

COLLECTIVE AGREEMENT

Between



And



**NATIONAL AUTOMOBILE, AEROSPACE,
TRANSPORTATION AND GENERAL WORKERS
OF CANADA (CAW-CANADA)
LOCALS 111 AND 2200**

Relating to
WAGES and WORKING CONDITIONS

EFFECTIVE DATE: 2001-04-01

EXPIRY DATE: 2004-03-31

PART 'G' GENERAL ITEMS

1.00 COVERAGE, DURATION AND EFFECT 1

1.01 Coverage 1

1.02 Duration of the Agreement 1

1.03 Reopening of the Agreement..... 1

1.04 Retroactive Pay 1

1.05 Rounding..... 2

2.00 UNION RECOGNITION AND SECURITY..... 2

2.01 Recognition 2

2.02 Security 2

2.03 Assignment of Fees, Dues, and Assessments..... 2

2.04 Probationary Period for New Employees 3

2.05 Advising the Union of New Employees 3

2.06 Leave of Absence for Union Business..... 4

2.07 Work Contracted Out..... 4

2.08 Sexual Harassment..... 4

2.09 Workplace Harassment 5

3.00 SETTLEMENT OF GRIEVANCES..... 6

3.01 Definitions..... 6

3.02 No Interference or Stoppage of Work..... 6

3.03 Grievance Procedure 6

3.04 Grievance Mediation 7

3.05 Time Limits..... 8

4.00 WORKING PRACTICES..... 8

4.01 Technological Change..... 8

5.00 RULES AND REGULATIONS..... 9

6.00 REPORTING TIME..... 9

6.01 Reporting for Court Appearance 9

6.02 Reporting in Connection with Claims & Accidents..... 10

6.03 Reporting for Other Employer Business 11

6.04 Call-Ins..... 11

7.00 DISCIPLINARY ACTION 11

7.01 Other Employment 11

7.02 Complaints to be in Writing..... 11

7.03 Employee Records..... 11

8.00	VACANCIES, PROMOTION & LAY-OFFS	12
8.01	Job Vacancies	12
8.02	Section Seniority.....	12
8.03	Promotion Date	12
8.04	Lay-off and Recall.....	12
8.05	Seniority	14
9.00	ANNUAL VACATIONS	15
9.01	Definitions.....	15
9.02	Vacation Entitlements	15
9.03	Calculation of Vacation Pay.....	16
9.04	Proration of Annual Vacation Entitlement Because of Absences	17
9.05	Vacation, Statutory Holiday Block, and Sick Leave.....	17
9.06	Vacation Banking.....	17
10.00	STATUTORY HOLIDAYS	18
10.01	Definition of Statutory Holidays.....	18
10.02	Payment for Statutory Holidays	18
10.03	Banking Statutory Holidays.....	19
10.04	Working on a Statutory Holiday	20
11.00	LEAVE OF ABSENCE	21
11.01	Application and Approval for Leave of Absence.....	21
11.03	Bereavement Leave.....	22
11.04	Pregnancy and Parental Leave.....	23
11.05	Paternity Leave	25
12.00	WAGE PROTECTION PLAN	25
12.01	Definitions.....	25
12.02	Short Term Disability Plan	25
12.03	Long Term Disability Plan.....	27
12.04	Medical Certification	27
12.05	Severance Pay.....	28
12.06	Welfare Plans Committee.....	28
12.07	Disputed Workers' Compensation Board Claims.....	28
13.00	MEDICAL, DENTAL, AND LIFE INSURANCE	28
13.01	Basic Medical Coverage	29
13.02	Extended Health Benefits.....	29
13.03	Dental Plan	29
13.04	Dental Plan - Retired Employees.....	30

13.05	Group Life Insurance	30
13.06	Voluntary Group Life Insurance.....	30
13.07	LOA Without Pay for More than 15 Days in Any Calendar Month.....	30
13.08	Travel Accident Insurance	31
13.09	CAW/BCT Health and Benefit Trustees.....	31
14.00	TRANSIT PASS.....	31
14.01	Penalty for Wrongful Use of Pass.....	31
14.02	Eligibility for Transit Pass Upon Retirement.....	31
15.00	SAFETY.....	31
15.01	Intent to Conduct a Safe Operation	31
15.02	Safety Shoes - Cost Sharing	32
15.03	First Aid Allowances.....	33
16.00	PAYMENT OF WAGES.....	33
16.01	Issuing Pay Cheques - Shift Workers.....	33
17.00	TEMPORARY EMPLOYMENT.....	33
18.00	TRANSFER OR CHANGE OF OWNERSHIP OF TRANSIT.....	34
19.00	TIME SLIPS.....	34
20.00	SPECIFIC MATTERS OF AGREEMENT	34
21.00	INTERPRETATION OF AGREEMENT	35
22.00	PENSION PLAN.....	35

PART 'O' OPERATIONS

1.00	HOURS OF WORK.....	36
1.01	Work Day and Work Week	36
1.02	Definition of Runs	36
2.00	ASSIGNMENT OF WORK.....	36
2.01	Sign-up	36
2.02	Running Sheets - Definition and Construction	38
2.03	Spareboard	40
2.04	Notice of Return to Work Following Leave of Absence	40
2.05	Availability for Overtime Work	41
3.00	METHOD OF PAYMENT.....	41
3.01	Payment for Overtime Work.....	42
3.02	Spareboard Guarantee	42
3.03	Spreadover Premium for Split Shifts.....	43
3.04	Minimum Pay for Short Pieces of Work.....	43
3.05	Pay Protection on Temporary Change of Work	44
3.06	Report Time and Lay-up Time.....	44
3.07	Travel Time	45
3.08	Make-up Time.....	46
3.09	Training Premium	47
4.00	LAVATORIES.....	47
5.00	UNIFORMS.....	47
5.01	Cleaning Allowance	47
6.00	NEW OPERATING CENTRES.....	47
7.00	TEMPORARY PROMOTIONS.....	47
8.00	SHIFT PREMIUMS	48
9.00	ONE-DAY ANNUAL VACATION.....	48

PART 'M' MAINTENANCE

1.00	HOURS OF WORK.....	49
1.01	Work Day and Work Week	49
1.02	Hours of Work - Garages	49
1.03	Reporting Late	49
1.04	Notice to Return to Work.....	49
2.00	ASSIGNMENT OF WORK.....	49
2.01	Maintenance Garage.....	49
2.02	Assignment of Overtime Work - Shops and Garages.....	50
3.00	METHOD OF PAYMENT.....	50
3.01	Payment for Overtime Work	50
3.02	Payment of Wages and Cheque Cashing Facilities.....	52
3.03	Temporary Relief on a Higher Paid Job.....	52
3.04	Travel	52
3.05	Meals and Rest Period	52
3.06	Shift Premium - Shops and Garages	53
3.07	Other	53
4.00	TRANSFER, PROMOTION AND LAYOFF	53
4.01	Shift Vacancies Between Sign-Ups - Maintenance Garages	53
4.02	Failure to Qualify After Promotion - Maintenance Garages.....	54
5.00	LEAD HANDS AND CHARGE HANDS	54
5.01	General Responsibility of Lead Hands and Charge Hands	54
5.02	Charge Hand - Definition.....	54
5.03	Lead Hand - Definition.....	54
5.04	Duty of Other Employees	54
5.05	Selection of Lead Hands and Charge Hands.....	55
5.06	Charge Hands and Lead Hands Wage Rates	55
5.07	Estimation of Accident Damage	55
5.08	Automotive & Heavy Vehicle Partsperson Charge Hands	55
6.00	TRAINING PROGRAMS.....	55
6.01	Improver/Apprentice Training Program and Committee	55
6.02	Automotive and Heavy Vehicle Partspersons Program and Committee.....	55
6.03	Payment for Committee Members	56
6.04	Settlement of Differences.....	56
6.05	Duties & Training of Improvers and Apprentices.....	56

6.06	Placement on Completion of Training	56
6.07	Failure	56
6.08	Seniority	56
6.09	Apprenticeship Act	56
7.00	FIRST AID	57
8.00	CLOTHING	57
8.01	Coveralls	57
8.02	Gloves	57
8.03	Winter Clothing	57
8.04	Facilities Maintenance Clothing	57
9.00	TOOLS.....	57
9.01	Tool Allowance	57
9.02	Tool Insurance.....	58
10.00	JOB CLASSIFICATIONS - GARAGES	58
10.01	Trades.....	58
10.02	Servicepersons	58
10.03	Preparatory Painter.....	58
10.04	Bus Dispatchers.....	59
10.05	Automotive and Heavy Vehicle Partsperson.....	59
10.06	Interior Bus Cleaners	59
10.07	Incidental Work	59
11.00	JOB CLASSIFICATIONS - TRANSPORTATION BLDG MAINTENANCE	59
11.01	Job Classification – Facilities Maintenance, Bus Stop Maintenance	59
11.02	Hours of Work - Building Service Worker.....	59
11.03	Rest Periods	60
12.00	TROLLEY OVERHEAD MAINTENANCE	60
12.01	Job Classifications.....	60
12.02	Training and Safety	60
12.03	Pole Pulling.....	60
12.04	Setting and Resetting of D.C. Breakers	60
12.05	Trades Crossing	60
12.06	Emergency Crews	61
12.07	Three-person Crews.....	61
12.08	Charge Hands.....	61
12.09	Capital Projects.....	61

13.00 CAW NATIONAL SKILLED TRADES COUNCIL 61
14.00 UNSCHEDULED A/V DAYS – MAINTENANCE DIVISION..... 61
15.00 TEMPORARY TROLLEY OVERHEAD LINEMAN 62

PART 'S' SEABUS

1.00 EMPLOYEE CATEGORIES..... 63

1.01 Regular..... 63

1.02 Temporary..... 63

2.00 SICKNESS REPORT TIME 63

2.01 Minimum Report Time..... 63

2.02 Notice of Return to Work..... 63

2.03 Reporting Late - Availability for Work..... 64

3.00 SAFETY..... 64

3.01 Industrial Health and Safety Committee..... 64

3.02 Safety Apparel and Equipment 64

4.00 CLOTHING ALLOWANCE..... 64

4.01 Uniforms 64

4.02 Uniforms - Terminal/Vessel Crews 65

4.03 Engineering and Maintenance Crews 65

4.04 Rain Gear..... 66

5.00 METHOD OF PAYMENT..... 66

5.01 Regular Watchkeepers 66

5.02 Employee Temporarily Working Junior Position 66

5.03 Employee Temporarily Working Higher Classification 66

5.04 Watch Differentials..... 66

5.05 Payment at Straight-time 67

5.06 Change - Pacific Standard/Daylight Saving Time 67

5.07 Premium Pay - Dirty Work..... 67

5.08 Higher Classification - Statutory Holiday Pay 67

5.09 Payment for Work on Sundays..... 68

6.00 HOURS OF WORK..... 68

6.01 Watchkeepers 68

6.02 Day Workers..... 68

6.03 Training 68

7.00 STATUTORY HOLIDAYS 69

8.00 OVERTIME 69

8.01 Overtime 69

8.02	Payment of a Callout	69
8.03	Assignment of Overtime Work	70
8.04	Meals - On Callouts	70
8.05	Meals - O/T Worked Following a Normal Shift.....	70
9.00	POSTING OF REGULAR JOB BULLETINS	70
9.01	Posting of Regular Job Bulletins	70
9.02	New Jobs	70
10.00	EMPLOYEE JOB CLASSIFICATIONS	71
11.00	MASTERS AND CHIEF ENGINEERS MEETINGS.....	71
11.01	Co-ordinators Meetings.....	71
	WAGE SCHEDULE.....	72
	APPENDIX 'A' MAINTENANCE CENTRAL SAFETY COMMITTEE TERMS OF REFERENCE	76
	APPENDIX 'B' CENTRAL OPERATIONS SAFETY COMMITTEE TERMS OF REFERENCE	81
	APPENDIX 'C' COMMUNITY TRANSIT SERVICE.....	85
	LOU #1 GENERAL WORKERS	93
	LOU #2 OPERATIONAL REVIEW COMMITTEE (ORC).....	95
	LOU #3 TRAFFIC VIOLATIONS PARTIAL PREMIUM ASSISTANCE	96
	LOU #5 BANKING OF OVERTIME.....	99
	LOU #6 BANKED OVERTIME AND SHORT TERM DISABILITY - LOCAL 111.....	100
	LOU #7 40 HOUR WORK WEEK	102
	LOU #8 BANKED OVERTIME AND SHORT TERM DISABILITY - LOCAL 2200.....	103
	LOU #8 ADDENDUM - BANKED OVERTIME & SHORT-TERM DISABILITY - LOCAL 2200.....	104
	LOU #9 UNION EDUCATION LEAVE	105
	LOU #10 'G' 8.04.10 - RECALL	106
	LOU #11 OPERATIONS LABOUR MANAGEMENT COMMITTEE	107
	LOU #12 APPRENTICESHIP LANGUAGE REVIEW COMMITTEE	109
	LOU #13 EARLY RETIREMENT/LTD "TOP-UP"	110
	LOU #14 FULL TIME RELIEF WORKERS – MAINTENANCE	111
	LOU #15 MERGER OF ELECTRONIC TECHNICIAN / ELECTRICIAN CLASSIFICATIONS	114
	LOU #16 MAINTENANCE ADVISORY COMMITTEE	116
	LOU #17 BCT EMPLOYEES' HEALTH & BENEFIT TRUST FUND.....	117

LOU #18 REHAB/PLACEMENT PROGRAM.....	118
LOU #19 ACCREDITED SERVICE FORMER VICL/PCL EMPLOYEES	120
LOU #21 DAYCARE POLICY	121
LOU #22 NEGOTIATION OF PENSION PLANS	122
LOU #23 OVERTIME LIMITS	123
LOU #25 LENGTH OF RUNS	124
LOU #26 SERVICE REVIEW COMMITTEE.....	125
LOU #27 PROVISION OF SPECIAL CATEGORY RUNS	129
LOU #28 SEABUS EMPLOYEE CATEGORIES.....	130
LOU #31 TERMS OF REFERENCE - EASTER MONDAY SHEET	131
LOU #32 REHABILITATION/RETURN TO WORK COMMITTEE TERMS OF REFERENCE	132
LOU #32 ADDENDUM - REHABILITATION /RETURN TO WORK COMMITTEE.....	134
LOU #37 INTRODUCTION OF COMPRESSED WORK WEEK LOCAL 111	135
LOU #41 NEW OPERATING CENTRES, COMPRESSED WORK WEEK & LENGTH OF RUNS.....	137
LOU #42 CASUAL LABOUR (SNOW REMOVAL).....	138
LOU #43 MERGER OF HELPER/SERVICEPERSON CAW LOCAL 2200.....	139
LOU #44 CASUAL LABOUR (Summer and Vacation Relief).....	140
LOU #48 MINOR ON-ROAD BUS PROBLEMS	141
LOU #50 MODIFIED WORK WEEK JOINT COMMITTEE (LOCAL 2200)	143
LOU #51 MODIFIED WORK WEEK - CAW LOCAL 2200	144
LOU #52 MODIFIED WORK WEEK/INTERIOR CLEANERS	147
LOU #56 MASTERS AND CHIEF ENGINEERS MEETINGS	149
LOU #57 FUTURE TEMPORARY EMPLOYEES.....	150
LOU #58 DAY OFF TRADES - SEABUS.....	151
LOU #59 APPLICATIONS FOR LOA WITHOUT PAY FOR OBTAINING OR UPGRADING CERTIFICATES.....	153
LOU #60 WATCHKEEPING SCHEDULES - SEABUS	155
LOU #61 TEMPORARY EMPLOYEES - SEABUS.....	156
LOU #62 FULL-TIME RELIEF WORKERS CAW LOCAL 2200/SEABUS.....	157
LOU #64 MEDICAL EXAMINATION.....	159
LOU #67 UNIFORM REVIEW COMMITTEE.....	160
LOU #69 EARLY INTERVENTION AND ACCESS TO SPECIALISTS	161
LOU #70 DEDUCTIONS FROM STD & LTD BENEFITS PAYMENTS	162
LOU #72 LONG TERM DISABILITY PREMIUM RATE COMMUNICATION TO THE TRUSTEES OF THE HEALTH AND BENEFIT TRUST.....	163
LOU #74 CROSS JURISDICTIONAL REHABILITATION/RETURN TO WORK COMMITTEE.....	164

PART 'G'
GENERAL ITEMS

1.00 COVERAGE, DURATION AND EFFECT

1.01 Coverage

This Agreement shall cover and be binding upon all employees of the Employer described in the current certification issued by the B.C. Labour Relations Board on February 8th, 2000 and varied on October 10th, 2000. Certification was first issued to this bargaining unit on May 31st, 1944 and has subsequently been amended and varied by the B.C. Labour Relations Board and its predecessors. Unless otherwise specified, "employee(s)" means a person covered by the above certification and as further defined in the Labour Relations Code of British Columbia.

1.02 Duration of the Agreement

This Agreement shall come into effect as of the first day of April, **2001** and shall remain in effect until it expires with the thirty-first day of March, **2004** or thereafter until it is reopened as provided by Article 'G' 1.03.

Pursuant to the provisions of S.50(4) of the Labour Relations Code of British Columbia, 1992, S.B.C., Chapter 82 as amended, the operation of Ss.50(2) and 50(3) are hereby excluded.

1.03 Reopening of the Agreement

At any time within four months immediately preceding the date of expiry of the Agreement, either Party may give to the other written notice of its intention to commence negotiations leading to a renewal of the Agreement.

1.04 Retroactive Pay

The applicable wage rates included in the Wage Schedule of this Agreement shall be applied retroactively for all job classifications listed in the Wage Schedule back to and including 1 April 2001. The **Employer** shall compute retroactive pay for employees as a percentage of their "Gross Earnings" during the retroactive period. "Gross Earnings" shall include only the following:

- (a) straight-time earnings
- (b) overtime earnings
- (c) statutory holiday pay for those holidays which fall during the retroactive period and for which the employee was eligible to receive payment
- (d) sickness protection benefits for approved absences falling within the retroactive period, including supplements to Wage Protection Plan benefits paid during that period
- (e) any wage related premiums and allowances which are normally included as part of regular earnings
- (f) where there is an adjustment negotiated in contract negotiations to Lead Hand and Charge Hand wage rates

In addition to Gross Earnings, retroactivity will be calculated on vacation pay for vacations taken during the retroactive period by the re-application of the vacation pay formula provided in Article 'G' 9.03, using the new wage rates listed in the Wage Schedule.

1.05 Rounding

All wage rates are rounded to the nearest whole cent.
\$.0050 and over are rounded to the nearest whole cent;
\$.0049 and under are rounded to the last whole cent.

2.00 UNION RECOGNITION AND SECURITY

2.01 Recognition

The **Employer** recognizes the Union and will not discriminate against any employees because they are a member or officer of the Union. The **Employer** also recognizes any employee elected or appointed to act as a full-time officer of the Union and such an officer shall be granted access to the **Employer** premises at all reasonable times upon application to the **Employer** manager in charge. Any qualified Union officer, including Union designated Job Stewards, shall be recognized by the **Employer** in discussing any grievance under the terms of the Grievance Procedure as set out in Article 'G' 3.00.

2.02 Security

New employees shall become **immediately upon hire** and shall remain thereafter, members of the Union in good standing as a condition of their continued employment with the **Employer** in any job classification covered by the Union.

Employees who fail to maintain their membership in good standing in the Union, as determined by the Union, shall be discharged after ten (10) days written notice to the **Employer** by the Union of the employees' failure to maintain their membership in good standing. Provided that, should the Union notify the **Employer**, in writing, within the said ten (10) day period that the member is again a member in good standing, the original discharge notice to the **Employer** shall be deemed to be null and void and, accordingly, the said member shall not be discharged.

2.03 Assignment of Fees, Dues, and Assessments

Employees shall, as a condition of employment, authorize the **Employer** to deduct from their wages initiation fees, monthly dues, and assessments as determined by the appropriate Local of the Union.

2.03.1 Authorization Form

The authorization form shall contain, in substance, the following:

To: _____

I hereby authorize you to deduct from my wages and to pay to Local _____ of the **Canadian Auto Workers** Union, the initiation fees of \$ _____ and dues in the amount of \$ _____

per _____ or dues of _____% of _____ wages deducted monthly or such amounts of dues amended from time to time by the Local Union and assessments levied by the Local Union on all members of the Local Union employed by you.

Date: _____

Employee

2.03.2 The **Employer** agrees to deduct initiation fees, dues, and general assessments from an employee authorizing it to do so on behalf of the appropriate Local Union and agrees to remit that assignment to the Local Union each month together with a list of the employees from whom dues were so deducted.

The Union agrees to indemnify and save the **Employer** harmless from any claims which may arise in complying with the provisions of this Article.

2.03.3 Administrative costs incurred by the **Employer** for general assessments levied in excess of two per year shall be paid by the appropriate Local of the Union.

2.04 Probationary Period for New Employees

New employees shall be placed on probation for **six hundred and seventy five (675) hours** of actual time worked. The **Employer** may dismiss probationary employees during their probationary period without giving any reason for doing so. The Union may grieve any alleged discrimination against dismissed probationary employees. Employees who successfully complete their period of probation will become regular employees and shall have all the rights and benefits provided by this Agreement.

Where Coast Mountain Bus Company Ltd. considers an extension to the probationary period to be an appropriate approach for a particular employee, the following will apply:

1. Coast Mountain Bus Company Ltd. will meet with the Union at the earliest opportunity to discuss problems with the progress of a probationary employee and to discuss alternative solutions to dismissal as contemplated above.
2. Coast Mountain Bus Company Ltd. and the Union will discuss and agree to the length of the extension of the probationary period for an employee who is not progressing satisfactorily and who, in the opinion of Coast Mountain Bus Company Ltd., has the potential to be successful in the job. The purpose of the extension is to allow for further training and/or any other remedial assistance which may be necessary to ensure satisfactory completion of the probation and to provide a further opportunity for Coast Mountain Bus Company Ltd. to assess the employee's potential.
3. Items 1 and 2 above are without prejudice to the Union's right to grieve the termination of a probationary employee.

2.05 Advising the Union of New Employees

In a monthly report, the **Employer** will forward the name and address of each new employee to the Union Local which has jurisdiction over the new employee's position.

2.06 Leave of Absence for Union Business

2.06.1 Employees who act as full-time officers of the Union, Local or National, will be placed on leave of absence with the time involved considered as service with the **Employer**. On conclusion of such leave of absence, employees shall return to the job classification they previously held without loss of the **Employer** Accredited Service as used to determine vacation and welfare plan entitlements (see Article 'G' 9.01).

2.06.2 Leave of absence granted to full-time Union officers shall be without pay, but they shall be entitled to retain their membership in the following welfare plans, subject to the Union paying the **Employer's** contributions for each plan on their behalf.

- Long Term Disability
- Group Life Insurance Plan
- Voluntary Group Life
- A Recognized **Employer** Pension Plan
- MSP of British Columbia
- Extended Health Benefits Plan
- Dental Plan

2.06.3 Officers of the Union shall be granted leave of absence for Union business provided a full-time officer of the Union gives the supervisor concerned prior notice of the absence.

As far as possible, such notice will include the dates the leave will commence and finish and the Union will endeavour to give at least twenty-four (24) hours notice of any leave of absence under this Article.

Property Representatives and the OTC Chief Job Steward may book themselves off through the Depot Office.

The Union shall provide at least two weeks notice of leaves of absence for the purposes of Union education courses.

2.07 Work Contracted Out

It is agreed in principle that the **Employer** will endeavour to limit work contracted out as much as possible and any work that is contracted out will be done at wages and working conditions comparable to those paid by appropriate unionized companies.

Where practicable, the **Employer** will endeavour to advise the Union prior to any such contracting out.

2.08 Sexual Harassment

- (a) All employees have the right to work in an environment free from sexual harassment. Sexual harassment will be grounds for imposition of discipline.**
- (b) Employees who allege that they have been subject to sexual harassment may contact the Employee Assistance Counsellor to request assistance with the problem. In the**

alternative, employees who allege that they have been subject to sexual harassment may file a grievance pursuant to Article 'G' 3.00 of this Agreement.

- (c) Sexual harassment means conduct or comments of a sexual nature that are unwelcome and that create an intimidating, hostile, or poisoned work environment, or that could reasonably be thought to put sexual conditions on an employees job or employment opportunities.
- (d) Sexual harassment includes, but is not limited to, such things as:
 - A compromising invitation with sexual overtones or sexual comment;
 - Unwanted touching
 - Unwelcome sexual flirtations, advances or propositions;
 - Sexually suggestive, obscene or degrading comments or gestures;
 - Offensive jokes of a sexual nature;
 - Leering or staring;
 - Displaying or circulating pictures or other material of a sexual nature;
 - Unwelcome questions or remarks about a person's sex life, appearance, clothing, etc.

2.09 Workplace Harassment

Harassment is unwelcome and serious behavior or comment based on grounds prohibited by the BC Human Rights Code (which as of February 7, 2001 included race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person) which a reasonable person knows or ought to know would cause offense, embarrassment, humiliation, or intimidation to another employee.

Workplace harassment can include, although is not limited to, the following actions and/or behaviors when they are linked to the prohibited grounds above;

- Verbal or physical abuse;
- Derogatory remarks;
- Displays of pornographic or offensive materials;
- Unwelcome invitations or requests;
- Jokes inconsistent with this policy;
- Innuendoes or taunts;
- Leering or unnecessary physical contact;
- Threats or intimidation;
- Outright physical assault;
- Practical jokes that cause awkwardness or embarrassment

3.00 SETTLEMENT OF GRIEVANCES

3.01 Definitions

"Grievance" means any difference between the persons bound by the Agreement concerning its interpretation, application, operation or any alleged violation thereof, including whether any such matter is arbitrable.

For the purposes of this Article, "Officer of the Union" shall include any elected Officer of the Local Union or Job Steward recognized by the Local Union.

3.02 No Interference or Stoppage of Work

All grievances or disputes shall be settled finally and conclusively by the grievance procedure described in this Article without interference with or stoppage of work.

3.03 Grievance Procedure

Either Party may initiate a grievance. If a grievance is not settled at any one stage of the grievance procedure, then the grievor shall have the alternative either to abandon it or proceed with it to the next successive stage within the time limits set out in each stage. By mutual agreement between the **Employer** and the Union, the processing of any grievance may begin at the second stage. Where a dismissal is grieved, the grievance shall begin at second stage. The successive stages of the grievance procedure are:

3.03.1 First Stage

The employee, and a Union Officer, may within fifteen (15) days of the action on the part of the **Employer** which led to the dispute, or complaint, grieve the matter orally to the employee's immediate supervisor. The grievance must be answered within five (5) days of receipt of the grievance.

3.03.2 Second Stage

If the two Parties are unable to agree at first stage, then within ten (10) days of receipt of an answer to the first stage grievance, the Union must take up the grievance in writing with the appropriate management representatives as designated by the **Employer**.

