receipts shall not be required for expense categories currently paid without receipts within British Columbia. Types and amounts of receipted expenses that will be reimbursed outside the Province will be pre-authorized.

(b) Employees will be provided reasonable stopover time, where required, in view of fatigue occasioned by international travel.

(c) Hours of work for employees on travel shall not be more than seven hours per day exclusive of meal periods, or not more than 70 hours per two-week period, except that working

hours need not be prescribed within set periods on the clock but should meet the requirements of the assignments.

6.4 Damage to Personal Property (*formerly SEHS Clause 12.5*)

Where an employee's personal property, excluding private automobiles, utilized in the performance of their duties is damaged by a client, patient, or resident while the employee is carrying out their duties, and the damages are not covered by Workers' Compensation or insurance, the Employer shall reimburse the employee for the necessary repairs or replacement.

**DEPUTY SHERIFFS ADDENDUM
PART B**

The provisions listed below apply to Correctional Officers only and do not apply to Deputy Sheriffs:

- Clause 3.2 – Local Union-Management Committee
- Article 4 & LOU re Art. 4(b) – Positions Temporarily Vacant
- Article 6 – Shift Patterns and Work Schedules
- Article 9 – Vacation Scheduling
- Article 12 – Uniform Issue
- Article 14 – Auxiliary Employees
- Appendix B – Ministry Auxiliary Seniority Units
- Appendix C – Work Schedules