A meeting shall be convened within seven (7) days of the filing of the grievance in writing at second stage, at which the grievor shall be present in disciplinary related matters unless both Parties agree otherwise. When the grievors or job steward(s) attend during their regular working hours, they shall suffer no loss of pay. If the grievors or job steward(s) attend on their own time, they shall be paid at straight-time rates for the time of the second stage meeting. The minimum pay of one (1) hour shall apply.

The answer to the second stage grievance must be given within ten (10) days of the meeting held to discuss the grievance at second stage.

3.03.3 Policy Grievance

Any Policy grievances which arise directly between the Union and the **Employer** may be submitted in writing by either Party to the other. Within seven (7) days following such notice, there shall be a meeting between such Management Representatives as the **Employer** may designate for this purpose and Representatives designated by the Union.

Any answers required as a result of this meeting shall be given by the Party concerned within ten (10) days of this meeting.

3.03.4 Final Stage - Arbitration

Failing a settlement at second stage or at the meeting convened to deal with a Policy grievance, then within twenty (20) days of the receipt of an answer at second stage either Party may notify the other in writing of its intention to take the grievance to arbitration.

In general, it is intended that grievances which are not resolved at the second stage shall be submitted to a single arbitrator, however, either Party may elect to submit a grievance to an Arbitration Board of three members, in which case the other party shall comply.

Single Arbitrator

In the event that a grievance is to be adjudicated by a single arbitrator, the Parties to the Agreement shall attempt to agree on naming the Arbitrator as soon as the grieving Party has submitted notice, in writing, of its decision to proceed to arbitration. Should the Parties fail to reach agreement within seven (7) days of the date of such notice, the necessary appointment shall be made by the Minister of Labour upon request of either Party. The Arbitrators shall proceed as soon as practical to examine the grievance and render judgement, and their decision shall be final and binding upon the Parties and upon any employee affected by it.

Arbitration Board

If a grievance is to be adjudicated by an Arbitration Board of three members, the grieving Party shall notify the other Party in writing of its desire to submit the grievance to arbitration and the notice shall contain the name of the grieving Party's appointee to the Arbitration Board. The recipient of the notice shall within five (5) days advise the other Party of the names of its appointee to the Arbitration Board. The two appointees so selected shall, within five (5) days of the appointment of the second of them, appoint a third person who shall be the Chair. If the two appointees fail to agree upon the Chair within the time limit, the appointment shall be made by the Minister of Labour upon the request of either Party. The Arbitration Board shall proceed as soon as practical to examine the grievance and render its judgement, and its decision shall be final and binding on the Parties and upon any employee affected by it. The decision of a majority shall be the decision of the Arbitration Board but, if there is no majority, the decision of the Chair shall govern.

Each Party shall pay the fees and expenses of its appointee to a Board and one-half the fees and expenses of the Chair, or single arbitrator. Expenses will include any disbursements incurred by the arbitrators during their proceedings.

3.04 Grievance Mediation

Notwithstanding the foregoing, 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, **Ms. J. Gordon**, Mr. D. McPhillips, or Mr. V. Ready, **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 Parties agree to pay the Mediator **one-half** each for reasonable remuneration, travelling and out of pocket expenses.

3.05 Time Limits

It is intended that grievances shall be processed as quickly as possible. If the grieving Party does not appeal the grievance to the next successive stage within the specified appeal time limit, the grievance shall be deemed to be abandoned and shall not thereafter be reinstated. If the responding Party does not answer the grievance within the specified answer time limit for each stage, then the grievance shall automatically proceed to the next higher stage. Notwithstanding the above, the appeal and answer time limits as specified may be extended by mutual agreement. "Days" means working days and excludes Saturdays, Sundays, and Statutory Holidays.

4.00 WORKING PRACTICES

It is recognized that working practices can vary from one Union Local to another. Working practices not specifically provided by the Agreement shall be the subject of mutual agreement between the **Employer** and each Union Local. Understandings about such working practices shall be filed with the **Employer** and the Union Local concerned and any dispute as to the existence of such an understanding shall be decided by the Chief Executive Officer of the **Employer** or designate, subject to appeal by the Union through the grievance procedure set out in Article 'G' 3.00.

Subject to Article "G" 4.01 below, "Technological Change," it is further agreed that no future changes will be made to working conditions agreed to by the **Employer** and the Local concerned, nor will new conditions be introduced unless the change or the new working condition is agreed to by the **Employer** and the Local concerned.

4.01 Technological Change

The Parties hereto agree to co-operate so that the **Employer** can take full advantage of improved technology.

The **Employer** shall notify the Union four (4) months or as soon as practicable, in advance of an intent to introduce new technology which will displace a significant number of employees covered by the Agreement.

After receipt of such notice, the Union will meet with the **Employer** to discuss what impact the technological change will have on the job classifications and identify which employees will be set back to a lower paying job classification, laid off under terms of 'G' 8.04, or terminated. Failing agreement, either Party may refer the matter to Arbitration covered under Article 'G' 3.03.4 of the Grievance Procedure.

4.01.1 It is agreed that if a regular employee is displaced due to technological changes as interpreted in the Labour Relations Code of British Columbia, the employee will be given the opportunity to transfer to a current vacant position subject to the employee's ability and seniority, or the **Employer** will train wherever practicable displaced employees for other positions available within the **Coast Mountain Bus Company**. Employees who are displaced to a job classification in this Agreement having a lower rate of pay shall receive the rate of pay with any subsequent increases for the job classification they had immediately prior to the displacement for a period of six (6) months and that rate less one-half the difference between it and the rate for the new classification for a further six (6) months. At the expiration of twelve (12) months following the displacement, the displaced employees shall receive the rate for their new job classification.

4.01.2 A regular employee for whom no job is available because of technological change will, upon termination, receive severance pay as calculated at one week's pay for each full year of continuous service.

4.01.3 Severance pay as provided above will not be applicable where employees decline transfer or training as provided for under this Article and, as a result, terminate.

5.00 RULES AND REGULATIONS

5.01 All employees shall be governed by the rules and regulations established from time to time by the **Employer**, and shall observe **Employer** orders which are communicated orally or by written bulletin, unless such orders are contrary to law or to the provisions of this Agreement.

5.02 If an employee is charged with a traffic violation (or in the case of a SeaBus employee, an offence under the Canada Shipping Act) and/or is charged for criminal offense or assault as a result of carrying out operating procedures required by the **Employer** and is found not guilty as charged or not guilty of a reduced charge related to the same incident, the **Employer** will reimburse the employee for all reasonable legal costs and loss of pay. The employee must notify the **Employer** by submitting the prescribed form within thirty (30) days of the initiation of any litigation in order to be considered for reimbursement under this Article.

6.00 REPORTING TIME

6.01 Reporting for Court Appearance

6.01.1 Witness Pay

Employees compelled to attend an inquest or court on a subpoena requested or procured by **Employer** officials, or who are subpoenaed to appear for and by the Crown as a witness, will be reimbursed by the **Employer** for their regularly scheduled hours of work necessarily lost, at their regular straight-time hourly rate of pay. Any fees received by the employee for duties referred to in this Article shall be turned over to the **Employer**, excepting those received by the employee while on days off, Annual Vacation, or Statutory Holidays. Employees attending an inquest or court on an **Employer** requested or procured subpoena will be reimbursed for reasonable expenses when away from home. Duties under this Article which extend beyond one (1) week will necessitate a review of the employee's days off to assure some period of rest. Employees

must report to work promptly after being released or excused by the courts and, in the case of Operators, be placed on the Spareboard in their own seniority.

6.01.2 Jury Duty

When employees are required to be absent from their regularly scheduled work to report for jury duty, as prescribed by applicable law, the **Employer** shall pay them the difference between the compensation paid to them by the court, excluding travel expenses, if any, at their regular day work rate for the straight-time hours they otherwise would have worked. In addition, employees required to be absent from their regularly scheduled work to report for jury duty interview and orientation, as prescribed by applicable law, shall be paid for time lost. In order to receive such payments, an employee must give the **Employer** prior notice that they have been summoned for jury duty, must furnish satisfactory evidence that they reported for or performed the jury duty for which they claim payments, and must report back to work promptly after being released or excused by the court and, in the case of Operators, be placed on the Spareboard in their own seniority. Duties under this Article which extend beyond one (1) week will necessitate a review of the employee's days off to assure some period of rest.

For the purpose of 'G' 6.01.1 and 'G' 6.01.2, Operators will be deemed to have commenced work at 8:00 a.m. and will return to work and complete their day as a standby until 15:30. Operators to refer also to 'O' 2.04.

Where attendance under Articles 'G' 6.01.1 and 'G' 6.01.2 is required while the employee is on Annual Vacation, or when the employee has scheduled time off as a result of banked statutory holidays or banked lay day time, such employee will be allowed time off in lieu of the time required to be in attendance, provided:

- (a) any fees received for such attendance are turned over to the **Employer**; and
- (b) such time will be taken immediately following the scheduled time off or Annual Vacation time during which the attendance is required.

6.02 Reporting in Connection with Claims & Accidents

6.02.1 An employee may be required by the **Employer** to attend its offices at any reasonable time in connection with claims and accidents.

An employee shall be paid at straight-time rates for the time of such a report and a minimum payment of one hour shall apply.

A payment of 45% of the employee's straight-time hourly rate shall be paid to Operators who are required to complete vehicle accident report forms outside regular working hours. The **Employer** will pay travel time when employees are called in for an accident report on their scheduled day off.

6.02.2 Where employees are required to report, outside of their regularly scheduled working hours, to the offices of a police department for the purpose of completing and filing a police report with regard to an accident that they were involved in while operating an **Employer** vehicle, that employee shall receive at their straight-time hourly rate a payment of one (1) hour's pay if the office where the employee is required to report is located in the municipality or city

where they reside, or one and one-half (1 1/2) hour's pay if the office where the employee is required to report is located outside of the municipality or city where the employee resides. To qualify for payment, the employee must submit a copy of the completed police report to the **Employer**.

6.03 Reporting for Other Employer Business

Except as otherwise provided in this Article, employees held on other **Employer** business by any **Employer** supervisor shall be paid scheduled rates for time lost, and will be reimbursed for reasonable expenses when away from home, to the extent that there will be no loss in earnings they would otherwise expect to receive.

6.04 Call-Ins

If employees are called in by the **Employer** outside their normal working hours, for an interview for any purpose other than completing an Accident Report, they shall be paid at straight-time rates for the time of such interview. A minimum payment of one hour shall apply. The **Employer** agrees to be flexible in the times that a call-in is scheduled and will, as far as it is practicable, accommodate Operators' reasonable requests for appointment times to deal with legitimate employer/employee business. The **Employer** reserves the right to schedule appointments at its convenience where the circumstances of the business require.

7.00 DISCIPLINARY ACTION

The **Employer** has the right to discipline or dismiss any employee for just and reasonable cause. Nothing in this Article shall restrict the right of the affected employee or the Union to grieve the discipline or dismissal.

7.01 Other Employment

Employees who accept other employment while actively working for the **Employer** or while on leave of absence or sick leave will be dismissed unless prior approval has been obtained from the **Employer**.

7.02 Complaints to be in Writing

All complaints leading to suspension or dismissal of an employee must be in writing and shall be open for inspection by the Union except in any case where, in the opinion of the **Employer**, a violation of duty constitutes an indictable offence.

In administering the foregoing, Coast Mountain Bus Company Ltd. undertakes not to solicit complaints in a manner that could be construed as harassment. This undertaking in no way fetters management's right to investigate and adjudicate complaints. Any discipline arising from complaints is subject to the grievance procedure. Coast Mountain Bus Company Ltd. agrees to provide the name of the complainants.

7.03 Employee Records

No disciplinary notation will be entered into an employee's record without the concerned employee being so advised.

An employee's record will be cleared of any disciplinary related matters provided that the employee maintains a clear record for a period of two full years. Absences under Articles 'G' 11.00, 'G' 12.00 and 'G' 2.06 of the Collective Agreement which exceed fifteen (15) working days are excluded from the calculation of this two year period.

The **Employer** will copy the Union on all written disciplinary notations given to employees.

8.00 VACANCIES, PROMOTION & LAY-OFFS

8.01 Job Vacancies

When job vacancies occur, they shall be posted on bulletin boards in order that employees may apply. Subject to any limitations contained elsewhere in this Agreement, all vacancies will be bulletined throughout the organization. **The foregoing does not apply to temporary positions in the Facilities Maintenance Department as provided for in 'G' 17.00.** When vacancies are being filled in Maintenance or SeaBus, preference shall be given to employees in these departments who are qualified in the type of work applied for either by training or experience. Promotion will be governed by proficiency and seniority and in the case of all job vacancies the **Employer** shall have the right to final selection.

8.02 Section Seniority

Section seniority is not transferable between Locals **111** and **2200** for the purpose of 'G' 8.01.

8.03 Promotion Date

The **Employer** agrees that vacancy bulletins shall have a starting date. Employees selected pursuant to 'G' 8.01 above shall be released as expeditiously as possible, but not later than six (6) weeks from the date of notification. In the case of promotions, pay at the higher rate will commence with the starting date in the new position.

8.04 Lay-off and Recall

In this subsection:

"Job Classification" means an employee's job for which there is a wage rate listed in the Wage Section of this Collective Agreement.

"Section" means the Operations, Maintenance, or SeaBus sections of Coast Mountain Bus Company Ltd.

"**Employer** Seniority" means the accumulated uninterrupted service the employee has with the **Employer**.

"Section Seniority" means the accumulated uninterrupted service employees have in a section of the **Employer** where they are currently employed.

8.04.1 When it is necessary to reduce staff because of slackness of work, then the **Employer** shall lay-off as provided for hereunder.

8.04.2 In the event of a lay-off, employees shall be laid off in reverse order of their section seniority in the job classifications affected in a section of the **Employer**.

8.04.3 The **Employer** shall give fifteen (15) working days notice to an employee who is to be laid off or it shall pay wages equivalent to 112 1/2 hours in lieu of notice at the employee's straight-time hourly rate prevailing at the effective date of the lay-off.

Where less than fifteen (15) working days notice is given, the employee will be paid wages for the balance of notice not given based on 7 1/2 hours per day, but not more than 37 1/2 hours per week, at the employee's straight-time hourly rate prevailing at the effective date of the lay-off.

The Union shall be notified of the **Employer's** intention to lay-off an employee.

8.04.4 The provisions of 'G' 8.04.3 above do not apply where the employee elects to exercise bumping as provided in 'G' 8.04.5 and 'G' 8.04.6 below.

8.04.5 Bumping Rights

Where no vacancy in their section exists, employees who are to be laid off may elect to bump the least senior employee with less **Employer** seniority in a lower paying job classification in the same section provided they notify the **Employer** of their election to do so within seventy-two (72) hours of being notified of their lay-off and provided they are qualified and able to do the work of the job classification held by the employee being bumped without further training. The employees' wage rate shall be the rate for that job classification effective with the date their bumping is effective.

Employees who require familiarization, but who are otherwise qualified, will be deemed to be qualified.

8.04.6 An employee displaced by bumping shall, in turn, have the right to bump a junior employee, subject to the provisions of 'G' 8.04.5 above.

8.04.7 Employees who decline a vacancy in their section or who do not elect or who are unable to bump and are laid off shall be eligible by their choice for either severance pay in accordance with the schedule in 'G' 8.04.9 below or recall seniority.

8.04.8 An employee who has chosen to bump into a lower paying classification shall retain their position on the recall list for recall to the classification from which they were laid off.

8.04.9 Employees choosing severance pay shall be paid wages at their straight-time hourly rate prevailing on the date of lay-off in accordance with the following schedule and shall not be eligible for recall seniority.

SCHEDULE

Employer Seniority	Severance Pay
Less than 3 years	75.0 hours
Less than 4 years	112.5 hours
Less than 5 years	150.0 hours
Less than 6 years	187.5 hours
Less than 7 years	225.0 hours
Less than 8 years	262.5 hours
8 years or over	300.0 hours

8.04.10 Employees choosing to be placed on the recall list shall have recall seniority for a period of twenty-four (24) months and shall be recalled in order of their seniority to any vacant job classification in the section from which they were laid off provided they are qualified and able to perform the work of that job classification without further training. Employees who do not accept a recall to the job classification from which they were laid off shall have their name removed from the recall list. Employees who require familiarization, but who are otherwise qualified, will be deemed to be qualified.

8.04.11 Notice of recall shall be given to an employee by registered mail to the last recorded address provided by the employee. The letter of recall shall provide five (5) days notice, plus the number of days required for normal mail delivery, as to the date the employee is required to be at work.

Any employee who fails to report as directed in the Notice of Recall and fails to notify the **Employer** with an acceptable reason for such failure to report shall be deemed to have not accepted recall and shall be removed from the Recall List.

8.04.12 An employee choosing severance pay shall cease to be covered by the benefit plans provided in this Agreement at the end of the month following the effective date of the lay-off.

8.04.13 Employees choosing to be placed on the recall list shall be covered by the benefit plans provided in this Agreement for three (3) calendar months following the effective date of the lay-off provided they prepay on a monthly basis the employee portion of the premiums.

8.04.14 Employees returning to work shall not have time on lay-off considered as time worked for the purpose of vacation pay or statutory holiday pay.

8.05 Seniority

8.05.1 Employees shall accrue job seniority on and from the date they start their job and they shall accrue section seniority on and from the date they start their employment in a job classification within the section.

8.05.2 Employees shall retain their job seniority and their section seniority until:

- (a) the date they are permanently promoted or transferred to a position outside the bargaining unit; or
- (b) they have been temporarily promoted to a position outside the bargaining unit for a period in excess of 180 days within a calendar year.

8.05.3 Employees who have lost their seniority under 'G' 8.05.2 above may return to a position within the bargaining unit where there is a vacancy for which there is no one on the recall list who is qualified to perform the work of the vacant position. Employees who require familiarization, but who are otherwise qualified, will be deemed to be qualified.

8.05.4 Operators Transferring to Maintenance

Operators who transfer to Maintenance and who wish to return to Operations may, with a minimum notice of two weeks, apply in writing for a vacancy. This Article does not apply to Operators who are on rehabilitation assignments.

9.00 ANNUAL VACATIONS

9.01 Definitions

“Year” shall mean calendar year; the “vacation year” shall include all weeks beginning within the calendar year **except as otherwise provided in this Article. The vacation year shall always start on the first Monday of the calendar year, unless that Monday is the first in January, in which case the vacation year shall start on the second Monday in January for that year only.** "Day" shall mean working day; "service" shall mean an accredited service with the **Employer** which is the total of all periods of service as an employee of the **Employer** or predecessor companies in positions which were dedicated to transit functions. This amendment only applies to employees entering the service of the **Employer** after March 31, 1987.

9.02 Vacation Entitlements

Employees shall earn annual vacation entitlement for any calendar year only when they reach their anniversary, although they may take annual vacation anytime during that calendar year. However, employees are not entitled to take a vacation until they have completed six (6) months' continuous service.

Employees who complete the years of service shown under column (1) shall be entitled to the corresponding number of days of Annual Vacation with pay as shown in column (2) to be taken during that year and subsequent years.

(1)	(2)
1 year of service	15 days
8 years of service	20 days
16 years of service	25 days
23 years of service	30 days

Employees will be entitled to one (1) additional day of vacation for each year of service commencing in the calendar year in which the twenty-fifth anniversary occurs, until a total of thirty-five (35) days has been reached. Employees with five (5) additional vacation days may elect to take them in a block as scheduled annual vacation. Unless these additional days are scheduled as annual vacation, they will be treated as 'random days'.

9.03 Calculation of Vacation Pay

9.03.1 General Rule

As a general rule, payment for annual vacation will be based upon one of two calculations, whichever yields the greater amount:

- (a) the straight-time wage rate of the employee's regular job at the time the vacation is taken is multiplied by the number of hours in the period of vacation; or
- (b) the employee's gross earnings for the previous year are multiplied by the percentage rate applicable to the employee's vacation entitlement, i.e. 6%, 8%, 10% 12% or 14%, etc. The percentage rate applicable to individual day(s) of vacation entitlement is .4% per day.

If necessary, adjustment of vacation pay will be made by the year end to ensure that each employee received the greater amount of vacation pay from application of either the going rate (a) or percentage (b) calculations above. This adjustment (a/v differential) will be made to all affected employees in two (2) payments. Fifty percent (50%) will be paid on a designated pay day no later than the last pay day in April of each year and fifty percent (50%) will be paid on the pay day immediately prior to Christmas of each year.

Employees, upon request of Annual Vacation pay advance, shall receive the equivalent of their net weekly pay times the number of weeks vacation being taken at that time. Requests for advances will be made on the prescribed form and the form must reach the Pay Department not less than ten (10) working days before the advance is required. Unearned vacation taken will be recovered from the employee on termination.

9.03.2 On Termination

Any employee whose service with the **Employer** is terminated shall receive vacation pay, calculated according to Article 'G' 9.03.1, for any unused vacation entitlement based on service up to the date of termination. The vacation entitlement for the termination year shall be prorated by the length of service in that year.

Employees hired in 1975 or later, upon termination of service, will receive final vacation pay prorated to their anniversary date.

9.03.3 Part-Time Employees

Part-time employees shall receive a prorated entitlement based on the number of hours they normally work in a week.

9.03.4 Nothing in Article 'G' 9.00 shall reduce the minimum amount of vacation pay provided by the Employment Standards Act.

9.04 Proration of Annual Vacation Entitlement Because of Absences

Annual Vacation entitlement will not be reduced unless an employee who is absent for a period exceeding two (2) years on long-term disability or Workers' Compensation injury is deemed totally disabled and does not return to work.

In the year the employee resumes after an absence of more than two (2) years, the annual vacation in the year of return will be prorated by one-twelfth (1/12) for each month of absence in the year of return.

Where an accumulation of absences other than Union leave, sick leave, long-term disability, WCB, and annual vacation exceeds three (3) calendar months in any calendar year, annual vacation in the following calendar year will be reduced by 1/9 for each full month of absence in excess of three (3) months.

9.05 Vacation, Statutory Holiday Block, and Sick Leave

A vacation or period of banked statutory holidays shall not be rescheduled or extended because of a disability or illness which begins after the last scheduled working day immediately prior to the commencement of a vacation or a period of banked statutory holidays. If an employee is absent on sick leave immediately preceding the commencement of a period of vacation or period of banked statutory holidays, then the vacation or period of banked statutory holidays will be rescheduled on request if work arrangements permit. If it is not practical to reschedule a vacation or a period of banked statutory holidays, then the employees shall receive pay in lieu of the vacation or period of banked statutory holidays in addition to any sickness protection benefits which may apply in their case.

In order to qualify for sickness protection benefits in addition to vacation pay or pay for a period of banked statutory holidays, employees must present a medical certificate on the prescribed form available from the **Employer** Human Resources Department.

9.06 Vacation Banking

9.06.1 All vacation must be taken in the year for which the entitlement applies except:

- (1) employees with four (4) weeks vacation entitlement may bank **up to two (2)** weeks of vacation per year up to a maximum of **four (4)** weeks.
- (2) employees with five (5) or more weeks vacation entitlement may bank **up to two (2)** weeks of vacation per year up to a maximum of **six (6)** weeks.

9.06.2 The total amount of banked vacation granted in any given year within the department at an operating centre shall not exceed the total amount of vacation committed to be banked in that same year within that department at that particular operating centre.

9.06.3 Employees cannot bank annual vacation in the same year that banked annual vacation will be taken off.

9.06.4 Prior to Annual Vacation Sign-up, employees will sign an intent sheet to indicate the number of weeks of banked vacation they are requesting to take off or bank in accordance with 'G' 9.06.1 in the following year.

9.06.5 Only **two (2) banked weeks** may be taken in prime time.

9.06.6 Any annual vacation pay adjustment due as per Article 'G' 9.03.1 will be paid in the year it is due. The week(s) banked will be paid at the applicable hourly rate in effect at the time it is taken and will not attract any a/v differential.

Employees who on the ratification date of this Agreement have annual vacation banked from previous years will have their a/v differential for previous years recalculated and paid in full not later than thirty (30) days following ratification.

9.06.7 Banked vacation will not be paid out except on termination of employment or retirement. Banked vacation which has been scheduled and not taken due to illness or disability and which qualifies for rescheduling under 'G' 9.05 above, shall be either rescheduled, where practical, or returned to the employee's vacation bank.

10.00 STATUTORY HOLIDAYS

10.01 Definition of Statutory Holidays

For the purposes of this Agreement, the following shall be acknowledged as Statutory Holidays.

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
B.C. Day	

or days in lieu of these listed holidays, and any other additional public holiday gazetted, declared, or proclaimed by the Government of Canada or by the Government of the Province of British Columbia.

10.02 Payment for Statutory Holidays

10.02.1 Eligibility for Payment

Whether a statutory holiday is worked or not worked, an eligible employee shall be paid statutory holiday pay equivalent to a normal day's time at straight-time rates.

Employees shall be eligible for statutory holiday pay provided they are at work either the working day before or the working day after the statutory holiday but they shall not be eligible when a statutory holiday falls during any of the following periods of absence:

- paid bereavement leave
- absence due to sickness or non-occupational injury

- Workers' Compensation absences
- approved leave of absence
- any absence without **Employer** approval

In no instance will an employee receive, for the same day, both statutory holiday pay and Workers' Compensation, bereavement pay, or payments under the Wage Protection Plan.

10.02.2 Method of Payment

In the case of Operators, any payment for banked Statutory Holidays will be made when the holidays are taken. Except as provided in this Article, employees eligible for Statutory Holiday pay will receive it in the pay period in which the Statutory Holiday actually occurs. Operators shall be paid at the wage rate prevailing on the date of the Statutory Holiday.

10.02.3 Sleeper on Statutory Holiday

The parties agree that an Operator who is a sleeper on a statutory holiday and who reports for work and who makes every reasonable effort to obtain work shall receive Statutory Holiday pay.

10.03 Banking Statutory Holidays

10.03.1 Transit Operators

Operators may elect to bank Statutory Holidays by seniority sign-up in blocks of either five days or ten days. The **Employer** shall determine the Statutory Holiday blocks to be made available in each sign-up. If such employees elect not to bank Statutory Holidays, they shall nevertheless be required to work any holiday scheduled as a work day in accordance with Article 'G' 10.04 and they shall not receive another day off in lieu.

10.03.2 Other Employees Working Statutory Holidays

An employee, other than employees referred to in 'G' 10.03.1 above, may elect to bank any Statutory Holidays worked and have some future day off with pay in lieu of the Statutory Holiday subject to staffing requirements as determined by the **Employer**. Unless prior **Employer** approval has been granted, the maximum number of days banked shall not exceed ten (10) days. In any event, the day off in lieu will be scheduled prior to the end of the following calendar year of the date of the Statutory Holiday worked and wherever possible will be tied to the employee's regular days off or annual vacation.

10.03.3 Statutory Holidays and Annual Vacation

Employees, other than those referred to in 'G' 10.03.1 above, may elect to bank any Statutory Holiday which falls in their regularly scheduled Annual Vacation period and have some future day off with pay in lieu of the Statutory Holiday subject to staffing requirements as determined by the **Employer**. Unless prior **Employer** approval has been granted, the maximum number of days banked shall not exceed ten (10) days. In any event, the day off in lieu will be scheduled prior to the end of the following calendar year of the date of the Statutory Holiday worked and wherever possible will be tied to the employee's regular days off or annual vacation.

10.03.4 Other Employees Not Working Statutory Holidays

Employees other than those referred to in 'G' 10.03.1 above, may elect to bank up to five (5) Statutory Holidays per year which fall on their regularly scheduled day off and have some future day off with pay in lieu of the Statutory Holiday subject to staffing requirements as determined

by the **Employer**. Unless prior **Employer** approval has been granted, the maximum number of days banked shall not exceed ten (10) days. In any event the day off in lieu will be scheduled prior to the end of the following calendar year of the date of the Statutory Holiday worked and wherever possible will be tied to the employee's regular days off or annual vacation.

10.03.5 Blocking

Employees exercising banking rights under 'G' 10.03.2 and 'G' 10.03.3 above may block Statutory Holiday lieu days in groups of five (5) days or less subject to staffing requirements as determined by the **Employer** and wherever possible will be tied to the employee's regular days off or annual vacation.

10.03.6 Payment

Payment for employees covered under 'G' 10.03.2, 10.03.3, and 10.03.4 above will be at the wage rate prevailing for the employee's job classification on the date the banked Statutory Holiday(s) are taken.

Employees who fail to exercise the provisions of 'G' 10.03.2, 10.03.3, and 10.03.4 within the prescribed time limits expressed therein shall forfeit the banked time portion and receive the banked pay portion forthwith.

10.03.7 Restricted Period

Banked days as provided for in 'G' 10.03.1 can only be scheduled off outside the prime periods.

- (1) 3rd **Monday** in June through the Sunday following Labour Day.
- (2) The two weeks **that contain Christmas and New Years' Day**.
- (3) The one week of the Public School Spring Break.

10.03.8 Procedures

The **Employer** retains the exclusive right to develop and employ such procedures necessary to give effect to 'G' 10.03.2, 3, 4, 5, 6, and 7.

10.03.9 Notwithstanding all of the above, employees who, as of March 7,1985, have in excess of ten (10) days banked may not bank any additional days until the number of days in their bank has fallen below ten.

10.04 Working on a Statutory Holiday

The **Employer** shall designate how many employees in each job classification shall work on each Statutory Holiday. Time worked on a Statutory Holiday shall be paid in addition to any Statutory Holiday pay, as provided in Article 'G' 10.02. There shall be no compounding of premiums. Payment for time worked on a Statutory Holiday shall be as follows:

Time Worked	Rate of Pay (Times regular rate)
Up to 9 1/2 hours	150%
After 9 1/2 hours	200%

Payment for a Statutory Holiday which falls on a Sunday will be paid 200% for all hours worked.

The **Employer** will give three (3) days' notice to those employees who will not be required to work on a Statutory Holiday. Those who voluntarily place themselves on the draw list must be notified by 14:00 hours the day prior to the holiday.

11.00 LEAVE OF ABSENCE

Subject to service requirements and reasons given for requesting a leave of absence, the **Employer** will grant leave of absence in accordance with the conditions which follow. Leave of absence for Union business is set out separately in Article 'G' 2.06.

"Days" means calendar days.

11.01 Application and Approval for Leave of Absence

11.01.1 An employee must apply in writing to the **Employer** for leave(s) of absence in excess of fourteen (14) days total in any calendar year. No such leave(s) will be granted without written approval of the **Employer**.

11.01.2 Leave of absence for the purpose of entering another occupation may be granted by the **Employer**. The **Employer** may grant such a leave for health reasons upon the advice of a practising physician.

11.01.3 The **Employer** shall dismiss any employee who obtains a leave of absence under false pretences.

11.01.4 Employees elected to Federal, Provincial, Municipal, **Canadian Auto Workers Union, Canadian Labour Congress, B.C. Federation of Labour, or Regional District Labour Council** full-time office shall be granted as much leave as is necessary during the term of such office. Upon return to the **Employer**, the employees shall enter the job classification they previously held without loss of seniority or accredited service. As a condition for the granting of the leave, the employee shall reimburse the employer at times and in a manner suitable to the employer for its costs, if any, incurred during the leave under the terms of whichever pension plan of the employer's the employee may contribute to as a member of that plan. Other terms of the Collective Agreement are not applicable to leaves granted under this Article.

11.02 Length of Leave of Absence

11.02.1 Subject to staffing requirements, the **Employer** may grant leave(s) of absence for reasons other than sickness, disability, or serious trouble in an employee's family, up to the total limit for any calendar year:

Employee's Length of Service	Maximum Total Length of Leave in a Calendar Year
Up to 1 year	14 days
1 to 5 years	1 month
More than 5 years	3 months

11.02.2 Driver's Licence Suspension

A leave of absence of up to but not exceeding eighteen (18) months may be granted at the sole discretion of the **Employer** to cover the term of suspension of an employee's driver's licence with due regard for an employee's length of service and record of performance on the job. No employees shall be granted more than one (1) such absence during their term of employment with the **Employer**. Employees who have received a leave of absence for the purpose of covering a licence suspension and, subsequent to their return to work from such leave of absence have their licence again suspended, will be deemed to be terminated for cause. If a licence suspension is overturned by a decision of a court, the employees shall be reinstated with full seniority but the **Employer** shall not be required to compensate the employees for wages and/or benefits lost during the period they were off of work as a result of the initial licence suspension.

11.02.3 Family Responsibility Leave

In accordance with Section 52 of the *Employment Standards Act*, an employee is entitled to up to five (5) days of unpaid leave during each employment year to meet responsibilities related to the care, health or education of a child in the employee's care or the care or health of any other member of the employee's immediate family.

11.03 Bereavement Leave

- (a) **Bereavement leave of up to five (5) days with pay shall be granted to an employee in the event of a death of a spouse (including common-law and same sex), child, stepchild, mother, stepmother, father or stepfather. Bereavement leave of up to three (3) days with pay in the event of a death of a sister, brother, father-in-law, mother-in-law, grandparent, grandchild, or legal guardian. The Employer may at its discretion grant further bereavement leave, contingent on the circumstances.**
- (b) **If an employee is on annual vacation or banked statutory holidays at the time of bereavement, the employee shall be granted bereavement leave and shall have the number of days of bereavement leave added to his/her vacation entitlement.**

11.03.1 For the purposes of this Article, "immediate family" shall be limited to the employee's spouse, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, grandmother, grandfather, grandchild, stepmother, stepfather, or stepchild. For the purposes of bereavement leave, a same sex partner will be considered a spouse.

11.03.2 Where the length of the leave of absence is disputed, it shall be immediately discussed with the employee's Division Manager. In the event the dispute is not resolved at the Division, the Manager shall forthwith submit the dispute to the Labour Relations Department for final resolution in consultation with the President of the employee's Local Union.

11.03.3 In the event of the death of an employee's mother, father, daughter or son, the employees shall be granted a leave of absence with pay of one day if they are unable to attend the funeral.

11.04 Pregnancy and Parental Leave

11.04.1 Pregnancy Leave

- (a) A pregnant employee who requests leave is entitled to up to 17 weeks of unpaid leave
- (1) beginning
 - (i) no earlier than 11 weeks before the expected birth date, and
 - (ii) no later than the actual birth date, and
 - (2) ending
 - (i) no earlier than 6 weeks after the actual birth date, unless the employee requests a shorter period, and
 - (ii) no later than 17 weeks after the actual birth date.
- (b) An employee who requests leave after the birth of a child or the termination of a pregnancy is entitled to up to 6 consecutive weeks of unpaid leave beginning on the date of the birth or of the termination of the pregnancy.
- (c) An employee is entitled to up to 6 additional consecutive weeks of unpaid leave if, for reasons related to the birth or the termination of the pregnancy, she is unable to return to work when her leave ends under subsection (a) or (b).
- (d) A request for leave must:
- (1) be given in writing to the Employer by submitting a medical certificate (Form M-627) completed by her physician and sent to the Occupational Health Nurse as soon as the condition is known, and
 - (2) be given to the Employer at least 4 weeks before the day the employee proposes to begin leave.
- (e) A request for a shorter period under subsection (a) (2) (i) must:
- (1) be given in writing to the Employer at least one week before the date the employee proposes to return to work, and
 - (2) if required by the Employer, be accompanied by a medical practitioner's certificate stating the employee is able to resume work.

11.04.2 Parental leave

- (a) An employee who requests parental leave is entitled to:
- (1) for a birth mother who takes leave under the pregnancy leave provisions in relation to the birth of the child or children with respect to whom the parental leave is to be taken, up to 35 consecutive weeks of unpaid leave beginning immediately after the end of the leave taken under the pregnancy leave provisions unless the Employer and employee agree otherwise,

- (2) for a birth mother who does not take leave under the pregnancy leave provisions in relation to the birth of the child or children with respect to whom the parental leave is to be taken, up to 37 consecutive weeks of unpaid leave beginning after the child's birth and within 52 weeks after that event,
 - (3) for a birth father, up to 37 consecutive weeks of unpaid leave beginning after the child's birth and within 52 weeks after that event, and
 - (4) for an adopting parent, up to 37 consecutive weeks beginning within 52 weeks after the child is placed with the parent.
- (b) If the child has a physical, psychological or emotional condition requiring an additional period of parental care, the employee is entitled to up to 5 additional weeks of unpaid leave, beginning immediately after the end of the leave taken under subsection (a).
- (c) A request for leave must
- (1) be given in writing to the Employer,
 - (2) if the request is for leave under subsection (a), be given to the Employer at least 4 weeks before the employee proposes to begin leave, and
 - (3) if required by the Employer, be accompanied by a medical practitioner's certificate or other evidence of the employee's entitlement to leave.
- (d) An employee's combined entitlement to leave under the pregnancy leave provisions and the parental leave provisions is limited to 52 weeks plus any additional leave the employee is entitled to under Article 'G' 11.04.1 (c) or subsection (b) of this section.

11.04.3 Employees desiring to return to regular employment following **Pregnancy and/or Parental** leave shall notify the **Employer** at least thirty (30) days prior to the desired date of return or thirty (30) days prior to the expiry date of the **Pregnancy and/or Parental** leave, unless a shorter notice is mutually agreed.

11.04.4 On return from **Pregnancy and/or Parental** leave, the employee will be reinstated in **his/her** former position and receive the same salary and benefits as **he/she** received prior to such leave including any salary increases and improvements to benefits to which the employee would have been entitled had the leave not been taken.

11.04.5 The **Employer** will not terminate an employee or change a condition of employment of an employee because of the employee's **Pregnancy and/or Parental** leave unless the employee is absent for a period exceeding the permitted leave.

11.04.6 The **Employer** will continue to pay the employer's portion of the employee's benefit premiums while the employee is on **Pregnancy and/or Parental** leave.

11.05 Paternity Leave

An employee will be granted three days parental leave of absence when the employee's spouse gives birth or when the couple adopts a child. The employee will be compensated at the employee's regular straight-time hourly rate for the hours lost from regular work.

12.00 WAGE PROTECTION PLAN

The provisions of this Article shall only apply to regular employees who have completed three (3) months of employment, commencing from the date of hire.

Pre-Existing Condition

A new employee shall not be entitled to short or long term disability benefits if his/her disability resulted from a medical condition for which medical treatment, service, or supplies were received in the 120 day period prior to the date of hire, unless he/she has completed 18 consecutive months of service after the date of hire, during which time he/she has not been absent from work due to the pre-existing condition. The total period of disability benefit coverage exclusion will not exceed the allowable maximum stated in the Insurance Act of British Columbia.

12.01 Definitions

"Year" shall mean calendar year.

"Day" shall mean a normally scheduled working day.

"Non-occupational injury or illness" shall mean any injury or illness for which Workers' Compensation benefits are not payable, and shall include any disabilities arising directly from pregnancy.

"Regular daily earnings" shall mean the employee's regular straight-time rate of pay in effect at the commencement of disability, as stated in the Wage Schedule, multiplied by the employee's regularly scheduled hours of work for that day up to a maximum of seven and one-half (7 1/2) hours per day. The seven and one-half hour maximum shall not apply to employees on a compressed or modified work week or to SeaBus employees whose regularly scheduled shift exceeds seven and one-half hours per day.

12.02 Short Term Disability Plan

The **Employer** agrees to provide a Short Term Disability Plan which will provide a benefit payable for employee absences arising from non-occupational injury or illness. Employees shall be eligible for benefits for such absences up to seventeen (17) weeks in duration. The subrogation of claim benefits where there is third party liability will be subject to the terms in the Plan Document.

For eligible employees benefits will be paid on the following basis:

- (a) On the first absence in a calendar year arising from non-occupational injury or illness, eligible employees will be entitled to a benefit equivalent to 100% of their regular daily earnings for the first eight (8) weeks of such absence, and to a benefit of 85% of their regular daily earnings from the ninth to the end of the seventeenth week of such absence.

Medical certification of illness or injury will be a condition for receipt of short term disability from the 4th day of disability as set out in the foregoing. **If the employee is absent less than three days in the first absence in the calendar year arising from non-occupational injury or illness, the following will apply:**

- (i) **if the employee was absent for one day only, then he/she will be entitled to carry forward two days for use in the first three days of the third absence in the same calendar year.**
- (ii) **if the employee was absent for two days, then he/she will be entitled to carry forward one day for use in the first three days of the third absence in the same calendar year.**

- (b) On the second absence in a calendar year arising from non-occupational injury or illness, eligible employees will be entitled to a benefit equivalent to 96% of their regular daily earnings for the first three days of such absence, 100% of their regular daily earnings from the fourth day of absence to the end of the eighth week of absence, and 85% of their regular daily earnings from the ninth to the end of the seventeenth week of such absence. Medical certification of illness or injury will be a condition for receipt of short term disability from the 4th day of disability as set out in the foregoing. **If the employee is absent less than three days in the second absence in the calendar year arising from non-occupational injury or illness, the following will apply:**

- (i) **if the employee was absent for one day only, then he/she will be entitled to carry forward two days at 96% for use in the first three days of the third absence in the same calendar year.**
- (ii) **if the employee was absent for two days, then he/she will be entitled to carry forward one day at 96% for use on the third absence in the same calendar year.**

Notwithstanding (a) and (b) above, in no case shall the total days carried forward for use in the first three days of the third absence exceed three days total.

- (c) On the third and subsequent absences in a calendar year arising from non-occupational injury or illness, eligible employees will be entitled to a benefit equivalent to 100% of their regular daily earnings commencing on the fourth day of absence (**employees carrying forward days as set out in (a) or (b) above must apply those absences to the third absence in the calendar year**), and payable until the end of the eighth week of such absence, and a benefit equivalent to 85% of their regular daily earnings payable from the ninth week of such absence until the end of the seventeenth week of such absence. Medical certification of illness or injury will be a condition for receipt of short term disability from the 4th day of disability as set out in the foregoing.

Notwithstanding the above paragraph, where, on the first three days of the third and subsequent absences by employees in any calendar year arising from non-occupational injury or illness, employees who are admitted to an acute care hospital, or are receiving chemotherapy, radiation treatment or dialysis, will be entitled to a benefit of 100% of their regular daily earnings payable

from the date on which the employees were admitted to hospital or commenced the above mentioned treatment.

The full cost of this benefit shall be paid by the **Employer**. The administration of this benefit will be in accordance with the Letter of Understanding signed between the Parties and dated May 28, 1987, and the Plan Document mutually agreed to by the Union and BC Transit (**now Coast Mountain Bus Company Ltd.**).

12.03 Long Term Disability Plan

There will be a Long Term Disability Plan which will provide a benefit of **55%** of regular daily earnings at the commencement of disability, payable upon the completion of seventeen (17) weeks of absence due to non-occupational illness or injury. The cost of this benefit will be borne in total by the employee members of the Plan. Membership in this benefit plan shall be a condition of employment for all regular employees who have completed three months of continuous employment. The administration of this benefit will be in accordance with the Letter of Understanding signed between the Parties and dated May 28, 1987, and the Plan Document mutually agreed to by the Union and **BC Transit (now Coast Mountain Bus Company Ltd.)**.

12.03.1 Definition – Totally Disabled Employee

For the first 24 months of absence, an employee is totally disabled when he/she is wholly and continuously disabled due to illness or bodily injury and, as a result, is not physically or mentally fit to perform the essential duties of his/her normal occupation.

Thereafter, an employee is totally disabled provided he/she is wholly and continuously disabled due to illness or bodily injury and, as a result, is not physically or mentally fit to perform the essential duties of:

- (a) His/her normal occupation; and**
- (b) Any other occupation, jobs, or work:**
 - (i) For which he/she is, or becomes, qualified by his/her education, training or experience, considered collectively or separately; and**
 - (ii) For which the current monthly earnings are 70% or more of the current monthly earnings for the employee's normal occupation.**

The availability of such occupation, jobs, or work will not be considered in assessing the employee's disability.

12.04 Medical Certification

Confidentiality of Medical Information – all personal medical information required or provided pursuant to this Plan shall be made available only to the carrier administering the Plan and **to the Employer's Occupational Health Group**. The information shall be treated in strict confidence and will be administered in compliance with the **Freedom of Information and Protection of Privacy Act**.

The cost of any medical forms required under the above Plans shall be borne by the **Employer**.

The Employer will notify the Union in writing of any changes in the members of the Occupational Health Group.

12.05 Severance Pay

Upon termination, the **Employer** will provide one week's severance pay for each year of service to regular employees who are unable to continue in their jobs due to health reasons, but who are not in receipt of Long Term Disability benefits or Workers' Compensation Board benefits.

12.06 Welfare Plans Committee

The Joint Committee on the administration, revision or renewal of Welfare Plans, Wage Protection Plan and replacement of disabled employees shall consist of three (3) representatives from the Union and three (3) representatives from the **Employer** and shall meet at the call of either Party when sufficient business warrants. The **Employer** will reimburse Union representatives for any loss in straight-time earnings resulting from time spent in these meeting.

12.07 Disputed Workers' Compensation Board Claims

12.07.1 If an employee who is covered by the Wage Protection Plan suffers a disability, compensation for which is in dispute with the Workers' Compensation Board, wage protection benefits will be paid retroactively to the first day of disability that is eligible for benefits under the provisions of the above Short Term Disability Plan.

12.07.2 If the Workers' Compensation Board claim is subsequently allowed, the employee shall repay the appropriate carrier any benefits received under the Wage Protection Plan.

12.07.3 Workers' Compensation Board Payments

Employees on Workers' Compensation will be paid an advance equal to their base hours (i.e. seven and one-half [7 1/2] in the case of Operators) times their hourly rate times seventy-five percent (75%) for each day the employees are off on Workers' Compensation. The advance will be paid on their regular pay cheques.

Payments from the Workers' Compensation Board (WCB) will then be paid directly to the **Employer**. If the WCB reassesses the employees' wage loss compensation, the **Employer** will change the amount of the advance accordingly.

An employee whose WCB claim is denied must apply for benefits under the Wage Protection Plan and repay the WCB advance from those benefits. If the advance is not fully covered by the Wage Protection Plan benefits, the difference will be recovered from the employee's pay.

Upon termination, any outstanding WCB advance will be recovered from the employee's final pay.

This change will take effect three months after ratification of the collective agreement.

13.00 MEDICAL, DENTAL, AND LIFE INSURANCE

Membership in the basic medical plan, the supplementary medical plan, the dental plan and the Group Life Insurance Plan is a condition of employment except for temporary and summer relief employees. With the exception of the Group Life Insurance Plan, eligible employees may waive membership provided they can prove they have alternate coverage elsewhere.

Premiums for the basic medical plan, the supplementary medical plan and the dental plan shall be fully paid for by the **Employer**. Premiums for the Group Life Insurance Plan shall be **paid 100% by the Employer**.

13.01 Basic Medical Coverage

The basic medical plan shall provide coverage under the Medical Services Plan of British Columbia as specified in the B.C. Medical Services Act and Regulations.

13.02 Extended Health Benefits

The supplementary Plan shall provide additional health benefits equivalent to the standard C.U.&C. Health Services Society Extended Health Care Plan as it exists at the date of signing of this Agreement.

The benefits shall include:

- (a) Lifetime maximum benefit of \$200,000.00.
- (b) Eyeglass coverage at **\$400.00** per covered member renewable every **twenty four (24)** months, subject to appropriate deductible and co-insurance provisions (includes prescription sunglasses and contact lenses).
- (c) Hearing aid coverage at \$500.00 maximum for each ear, renewable each five (5) years, subject to deductible and co-insurance provisions.

Effective January 1, 2000, hearing aid coverage at \$1,000 maximum for each ear, renewable each five (5) years, subject to deductible and co-insurance provisions. Expenses for repairs and maintenance of hearing aids, and expenses for batteries, recharging devices, or other such accessories are eligible under this provision.

Effective January 1, 2000, the drug reimbursement provisions of the extended health plan will be limited to drugs covered by Pharmacare using Lower Cost Alternative and Reference Based Pricing except where the employee's physician confirms in writing that there is a specific medical requirement to justify the need for a particular brand name drug.

The extended health plan will also provide annual hearing testing for transit operators on a voluntary basis, and reimbursement of up to \$100 every five years for hearing protection approved by WCB and the Motor Vehicle Branch.

- (d) **Psychological counselling at a \$500.00 maximum annually for each employee.**

13.03 Dental Plan

The **Employer** will provide a dental plan for all eligible regular employees covered by this Agreement. Coverage for all new regular employees shall commence on the first day of the next month following two (2) full calendar months of employment. The benefit plan will be equivalent to that offered by C.U.&C. in Plan A (90% co-insurance) Plan B (70% co-insurance) and Plan C (50% co-insurance) with a lifetime limit of \$5000.00 per person covered by the Plan).

13.04 Dental Plan - Retired Employees

Retired employees may continue to be covered by the Dental Plan providing they pay the premiums.

13.05 Group Life Insurance

The **Employer** will provide Group Life Insurance for all eligible regular employees covered by this Agreement. Coverage shall be equal to one and one-half times the employee's basic annual earnings rounded to the next higher multiple of \$500. Maximum coverage is \$150,000. Coverage will become effective on the first day following three (3) months' continuous service.

Employees who retire from service after at least ten (10) years service with the **Employer** and its predecessors will continue to be covered by the Group Life Insurance Plan during retirement with the premium payable by the **Employer**, subject to the following provisions. Immediately upon retirement, coverage will be reduced to 50% of the amount that was in effect on the last day of employment. It will further reduce annually thereafter on each anniversary of the date of retirement by 10% of the amount that was in effect on the last day of employment until a minimum of \$1,000 is reached. This \$1,000 amount shall then remain in effect for the remainder of the retired employee's lifetime.

The provision for disability payout will be eliminated where an employee becomes permanently disabled prior to age sixty (60). Such employees will be provided disability waiver of premium coverage.

13.06 Voluntary Group Life Insurance

Voluntary Group Life Insurance will be made available in units of \$10,000 to a maximum of \$150,000 per employee. Spousal coverage will also be made available provided that the amount of coverage purchased does not exceed the amount purchased for the employee. Evidence of insurability satisfactory to the carrier must be provided for:

- (a) new employees who apply for coverage in excess of \$30,000;
- (b) any existing employee who applies for additional voluntary group life insurance;
- (c) all applications for spousal coverage.

The full cost of this Voluntary Group Life Insurance will be borne by the employee with the **Employer** making the necessary payroll deductions.

13.07 LOA Without Pay for More than 15 Days in Any Calendar Month

Except as otherwise specifically provided for in this Agreement and except for a part-time officer of the Union absent on Union business pursuant to Articles 'G' 2.00, an employee on leave of absence without pay for a period of fifteen (15) or more working days in any calendar month will be required to pay the full cost of the Medical, Dental and Life Insurance Plans as outlined in Articles 'G' 13.01, 'G' 13.02, 'G' 13.03 and 'G' 13.05.

13.08 Travel Accident Insurance

The **Employer** will provide a Travel Accident Insurance Plan to cover employees against accidental death when travelling on **Employer** business with a benefit level of one hundred thousand dollars (\$100,000). The trip destination must be a distance of over **40 kilometres** outside of the employee's Regional Transit Service Area, i.e. Greater Vancouver.

The Travel Accident Insurance Plan does not cover everyday travel to and from work nor does it cover travel required in the performance of normal job duties. This insurance is in addition to basic Group Life Insurance and premiums are paid by the **Employer**.

13.09 CAW/BCT Health and Benefit Trustees

The **Employer** will reimburse Union representatives on the Health and Benefit Trust for any loss in straight-time earnings resulting from time spent attending Trust meetings.

14.00 TRANSIT PASS

One free transit pass shall be granted to each employee and one free pass will be issued to a spouse or child.

14.01 Penalty for Wrongful Use of Pass

Employees making wrongful use of their transit pass, including loaning their pass to any other person, shall be dismissed from service.

14.02 Eligibility for Transit Pass Upon Retirement

Employees who retire from the **Employer's** service and have completed two (2) years of service are eligible to receive a transit pass and a transit pass for their spouse. In addition, employees with five (5) or more years of service who are a medically proven total disability case shall be granted a transit pass at the date of their total disability. This provision shall apply during the waiting period when total disability is being established.

15.00 SAFETY

15.01 Intent to Conduct a Safe Operation

It is the intent of the Parties to conduct a safe operation. To this end, the **Employer** agrees to consider any reasonable and practicable suggestions for the improvement of safety practices or for the protection of employees from safety hazards in the performance of their work.

Each department is to establish monthly meetings for the Safety Committee. Members of the Safety Committee shall be paid so that there will be no loss of earnings.

15.01.1 Union-Employer Health and Safety Committee

A Joint Health and Safety Committee shall meet every two months for the purpose of:

- (a) assisting in maintaining the overall objective of a safe working environment within the **Employer**; and
- (b) providing a means of communication between existing local safety committees; and

- (c) recommending action on items unresolved at local safety committees.

Membership of the Committee shall be one (1) Union representative from each Local and one (1) management representative from each of Operations and Maintenance. The Committee shall be chaired by a representative of the **Employer's** Loss Prevention Department, who shall not have voting privileges. The Secretary will be one of the Committee representatives from the Union. The Chair will ensure the typing and distribution of the minutes and other pertinent information in a timely fashion.

It is agreed that both Parties will endeavour to ensure that Committee membership remains consistent and that alternative Committee members will only be used when regular members are not available.

It is understood that the agenda for each meeting shall be fixed two weeks prior to the meeting and will be based on submissions to the Chair from Committee members. Non agenda items must be approved by a majority of the Committee members in order to be discussed at a meeting.

Union Committee members will be compensated for a day's wages at regular rates for attending at such meetings, and will not be expected to perform regular job duties on meeting days.

15.01.2 Central Maintenance Safety Committee

The Central Maintenance Safety Committee, consisting of one (1) Union representative and one (1) Management representative from Oakridge, Burnaby, Port Coquitlam, North Vancouver, **Richmond**, and Surrey Garages and **Heavy Fleet Maintenance** shall meet three times annually to discuss and make recommendations on issues of mutual concern. The committee will conduct its business with the Terms of Reference set out in Appendix A. **With respect to SeaBus representation, see Article 'S' 3.01.2.**

15.02 Safety Shoes - Cost Sharing

Where safety shoes are required to be worn on the job, the **Employer** shall either provide an employee with ones that it determines to be suitable for the work or reimburse the employee for the purchase or repair of the safety shoes as in either (i) or (ii) below:

- (i) to an amount not exceeding **\$125.00** in a calendar year.
- (ii) to an amount not exceeding **\$250.00** per two year period. The acceptable alternative is the purchase of one pair of heavy (winter) and one pair of light (summer) safety footwear per two year period.

This replacement may be more frequent for Servicepersons based on proof of need.

In order to qualify for reimbursement as provided herein, the employees shall:

- (a) obtain the prior approval of their immediate supervisor for the purchase of or repairs to safety shoes; and
- (b) submit a receipt describing the purchase or repairs and amount paid by the employee.

15.03 First Aid Allowances

The First Aid Regulations of the Workers' Compensation Board require **Occupational** First Aid attendants at certain work locations.

Policy

In order to provide employees injured at work with quick and effective first aid treatment, the **Employer** will ensure that properly trained first aid personnel and adequate equipment and supplies are available in accordance with the **Employer's** specifications, which also include the requirements of the Workers' Compensation Board.

The **Employer** will encourage designated employees to qualify for First Aid Certificates, will pay for their required training and will provide a pay allowance to such employees for holding valid Certificates (Schedule 1). When authorized, non-designated employees, who achieve valid certificates, will be provided with a lesser pay allowance (Schedule 2).

Schedule 1

Designated employees (acting as **Occupational** First Aid Attendants, or their back-up, under Workers' Compensation Board Regulations or as specified by the **Employer**).

Level 1	30¢ per hour
Level 2	75¢ per hour
Level 3	90¢ per hour

Schedule 2

Non-designated employees authorized to receive First Aid Allowances.

Level 2	21¢ per hour
Level 3	24¢ per hour

16.00 PAYMENT OF WAGES

Employees shall be paid every two weeks by cheque on every other Friday or on the preceding working day when a pay day falls on a holiday. Adjustment of a pay shortage of one full day's pay or more can be made by interim cheque at the request of the employee.

Pay shortages of less than one full day's pay but greater than fifty dollars (\$50.00) will be covered by a pay advance at the request of the employee.

16.01 Issuing Pay Cheques - Shift Workers

Employees on evening shifts shall upon request be issued pay cheques from 15:00 of the day preceding pay day and on pay day when the depot office opens.

17.00 TEMPORARY EMPLOYMENT

The Company agrees to utilize the Full Time Relief Workers position agreed to in LOU 14 where practicable, prior to hiring temporary employees as set out below.

A temporary employee (full-time or part-time) is one hired to perform work of a temporary nature. The employee will receive 120% of the straight-time rates to cover annual vacations, statutory holidays and all other benefits, and will not be entitled to any welfare benefits.

This provision will only apply to employees in SeaBus Operation, SeaBus Engineering and **Facilities** Maintenance and excludes all summer and vacation relief employees.

17.01 Employees hired on a temporary basis will achieve regular status on completion of one (1) year of continuous service in the specific position related to the project or purpose for which they were hired and shall be considered to have regular status from the commencement of such temporary employment. The employees' temporary status will be continued when the project is extended beyond one year as in 'G' 17.02 below.

17.01.1 Leave of Absence for Temporary Employees

Temporary employees shall be allowed up to a three (3) week leave of absence without pay at a mutually agreeable time after one year of service.

17.02 If a temporary project, specific job, or allied jobs exceeds a period of one (1) year, the Parties may mutually agree to a period in excess of one (1) year until the temporary project is completed. Otherwise, the position will be bulletined as a full-time regular position.

17.03 This Article shall not apply to those temporary employees employed under the provisions of Article 'S' 1.02 of this Agreement.

18.00 TRANSFER OR CHANGE OF OWNERSHIP OF TRANSIT

In the event that Transit is removed from the **Employer**, all agreement matters and welfare benefits will be honoured.

19.00 TIME SLIPS

All time slips and overtime slips shall be completed and submitted to the **Employer**. Any such slip that is incorrect or incomplete will not be honoured by the **Employer** for payment until corrected.

20.00 SPECIFIC MATTERS OF AGREEMENT

Matters of agreement relating to specific areas of the operations are contained in the following "Parts" which along with the Wage Schedule constitute part of the Collective Agreement:

Part 'O'	Operations
Part 'M'	Maintenance
Part 'S'	SeaBus
Appendix 'C'	Community Transit Service Operations

21.00 INTERPRETATION OF AGREEMENT

Inquiries from Union representatives regarding the **Employer's** interpretation of Articles in the Agreement shall be referred to the appropriate Labour Relations Department.

22.00 PENSION PLAN

The annual report of the Auditor, the annual report of the Superannuation Commissioner, and the triennial report of the Actuary under the Public Service Superannuation Act shall be forwarded to the Union as soon as possible after they are received by the **Employer**.

No recommendation will be made by the **Employer** to the Lieutenant-Governor in Council with regard to amendment of the Public Service Superannuation Act until the Union has been consulted by the **Employer** and has been given a period of four weeks to make representations to the **Employer**.

All employees shall receive an annual statement from the **Employer** detailing all pension and other benefits within thirty (30) days of the **Employer** receiving the statements from the Superannuation Commission.

PART 'O' OPERATIONS

1.00 HOURS OF WORK

1.01 Work Day and Work Week

Subject to the definition of runs in Article 'O' 1.02 below, approximately seven and one-half (7 1/2) hours shall constitute a normal day's work and thirty-seven and one-half (37 1/2) hours shall constitute a normal week's work of five (5) working days and two (2) consecutive days off. Seven and one-half hours at regular rates shall be paid on any run that has at least a total time worked of seven hours and ten minutes, including report and lay-up time.

1.02 Definition of Runs

1.02.1 Lower Mainland Operations

Day Run: any regular run finishing at or before 18:59.
Night Run: any regular run finishing on or after 19:00.
Block Run: shall be classed as a regular run.

1.02.2 Index Run

An index run is a normal day's work as posted on a running sheet for sign-up under Article 'O' 2.01.

1.02.3 Definition of Straights

A "straight" run is one that:

- is assigned to one (1) Operator;
- is approximately 7 ½ hours of scheduled work time (but can be more or less); and
- is made up of one (1) or more pieces of work that are separated by 30 minutes or less of unpaid time in total.

2.00 ASSIGNMENT OF WORK

When errors in the sheets occur on consolidated or local sign-ups, the employees will continue to sign the sheets as posted without interruption. The parties will agree on a process to address, without restarting the sign-up, the interests of operators who were affected by the error. Failing agreement on this process, the issue will be referred to an agreed third party for a binding decision. This decision shall be rendered before the sheets are put into effect.

2.01 Sign-up

Operators will sign up in order of seniority for work assignments on posted running sheets. Sign-up times will be designated by the **Employer** at all properties for all Operators.

On all Lower Mainland Operations' sign-ups, Operators will not be required to sign up before 08:00 or after 17:30 except for the first two days of any sign-up, which may be signed until 20:30, except in the case of unforeseen difficulties (weather conditions, traffic tie-ups, or shut down of sign-up due to mistakes on the sheets or tampering of the sheets) the **Employer** will complete the day's allocated sign-up.

2.01.1 Vacation Relief Periods

Vacation relief periods will be considered as regular work assignments if an Operator is able to sign two-thirds (2/3) of the available holiday blocks of the sheet for Operators on vacation.

2.01.2 Sign-up Relief

Sign-up reliefs will be scheduled to provide the Operator signing up with approximately twenty (20) minutes, but in no case less than fifteen (15) minutes at the Depot prior to their designated sign-up time.

The **Employer** will pay for one relief and the Operator being relieved will not lose pay. The relief, in turn, will be ineligible to be relieved for the purpose of signing up only if that Operator has signed the relief as overtime.

In the case of Spareboard Operators signing such a relief to make up their day and then asking the Depot Office to relieve them so that they can then sign up, this will be allowed on the understanding that if other Spareboard Operators sign that relief also to make up their day, those Operators will not be allowed a relief so that they can then sign up.

Operators who sign up and hold sign-up for reliefs on special sheets designated and so marked for sign-up reliefs, will be paid as though the relief occurred at the point of sign-up back to the point of sign-up. (To be included within the two hour minimum.) The **Employer** will designate the relief point. All sign-up reliefs must be on the sign-up relief sheet.

2.01.3 System Sign-up

- a. The Employer will maintain a Holding List and Operators may have their names added to the list for the Operating Centre(s) of their choice at any time.**
- b. Operations vacancies at a Centre will be filled from the Holding List by seniority.**
- c. Operators placing their names on the Holding List will be committed to transfer at any time that the Employer determines that a vacancy must be filled.**
- d. Operators may remove their name from the Holding List at any time prior to their name being called to cover such a vacancy. When the Holding List is exhausted, the Company will post for volunteers. If there are no volunteers, the least senior Operator(s) on the Spareboard at OTC will fill the vacancies.**
- e. If the Holding List is exhausted, the most junior Operators will be given notice of transfer in time to participate in the next local sign-up of the new Centre in their own seniority. Operators given notice under 'O' 2.01.3(e) will be transferred effective the first day of the new sheet.**
- f. In the case of a surplus at a Centre, the Employer may transfer senior Operators on the Holding List at any time. When the Holding List is exhausted the most junior Operator(s) may be given notice of transfer. The notice will be issued in time to participate in the next local sign-up of the new Centre in their own seniority. Operators**

given notice under 'O' 2.01.3(f) will be transferred effective the first day of the new sheet.

- g. Operators who transfer between sign-ups will be placed on the Spareboard in their own seniority.
- h. The Holding List will expire immediately before and be re-signed at each consolidated sign-up.

2.01.4 Less Than Ten Working Days in any Pay Period

At the request of Operators and provided such request is made no later than 14:30 on the day prior to the commencement of the pay period in question, Operators, who by virtue of the sign-up do not have ten (10) working days in any pay period affected by such sign-up, will be permitted to work the Spareboard on their assigned days off in the affected pay period as regular Spareboard Operators and will be governed by the Spareboard Rules and guarantees for those days. Such days will be regarded as regular scheduled work days.

2.01.5 More Than Ten Working Days in any Pay Period

At the request of the Operator and provided such request is made no later than 14:30 on the day prior to the commencement of the pay period in question, an Operator, who by virtue of the sign-up has more than ten (10) working days in any pay period affected by such sign-up, will be allocated days off, with the days off to be determined. Such days off, once allocated, will be regarded as regular scheduled days off.

2.01.6 Operators Transferred to the Human Resources Department

Operators who are determined to be permanently disabled or who have been off on LTD or WCB for greater than one year as a result of health or other reasons will not be eligible to sign up. If such Operators return, they will be placed on the Spareboard at the Operating Centre that they would have rated according to the Union for the balance of the current sheet, with days off that they would have rated according to the Union. If Operators present a Certificate from their doctor indicating a definite return date which will fall within the first three (3) weeks of a new sheet, then that Operator may sign up for that sheet.

2.01.7 Payment for Union Representatives at Sign-up

All normal participation by working Union representatives at sign-ups will be totally paid by the Employer except sheet examination which will be shared 50-50.

2.02 Running Sheets - Definition and Construction

The Employer's Scheduling Department shall construct Operators' running sheets which shall designate the runs available to Operators under the sign-up provided in Article 'O' 2.01. Running sheets shall be made up in accordance with the Employer's running schedule.

2.02.1 Union Sheet Committee

The suggestions of the appointed Union representatives (Sheet Committee) as to the construction of the running sheets will be adopted as far as possible provided:

- (a) the completion of the running sheet will not be unduly delayed, and
- (b) the Employer reserves the final decision as to whether a Union suggestion is adopted or rejected.

Separate Sheet Committees, consisting of two (2) employees at North Vancouver, Port Coquitlam, **Richmond** and Surrey Operating Centres, three (3) employees at Burnaby Operating Centre, and four (4) employees at Oakridge Operating Centre will be appointed at each Operating Centre and the **Employer** and the Union shall share equally the straight-time wages of Union Sheet Committee representatives for time spent at sheet inspection.

Sheet inspection will not be delayed if a regular Sheet Committee member is unavailable. An alternate will replace the regular Sheet Committee member.

Sheet Committees will be provided with such documents as are necessary to examine the composition of the running sheets for sign-up as per applicable Agreement Articles re: construction of running sheets. Discussion arising out of same to be confined to same.

The **Employer** will provide information on changes in new running sheets to the Sheet Committee one (1) week prior to sheet examination.

2.02.2 Running Sheets - Frequency

The **Employer** may introduce additional running sheets and may extend the period of a running sheet **as required**. It is intended that the **Employer** will post new running sheets for sign-up according to a frequency not fewer than four (4) new running sheets per year for each Operating Centre, including one (1) System Sign-up per year. No running sheets will be in force for a period longer than **eighteen (18)** weeks, plus the period to the Monday following the next pay break.

In the event a sign-up for unforeseen reasons becomes impossible, the **Employer** reserves the right to extend sheets by signed-up Operators continuing to work the runs they are signed on, placing Holiday Block Operators on the respective spareboards at the Operating Centres they are presently working out of and placing all holiday blocks not signed for on the respective spareboards.

2.02.3 Running Sheets - Changes

At any time during the life of a sheet, the **Employer** may make changes to the running sheets in effect provided there is no reduction to the number of runs and no loss of earnings to any employee affected thereby.

In the event of unforeseen interferences with normal traffic, the **Employer** will make the necessary changes to running sheets and equipment for the duration of such interferences.

If new runs are to be added during the life of the sheet in any Operating Centre, said runs shall be placed on the Spareboard of that Operating Centre for the life of that sheet. Additional Operators required for the Spareboard of the Operating Centre affected shall be acquired as per Article 'O' 2.01.3. An additional system seniority sign-up will occur (in substitute for a local sign-up) if Oakridge Transit Centre suffers a change of 5% of index runs (10% at other centres) providing such changes takes place during the first six (6) months of the system seniority sign-up. Such sign-up to be held as close to six months after the original system seniority sign-up as possible.

2.02.4 Length of Runs

The **Employer** will guarantee as a minimum that 68% of signed up runs will be cut within nine hours (to include straight runs) and that 60% of signed up runs will remain as straight runs, subject to a leeway of 3% below these limits.

2.02.5 Training Rates of Pay for Existing Operators Breaking in on Existing and New Routes

Operators required by the **Employer** to take additional training when they transfer to other transit centres where they did not receive training or to train for new transit routes will be paid the applicable rate of pay as provided for in this Agreement.

The **Employer** shall determine when Operators will be scheduled for training purposes.

2.03 Spareboard

The **Employer** will determine the number of spareboard positions which Operators may elect to work instead of signing up for runs. The **Employer** will endeavour at all times to maintain a number of Operators on the Spareboard equal to not less than **8%** of the number of Operators that will be required to sign on the properties for the new sheet. The Spareboard will be filled in seniority order and the least senior Operators who sign the Spareboard, in excess of the **8%** minimum, may be required by the **Employer** to sign for any work assignments not signed at completion of the regular sign-up described in Article 'O' 2.01. The method of determining the number of safe Spareboard positions will be based on **8%** of the following, as required by the new sheet being signed:

1. Indexes
2. Day off blocks
3. Averaged Annual Vacation blocks

2.03.1 Spareboard Operators - Days Off

Spareboard Operators will receive the same number of days off as signed up Operators. Spareboard Operators will select consecutive days off in order of seniority at the regular sign-up times. When required, new Operators will be added to the Spareboard until the next sign-up and shall be designated consecutive days off at the discretion of the **Employer**.

Days off for vacation relief Operators who are on the Spareboard due to lack of Operators on vacation will be determined by the **Employer** and posted on the Operators' sign-up sheets prior to the operator being required to sign such sheets.

2.04 Notice of Return to Work Following Leave of Absence

When Operators return to work following a sickness absence, they shall notify their Depot Office on the day prior to their return in order to be restored to the run they held prior to their absence. The report times shall be 14:30.

Operators on any other approved Leave of Absence shall be scheduled to resume their former run upon return to work without notice unless returning earlier than scheduled, in which case the provisions for returning to work from sick leave will apply. An operator required to be absent under Articles 'G' 6.01.1 and 'G' 6.01.2 shall sign off with the Depot Office on a daily basis. Operators will be exempt from the daily phone-in requirement under exceptional circumstances.

Operators unable to sign off prior to 14:30 must notify the Depot prior to 18:00 if they will be unable to return to work the following day. Operators signing off prior to 14:30 shall have their runs placed on the work sheets for the following day and said work shall be governed by the overnight assignment. Work signed off after 14:30 shall go to standby if starting prior to 08:00 and if starting after 08:00 shall be placed on the work sheets for the following day. Operators neglecting to sign off with the Depot Office prior to 18:00 shall be classified as a sleeper for the day.

2.04.1 Sick Report Time

Operators reporting sick prior to 08:00 must report their sickness at least thirty (30) minutes prior to normal report-in time. All other sick reports must be reported at least one (1) hour prior to normal report-in time.

2.04.2 Sleeper

Definition

"Sleepers" are Operators who fail to report on time for any piece of work they have signed, or to which they have been assigned.

Operating Procedure

On each and every occasion that Operators are determined, by the above definition, to be a sleeper, the following options will apply:

1. Operators can voluntarily report and will be paid for all the time worked.
2. They need not report at all but must clear themselves for work for their next working day in accordance with existing practices.
3. If requested by the Depot Office to work or appear for work, the Operators shall be covered by the guarantee as it applies to regular Spareboard Operators.

2.04.3 Unscheduled Transit Service Delays

Where Operators utilize the transit system to effect a relief or a report which falls within their hours of work, (including travel time) and an unscheduled transit service delay occurs, resulting in the Operators being unable to make the relief or report, they shall not be subject to loss of pay or to any disciplinary action or documentation. The Operators will take all steps available to them to notify Control of their delay at the earliest opportunity.

2.05 Availability for Overtime Work

All Operators will be available for overtime work on a voluntary basis and individual divisions of the Union may reach agreement with the **Employer** on limits to the amount of overtime that can be worked by individuals.

3.00 METHOD OF PAYMENT

"Regular rate" shall mean the applicable hourly rate of pay set out in the Wage Schedule. Where applicable "time worked" shall include standby time, report time, and lay-up time. In addition, travel time will be considered as time worked for the sole purpose of calculating overtime payment for shifts that exceed eight (8) hours only, except as provided in Article 'O' 2.01.2, Sign-up Reliefs.

3.01 Payment for Overtime Work

In any one day, the following overtime rates shall be paid for time worked after completion of an index run or after the stated time worked on random shifts in the case of Spareboard Operators.

Time Worked Per Day	Rate of Pay (Times regular rate)
From 7 hours and 30 minutes to 9 1/2 hours	150%
In excess of 9 1/2 hours	200%

There shall be no compounding on the rate of pay for Sunday or Statutory Holiday work set out in Article 'O' 3.01.1.

On all days except Sundays and Statutory Holidays, the rates of pay for overtime worked shall be 150% of the regular rate up to 9 1/2 hours of time worked and 200% of the regular rate for overtime worked after 9 1/2 hours.

3.01.1 Payment for Work on Sundays & Stat Holidays

All Sunday shifts will be straight shifts and will pay a minimum of five (5) hours at time and one-half (150%). Double time (200%) will be paid for all time worked in excess of seven and one-half (7 1/2) hours.

On Statutory Holidays, the rates of pay for time worked shall be 150% of the regular rate up to 9 1/2 hours of time worked and 200% of the regular rate for overtime worked after 9 1/2 hours.

3.01.2 Payment for Callout on a Day Off

If employees are called out on their scheduled day off, they shall be paid as follows:

Time Worked Per Day	Rate of Pay (Times regular rate)
Up to 7 1/2 hours	150%
From 7 1/2 hours to 10 1/2 hours	225%
After 10 1/2 hours	300%

3.02 Spareboard Guarantee

3.02.1 The guarantee for all Spareboard Operators who make themselves available for work shall be seven and one-half (7 1/2) hours per day, including Sunday premiums at time and one-half 150% and Holiday premiums at time and one-half **150%**. Every day that Operators make themselves available and fulfil their obligation under the Spareboard Rules, they will be eligible for the daily guarantee. Any overtime worked cannot be applied towards the guarantee for any other day.

3.02.2 Spareboard Operators, by their turn at the P.M. rollcall, who are not able to show that they have signed on, and are safe on seven and one-half (7 1/2) hours work on any given day (**five** hours on Sundays and on Holidays) must take the longest piece(s) of work up to a day's

work of 7 1/2 hours. This provision is suggested with the understanding that, in keeping with seniority privileges, an Operator may pass down the longest piece(s) of work in favour of taking the second longest or third longest, etc., as long as there are junior Spareboard Operators available who are not able to show that they have signed on, and are safe on 7 1/2 hours work (five hours on Sundays and on Holidays).

3.03 Spreadover Premium for Split Shifts

A Spreadover premium shall apply to the normal days of work on a split index which exceeds ten hours duration from the start of the first piece of work to the end of the last piece of work.

3.03.1 The spreadover premium shall be 25% of the Operator's regular straight-time rate.

3.03.2 The spreadover premium shall be paid for the time worked from the tenth hour of total elapsed time.

3.03.3 For the purposes of this Article, total elapsed time (T.E.T.) shall mean the time between the start of the first piece of work and the end of the last piece of work and includes the time not worked between the pieces.

No indexes can extend beyond twelve (12) hours total elapsed time, including travel time.

No index that is made up of three (3) or more pieces of work can extend beyond ten (10) hours total elapsed time, including travel time.

3.03.4 During this Agreement, the maximum spreadover times for signed up runs shall not exceed the maximum spreadover times which prevailed under the last Agreement. The **Employer** will revise the scheduling of short pieces of work with the objective of reducing spreadover time to below twelve (12) hours for the majority of these runs. In doing so, the **Employer** will break up regular runs where necessary, but only to the smallest extent consistent with the objective of twelve hour maximum spreadover.

3.04 Minimum Pay for Short Pieces of Work

3.04.1 Single Pieces of Work

A minimum of two (2) hours will be paid for **any** piece of work **that is worked entirely at overtime rates.**

3.04.2 Extended Work

(i) Where the **Employer** requests Operators to extend their work:

- (a) by working an additional piece of work; or,
- (b) by continuing in service as a result of a missed relief; or
- (c) due to a change which is greater than fifteen (15) minutes in the start and/or finish time of signed-up work, pursuant to Article 'O' 2.02.3 of this Agreement, and such work extends beyond the scheduled hours of work;

they shall be paid an additional two (2) hours minimum. When such extra work finishes within the scheduled hours of their shift, they will not be paid additional compensation.

- (ii) Where changes made pursuant to Article 'O' 2.02.3, Running Sheet - Changes, alter the start time and/or the finish time of signed up work by fifteen (15) minutes or less, the Operator affected will be paid overtime rates for the actual time worked either prior to his originally scheduled start time or after his originally scheduled finish time for that work, and Section 'O' 3.04.2(i) will not apply. Where such changes alter the start time and/or finish time of signed up work by more than fifteen (15) minutes aggregate, the Operator affected will be paid pursuant to Section 'O' 3.04.2(i) of this Agreement and any time exceeding the fifteen minutes outlined above shall be worked on a voluntary basis.

Notwithstanding the provisions of Article 'O' 2.05 of the Collective Agreement, Operators shall be required to complete a piece of work or index that has been delayed due to reasons beyond the control of the **Employer** (e.g. - weather conditions, traffic conditions, etc.) or where such work is the result of a necessary change to a running sheet, paddle or piece of equipment in accordance with Section 'O' 2.02.3 of this Agreement, subject to the provisions of the previous paragraph.

An Operator who is not relieved at the scheduled relief point will be required to do the following:

1. Notify **T.Comm**.
2. Carry on in service to the terminus or to a point as instructed by a Supervisor. If no relief is affected at either of these points he will bring the bus into the garage. For this the Operator will be paid in accordance with Section 'O' 3.04.2(i) of the current Collective Agreement.
3. If the Operator has a legitimate reason for not continuing past the relief point, he shall not be required to continue operating.

3.04.3 Trippers, Specials, and Split Work

Depot Offices shall not have the right to build up an Operator's work day with allowance time to a full day's work thereby causing the Operators to lose seniority. Applicable to Spareboard Operators only.

3.05 Pay Protection on Temporary Change of Work

If the **Employer** assigns Operators to a temporary position away from their run, they shall be paid no less than what they earned on their run.

3.06 Report Time and Lay-up Time

When any new garage is placed in operation, any report time and lay-up time will be subject to mutual agreement prior to the opening of any new garage.

3.06.1 Report Time

Operators shall be paid the following report time for taking trolley coaches or motor buses out of the garage to operate in regular scheduled service and charter runs:

Depots: 20 minutes report time up to 11:59
 13 minutes report time after 12:00

3.06.2 Lay-up Time

On all trolley runs, Operators shall be paid eight (8) minutes lay up time in addition to scheduled time for returning buses to the garage.

On all diesel runs, Operators shall be paid five (5) minutes lay up time in addition to scheduled time for returning buses to the garage.

3.06.3 Farebox Changes

The **Employer** reserves the right to change fareboxes in the most efficient manner at any Operating Centre.

3.07 Travel Time

3.07.1 Definition of Travel Time

"Travel time" for all Depots shall be equivalent to the scheduled running time between any two locations. Where a transfer requirement between any two locations exists, travel time allowance will be applied at that relief location when the headway of the connecting routes is favourable (greater service frequency) relative to the other location. Where a transfer is required, an additional allowance will be made, consisting of five minutes when the travel time occurs any time up to 18:00 in the day and 15 minutes when the travel time occurs after 18:00.

Notwithstanding the provisions of Article 'O' 3.00 in which travel time is considered as time worked for the sole purpose of calculating overtime payment, net travel time is considered as a straight-time "allowance" to be exempt from the Operator's work day in terms of scheduled time constraints for regular signed up work.

Net time to be applied against all available shift level make-up time (Sign-up runs and Spareboard); accrued travel time for shift lengths less than two (2) hours (A-B, C-D) to be realized when shift make-up is totally absorbed. For any B-C net travel allowance (less than 9 hours spread time), if either A-B or C-D shift is less than two hours, then the balance of make-up to be absorbed before any net travel time allowance is applied. Net travel time for indexes and pieces of work shall be charged against the spareboard guarantee and for "time in" purposes (Spareboard).

3.07.2 Travel Time Application

The following letters represent the shift location parameters.

- A - start location of first shift
- B - finish location of first shift
- C - start location of second shift
- D - finish location of second shift

(a) Straight Shifts

(i) One Piece Straight

Travel time allowance to be applied between starting location of the day's work (pt. A) and the finishing location of the day's work (pt. B).

A B

(ii) Two Piece Straight

Travel time allowance to be applied between starting location of the day's work (pt. A) and the finishing location of the day's work (pt. D). Time interval between location pt. B and location pt. C to be "paid through" as index make-up allowance.

A B
C D

(b) Split Shifts

(i) Spread Time of 9 Hours or Less

Travel time allowance to be applied between the starting location of the day's work (pt. A) and the finishing location of the day's work (pt. D) as well as between the finishing location of the first shift (pt. B) and the starting location of the second shift (pt. C).

A B
C D

(ii) Spread Time in Excess of 9 Hours

Travel time allowance to be applied between the starting location of the day's work (pt. A) and the finishing location of the first shift (pt. B) as well as between the starting location of the second shift (pt. C) and the finishing location of the day's work (pt. D).

A B
C D

3.08 Make-up Time

"Make-up Time" is defined as that time which brings a piece of work or an index up to a guaranteed minimum time as provided for elsewhere in this Agreement and includes the time paid in order to convert two or more pieces of work into one piece of work as provided in Article 'O' 3.04. Make-up time will only be included in a piece of work after all other components (i.e. report time, lay-up time, and travel time) have been accounted for. Make-up time is a straight-time allowance and will not be included in any index for which overtime rates are paid. Make-up

time for indexes and pieces of work shall be charged against the spareboard guarantee and for time-in purposes (Spareboard).

3.09 Training Premium

Qualified Operators selected by the **Employer** to train new Operators shall be paid a training premium of 40¢ per hour while engaged in training work.

4.00 LAVATORIES

As far as practicable, lavatories shall be provided at the most suitable terminal on each line. Such lavatories shall be kept in sanitary condition and shall be equipped with a serviceable lock and key.

Washroom locations will be identified on paddles at the time of sign-up. Washroom location changes between sign-ups will be bulletined.

5.00 UNIFORMS

The Union and the **Employer** will co-operate in sponsoring and maintaining a high standard of appearance among Operators as provided for by the **Employer's** rules and regulations.

5.01 Cleaning Allowance

Effective the first complete pay period after April 1, 1999, operators will receive on their pay cheques a cleaning and maintenance allowance of \$12.00 bi-weekly.

6.00 NEW OPERATING CENTRES

If the **Employer** establishes new operating centres, these new centres will be covered by this Agreement but will be subject to local operating conditions.

7.00 TEMPORARY PROMOTIONS

7.01.1 The **Employer** shall bulletin at all properties inviting applications from Operators covered by this Agreement to fill acting supervisory positions.

7.01.2 A temporary promotion to an acting supervisory position shall have a duration of not more than 180 calendar days in each calendar year.

7.01.3 Operators temporarily promoted by the **Employer** to fill an acting supervisory position shall have their seniority maintained for the period of their promotion.

7.01.4 An Operator temporarily promoted to an acting supervisory position shall be covered by the policy or collective agreement applying to supervisory personnel at that time.

8.00 SHIFT PREMIUMS

Operators shall be paid a shift premium of 45¢ per hour for all hours worked after 20:00. Effective April 1, 1996, the shift premium shall increase to 60¢ per hour. Effective April 1, 1997, the shift premium shall increase to 75¢ per hour.

9.00 ONE-DAY ANNUAL VACATION

Operators entitled to six (6) weeks of Annual Vacation per Article 'G' 9.02 will have the option of leaving one (1) week of Annual Vacation unscheduled at the time of the Annual Vacation Sign-up. These five (5) days will be scheduled at a later date, subject to staffing requirements, and may be taken one or more days at a time.

The following rules shall apply:

- (1) Employees must show their intent to retain the five (5) unscheduled days (or such number of days that may make up a work week) at the time of the Annual Vacation Sign-up by signing the unscheduled holiday sheet.
- (2) The five (5) days (or such number of days that may make up a work week) must be taken before December 15th.
- (3) Employees shall arrange these Annual Vacation days with their immediate Supervisor, giving 48 hours minimum advance notice of their intent.
- (4) The scheduling of an Annual Vacation day shall be subject to staffing requirements as determined by the **Employer**.

PART 'M' MAINTENANCE

1.00 HOURS OF WORK

1.01 Work Day and Work Week

Seven and one-half (7 1/2) hours shall constitute a normal day's work and thirty-seven and one-half (37 1/2) hours shall constitute a normal work week of five (5) days' work followed by two (2) days off.

1.02 Hours of Work - Garages

1.02.1 Daypersons

Between 07:00 and 17:00, a Dayperson shall work seven and one-half (7 1/2) hours and shall have an additional one-half (1/2) hour off as an unpaid lunch period. The total eight (8) hours, including the lunch period, shall be an unbroken period.

1.02.2 Other Shifts

Shifts other than as provided by Article 'M' 1.02.1 shall be for eight (8) consecutive hours, including one-half (1/2) hour off as an unpaid lunch period.

1.03 Reporting Late

Any employee who for good reason is unable to report for work at the specified time shall at the Supervisor's discretion be allowed to commence work 15, 30, or 60 minutes late.

1.04 Notice to Return to Work

Employees reporting back to work following a sickness, or returning early from an approved leave of absence, or returning from any other absence where a return time has not been previously specified, shall notify the appropriate department twenty-four (24) hours prior to returning to work.

2.00 ASSIGNMENT OF WORK

2.01 Maintenance Garage

2.01.1 Garage Sign-ups

Lists will be posted annually (or more often) permitting choice of shifts on a seniority basis, competency considered. The wages of four (4) Union Representatives will be paid by the **Employer** for the purpose of participating in and operating duty sign-ups. The basis of payment for the Representatives will be seven and one-half (7 1/2) hours at straight-time.

2.01.2 XX Maintenance Employees

- (a) The maximum time XX employees will be away from their home base is six (6) weeks.
- (b) XX employees will be rotated after six (6) weeks.

2.01.3 X Maintenance Employees

- (a) The maximum time X employees will be away from their home base is six (6) weeks.
- (b) X employees will be rotated after six (6) weeks.

2.01.4 Days Off - X and XX Employees

An employee who is either an X or XX employee shall not work more than seven (7) consecutive days without a day off.

Work performed by X or XX employees on their sixth or seventh consecutive working day will be paid for at 200% of the employee's straight-time rate.

Day off adjustments will be made by mutual agreement between the employees and their Supervisor.

At locations "X" employees when moved to cover an absent position may be required to work that position's days off in order to achieve a regular pay period. These additional days shall be paid at time and one-half (150%).

2.01.5 Operations Changes - Garages

When changes take place in operation of maintenance garages which necessitate changes in personnel, adjustments may be made by moving X employees within a location or XX employees from any location. If further changes are required, a new sign-up may be held.

2.01.6 Assignment of a New Employee

In order to train and familiarize new employees, management can assign them to various shifts at various locations during their probationary period only.

2.02 Assignment of Overtime Work - Shops and Garages

Overtime work in garage departments will be assigned to employees in rotation as far as is practical starting with the senior employee. Notice of emergency callouts will be given as early as possible.

3.00 METHOD OF PAYMENT

"Regular Rate" shall mean the applicable straight-time hourly rate of pay set out in the Wage Schedule.

3.01 Payment for Overtime Work

Overtime will be computed on a twenty-four (24) hour day commencing from the starting time of a signed-up shift. There shall be no compounding of premiums. This provision shall also apply to X and XX employees.

3.01.1 Payment for Overtime Work - Except Sundays

All hours worked in excess of the regular scheduled hours of work shall be paid at double time (200%).

3.01.2 Payment for Work on Sundays - Garages

Employees shall be paid at one and one-half times (150%) of their basic hourly rate for all regularly scheduled hours worked on Sundays and at two times (200%) their basic hourly rate for all hours worked in excess of their regularly scheduled hours worked on Sundays.

3.01.3 Payment for Callout on a Day Off

If employees are called out on their scheduled day off they shall be paid a minimum of four hours as follows:

Time Worked	Rate of Pay (Times regular rate)
Up to 9 hours	200%
From 9 hours to 10 1/2 hours	225%
After 10 1/2 hours	300%

This provision does not apply to employees effecting an exchange of days off. An exchange of days off shall require prior approval of the **Employer**.

3.01.4 Payment of a Callout

Where employees are called out outside of their regularly scheduled shift, the employees will be compensated for work performed at the rate of 200% of their regular straight-time hourly wages to the greater of either the actual time worked or four (4) hours.

Where employees commence overtime work more than four (4) hours prior to their scheduled shift, they shall not be required to continue into their next scheduled shift until eight (8) hours have elapsed from the time the overtime work finished. The employees shall suffer no loss of pay, calculated at normal straight-time rate, for that portion of their next scheduled shift not worked because of the eight (8) hour rest period. Upon expiry of the eight hour rest period, the employees must return to work and complete the scheduled shift in order to qualify for payment, at their normal straight-time rate for the remainder of this shift.

Where a Trolley Overhead employee is resting during their scheduled shift, a Trolley Overhead Supervisor will be permitted to work as a crew member as a third person (on the ground only). Continuing attempts must be made to secure a third crew member.

3.01.5 Off Shift Training

If an employee is required to take training on a shift other than their regularly scheduled shift or on a regular day off, the time spent at training will attract a premium payment of 150% of their straight time rate. The following rules will apply to off-shift training situations:

- 1. Afternoon shift employees must have eight (8) hours rest with no loss of pay before attending training.**
- 2. Night shift employees must have eight (8) hours rest with no loss of pay before returning to work after attending training.**
- 3. Afternoon shift employees are required to take their shift off immediately following day shift training. They will not receive pay for time not worked.**

4. **Night shift employees are required to take their shift off immediately prior to day shift training. They will not receive pay for time not worked.**
5. **Employees may work a regular shift in conjunction with training if authorized by a supervisor. Regular shifts worked will always be paid at straight time rates.**
6. **Shift and Sunday premiums will only be paid for actual hours worked that would normally attract those premiums.**
7. **Employees must attend training for a minimum of seven (7) hours in order to receive a full shift's pay.**
8. **Subject to mutual agreement, CMBC may schedule an employee to work day shift for a complete work week even if the training is less than a week.**
9. **Subject to mutual agreement, CMBC may reschedule an employee's days off to fit the training schedule.**
10. **Employees will not be paid twice for the same period (M 3.01). If the time spent at training and a regular shift worked overlap, the regular shift time will be paid at straight time rates.**
11. **At the employee's request, CMBC will adjust payroll to ensure that a night shift employee receives eight (8) days pay in a pay period where training takes place at a pay period cutoff.**

3.02 Payment of Wages and Cheque Cashing Facilities

It is intended that the **Employer** will pay shop and garage employees before noon on pay day. Employees on evening shift will be paid the preceding day at the end of their shift.

3.03 Temporary Relief on a Higher Paid Job

If employees are temporarily assigned to do work which pays a higher regular rate than their normal classification, then they shall receive the higher rate while engaged in the higher paid classification.

3.04 Travel

3.04.1 Travel by Garage Department Employees

Except for XX employees, an employee temporarily transferred from Vancouver to any other **Employer** Bus Garages shall be paid travel time at straight-time rates.

3.05 Meals and Rest Period

3.05.1 Meals - O/T Worked Following a Normal Shift

If employees are required to work more than four (4) hours of overtime immediately following their normal working shift, they will be paid one-half (1/2) hour in lieu of a meal at the prevailing overtime rate. For each additional four (4) hours worked, such employee will receive an additional payment of one-half (1/2) hour in lieu of a meal at the prevailing overtime rate.

3.05.2 Meals - On Callouts

If employees are called out for more than four (4) hours, they will be paid one-half (1/2) hour in lieu of a meal at the prevailing overtime rate. For each additional four hours worked, such employees will receive an additional payment of one-half (1/2) hour in lieu of a meal at the prevailing overtime rate.

3.05.3 Meals - O/T Within 24 Hrs of Normal Start Time

For each four (4) hours overtime worked within twenty-four (24) hours of the start time of an employee's normal working shift, the employee will, at the employee's choice, receive an additional payment of one-half (1/2) hour in lieu of a meal at the prevailing overtime rate or one-half (1/2) hour paid meal break.

3.05.4 Meals - Missed on a Normal Shift

If employees are required to work through the meal break which is normally provided during their shift, then they will be provided with either an alternative one-half (1/2) hour meal break or payment in lieu of a meal break equal to one-half (1/2) hour at 200% of their regular straight-time rate.

3.05.5 Rest Periods

Employees will have two (2) ten (10) minute rest periods in each full shift and Management will designate the time when these rest periods will be taken.

3.06 Shift Premium - Shops and Garages

Garage employees shall be paid the following shift premiums for time worked on the afternoon and night shifts. The shift differentials shall be paid separate from the wage rate for time worked on the appropriate shift as defined by past practice.

Afternoon Shift:

Effective April 1, 1997: \$1.45 per hour

Night Shift:

Effective April 1, 1999: \$1.55 per hour

3.07 Other

Employees cleaning buses shall receive a premium equal to fifty percent (50%) of their normal straight-time when:

- (a) required to clean vomit or excrement from Coast Mountain Bus Company Ltd. vehicles;
- (b) required to remove and/or contain medical products or waste (i.e. hypodermic needles) as may be mutually agreed as to be potentially hazardous.

4.00 TRANSFER, PROMOTION AND LAYOFF

4.01 Shift Vacancies Between Sign-Ups - Maintenance Garages

4.01.1 All vacancies will be bulletined at all Garages and will be open to applicants from those garages.

4.01.2 Employees interested in changing job locations or shift must apply for the initial job posting to be eligible for subsequent vacancies occurring from the posting.

4.01.3 The successful applicant will be selected from among the most senior eligible employees applying who possess the proficiency, experience, and training required for the job.

4.01.4 Where there is no successful applicant, the shift will be temporarily assigned to either an XX or X employee as provided by 'M' 2.01.5 until the vacancy is otherwise filled.

4.01.5 The **Employer** will determine whether or not a vacancy will be filled in any classification on any shift.

4.01.6 Transfer to Another Classification

If there is any question whether an employee should be entitled to pass from one job classification to another, a Board consisting of two (2) members each from the Union and from the **Employer** shall decide the question. If this Board cannot agree, the difference shall be processed through the grievance procedure set out in Article 'G' 3.00.

4.02 Failure to Qualify After Promotion - Maintenance Garages

If employees fail to qualify for the advanced position within a three month period following promotion, then they can exercise the seniority they held in their previous job for obtaining other work.

5.00 LEAD HANDS AND CHARGE HANDS

5.01 General Responsibility of Lead Hands and Charge Hands

Lead Hands and Charge Hands shall have the general responsibility for the following duties.

5.01.1 To assist in the direction of employees in their own or other classifications.

5.01.2 To carry out work of a specialized nature, whether or not such work entails the direction of others.

5.01.3 To ensure that employees under their direction observe working hours set out in the Agreement.

5.01.4 To discipline employees for failing to follow proper instructions by reporting such instances to the Union Office.

5.01.5 To do the duties of their classification as time required for other duties permits.

5.02 Charge Hand - Definition

The duties of Charge Hands shall include planning, estimating, ordering and maintaining stocks of material, allotting work, supervising employees and training improvers and apprentices, all as pertains to the work section over which they have charge.

5.03 Lead Hand - Definition

Lead Hands shall be appointed to carry out work of a specialized nature to assist in the direction of other employees in their own classification, if needed.

5.04 Duty of Other Employees

Employees working under Lead Hands and Charge Hands shall accept their direction and instruction.

5.05 Selection of Lead Hands and Charge Hands

The **Employer** will post job bulletins for all vacant Charge Hand positions. The **Employer** shall select successful applicants on the basis of ability and seniority.

5.06 Charge Hands and Lead Hands Wage Rates

While so acting, a Lead Hand shall be paid a wage rate of 30¢ per hour and a Charge Hand shall be paid a wage rate of \$1.00 per hour in addition to their straight-time rates.

5.07 Estimation of Accident Damage

Qualified Bodypersons shall be paid the Bodyperson's regular rate plus the Charge Hand differential set out in 'M' 5.06 while engaged in estimating accident damage on transit vehicles.

5.08 Automotive & Heavy Vehicle Partsperson Charge Hands

5.08.1 Job Duties

Duties shall include allotting work and supervision of other Automotive & Heavy Vehicle Partspersons on all three shifts where there is an afternoon and midnight shift.

5.08.2 Relief Coverage

A Charge Hand who is absent will be replaced by the next senior Automotive and Heavy Vehicle Partsperson, if qualified.

6.00 TRAINING PROGRAMS

The Training Programs are designed to provide opportunities for suitable employees to acquire the qualifications through classroom and on-the-job training for a classification to which they aspire.

6.01 Improver/Apprentice Training Program and Committee

The **Employer** and the Union agree to establish an Improver/Apprentice Training Committee. The committee shall include Union Representatives from Local 2200.

The Committee will be responsible for the general administration of the Improver/Apprentice Training Program and will consist of five (5) **Employer** and five (5) Union Representatives drawn from Maintenance.

Application for admission into the Improver/Apprentice Training Program will be received from those employees who meet the requirements in the Improver/Apprentice Program Manual.

6.02 Automotive and Heavy Vehicle Partspersons Program and Committee

The **Employer** and the Union agree to establish an Automotive and Heavy Vehicle Partspersons Training Sub-Committee. The Sub-Committee will be responsible for the general administration of the Automotive and Heavy Vehicle Partsperson Training Program and will consist of two **Employer** and two Union representatives drawn from maintenance.

6.03 Payment for Committee Members

The duly elected or appointed Union representatives on the Training Committees will be reimbursed by the **Employer** for all straight-time earnings necessarily lost by reason of attendance at joint Training Committee meetings. Time spent at such meetings will not be considered as time worked for the purpose of qualifying for overtime.

6.04 Settlement of Differences

Any matters that may arise within the Maintenance Training Committees and on which the members of the said Committees are evenly divided and unable to resolve **may** be referred to the Manager, **Technical Training**, for final determination, except where the matter was the subject of prior agreement.

6.05 Duties & Training of Improvers and Apprentices

Improvers or Apprentices will be required to carry out any work in the **Employer** for which they have been trained and any work which the **Employer** considers they are capable of performing. Shop training will encompass all aspects of the intended classification as far as facilities in the **Employer's** garages will allow.

Improvers or Apprentices will not work on, or repair, 600 volt equipment except when working with a mechanic qualified in trolley coach work.

Concurrent with their shop training, Improvers shall take designated technical courses as assigned applicable to their work. The **Employer** will pay for all appropriate school fees and the **Employer** will receive the employees' marks from the school.

6.06 Placement on Completion of Training

6.06.1 An Improver who has satisfactorily completed the Improver Training Program shall move automatically into the corresponding Tradesperson category and will be paid at the top applicable rate.

6.06.2 Upon completion of training, Apprentices or Improvers will move into their respective trade if a vacancy exists.

6.07 Failure

Failure of Improvers or Apprentices to achieve satisfactory progress in the shop or in the school may cause their training to be terminated. They will then revert to their previous classification.

6.08 Seniority

All Apprentices and Improvers shall accumulate seniority in their classifications from date of entry in their respective Training Programs.

6.09 Apprenticeship Act

Apprenticeships shall be governed by the B.C. Apprenticeship Act. Where there is a conflict between the Improver/Apprentice Program and the B.C. Apprenticeship Act, the Act and its attendant rules and regulations shall prevail.

7.00 FIRST AID

The **Employer** shall appoint competent first aid persons to cover first aid work at each location in accordance with Workers' Compensation Board regulations.

8.00 CLOTHING

8.01 Coveralls

The **Employer** will supply, maintain, and clean coveralls for each maintenance employee in the garages. Additional spare coveralls of various sizes will be made available at garages.

The **Employer** shall ensure that, on any day, each employee has access to a clean pair of coveralls (subject to an event beyond the control of the **Employer**).

8.02 Gloves

Rubber gloves will be supplied to employees working in wash racks for use on the job. Gloves will be supplied to employees on service calls handling cable.

8.03 Winter Clothing

The **Employer** will provide cold weather clothing for use on the job for Maintenance employees. Where a need is identified for winter jackets in the performance of their duties, the **Employer** will provide Maintenance employees with one (1) winterized jacket upon hire, with replacement thereafter to be based on establishing proof of need by the employees to their Supervisor.

8.04 Facilities Maintenance Clothing

In addition to the preceding clothing allowance, Transportation Facilities Maintenance employees listed under M 11.01 shall be provided with work clothes according to the following schedule:

Initial issue: April 1, 2001 and any new hires

- **Five (5) shirts**
- **Three (3) pants or jeans**

Second issue and thereafter shall be provided based on proof of need.

If an employee is required by health and safety regulations to wear coveralls, the provisions of M 8.01 apply.

9.00 TOOLS

9.01 Tool Allowance

The **Employer** will pay a tool allowance to employees who occupy job categories which are designated in the wage schedule to receive this allowance. The tool allowance shall be paid bi-weekly, at **\$0.35** times the number of normal hours of work (excluding overtime and any other premium time) in the payment period, except for leave of absence without pay. Employees eligible for the tool allowance will be required to provide their own hand tools except for special

tools which will be supplied by the **Employer**. The **Employer** and the Union will undertake periodic joint inspection of tool kits.

9.02 Tool Insurance

The **Employer** will provide Tool Insurance to tradespersons on the following basis:

To qualify for insurance reimbursement, the employee must provide a list of tools kept on the premises. The maximum reimbursement will be \$18,000.00 and any reimbursement is subject to a deductible amount of \$500.00. The payment of the deductible shall be the responsibility of the employees.

10.00 JOB CLASSIFICATIONS - GARAGES

10.01 Trades

Machinist, Mechanic (**Auto, Commercial Transport, Heavy Duty and Industrial**), Electrician (Auto & Heavy Duty), Bodyperson, Welder, Trimmer, Tireperson, Painter, Electronic Technician, Farebox Maintenance Mechanic, Automotive & Heavy Duty Vehicle Partsperson.

Tradespersons must be fully qualified and will be required to undertake completion of any work which may be assigned within their own classification.

10.02 Servicepersons

Will perform any duties incidental to the servicing of buses such as fuelling, checking and maintaining proper oil and water levels, washing and cleaning the interiors and exteriors of buses. May be required to hostile, operate, or drive any equipment incidental to garage work.

While assisting Journeypersons, perform any duties incidental to garage work which will include, but not be limited to:

- (a) assisting in the carrying out of inspections, repairs and overhauls to equipment;
- (b) assist Journeypersons to carry out minor repairs and adjustments to equipment;
- (c) obtaining of parts, tools and supplies;
- (d) acting as helpers to Tradespersons and Journeypersons in any classification.

Servicepersons may be required to use any tools necessary in carrying out their duties but will not be required to own tools.

10.03 Preparatory Painter

Persons who by their qualifications can satisfactorily clean, sand and mask work preparatory to being painted, and also apply paint in a satisfactory manner to parts of vehicles not requiring high grade or varnish finish, such as floors, outside roof and bottom of vehicle, shall be considered a Preparatory Painter.

10.04 Bus Dispatchers

The **Employer** will pay a premium of \$1.00 per hour over the Serviceperson's rate for time spent dispatching buses, with a minimum payment to two hours.

10.05 Automotive and Heavy Vehicle Partsperson

10.05.1 Job Duties

Stockroom work consists of the maintenance and control of all necessary records in connection with the receiving and issuing of stock parts and supplies, and any other work incidental to the stockroom.

10.05.2 Holiday Relief Coverage

All holiday relief and full-time relief shifts for Automotive and Heavy Vehicle Partspersons shall be covered by stockroom personnel, except that on those shifts where full time Automotive & Heavy Vehicle Partspersons are not required, a Lead Hand or Supervisor will be on duty.

10.05.3 Partspersons Premium - Trolley Overhead

Partspersons working at Trolley Overhead shall be paid a wage rate of 50¢ per hour in addition to their straight-time rate.

10.06 Interior Bus Cleaners

Hours of Work: Seven and one half hours per day. **Interior Bus Cleaners will work in accordance with M 1.00. Interior Bus Cleaners employed prior to June 29, 2000 will have the option of continuing to work pursuant to the conditions set out in LOU # 52. Hours of work may be adjusted for rehabilitation purposes or in order to accommodate employees permanently disabled from their occupation.**

Coverage: Interior Bus Cleaners shall be eligible for coverage on all **Employer** Welfare Plans and **Employer** Pension Plans.

10.07 Incidental Work

The maintenance of all necessary records and reports is incidental to any job classification covered by this Agreement. Employees may be required to operate any vehicle as a duty incidental to their work.

11.00 JOB CLASSIFICATIONS - TRANSPORTATION BLDG MAINTENANCE

11.01 Job Classification – Facilities Maintenance, Bus Stop Maintenance

Carpenter, **Industrial** Mechanic, Sheet Metal Worker, **Building Service Worker**, Bus Stop Maintenance Painter, **Industrial** Electrician, Sign Painter, **Painter, Plumber**, and Labourer.

11.02 Hours of Work - Building Service Worker

<u>Shift</u>	<u>Hours of Work</u>
Day	07:00 to 15:00 or 08:00 to 16:00

Afternoon	1/2 hour lunch (unpaid) 15:00 to 23:00
Evening	1/2 hour lunch (unpaid) 23:00 to 07:00 1/2 hour lunch (unpaid)

11.03 Rest Periods

Employees may have two (2) fifteen (15) minute rest periods in each full day shift and management will designate the times when these rest periods may be taken.

12.00 TROLLEY OVERHEAD MAINTENANCE

12.01 Job Classifications

12.01.1 Trolley Overhead Lineperson (TOL)

Tradespersons in this classification will be capable of performing all work in relation to the maintenance of the CMBC Overhead Trolley System.

12.01.2 Transit Power Electrician (TPE)

Employees in this classification will be capable of performing all work in relation to the operation and maintenance of all CMBC Trolley Overhead Rectifier Stations.

12.01.3 Transit Power Technician (TPT)

Employees in this classification will be capable of performing all work in relation to the maintenance of all CMBC Trolley Overhead Rectifier Station protection, control and instrumentation, and will possess all tickets and qualifications as required and determined by the **Employer**. In addition, the TPT may be required to assist the TPE from time to time.

12.02 Training and Safety

The **Employer** will provide adequate training to all three classifications so as to assure a thorough knowledge of job duties, safety procedures, and regulations.

There will be a B.C.T.A. Safety Manual for Trolley Overhead employees. This manual will be kept current based on reviews of the B.C.H.P.A. electrical safety manual and the **Employer** experience with the Trolley Overhead maintenance functions.

12.03 Pole Pulling

Trolley Overhead Linepersons will pull poles on a temporary basis only and in emergency situations.

12.04 Setting and Resetting of D.C. Breakers

Where Rectifier Station crews are not readily available Trolley Overhead Linepersons will set or reset D.C. breakers in Rectifier Stations and will be trained to do so.

12.05 Trades Crossing

TPE's or TPT's will not work in the category of TOL.

12.06 Emergency Crews

It is understood that from time to time situations may arise that require immediate attention. In such cases where a full crew complement cannot be obtained, a Trolley Overhead Supervisor may be used as a third person (on the ground only). Continuing attempts must be made to secure a third crew member.

12.07 Three-person Crews

It is understood that in dead wire situations and where a full crew is not available, a two-person TOL crew may be used; whereas in a live wire situation, a minimum of three TOL's must be used except as provided for under 'M' 12.06 above, and 'M' 3.01.4.

12.08 Charge Hands

The **Employer** will select Charge Hands on the basis of ability and seniority. In the case where multiple crews are working at one site, the most senior Charge Hand will, in the absence of management supervision, direct the work force. In this situation, all Charge Hands will continue to receive the Charge Hands' premium and the Senior Charge Hand, when directing the work force, will receive the additional multiple crew premium of fifty cents (50¢) per hour. This premium will only apply when multiple crews are working together one (1) hour or more.

12.09 Capital Projects

The **Employer** will have the exclusive right to contract out capital projects but will consult on and discuss such projects with the Union.

Capital projects are generally defined as those projects which are not budgeted for within the scope of the present **Employer** maintenance budget.

The **Employer** will not reduce the crew strength and the Union will forego claiming capital projects as bargaining unit work.

13.00 CAW NATIONAL SKILLED TRADES COUNCIL

In order that the trades can participate more fully in the CAW National Skills Trades Council, the Employer agrees to deduct Canadian Skilled Trades Council dues as may be adopted by the Canadian Skilled Trades Council. For new employees, the first deduction is to be made from the employee's first pay after the completion of the probationary period. For all skilled trades, deductions will be made in January of each year or upon completion of one month's work in that year. For the purposes of this provision, "skilled trades" include those trades for which an apprenticeship is usually served together with those classifications which form part of an apprenticeable trade.

14.00 UNSCHEDULED A/V DAYS – MAINTENANCE DIVISION (Formerly LOU 55)

In conjunction with article "G" 9.00, the Company will allow Maintenance employees who are entitled to three (3) weeks annual vacation the option of leaving one (1) week of Annual Vacation unscheduled and Maintenance employees who are entitled to four (4) weeks or more of Annual Vacation the option of leaving two (2) weeks of Annual Vacation unscheduled, at the

time of Annual Vacation Sign-up. These unscheduled days will be scheduled by mutual agreement subject to staffing requirements at a later date and may be taken one or more days at a time.

The following rules shall apply:

1. Employees must show their intent to retain the one or two weeks of unscheduled days at the time of the Annual Vacation Sign-up by signing the unscheduled holiday sheet.
2. All unscheduled annual vacation must be taken before December 15.
3. Employees are required to submit a time sheet prior to taking an Annual Vacation day.
4. Employees shall arrange these Annual Vacation days with their immediate supervisor, giving forty-eight (48) hours minimum advance notice of their intent.
5. The scheduling of an Annual Vacation day shall be subject to staffing requirements as determined by the **Employer**.
6. These unscheduled days will not be taken between June 15 and September 10 of each year.

15.00 TEMPORARY TROLLEY OVERHEAD LINEMAN (Formerly LOU 45)

- i Temporary TOL's will be employed as required for relief purposes or for work of a non-recurring nature.
- ii Work will be distributed as equitably as possible between temporary employees.
- iii It is understood that nothing in the foregoing constitutes a guarantee of subsequent regular employment.
- iv A temporary employee who successfully bids into a permanent position shall be replaced by another temporary TOL as provided for in this **Article**.
- v The **Employer** agrees that the maximum number of temporary TOL's at any given time will not exceed four (4).

PART 'S'
SEABUS

1.00 EMPLOYEE CATEGORIES

1.01 Regular

A person employed in a full-time position of a continuing nature. A regular employee shall be on probation for the first three (3) months of employment, during which time the employee may be terminated if the **Employer** determines that the said employee is unsuitable for a regular position.

1.02 Temporary

Employees hired on an "as and when required" basis. In the event temporary employees are selected for a regular position, their time worked as temporary employees shall be applied against the probationary period, which shall have the effect of reducing the probationary period by an equivalent amount of time.

Temporary employees shall not be scheduled in a higher classification when there is a regular employee in a lower classification who is qualified to do the job of the higher classification.

It is furthermore understood that during the time of a lay-off, regular employees who have been laid off shall be given preference for any work of a temporary nature performed by temporary employees covered by this Agreement, and, subject to the availability of regular employees who have been laid off, no new temporary employee shall be hired during this time.

2.00 SICKNESS REPORT TIME

2.01 Minimum Report Time

Employees who are ill or injured and unable to report for duty are expected to advise their Supervisor at least one (1) hour prior to the time they would normally report for duty. Employees who fail, except in extenuating circumstances, to notify their Supervisor as herein noted may not receive sickness protection pay.

2.02 Notice of Return to Work

Employees reporting back to work following a sickness or returning early from an approved leave of absence or returning from any other absence where a return time has not been previously specified shall notify the appropriate department prior to the following times:

- (a) 19:00 for a morning watch the following day;
- (b) 11:00 for an afternoon/night watch the same day.

The above deals strictly with limits and does not mean that earlier notification of return to work should be delayed.

2.03 Reporting Late - Availability for Work

In the event that operations employees are late and have failed to notify SeaBus Control within the fifteen (15) minute grace period and upon notifying Control states their desire to work, they shall be offered any previously scheduled work which is available or becomes available provided it does not conflict with a scheduled shift the following day. The change in the employees' shift time shall not constitute a revision to their watchkeeping schedule and the employees shall be paid at their regular rate for time actually worked and will only be eligible for overtime payment where the time actually worked exceeds the number of hours that they were scheduled for on that day. Work will only be available for this employee when no other employee, either part-time or one with a negative lay day bank, is available.

3.00 SAFETY

3.01 Industrial Health and Safety Committee

3.01.1 Safety Committee

In order to assist in creating a safe place of work, an Industrial Health and Safety Committee, comprised of **up to three (3)** Union representatives **one of which must be a representative of SeaBus** Engineering and Maintenance and representatives of the **Employer**, shall meet once monthly. Employee representatives on the Industrial Health and Safety Committee shall be appointed by the Local Union and shall suffer no loss of pay because of attendance at such committee meetings. In the event an Industrial Health and Safety Committee meeting is held and an employee representative is on a scheduled day off or otherwise unavailable, an alternate employee representative shall be appointed to attend the said meeting.

3.01.2 Central Safety Committee Meetings

The agendas for the Operations Central Safety Committee meetings and the Maintenance Central Safety Committee meetings will be forwarded to the SeaBus Safety Representatives in advance of these meetings.

Issues that are included in these agendas that relate to the SeaBus workplace will be discussed between the SeaBus Representative(s) and SeaBus Management. Should the Parties agree that the issues relate to the SeaBus workplace, a SeaBus Safety Representative may participate as an observer at the Central Safety Committee meeting.

3.02 Safety Apparel and Equipment

The **Employer** shall maintain adequate supplies of safety apparel and equipment required by regulatory bodies.

4.00 CLOTHING ALLOWANCE

4.01 Uniforms

Where uniforms are required to be worn by employees, they will be provided by the **Employer**. The **Employer** and the local Union agree to co-operate in promoting a high standard of appearance among SeaBus employees.

Regular Operations employees and full-time relief employees shall receive on their pay cheques a cleaning allowance of \$12.00 bi-weekly for all weeks worked. Temporary employees who work greater than 60 hours bi-weekly will receive a cleaning allowance of \$12.00 bi-weekly. Temporary employees who work less than 60 hours bi-weekly will receive a cleaning allowance of \$6.00 bi-weekly.

4.02 Uniforms - Terminal/Vessel Crews

Terminal/Vessel Crews will be provided with uniforms according to the following schedule.

Initial issue (upon hire):

- one (1) toque
- one (1) scarf
- one (1) uniform jacket
- two (2) pairs of trousers
- seven (7) shirts
- two (2) ties
- two (2) sweaters (blue vest, long sleeve or cardigan)
- one (1) officer's hat

Second year issue and thereafter for toque, scarf, shirts, ties, pea jacket, bomber jacket, sweater, and hat shall be provided based on proof of need.

Terminal/Vessel crews may place orders each December for up to two pairs of trousers per year and one uniform jacket every second year. Uniforms will be an all-season material and will be available after ordering at the beginning of each year.

The **Employer** will make arrangements for measurement with a tailor on the North Shore accessible to SeaBus. It shall be the responsibility of each employee to ensure that all necessary fitting and tailoring has been completed upon acceptance of the uniform from the supplier. The cost of any subsequent alterations will be borne by the employee concerned.

Any crew member who suffers uniform damage while on duty shall have the particular piece of clothing replaced or repaired provided the clothing was damaged to a degree to make it unsuitable for future wear.

Terminal/Vessel Crews will have the option of choosing cotton trousers if so desired.

4.03 Engineering and Maintenance Crews

Coveralls, one (1) pea jacket, and one (1) toque will be provided, maintained, and cleaned by the **Employer**.

In the event that an employee chooses to be provided with a floater jacket, the **Employer** will pay 100% of the cost of the jacket and the employee will be responsible for the maintenance and cleaning. The frequency of issue of this jacket will be every three (3) years subject to establishing proof of need, except damage to the jacket while on duty will be covered in the same manner as referred to in Article 'S' 4.02.

4.04 Rain Gear

Rain gear will be carried on the vessels for crew members performing lookout duties and at the terminals for workboat duties.

Rain gear will be maintained at the North Terminal for use by Maintenance Crews.

5.00 METHOD OF PAYMENT

5.01 Regular Watchkeepers

Regular Watchkeepers shall be paid, with adjustments for overtime and lost time (e.g. time adrift), for seventy-five (75) straight-time hours in each pay period, even though more than or less than seventy-five (75) straight-time hours may be worked in a pay period. In the event a regular employee works more than seventy-five (75) straight-time hours in a pay period, straight-time hours in excess of seventy-five (75) hours shall be credited to the employee's lay day bank. In the event a regular employee works less than seventy-five (75) straight-time hours in a pay period, the employee's lay day bank shall be debited to an amount equal to the difference between the actual time worked and seventy-five (75) straight-time hours, save and except for adjustments for lost time.

5.01.1 Temporary Employees

Temporary employees shall be paid for actual time worked to a maximum of seventy (70) straight-time hours in a pay period. In the event a temporary employee works more than seventy (70) straight-time hours in a pay period, the said hours shall be credited to the employee's lay day bank. Temporary employees may not incur a negative lay day bank balance.

In no case will temporary employees work more than eighty (80) hours in a pay period.

5.02 Employee Temporarily Working Junior Position

In the event an employee is required to temporarily perform the duties of a position junior to him, the said employee shall not have his applicable rate reduced while so working.

5.03 Employee Temporarily Working Higher Classification

When employees relieve or replace an employee with a higher classification for one-half (1/2) hour or more during their regular watch or overtime assignment, they shall receive the rate of the higher classification for the actual time worked at the higher classification.

5.04 Watch Differentials

The afternoon/night watch differential shall be \$1.20 per hour. The afternoon/night watch is defined as a watch where the majority of the scheduled hours of work fall between 15:00 and 06:00. Overtime work shall not attract a watch differential.

The Watch Differential shall be \$1.45 per hour.

The Night Shift Watch Differential for the SeaBus Mechanical group shall be \$1.55 per hour.

5.05 Payment at Straight-time

A seven and one-half (7 1/2) hour day at an employee's normal straight-time rate shall constitute the basis of payment for:

- (a) Statutory Holiday pay
- (b) Annual Vacation pay
- (c) Workers' Compensation Board supplements

An employee's regularly scheduled hours shall constitute the basis of payment for:

- (a) Bereavement leave
- (b) Paternity leave

5.06 Change - Pacific Standard/Daylight Saving Time

The following shall apply when a change from Pacific Standard Time to Daylight Saving Time, or vice-versa, occurs: employees who work a full watch during which a time change occurs shall be paid for scheduled hours notwithstanding any reduction or increase in the number of hours worked because of the time change.

5.07 Premium Pay - Dirty Work

Personnel shall receive a premium equal to 50% of their normal straight-time rate while:

- (a) working on the discharge side of sanitary systems where direct contact with waste products is involved, or clearing plugged toilets and related pipes; or
- (b) working under deck plates on vessels, not including changing and/or servicing batteries, etc.; or
- (c) when required to clean vomit or excrement on terminals and vessels.

A one-half (1/2) hour minimum shall be paid for performance of the duties outlined in this Article.

5.08 Higher Classification - Statutory Holiday Pay

In the event employees are temporarily promoted to a higher classification and a Statutory Holiday which they are not scheduled to work and on which they do not work falls during the promotion period, the employees shall be paid for the Statutory Holiday at the rate of the higher classification providing the employees work the last full scheduled watch immediately preceding and immediately following the Statutory Holiday at the higher classification, or that they work the last two (2) full scheduled watches immediately preceding the Statutory Holiday at the higher classification.

In the event employees are temporarily promoted to a higher classification and a Statutory Holiday which they are scheduled to work and do work falls during the promotion period, the employees shall receive one (1) day's pay at the straight-time rate of the higher classification and 150% of the straight-time rate of the higher classification for the Statutory Holiday.

5.09 Payment for Work on Sundays

SeaBus employees shall be paid at one and one-half (1 1/2) times their basic hourly rate for all regularly scheduled hours worked on Sundays and at two (2) times their basic hourly rate for all hours worked in excess of their regularly scheduled hours worked on Sundays.

6.00 HOURS OF WORK

6.01 Watchkeepers

The hours of work shall equate to a thirty-seven and one-half (37 1/2) hour week. The **Employer** shall prepare and post three (3) month watchkeeping schedules quarterly. Operations employees shall be given not less than fifteen (15) days' notice of any revision to their watchkeeping schedule. Engineering and Maintenance employees shall be given not less than eight (8) days' notice of any revision to their shift scheduling. In the event an employee is not given the required notice, they shall be paid at the prevailing overtime rate for any watch, other than previously scheduled watches, they are required to work during the said period.

Vessel crews shall be relieved and allowed to leave the vessel for one (1) work break on watches of seven and one-half (7 1/2) hours or less, for two (2) work breaks on watches of more than seven and one-half (7 1/2) hours but less than ten (10) hours; and three (3) work breaks on watches of ten (10) hours or more.

Engineering and Maintenance crew and terminal crew work breaks shall be provided on a similar basis.

The above-noted work break times shall accrue benefits to an employee's lay day bank.

It is understood and agreed that employees shall remain on the premises during work breaks.

6.02 Day Workers

The hours of work shall equate to a thirty-seven and one-half (37 1/2) hour week. Seven and one-half (7 1/2) hours shall constitute a working day. Regular hours shall be: 08:00 - 12:00 and 12:30 - 16:00, Monday to Friday.

Day workers are Store Clerks.

6.03 Training

Subject to the requirements of Operations, the **Employer** will endeavour wherever practical to schedule training courses or seminars during an employee's regular scheduled day shift. (Employees shall suffer no loss of pay while attending these training courses.) **Where an employee is required by the Employer to attend a seminar or training course outside of their regular scheduled shift, they shall be paid for hours spent in such training or seminar at a rate equal to 150% of their regular straight time rate.**

7.00 STATUTORY HOLIDAYS

7.01 Regular employees shall receive one (1) day's pay for each Statutory Holiday provided for in Article 'G' 10.01 with the exception that employees shall not receive Statutory Holiday pay during an unpaid leave of absence or while receiving Workers' Compensation Board payments or Income Continuance Plan benefits.

Regular employees who are required to work a regular watch on a Statutory Holiday shall, in addition to the above, receive 150% of their normal straight-time rate for the watch. Regular employees who are called out to work on a Statutory Holiday they are not scheduled to work shall receive, in addition to one (1) day's pay as provided for above, 150% of their normal straight-time rate for the first seven and one-half (7 1/2) hours and 200% thereafter.

It is understood that the one (1) day's pay to an employee who works on a Statutory Holiday shall be credited to the employee's lay day bank. This provision shall also apply in the event an employee works on a Statutory Holiday as referred to in Article 'S' 5.08, in which case one (1) day's pay at an employee's normal straight-time rate shall be credited to the employee's lay day bank and any remainder paid out.

8.00 OVERTIME

8.01 Overtime

Employees who work on a day they are normally scheduled off shall be paid two times (200%) of their normal straight-time rate.

Employees who work overtime immediately preceding their scheduled watch shall be paid 200% of their normal straight-time rate for the time worked prior to the onset of their regular watch and then revert to their normal straight-time rate of pay.

Overtime worked following a regular watch shall be paid at 200% of the normal straight-time rate.

8.02 Payment of a Callout

Where employees are called out outside of their regularly scheduled shift, these employees will be compensated for work performed at the rate of 200% of their regular straight-time hourly wages to the greater of either the actual time worked or four (4) hours.

Where employees commence overtime work more than four (4) hours prior to their scheduled watch, they shall not be required to continue into their next scheduled watch until eight (8) hours have elapsed from the time the overtime work finished. The employees shall suffer no loss of pay, calculated at their normal straight-time rate, for that portion of their next scheduled watch not worked because of the eight (8) hour rest period. Upon expiry of the eight (8) hour rest period, the employees must return to work and complete the scheduled watch in order to qualify for payment, at their normal straight-time rate, for the remainder of the watch.

8.03 Assignment of Overtime Work

Overtime work will be assigned to employees in rotation as far as is practical starting with the highest classification seniority. Where employees don't work overtime when requested to do so, they will be deemed to have worked for the purpose of this Article and will not be requested to work overtime until their turn comes up again by rotation.

8.04 Meals - On Callouts

If employees are called out to work at a place where food is not obtainable, they shall not be required to work more than four (4) hours without meals being supplied by the **Employer**.

8.05 Meals - O/T Worked Following a Normal Shift

If employees are required to work more than four (4) hours of overtime immediately following their normal working shift they will be provided with a hot meal, if available or, alternatively, they will be paid one-half (1/2) hour in lieu of a meal at the prevailing overtime rate.

9.00 POSTING OF REGULAR JOB BULLETINS

9.01 Posting of Regular Job Bulletins

In the event additions to or replacements of SeaBus staff are required, the **Employer** shall post the vacancy for a period of ten (10) days for the attention of all SeaBus employees. In filling such vacancies, the **Employer** shall give preference to regular employees covered by this Article.

Job selections and promotions under the above shall be on the basis of qualifications and ability to perform the vacant job and seniority, in that order. Where employees who are junior are selected, their ability and qualifications to perform the vacant job shall be significantly and demonstrably higher than candidates who have greater seniority. Ability shall include consideration of the employee's past performance.

When filling a regular position, length of service of temporary employees will be considered, however, their job seniority will only commence when they become full-time regular.

The **Employer** shall advise the Local Union of its appointment to the vacant position.

9.02 New Jobs

In the event that a new job covered by the Local Union's certification is introduced, the rate of pay of the job shall be the subject of discussion between the **Employer** and the Local Union.

Should the **Employer** and the Local Union fail to agree on the rate of pay of the new job, the difference may be submitted directly to the second stage of the grievance procedure.

It is understood that discussion of the rate of pay of the new job, or referral of any difference regarding the rate of pay to the grievance procedure, shall not hinder or delay implementation of the new job.

10.00 EMPLOYEE JOB CLASSIFICATIONS

Licensed/Trades Personnel:

Master, Controller/Mate, Senior Chief Engineer, Chief Engineer, Chief Electrician, 2nd Engineer, Electrician, Junior Engineer, and Partsperson.

Unlicensed Personnel:

Senior Marine Attendant/Co-ordinator, and Marine Attendant.

11.00 MASTERS AND CHIEF ENGINEERS MEETINGS

Masters and Chief Engineers meetings will be called annually. Such meetings are not limited to once annually, although the length and time between meetings may be extended beyond a year by mutual consent.

11.01 Co-ordinators Meetings

Co-ordinator meetings will be called a minimum of once per year unless otherwise agreed.

WAGE SCHEDULE

CAW WAGE SCHEDULE			
	Year 1	April 1, 2002	April 1, 2003
OPERATIONS			
Transit Operator			
Trainees / 70%	\$15.81	\$16.29	\$16.78
Next 8 months / 75%	\$16.94	\$17.45	\$17.98
Next 8 months / 80%	\$18.07	\$18.62	\$19.18
Next 8 months / 90%	\$20.33	\$20.94	\$21.57
Thereafter / 100%	\$22.59	\$23.27	\$23.97
MAINTENANCE			
<p>* Employees engaged in categories (including Improvers/Apprentices training in those categories) marked with an asterisk (*) are eligible for a tool allowance as provided in Article 'M'9.00. A premium of .25¢ per hour will be paid to Facilities Maintenance employees when engaged in spray painting.</p> <p>* Wages in BOLD indicate a market adjustment of \$0.15.</p> <p>* All SeaBus classifications include an adjustment of \$0.15 in Year 3.</p>			
GARAGES			
*Mechanic	\$26.57	\$27.37	\$28.34
*Machinist	\$26.57	\$27.37	\$28.34
*Electrician	\$26.57	\$27.37	\$28.34
*Bodyperson	\$26.57	\$27.37	\$28.34
*Farebox and Maintenance Mechanic	\$26.57	\$27.37	\$28.34
*Trimmer	\$26.57	\$27.37	\$28.34
*Electronic Technician	\$26.57	\$27.37	\$28.34
Welder	\$26.57	\$27.37	\$28.34
Tireperson	\$26.57	\$27.37	\$28.34
Painter	\$26.57	\$27.37	\$28.34
GARAGES			
Improver/Apprentice (4 years)			
1st 6 months / 74%	\$19.66	\$20.25	\$20.97
2nd 6 months / 74%	\$19.66	\$20.25	\$20.97
3rd 6 months / 75%	\$19.93	\$20.53	\$21.26
4th 6 months / 76%	\$20.19	\$20.80	\$21.54
5th 6 months / 78%	\$20.72	\$21.35	\$22.11
6th 6 months / 80%	\$21.26	\$21.90	\$22.67
7th 6 months / 85%	\$22.58	\$23.26	\$24.09
8th 6 months / 90%	\$23.91	\$24.63	\$25.51

CAW WAGE SCHEDULE			
	Year 1	April 1, 2002	April 1, 2003
Improver/Apprentice (3 years)			
1st 6 months / 74%	\$19.66	\$20.25	\$20.97
2nd 6 months / 75%	\$19.93	\$20.53	\$21.26
3rd 6 months / 76%	\$20.19	\$20.80	\$21.54
4th 6 months / 78%	\$20.72	\$21.35	\$22.11
5th 6 months / 83%	\$22.05	\$22.72	\$23.52
6th 6 months / 90%	\$23.91	\$24.63	\$25.51
Improver Apprentice (2 years)			
1st 6 months / 74%	\$19.66	\$20.25	\$20.97
2nd 6 months / 76%	\$20.19	\$20.80	\$21.54
3rd 6 months / 79%	\$20.99	\$21.62	\$22.39
4th 6 months / 90%	\$23.91	\$24.63	\$25.51
Automotive & Heavy Vehicle Partsperson	\$24.94	\$25.69	\$26.61
Partsperson Apprentice (3 years)			
1st 6 months / 74%	\$18.45	\$19.01	\$19.69
2nd 6 months / 80%	\$19.95	\$20.55	\$21.29
3rd 6 months / 86%	\$21.45	\$22.09	\$22.88
4th 6 months / 91%	\$22.69	\$23.38	\$24.22
5th 6 months / 94%	\$23.44	\$24.15	\$25.01
6th 6 months / 97%	\$24.19	\$24.92	\$25.81
Serviceperson			
Trainees / 70%	\$14.64	\$15.08	\$15.53
Next 8 months / 75%	\$15.68	\$16.16	\$16.64
Next 8 months / 80%	\$16.73	\$17.23	\$17.75
Next 8 months / 90%	\$18.82	\$19.39	\$19.97
Thereafter / 100%	\$20.91	\$21.54	\$22.19
Preparatory Painter	\$20.78	\$21.40	\$22.04
Interior Bus Cleaner	\$19.56	\$20.15	\$20.75
FACILITIES MAINTENANCE SHOPS			
*Carpenter	\$26.57	\$27.37	\$28.34
*Maintenance Mechanic	\$26.57	\$27.37	\$28.34
*Sheet Metal Worker	\$26.57	\$27.37	\$28.34
*Industrial Electrician	\$26.57	\$27.37	\$28.34
Sign Painter	\$26.57	\$27.37	\$28.34


CAW WAGE SCHEDULE			
	Year 1	April 1, 2002	April 1, 2003
Plumber	\$26.57	\$27.37	\$28.34
Painter	\$26.57	\$27.37	\$28.34
Bus Stop Mtce. Painter	\$25.86	\$26.64	\$27.59
Building Service Worker	\$19.56	\$20.15	\$20.75
Labourer	\$20.91	\$21.54	\$22.19
TROLLEY OVERHEAD			
Linesperson	\$28.79	\$29.66	\$30.70
Electrician	\$28.56	\$29.41	\$30.45
Technician	\$28.56	\$29.41	\$30.45
SEABUS-OPERATIONS			
Master	\$31.11	\$32.04	\$33.15
Controller/Mate	\$26.57	\$27.37	\$28.34
Senior Marine Attendant/Co-ordinator	\$23.79	\$24.50	\$25.39
Marine Attendant			
Trainees / 70%	\$15.03	\$15.48	\$16.04
Next 8 months / 75%	\$16.10	\$16.58	\$17.19
Next 8 months / 80%	\$17.18	\$17.69	\$18.34
Next 8 months / 90%	\$19.32	\$19.90	\$20.63
Thereafter / 100%	\$21.47	\$22.11	\$22.92
SEABUS – ENGINEERING AND MAINTENANCE			
Senior Chief Engineer	\$30.36	\$31.27	\$32.36
Chief Engineer	\$29.26	\$30.14	\$31.20
Chief Electrician	\$29.26	\$30.14	\$31.20
2nd Engineer	\$26.57	\$27.37	\$28.34
Electrician	\$26.57	\$27.37	\$28.34
Junior Engineer	\$24.69	\$25.43	\$26.35
Partsperson	\$24.94	\$25.69	\$26.61

SIGNED THIS 22 TH DAY OF NOVEMBER, 2002.


COAST MOUNTAIN BUS COMPANY LTD.




Denis Clements
President




Stan Sierpina
Vice President, Customer Service / Operations




Pat Soanes
Vice President, Corporate Services




Michael Madill
Director, Labour Relations
Barg. Committee



Anna Dean
Director, City Services
Barg. Committee




Gary Hing
Director, Maint., Eng., Training & Standards
Barg. Committee

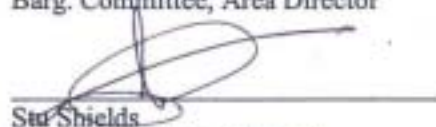


Dave Valley
Director, Heavy Fleet Maintenance
Barg. Committee


CAW:



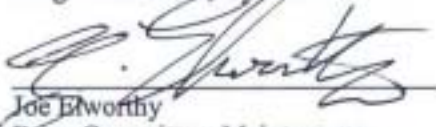
Len Ruel
Barg. Committee, Area Director



Stu Shields
Barg. Committee, National
Representative



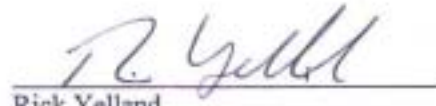
Don MacLeod
Barg. Committee, Operations




Joe Elworthy
Barg. Committee, Maintenance



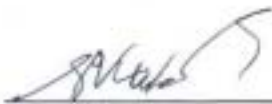
Paul Bains
Barg. Committee, Operations



Rick Yelland
Barg. Committee, Maintenance



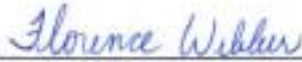
Duncan McLean
Barg. Committee, Seabus



Steve Woods
Director, Infrastructure and Environment
Barg. Committee



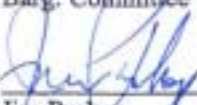
Greig Golden
Barg. Committee, Operations



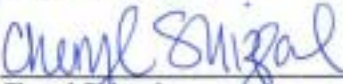
Florence Webber
Project Director, DOMS
Barg. Committee



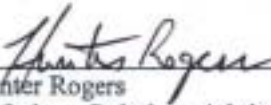
Howie Wainwright
Barg. Committee, Operations



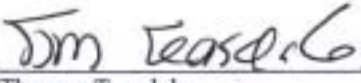
Jim Prokop
Sr. Manager, Resource Planning and Scheduling
Barg. Committee



Cheryl Shizgal
Sr. Labour Relations Advisor
Barg. Committee



Hunter Rogers
Sr. Labour Relations Advisor
Barg. Committee



Thomas Teasdale
Labour Relations Advisor
Barg. Committee



Ana Lopez
Labour Relations Advisor
Barg. Committee

APPENDIX 'A'

MAINTENANCE CENTRAL SAFETY COMMITTEE TERMS OF REFERENCE (Procedure)

PURPOSE

These terms of reference identify the requirements, principles, and procedures of the administration of the Maintenance Central Safety and Health Committee (henceforth referred to as "the Committee") and provide a basic method for joint resolution of problems in the workplace in support of a planned and effective Occupational Safety and Health program at Coast Mountain Bus Company Ltd. These principles and procedures provide practical guidance to the Committee and assist all persons and/or groups involved in workplace safety and health in Maintenance and throughout Coast Mountain Bus Company Ltd. They do not replace either the Act or Regulations.

APPLICATION

These terms of reference and procedures apply to this Committee established to identify and address safety issues only, that are common to all Maintenance facilities.

REFERENCE MATERIAL

- (a) Workers' Compensation Act (BC) - 1917 (with latest amendment January 1994).
- (b) Workers' Compensation Board (WCB Industrial Health & Safety Regulations - BC Reg. 585/77).
- (c) Joint Occupational Safety and Health Committee Reference Guide & Workbook - WCB 1992.
- (d) How to Implement an Effective Occupational Safety and Health Program - WCB.

PURPOSE OF THE COMMITTEE

This Committee is a joint effort made up of employee and employer Maintenance representatives consulting in a co-operative spirit to identify and resolve safety and health issues. These issues, common to all Maintenance facilities, will be addressed, co-ordinated, and consolidated within this Committee. If necessary, they will be forwarded to the Joint Safety and Health Committee for final resolve in support of an overall planned Occupational Safety and Health Program at Coast Mountain Bus Company Ltd.

COMMITTEE STRUCTURE

- (a) This Committee structure establishes equal number of voting representatives from the employer and employees due to the premise that they both share an equal concern in preventing accidents and injuries arising out of conditions in the workplace.
- (b) The Committee shall consist of employee and employer representatives and shall have regular voting members in accordance with Article 'G' 15.01.1.

- (c) The CAW Joint Safety Representative, or his/her delegate, will co-ordinate common safety and health issues by forwarding them to the chairperson as an agenda item to attend, as an employee representative, with voting privileges.
- (d) The General Manager of Maintenance, or his/her delegate, will co-ordinate common safety and health issues by forwarding them to the chairperson as agenda items and attend, as an employer representative, with voting privileges.
- (e) A Corporate Safety Officer (for Maintenance) will be present to act as a resource and advisor to the Committee and its members. He/she shall have no vote.
- (f) The Corporate Safety Manager shall be the Chairperson for the Committee. He/she shall vote only in the case of a tie.
- (g) Representatives who are unable to attend should be replaced by an alternate from that particular local safety committee.
- (h) The employer shall provide a recording secretary for every meeting.

FUNCTION OF THE COMMITTEE

Committee (All Voting Representatives)

- i. Receive, review, and recommend corrective action respecting the safety and health of maintenance employees, with a goal of prevention.
- ii. Develop, promote, and check the effectiveness of measures to protect the safety, health, and welfare of employees in maintenance.

Chairperson

- i. Attend and facilitate all meetings.
- ii. Ensure the maintenance of an unbiased viewpoint.
- iii. Arrange and approve agenda items that have been forwarded by the CAW Joint Safety Representative and the General Manager of Maintenance.
- iv. Review and approve minutes before their distribution.

Secretary

- i. Arrange meeting place.
- ii. Notify members of meetings.
- iii. Prepare agendas.
- iv. Prepare minutes for Chairperson's approval.
- v. Forward copies of approved minutes to the employer for typing and distribution, including the WCB.
- vi. Administer all correspondence.

Safety Officer

- i. Act as a resource to the Committee and all its members.
- ii. Provide advice and guidance on safety issues before the Committee.
- iii. Provide an educational element to Committee meetings where required.

FUNCTIONS OF THE COMMITTEE

With respect to safety and health issues common throughout Maintenance, the Committee will:

- (a) Make recommendations for the establishment and enforcement of safety and health policies and practices.
- (b) Participate in the identification of hazards to safety and health in places of employment, and recommend means of controlling any hazards.
- (c) Review information from the employer and from such other sources as necessary regarding the identification of existing or potential dangers to safety and health in maintenance.
- (d) Advise on and promote safety and health programs for the education and information of the employee and employer.
- (e) Receive, review and, where necessary, investigate complaints respecting safety and health of employees in Maintenance and make necessary recommendations to Coast Mountain Bus Company Ltd.
- (f) Maintain records regarding complaints received and resolution of those complaints.
- (g) Review, where applicable, the information resulting from industrial hygiene monitoring and measuring procedures, and, where necessary, make recommendations to Coast Mountain Bus Company Ltd.

RECORDS

The Committee will keep accurate records of all matters that come before it.

AGENDAS AND MINUTES

- (a) An agenda will be prepared by the Secretary under the direction of the Chairperson and distributed to Committee members two weeks prior to the meeting.
- (b) Agenda items forwarded to the Chairperson, by the CAW Joint Safety Representative or the General Manager of Maintenance, will be issues that have been tabled at the local safety committee level but not resolved. They will also be issues common to all Maintenance facilities.
- (c) Issues submitted after the agenda has been distributed will be dealt with at the Committee meeting after agenda items are addressed and only if they are approved by majority vote of the Committee.
- (d) Minutes will be prepared by the Secretary and checked by the Chairperson as soon as possible after the meeting and will be available to the Committee, employer, workers and the Workers' Compensation Board.

MEETINGS

- (a) The Committee shall meet three times annually.
- (b) Special meetings, if required, will be held at the request of the Chairperson or the General Manager of Maintenance.
- (c) Using an agenda, the Committee meetings will follow this format:
 - i. Call to Order.
 - ii. Members present and those absent are recorded.

- iii. Introduction of guests.
 - iv. Adoption of previous Committee minutes as read.
 - v. Review of completed business.
 - vi. Business arising out of the minutes (old business).
 - vii. New business.
 - viii. Safety education.
 - ix. Adjournment
- (d) The Committee will add procedures it considers necessary for the meetings through a Committee majority vote.

APPENDIX 'B'
CENTRAL OPERATIONS SAFETY COMMITTEE
TERMS OF REFERENCE
(Procedure)

PURPOSE

These Terms of Reference identify the requirements, principles, and procedures of the administration of the Operations Central Safety and Health Committee (the Committee) and provides a basic method for joint resolution of problems in the workplace in support of a planned and effective Occupational and Health program at Coast Mountain Bus Company. These principles and procedures provide practical guidance to the Committee and assist all persons and/or groups involved in workplace safety and health. They do not replace either the Act or Regulations.

COMMITMENT

Intent to Conduct a Safe Operation

It is the intent of the Parties to conduct a safe operation. To this end, the Employer agrees to consider any reasonable and practicable suggestions for the improvement of safety practices or for the protection of any employee from safety hazards in the performance of their work.

The Company and the Union commit to educate and support both in policy and action, endeavours to create a safer/healthier workplace environment.

APPLICATION

These terms of reference and procedures apply to the Committee established at Coast Mountain Bus Company.

REFERENCE MATERIAL

Workers' Compensation Amendment Act (BC) - 1999 (Bill 14)

PURPOSE OF THE COMMITTEE

This is a Committee for the purpose of consulting in a co-operative spirit to identify and recommend action regarding safety and health problems that could not be resolved at the local safety committee level or that have a safety impact on the entire system. These issues will be addressed, co-ordinated, and consolidated within this Committee. The goal will be to strive for consensus in the identification of health and safety issues and the development of recommendations for their resolution. This Committee supports and promotes a planned Occupational Safety and Health Program at Coast Mountain Bus Company.

COMMITTEE STRUCTURE

- a) This Committee structure establishes representation from Coast Mountain Bus Company and employees due to the premise that they both share an equal concern in preventing accidents and injuries arising out of conditions in the workplace.
- b) The Committee shall consist of Coast Mountain Bus Company and Union representatives.

- c) Each CAW Local 111 local safety committee will be responsible for determining their worker representative on the Committee. Coast Mountain Bus Company will ensure that Managers or their management representative of the local safety committee fill the employer positions on the Committee. These representatives will co-ordinate safety and health issues by forwarding them to the Chairperson as an agenda item.
- d) Each member will have equal rights and privileges and will actively participate in the meetings.
- e) Corporate Safety Officers, when available, will be present to act as a resource and advisor to the Committee and its members. They shall have no vote.
- f) The Manager of Corporate Safety shall chair the Committee.
- g) Each Committee member must ensure that their alternate(s) is (are) present for any meetings they are unable to attend.
- h) Coast Mountain Bus Company shall provide a recording secretary for every meeting.

RESPONSIBILITIES OF THE COMMITTEE

The Committee shall invite those persons from whom the Committee may require information.

COMMITTEE

- i. Receive and review safety and health issues not resolved at the local safety committee level
- ii. Recommend corrective action respecting health and safety of operations employees
- iii. Communicate with the local safety committees regarding issues raised and the Committee's recommendations and responses

CHAIRPERSON

- i. Attend and chair all meetings, or ensure their alternate is present
- ii. Ensure the maintenance of an unbiased viewpoint
- iii. Review minutes before their monthly distribution
- iv. Arrange meeting place
- v. Ensure assigned duties to appropriate parties
- vi. Prepare & distribute agendas

RESOURCES

- i. A representative from CAW Local 2200, Safety Officers, Fleet Maintenance and Vehicle Engineering shall act as resources to the Committee
- ii. Provide advice and guidance on safety issues before the Committee to include Trend analysis and review of statistics
- iii. Provide an educational element to Committee meetings as required

FUNCTIONS OF THE COMMITTEE

- a) Make recommendations for the establishment and enforcement of safety and health policies and procedures.
- b) Participate in the identification of hazards to safety and health in places of employment, and recommend means of controlling and/or eliminating any hazards.

- c) Review information from the local safety committees and research material from such other sources as necessary regarding the identification of existing or potential dangers to safety and health at Coast Mountain Bus Company.
- d) Advise on and promote safety and health programs for the education and information of employees and Coast Mountain Bus Company.
- e) Review the information from monitoring and measuring procedures, and where necessary make recommendations to Coast Mountain Bus Company and the local safety committees.
- f) Participate in inspections, when required, regarding the safety and health of Coast Mountain Bus Company employees.
- g) Maintain communication with the originator of complaint/issue on current status of the issue.

AGENDAS & MINUTES

- a) An agenda format will be adopted by the Committee.
- b) New agenda items must be received two weeks prior to scheduled meeting date. The Chairs from the local safety committees shall forward central issues to the Chair of the Committee. These issues shall bear the local safety committee's item number and shall include a summary identifying the health and safety issue and efforts taken to resolve the issue.
- c) Issues submitted after the agenda has been distributed will not be dealt with at the Committee meeting unless prior to the meeting they are deemed emergent by the Chair of the Committee.
- d) The agenda for the next scheduled meeting will be distributed one week prior to the meeting date.
- e) All unresolvable local safety committee concerns forwarded to the Committee must be addressed and recorded by the Committee.
- f) Draft minutes will be prepared by the Recording Secretary for review by the Chairperson. Distribution will follow as soon as possible.
- g) Minutes will accurately reflect the issue raised, the recommended corrective measure, and the persons responsible to resolve the issue.

MEETINGS

- a) The Committee shall meet every two months. If business is not concluded, the meeting will reconvene at an agreed upon date. Meeting intervals shall be reviewed annually.
- b) Special meetings will be held when the Chair of the Committee deems they are warranted.
- c) A quorum shall consist of six or more Committee members (at least three Union and three Management representatives).
- d) Using an agenda, the Committee meetings will follow this format:
 - i. Call to order
 - ii. Members present are recorded
 - iii. Introduction of guests
 - iv. Adoption of previous Committee minutes as distributed

- Schedule next meeting date

- v. Business arising out of the minutes (old business)
 - vi. New business
 - vii. Adjournment
- e) The Committee will amend procedures it considers necessary for the meetings through a Committee majority vote.

APPENDIX 'C'

COMMUNITY TRANSIT SERVICE

PREAMBLE

The Company reserves the sole right to determine which services would be introduced as Community Transit Service and reserves the right to discontinue Community Transit Service.

All terms and conditions of employment for Community Transit employees are as per the collective agreement except for the provisions that are set out in this Appendix.

MAINTENANCE OF VEHICLES

Where an existing or future transit property is being used for the purposes of operating Community Transit Services, the Union commits to provide servicing of the vehicles at competitive rates.

Community Transit vehicles may be maintained by employees covered by this collective agreement where practicable.

1.0 DEFINITIONS

- *Community Transit Service* is all service operated using vehicles that are less than 35 feet long.
- *Conventional Transit Service* is all service operated using vehicles that are 35 feet or longer.
- *Community Transit Service Reduced Time Operator* is an operator who will be scheduled to work a minimum of twenty (20) hours per week, but who may make him/herself available to perform additional hours as required.
- *Community Transit Service Casual Operator* is an operator who normally works on an as and when required basis.

SERVICE AREAS

The Employer may define service areas for the purpose of work assignment. In such cases sign-ups for available work, will separate for each defined service area. Vacancies in service areas will be filled through the posting process. Shift selection in each service area will be in order of length of continuous service as a Community Transit Operator in that service area, in order of seniority on the applicable seniority list.

- 1.01 Application of Part 'O' and the Spareboard Rules**
Part 'O' of the Collective Agreement and the Spareboard Rules do not apply to Community Transit Service Operators.

2.0 HOURS OF WORK

2.01 Work Day and Work Week

2.01.1 Normal Work Day and Work Week

Approximately seven and one-half (7 ½) hours shall constitute a normal day's work and thirty-seven and one-half (37 ½) hours shall constitute a normal week's work of five (5) working days and two (2) consecutive days off. One half (1/2) hour unpaid break may be scheduled into each day.

2.01.2 Community Transit Service Reduced Time Employees (RTEs)

- (a) Under normal conditions, RTEs will be scheduled to work a minimum of twenty (20) hours per week, but may make themselves available to perform additional hours as required.**
- (b) RTEs are required to be available for up to five (5) calendar days in a seven (7) calendar day period.**
- (c) RTEs will be entitled to at least thirty-two (32) consecutive hours off in a seven (7) calendar day period.**
- (d) RTEs will only be paid for time worked.**

2.01.3 Community Transit Service Casual Employees

Casual employees are those who normally work on an as and when required basis. The provisions of 'C' 2.03 and 'C' 2.03.1 do not apply to Casual Employees.

2.01.4 All Community Transit Service Employees

Community Transit Employees will only be paid for time worked.

2.02 Method of Payment

"Regular rate" shall mean the applicable hourly rate of pay as set out in the Wage Schedule at Article 'C' 2.10. Where applicable, "time worked" shall include standby time, report time, and lay-up time.

2.02.1 Storage Location

The Company reserves the right to designate the storage location for any vehicle in its fleet.

2.02.2 Payment for Overtime Work

Overtime premiums will not be paid unless the employee's actual work hours exceed seven and one-half (7 ½) hours in a work day, or thirty seven and one-half (37 ½) hours in a work week, unless the employee works an alternative schedule (for example, a compressed work week), in which case the employee will be paid overtime in accordance with that schedule.

There shall be no compounding of premiums

2.02.3 Payment for Work on Statutory Holidays

On Statutory Holidays, the rates of pay for time worked shall be 150% of the regular rate up to nine and one-half (9 ½) hours of time worked and 200% of the regular rate for overtime worked after nine and one-half (9 ½) hours).

2.03 Assignment of Work

The Employer shall construct Full-Time and Reduced-Time running sheets which shall designate the runs available to Operators under the sign-up. Running sheets shall be made up in accordance with the Employer's running schedule.

The Employer will post new running sheets for sign-up as required.

This Article does not apply to Casual Operators.

2.03.1 Sign-up

CMBC will provide a suitable appropriate method of sign-up in consultation with the union. There will be at least one sign-up per year. This sign-up will also be for the purposes of transfer, if applicable.

Full-Time Operators will sign up in order of Full-Time classification seniority for work assignments on the running sheet. Sign-up times will be designated by the Company for all Operators. Operators who are on duty at their designated sign-up time will be expected to submit a choice slip or CMBC will assign work in consultation with the Union Sign-up Rep.

Reduced-Time Employees will sign up in order of Reduced-time classification seniority for work assignments on the reduced-time running sheet. Sign-up times will be designated by the Company for all Operators. Operators who are on duty at their designated sign-up time will be expected to submit a choice slip or CMBC will assign work in consultation with the Union Sign-Up Rep.

Casual Employees: This Article does not apply to Casual Employees.

2.03.2 Assignment of Work other than at Sign-Up

Reduced-Time Employees

An RTE may request to be added to or removed from the Additional Work List (AWL) at each sign-up or prior to 10:00 a.m. on the day before the start of the pay period, to be effective with the start of the next pay period. Once on the AWL, the employee shall be available to work during the times listed by the employee and shall not be entitled to refuse such assignment.

Casual Employees

Casual employees are assigned to replace absent, sick or vacationing employees, or for other operational requirements. During the time of replacement, casual employees may be required to work full-time hours.

2.07 T.E.T.

Total elapsed time (T.E.T.) shall mean the time between the start of the first piece of work and the end of the last piece of work and includes the time not worked between the pieces.

No Community Transit Service Operator's workday can extend beyond twelve (12) hours total elapsed time without the Operator's consent.

2.08 Report Time

Operators shall be paid 15 minutes report time for taking vehicles into service if the vehicle has not previously been out in service during the day.

2.09 Cleaning Allowance

Community Transit Service Operators who are Full Time Employees will receive on their pay cheques a cleaning and maintenance allowance of \$12.00 bi-weekly.

Community Transit Service Operators who are Reduced Time Employees or who are Casual Employees will receive on their pay cheques a cleaning and maintenance allowance of \$6.00 bi-weekly.

2.10 Minimum Hourly Rates of Pay

Community Transit Operators shall be paid the following minimum hourly rates of pay, according to the wage schedule below:

Trainee	\$14.00
First 8 months after training	\$14.90

Next 8 months	\$16.76
Thereafter	\$18.62

All rates will be subject to a 3% increase commencing April 1, 2003.

In the case of Reduced Time Employees and Casual Employees, the above periods of time will be prorated to reflect the Employee's straight time hours worked.

2.11 Duties

The duties of the Community Transit Service Operators will be as set out in the Operator manual and will include, but are not limited to:

- **Counting and recording number of passengers;**
- **Interior cleaning**
- **Fuelling, checking fluids, other minor servicing duties;**
- **Collecting and remitting fares to CMBC; and**
- **Dispatch duties as required.**

3.0 APPLICATION OF PART 'G' OF THE COLLECTIVE AGREEMENT

Part 'G' applies to Community Transit Service Operators except where it is modified in this Article.

This Article supersedes 'G' 2.04:

3.01 Probationary Period

Community Transit Service Operators shall be placed on probation for a period of six hundred and seventy five (675) hours of actual time worked. The Employer may dismiss probationary employees during their probationary period without giving any reason for doing so. The Union may grieve any alleged discrimination against dismissed probationary employees.

Article 'G' 11.00, 12.00 and 13.00 apply as modified below:

3.02 Benefits and Paid Leaves of Absence

a) Benefits

Community Transit Operators will participate in benefit plans in accordance with Article 'G' 12.00 and 'G' 13.00 and in the pension plan, to the extent that they are eligible.

For the purpose of ‘G’ 12.00 and all the Articles relating to ‘G’ 12.00, an employee’s “regular daily earnings” shall be the average number of hours normally worked by the employee in a day in the preceding 30 day period.

For the purpose of group life insurance for RTE’s the calculation will be based on the employee’s straight time hours worked, times the employee’s hourly rate.

Casual employees shall be paid 14% in lieu of all benefits (including Annual Vacation). Casual employees shall be entitled to statutory holiday pay in accordance with the Employment Standards Act.

b) Paid Leaves of Absence

Where an employee is granted any paid Leaves of Absence within Part ‘G’, the employee’s pay for the day shall be the scheduled number of straight time hours missed for the day.

This Article supersedes ‘G’ 9.02:

3.03 Vacation

Annual Vacation

Employees other than Casual Employees will be eligible for annual vacation after a period of 12 months of continuous employment. The vacation entitlements are as follows:

(1)	(2)
1 year of service	15 days
9 years of service	20 days
17 years of service	25 days
23 years of service	30 days

For the purposes of vacation pay, a “day” shall be the average number of hours normally worked by the employee in a day in the preceding 30 day period, to a maximum of 7 ½ hours.

This Article supersedes ‘G’ 10.02, 10.3 and 10.4 in their entirety:

3.04 Statutory Holidays

An employee is eligible for a day off with pay on a statutory holiday if the employee has worked or earned wages for at least 15 of the last 30 days before the statutory holiday.

An employee who works on a statutory holiday will be paid for that day;

- a) 1 ½ times the employee’s regular wage for the time worked, up to 9.5 hours, and**
- b) double the employee’s regular wage for any time worked over 9.5 hours.**

In addition, the employee will receive a working day off with pay.

For the purpose of this Article, a “day off with pay” shall be the average number of hours normally worked by the employee in a day in the preceding 30-day period to a maximum of 7 ½ hours.

Article ‘G’ 8.00 applies, subject to the following conditions:

3.05 Community Transit Service Operator Vacancies, Promotions and Lay-offs

3.05.1 Seniority

Time worked in the Community Transit System will be recognized upon entry into the Conventional Bus system for the purposes of benefit calculation.

3.05.2 Vacancies

Community Transit employees will be given preference over external candidates for positions in the Conventional Bus system. Otherwise, Article ‘G’ 8.01 will apply.

3.05.3 Severance Pay

For the purpose of Article ‘G’ 8.04.9, Community Transit Service Employees other than casual Employees choosing severance pay will be entitled to the severance pay set out in that Article on a prorated basis.

Casual Employees shall not be eligible for severance pay.

This Article supersedes ‘G’ 15.00:

3.06 Safety

Community Transit Service Operations will have safety committees consistent with the WCB regulations.

3.07 Temporary Employment

The parties agree to include “Community Transit Service Operations” in Article ‘G’ 17.00.

3.08 Training

An appropriate training period will be determined by the Employer, after consultation with the Union.

3.09 Specific Matters of Agreement

Appendix 'C' – "Community Transit Service Operations" shall be included in the list set out in Article "G" 20.00.

3.10 Conventional Operator Transfer Issues

The current Appendix does not permit Conventional Bus employees an opportunity to transfer into the Community Transit system. The ORC will review these concerns pertaining to the transfer of employees from Conventional to Community transit system during the life of the agreement.

LETTER OF UNDERSTANDING #1
GENERAL WORKERS
(formerly LOU #14)

The General Worker classification shall provide rehabilitation employment for workers who have been rendered disabled to the extent they are unable to perform the duties of their regular job.

The provisions shall be as follows:

1. It is intended that disabled workers will remain in the aforementioned classification only until they are fit to return to their regular job. If they are unable to return to their regular job in the foreseeable future and are medically cleared to perform the work of a Serviceperson, and have been approved by a committee made up of a **CMBC** rehab officer, the appropriate supervisor/superintendent and a member of the General Worker Committee, they shall be transferred to that classification at the first available opening.
2. The rate of pay shall be the same straight-time regular rate as the worker would be earning at his regular job, and will be maintained at said rate, including incremental increases for two (2) years. The maximum time an employee can spend in the Program shall be two (2) years, after which the employee will be expected to find alternative employment or return on benefits.
3. There shall be ten (10) positions of General Worker available and those positions will be filled as the need arises.
4. A joint Union/Company General Worker Placement Committee consisting of one (1) representative from **CAW** Local 111, one (1) representative from **CAW** Local 2200, and two (2) representatives from the **Employer** shall be responsible for the placement of disabled workers and other matters of general administration concerning same. They shall meet when sufficient business warrants. The **Employer** shall reimburse Union representatives for any loss in straight-time earnings resulting from time spent in these meetings.
5. The **Employer** will provide proper training, safety equipment and clothing as required for General Workers.

The duties shall be the same as that of a Serviceperson or as deemed appropriate by the Joint General Worker Committee at locations that are mutually agreeable.

Local 2200 shall grant seniority to the General Worker in the Serviceperson classification from the date they enter the General Worker Program.

Signed this 18th day of March, 1995.

FOR THE COMPANY:

Alec Dawson
A/General Manager, Maintenance

Garry Gatley
Senior Labour Relations Advisor

FOR THE UNION:

Eric Scott
President, Local 1

Dan Staschuk
President, Local 2

**LETTER OF UNDERSTANDING #2
OPERATIONAL REVIEW COMMITTEE (ORC)**

1. A top level Operational Review Committee (ORC) will be established to facilitate changes designed to make Coast Mountain Bus Company more efficient and cost effective, while protecting or enhancing the quality of employees' working lives. The ORC will consist of equal numbers of representatives from the Company and the Union as follows:

Union Representatives

National President (or designate)
President Local 111
President Local 2200
CAW Area Director
CAW National Staff

Company Representatives

Company President (or designate)
Vice President Service Delivery
Vice President Human Resources
Director of Operations (or designate)
Director of Labour Relations

Advisory Staff may be utilized by either Party to assist the discussion of relevant issues at the ORC.

2. The mandate of the ORC includes developing and implementing the agreements reached between the Parties on issues referred below:
- Community Transit Services
 - Reduced Time Employees (Operations)
 - Reduced Time Employees (Maintenance)
 - Spareboard Rules
 - Scheduling of Employees both Operations and Maintenance
 - All matters referred to the ORC in the recommendations of Vincent L. Ready dated June 14, 2001.

And any other issues that the Parties agree to refer to the ORC.

3. The Parties recognize that any agreement reached are subject to the ratification processes of their respective principals as determined by each Party.
4. The recommendations and comments of Vincent L. Ready, with respect to the ORC on pages 11 to 15 of his report dated June 14, 2001 are incorporated by reference.

**LETTER OF UNDERSTANDING #3
TRAFFIC VIOLATIONS
PARTIAL PREMIUM ASSISTANCE
(formerly LOU #15)**

February 29, 1989

Independent Canadian Transit Union
5694 Imperial Street
Burnaby, BC V5J 1G2
Attention: Locals 1, 2, & 3

Dear Sirs:

On occasion, an employee driving a BC Transit (**now Coast Mountain Bus Company**) vehicle will be cited for a traffic violation, the reason for which can be traced to the vehicle, rather than any culpable conduct by the employee. Examples of this might be driving a vehicle which does not display a Preventative Maintenance Sticker, or being found guilty of speeding when the vehicle's speedometer read within the speed limit.

Such cases will be investigated when reported to the **Employer** within one (1) week of the incident and the **Employer** will accept responsibility in those cases where it determines that the cause of the violation was due to the vehicle and not due to any culpable conduct on the part of the employee.

We also wish to make it clear, however, that the **Employer** does not intend to subsidize an employee who already has a poor driving record. In other words, the **Employer** will pay the Driver Point Premium for up to seven (7) points in the event of a "non-culpable" speeding ticket (every driver gets four 'free' points, plus three points for speeding, equals seven). An employee who already has, for example, twelve "culpable" points will have to pay the balance out of his own pocket. Notwithstanding the above, where any of the employee's previous points have resulted from a vehicle defect for which the **Employer** accepted responsibility pursuant to this letter, those points will be considered in determining the amount payable by the **Employer**.

Yours truly

B. Beattie, Vice-President
Operations & Maintenance

R. G. Williams, Division Manager
Victoria Operations & Maintenance

FOR THE COMPANY:

R. M. Russell
Assistant General Manager

FOR THE UNION:

F. McCormack
President, Local 1

Letter of Understanding #3

R. G. Williams
Manager, VTC Operations &
Maintenance

M. D. Berardine
Manager, Labour Relations

Dated: June 28, 1989

Traffic Violations Partial Premium Assistance

G. Krantz
President, Local 2

LETTER OF UNDERSTANDING #4
CONFIDENTIALITY OF MEDICAL RECORDS
(formerly LOU #16)

The Parties agree this Letter of Understanding concerns the matter of confidentiality of medical records pursuant to Article 'G' 12.00 of the Collective Agreement.

The **Employer** agrees that Medical information shall be treated in strict confidence and shall remain confidential and in the hands (files) of the Occupational Health **Group**. Further, that Management shall not have access to these same confidential medical files for any reason, nor shall management require, or be provided with, any information in those files. **Members of the Occupational Health Group will sign a document acknowledging their obligation to comply with this Letter of Understanding.**

Benefit claims, including medical records, shall be processed by clerical and **administrative** staff working in the **Human Resources** Department. Processing shall include opening of claims, photocopying of claims and filing of claims in the Occupational Health **Group's** office files and mailing the claim to our insurance carrier. All benefit claim information shall be treated in strict confidence by them and they shall have no authority to deal with the substance of the medical information nor shall they be allowed to provide this information or material to anyone else at **Coast Mountain Bus Company Ltd.**

FOR THE COMPANY:

M. D. Berardine
Manager, Labour Relations

L. G. Pante
Manager, Personnel

Dated July 28, 1989

FOR THE UNION:

F. McCormack
President, Local 1

G. Krantz
President, Local 2

LETTER OF UNDERSTANDING #5
BANKING OF OVERTIME
(formerly LOU #33)

During negotiations for a renewal of the collective agreement in 1992, the **Employer** expressed concern about the level of sick leave utilization. The Union expressed the belief that if employees were allowed to bank overtime it would have the effect of reducing the utilization of sick leave.

To that end the Parties have agreed to a Letter of Understanding regarding the banking of overtime which provides for a 75 hour overtime bank. The Parties are anticipating a corresponding drop in sick leave utilization. Should the anticipated reduction fail to occur the **Employer** may invoke the 30 day cancellation clause.

FOR THE COMPANY:

R. Warren
Labour Relations Manager

C.J. Connaghan
Labour Relations Consultant

December 11, 1992

FOR THE UNION:

E. Scott
President, Local 1

D. Staschuk
President, Local 2

LETTER OF UNDERSTANDING #6
BANKED OVERTIME AND
SHORT TERM DISABILITY - LOCAL 111
(formerly LOU #34)

1. Employees in Local 111 may bank a maximum of seventy-five (75) hours of overtime in a payroll year.
2. This banked time may be used in single or part day increments according to the following:
 - (a) Employees must show their intent to bank overtime at the time of the Annual Vacation sign-up by signing the overtime banking intent sheet.
 - (b) Overtime shall be banked commencing in the first pay period of the pay year, then in subsequent pay periods until the maximum elected accumulation has been reached, after which all overtime beyond the elected accumulation will be paid.
 - (c) Employees shall arrange banked time to be taken off with their immediate supervisor, giving forty-eight (48) hours minimum advance notice of their intent. Notwithstanding the foregoing, upon request the 48 hour minimum advance notice may be waived at the discretion of the **Employer**. Such a request will not be unreasonably denied.
 - (d) The scheduling of any banked time off shall be subject to staffing requirements as determined by the **Employer**.
3. Any time remaining in an employee's overtime bank at the end of a payroll year shall be carried over to the following year's overtime bank. Where such time is carried over from one year to a subsequent year, the employee will be permitted to bank only those hours sufficient to bring their bank to the seventy-five (75) hour maximum in the subsequent payroll year.
4. **The unused portion of the bank in effect in the last pay period in November may be paid out. The employee must notify the Company, in writing, no later than November 15 of the same year of their request for a payout. The payout will be made in the pay period prior to December 25 of that year.**
5. To assist in the scheduling of time off from the Overtime Bank, a minimum of fifteen (15) hours per day will be set aside for banked overtime leave requests at the Surrey, North Vancouver, Burnaby and Port Coquitlam Transit Centres and thirty (30) hour per day will be set aside at the Oakridge Transit Centre.
6. It is understood that both Parties expect that allowing the banking of overtime will result in a reduction in usage of the Short Term Disability Plan.
7. These arrangements will be reviewed by a Monitoring Committee with equal representation from each Party. The Committee will review sick leave statistics no less frequently than each six (6) months.
8. To assist in the scheduling of time off from the Overtime Bank, a minimum of fifteen (15) hours per day will be set aside for banked overtime leave requests at the Surrey, North Vancouver, Burnaby and Port Coquitlam Transit Centres and thirty (30) hours per day will be set aside at the Oakridge Transit Centre.

Letter of Understanding #6

Banked Overtime and Short Term Disability – Local 111

FOR THE EMPLOYER:

R. Warren
Labour Relations Manager

C.J. Connaghan
Labour Relations Consultant

December 11, 1992

FOR THE UNION:

E. Scott
President, Local 1

D. Staschuk
President, Local 2

**LETTER OF UNDERSTANDING #7
40 HOUR WORK WEEK**

The Employer and the Union agree to meet during the life of this Collective Agreement to explore options to amend the normal work day and work week to eight (8) hours per day and forty (40) hours per week.

For Coast Mountain Bus Company:

**Gerry Krantz
Director, Fleet
Running Maintenance**

**Mike Madill
Director, Labour Relations**

**Florence Webber
Manager, Operations (STC)**

**Jim Prokop
Senior Manager, Resource
Planning and Scheduling**

Dated this 4th day of April, 2001

For CAW:

**Don MacLeod
President, CAW, Local 111**

**Joe Elworthy
President, CAW, Local 2200**

**Stu Shields
CAW National Representative**

**LETTER OF UNDERSTANDING #8
BANKED OVERTIME AND
SHORT TERM DISABILITY - LOCAL 2200
(formerly LOU #36)**

1. Any Local 2200 employee, **including SeaBus employees**, may bank a maximum of **seventy-five (75)** hours of overtime, Sunday and Stat premium pay in a payroll year **in total**.
2. This banked time may be used in single or part day increments according to the following:
 - (a) Employees must show their intent to bank overtime at the time of the Annual Vacation sign-up by signing the overtime banking intent sheet.
 - (b) Overtime shall be banked commencing in the first pay period of the pay year, then in subsequent pay periods until the maximum elected accumulation has been reached, after which all overtime beyond the elected accumulation will be paid.
 - (c) Employees shall arrange banked time to be taken off with their immediate supervisor, giving forty-eight (48) hours minimum advanced notice of their intent. Notwithstanding the foregoing, upon request the 48 hour minimum advance notice may be waived at the discretion of the **Employer**. Such a request will not be unreasonably denied.
 - (d) The scheduling of any banked time off shall be subject to staffing requirements as determined by the **Employer**.
3. Any time remaining in an employee's overtime bank at the end of a payroll year shall be carried over to the following year's overtime bank. Where such time is carried over from one year to a subsequent year, the employee will be permitted to bank only those hours sufficient to bring their bank to the **seventy-five (75)** hour maximum in the subsequent payroll year.
4. These arrangements will be reviewed by a Monitoring Committee with equal representation from each Party. The Committee will review sick leave statistics no less frequently than each six (6) months.
5. It is understood that both Parties expect that allowing the banking of overtime will result in a reduction in usage of the Short Term Disability Plan.

December 11, 1992

FOR THE EMPLOYER:

R. Warren
Labour Relations Manager

C.J. Connaghan
Labour Relations Consultant

FOR THE UNION:

E. Scott
President, Local 1

D. Staschuk
President, Local 2

**LOU #8 - ADDENDUM
BANKED OVERTIME &
SHORT-TERM DISABILITY - LOCAL 2200**

The following sets out the agreement reached between the Parties regarding the application of LOU #36 (now LOU #8).

1. Any unused portion in a Local **2200** employee's overtime bank may be paid out at any time at the request of the Local **2200** employee, subject to the following:
 - (a) the request shall be made in writing;
 - (b) the written request must be given to the employee's immediate supervisor not less than seven (7) calendar days prior to the commencement of the pay period in which the Local **2200** employee wishes to receive the overtime bank pay-out;
 - (c) the overtime bank pay-out will be included in the Local 2 employee's paycheque;
 - (d) a Local **2200** employee who has requested to have his or her overtime bank paid out will not be permitted to bank any overtime hours for the remainder of the payroll year.
2. Any unused portion of a Local **2200** employee's overtime bank remaining at the end of the payroll year shall be carried over to the following payroll year in accordance with paragraph #3 of the LOU.
3. Cancellation of Letter of Understanding #36 (now LOU #8) by either Party will result in the automatic cancellation of this addendum Letter of Understanding.

Signed this 16th day of March, 1995.

FOR THE COMPANY:

Garry Gatley
Senior Labour
Relations Advisor

Alec Dawson
A/General Mgr
Maintenance

FOR THE UNION:

Eric Scott
President, ICTU Local 1

Dan Staschuk
President, ICTU Local 2

**LETTER OF UNDERSTANDING #9
UNION EDUCATION LEAVE**

The Company will pay into a special fund two cents (2¢) per hour worked per employee represented by the CAW for the purpose of providing Paid Education Leave. Said monies will be paid by the Company on a monthly basis and within thirty (30) calendar days following the end of each month, into a trust fund established by the CAW for this purpose, and will be made payable and remitted to the following:

**CAW Paid Education Leave Training Fund
CAW Canada
205 Placer Court
Willowdale, Ontario M2H 3H9**

LETTER OF UNDERSTANDING #10
'G' 8.04.10 - RECALL
(formerly LOU #39)

Subject to ratification by their respective memberships, **CAW** Locals **111** and **2200** agree to the following:

In the case of employees being laid off, they will not lose their right of recall unless they refuse recall to their classification.

FOR THE COMPANY:

R. Warren
C.J. Connaghan

FOR THE UNION:

E. Scott
D. Staschuk
F. Beadle

September 11, 1992

**LETTER OF UNDERSTANDING #11
OPERATIONS LABOUR MANAGEMENT COMMITTEE**

Terms of Reference

1. Principles

The primary purpose of the Operations Labour Management Committee is to provide a forum for information exchange and discussion between the Union and Management.

2. Purpose

The objectives of the Committee will be to:

- Review and make recommendations to the Parties to minimize the risk to employees from violence in the workplace;
- Promote the cooperative resolution of workplace issues and organizational change*;
- Discuss methods to improve efficiencies and productivity; and
- Discuss key performance indicators.

* It is understood that issues relating to grievances and collective bargaining will not be matters of discussion at Labour Management Committee meetings.

3. Membership

The Committee shall consist of three (3) representatives of the Union and three (3) representatives of the Employer. The Union's representatives will be reimbursed for any loss in straight time earnings resulting from time spent in such Committee meetings.

Upon mutual agreement, either Party may bring additional representatives to provide input on the issues under discussion. The Employer will not be responsible for any loss on earnings of additional Union representatives.

4. Meetings

The Committee will meet quarterly unless mutually agreed otherwise. The Committee shall establish an agenda in advance of the meeting regarding the pertinent issues to be discussed.

FOR THE COMPANY:

**Florence Webber
Manager, Operations (STC)**

**Anna Dean
Director, Operations (OTC)**

FOR THE UNION:

**Don MacLeod
President, CAW, Local 111**

**Joe Elworthy
President, CAW, Local 2200**

Letter of Understanding #11

Operations Labour Management Committee

Jim Prokop
Senior Manager, Resource
Planning and Scheduling

Stu Shields
CAW National Representative

Mike Madill
Director, Labour Relations

DATED this 20th day of April, 2001.

**LETTER OF UNDERSTANDING #12
APPRENTICESHIP LANGUAGE REVIEW COMMITTEE**

The Parties agree to form a Committee to review the following:

- The current Apprenticeship language contained in the Collective Agreement
- The Improver / Apprentice Program Manual; and
- The "Apprenticeship Language" portion of the Skilled Trades Proposal tabled by the CAW during this round of bargaining.

During the life of this Collective Agreement, the Committee will review the above in order to consider necessary amendments to the existing language. The Committee may make recommendations to their respective principals for ratification.

The Committee will be made up of four (4) Union representatives and four (4) Company representatives.

The Committee will meet within ninety (90) days of the ratification of the current Collective Agreement.

For Coast Mountain Bus Company:

**Gillian Gardiner
Senior Labour Relations Advisor**

**Dave Valley
Manager of Production**

**Gerry Krantz
Director, Fleet Running
Maintenance**

For CAW:

**Rick Yelland
1st Vice-President, CAW, Local 2200**

**Joe Elworthy
President, CAW, Local 2200**

**Duncan McLean
2nd Vice President (Seabus), CAW,
Local 2200**

Dated this 5th day of April, 2001.

LETTER OF UNDERSTANDING #13
EARLY RETIREMENT/LTD "TOP-UP"
(formerly LOU #53)

The Parties agree to establish a voluntary early retirement/long-term disability "top-up" program to provide a monetary incentive for those who are totally disabled and who are sixty (60) years of age or older. The source of these funds will be the CAW/LTD reserves. The program will be designed, implemented and monitored by the Trustees of the CMBC Health and Benefit Trust.

The intent of the program is to provide long term efficiencies for the CAW Long-term Disability Plan.

Signed this 16th day of March, 1995.

FOR THE COMPANY:

Rob Clarke
Div. Manager
Finance & Administration

Fred Cummings
Manager, Labour Relations

Tom Yang
Director
Operations Support

FOR THE UNION:

Eric Scott
President, ICTU Local 1

Dan Staschuk
President, ICTU Local 2

**LETTER OF UNDERSTANDING #14
FULL TIME RELIEF WORKERS – MAINTENANCE**

This Letter of Agreement will serve to outline the terms and conditions of a new status of maintenance employee (Fleet Running Maintenance Garages, Heavy Fleet Maintenance and Facilities Maintenance). It is the intent of the Parties that these new Full-time Relief Workers (FTRWs) will be full-time employees for the purposes of the rights and benefits provided by the Collective Agreement. It is agreed that this letter is entered into on an experimental basis and may be cancelled by either Party as provided in paragraph 15 below.

- 1) FTRWs shall work full-time hours and shall be entitled to all rights and benefits provided to Full-time Regular Employees, as outlined in the Collective Agreement, except as provided below.**
- 2) FTRWs are employees hired to perform work such as projects, campaigns or other work as required between projects and campaign. In addition, in the Facilities Maintenance Department, FTRWs can be hired to backfill full time regular employees' absences due to vacations or long term disability.**
- 3) The FTRW category shall not apply to Serviceperson or Interior Cleaner positions, unless mutually agreed between the Parties.**
- 4) FTRWs will not participate in the Garage Sign-ups provided for in Article M 2.01.1. In addition, FTRWs will not be assigned to a home base.**
- 5) The Employer will, wherever practicable, determine work schedules of a minimum of one week duration. The Employer will provide a minimum of seven (7) calendar days' notice prior to the commencement of such work schedule.**
- 6) Work schedules will vary according to work locations and the nature of the duties to be performed.**
- 7) FTRWs may be assigned to more than one work location within a work schedule, as required. However, the Employer will endeavour to consider the employee's preference of location when assigning work.**
- 8) FTRW vacancies will not be posted internally in accordance with Article G 8.01.**
- 9) FTRWs will accrue employer, section and job classification seniority.**
- 10) If a reduction in the number of FTRWs is required, such reduction will be in reverse order of their job classification seniority, within the FTRW group. For example, if there are four (4) FTRWs in the job classification of Commercial Transport Mechanic and a reduction in this number is required, the first hired will be the last affected by the reduction.**

- 11) **FTRWs shall be excluded from the provisions in Article G 8.04, except as follows:**
 - (a) **FTRWs will be provided with fifteen (15) working days' notice of the termination of their employment.**
 - (b) **Article 8.04.9 applies to FTRWs except that FTRWs are only eligible for severance under Article 8.04.9 after six (6) consecutive months of employment.**
 - (c) **With respect to recall, employees choosing to be placed on the recall list shall have recall seniority for a period of twelve (12) months and shall be recalled in order of their seniority to a vacant FTRW position in the classification from which they were laid off. Employees who do not accept a recall to the FTRW position in the classification from which they were laid off shall have their name removed from the recall list.**
 - (d) **Articles 8.04.11, 8.04.12, 8.04.13, 8.04.14 would apply to FTRWs.**
- 12) **Full-time Regular employees will not be laid off while FTRWs are employed in their classification.**
- 13) **The Employer agrees to hire no more than twenty (20) FTRWs in total. Should the Employer find it necessary to hire more than the total number of FTRWs, it will discuss the reasons for hiring more with the Union prior to hiring such employees.**
- 14) **In the event that a FTRW applies for and is selected for a regular full-time position, their time worked as a FTRW shall be applied against the probationary period, which shall have the effect of reducing the probationary period by an equivalent amount of time worked.**
- 15) **This Agreement is entered into by the Parties on an experimental basis and is subject to cancellation by either the Employer or the Union upon ninety (90) days' written notice to the other Party.**
- 16) **In the event that this Agreement is cancelled, paragraphs 10, 11 and 12 above will apply to all FTRWs employed at the time of notification.**

FOR THE COMPANY:

**Gillian Gardiner
Senior Labour Relations Advisor**

**Gerry Krantz
Director, Fleet
Running Maintenance**

FOR THE UNION:

**Rick Yelland
1st Vice-President, CAW, Local 2200**

**Joe Elworthy
President, CAW, Local 2200**

Letter of Understanding #14

Full Time Relief Workers – Maintenance

Dave Vallely
Manager of Production

Stu Shields
CAW National Representative

DATED this 20th day of April, 2001.

**LETTER OF UNDERSTANDING #15
MERGER OF ELECTRONIC TECHNICIAN / ELECTRICIAN CLASSIFICATIONS**

It is the intention of the Parties to merge the Electronic Technician and Electrician (Automotive and Heavy Vehicle) classifications under the terms and conditions listed below:

- (a) The new classification will be called electronic Technician – Lab/Shop. There will be two categories within the new classification: Electronic Technician – Lab (“ETL”) and Electronic Technician – Shop (“ETS”). There will be one job description for this new classification which will be called Electronic Technician – Lab/Shop.**

ETLs:

- (b) All Electronic Technicians as of April 1, 2001 will be ETLs.**
- (c) Before an ETL can sign into a position on the shop floor they must obtain the necessary qualifications in the 12/24-volt systems as set out in the Electronic Technician – Lab/Shop job description.**

ETSs:

- (d) All Electricians (Automotive and Heavy Vehicle) as of April 1, 2001 will be ETSs.**
- (e) Before ETSs can sign into an ETL position they must obtain the necessary qualifications in electronic technology as set out in the Electronic Technician – Lab/Shop job description.**

Sign Up:

- (f) During a sign-up, the sign-up sheets will have positions designated as either ETL or ETS.**

Implementation:

- (g) A joint Union/Management Committee consisting of two (2) representatives each will be established to deal with issues that arise upon the merger and that are not covered by this LOU including training. The joint Union/Management Committee will also meet within ninety (90) days of ratification of this Collective Agreement to determine the seniority and grandfather rules that will apply to the merger. These rules will be determined no later than November 1, 2001.**

Layoffs:

- (h) No Electronic Technicians (ETL) or Electricians (ETS) will be laid off as a result of the merger of these classifications.

New Hires:

- (i) All new hires into the Electronic Technician classification after April 1, 2001 will be hired as ETLs and will meet the qualifications contained in the job description for Electronic Technicians – Lab/Shop.

FOR THE COMPANY:

**Gerry Krantz
Director, Fleet
Running Maintenance**

**Dave Valley
Manager of Production**

**Mike Madill
Director, Labour Relations**

FOR THE UNION:

**Don MacLeod
President, CAW, Local 111**

**Rick Yelland
1st Vice-President, CAW, Local 2200**

**Joe Elworthy
President, CAW, Local 2200**

DATED this 19 day of April, 2001.

**LETTER OF UNDERSTANDING #16
MAINTENANCE ADVISORY COMMITTEE**

1. Principles

The primary purpose of the Maintenance Advisory Committee is to provide a forum for information exchange and discussion between the Union and Management.

2. Purpose

The mandate of the Committee will be to:

- Provide information to the Union regarding upcoming projects and campaigns;
- Discuss operational issues such as work scheduling, organizational change, etc.;
- Discuss new equipment and work procedures and methods to improve efficiencies and productivity; and
- Discuss key performance indicators.

3. Membership

The Committee shall consist of three (3) representatives of the Union and three (3) representatives of the Employer. The Union's representatives will be reimbursed for any loss in straight time earnings resulting from time spent in such Committee meetings.

Upon mutual agreement, either Party may bring additional representatives to provide input on the issues under discussion. The Employer will not be responsible for any loss in straight time earnings of additional Union representatives.

4. Meetings

The Committee will meet quarterly unless mutually agreed otherwise.

FOR THE COMPANY:

**Gerry Krantz
Director, Fleet
Running Maintenance**

**Dave Valley
Manager of Production**

**Mike Madill
Director, Labour Relations**

FOR THE UNION:

**Don MacLeod
President, CAW, Local 111**

**Rick Yelland
1st Vice-President, CAW, Local 2200**

**Joe Elworthy
President, CAW, Local 2200**

DATED this 19 day of April, 2001.

**LETTER OF UNDERSTANDING #17
BCT EMPLOYEES' HEALTH &
BENEFIT TRUST FUND
(formerly LOU #58)**

The Parties hereby agree to consent to the Seventh Amendment To Agreement And Declaration Of Trust. Made as of February 7th, 1984 governing the above Plan and Trust Fund as amended by the Trustees on December 13th, 2000, to provide that:

The Trustees of the Trust Fund created and established, as defined above, shall be ten in number of whom one shall be appointed by BC Transit, three shall be appointed by Coast Mountain Bus Company Ltd., one shall be appointed by Greater Vancouver Transportation Authority, one shall be appointed by the National Automobile, Aerospace, Transportation and General Workers Union, (CAW – Canada), Local 111, one shall be appointed by the National Automobile, Aerospace, Transportation and General Workers Union, (CAW – Canada), Local 333, one shall be appointed by the National Automobile, Aerospace, Transportation and General Workers Union, (CAW – Canada), Local 2200, one shall be appointed by the Office & Professional Employees' International Union, Local 378 and one shall be appointed by TMA/CUPE 4500, and shall constitute the Board of Trustees.

For Coast Mountain Bus Company:

**Mike Madill
Director, Labour Relations**

**Steve Woods
Director, Infrastructure
and Environment**

**Jim Prokop
Senior Manager, Resource
Planning and Scheduling**

**Gerry Krantz
Director, Fleet and
Running Maintenance**

For CAW:

**Don MacLeod
President, CAW, Local 111**

**Joe Elworthy
President, CAW, Local 2200**

**Stu Shields
CAW National Representative**

Dated this 7th day of February, 2001.

LETTER OF UNDERSTANDING #18
REHAB/PLACEMENT PROGRAM
(formerly LOU #60)

The Parties agree that although there are significant benefits derived from the General Worker Program, there is a critical need to expand rehabilitation and alternate employment placement opportunities for disabled workers at **CMBC**.

In consideration of that need, the Parties agree to form a Return to Work Committee from the current General Worker Committee, to review and make recommendations on phasing in the **Building Service Worker** classification and phasing out the General Worker program contemporaneously. The Committee will determine the process and cost effective relationship of converting General Worker positions to **Building Service Worker** positions, as well as determining the process for assessing rehabilitation and alternate employment placements.

This program will be phased in on a trial basis to test the viability of the concept and when it has been deemed to be successful, it will be implemented at each of the Transit Centres, providing it is appropriate and cost effective.

It is understood that **Building Service Worker** positions in excess of those contemporaneously phased in as a result of the reduction of General Worker positions should be made available to other employees of **CMBC** irrespective of their jurisdiction.

Implicit in this understanding is the principle that these placements are for employees off on short-term and long-term disability, as well as for Workers' Compensation.

There will be sufficient employees placed in the **Building Service Worker** positions from short-term disability to ensure there is no net increase in cost to **CMBC**.

The Parties also agree that early intervention is a necessary ingredient in a successful rehabilitation program. In order to facilitate this important initiative, the Union agrees to amend the Short-term Disability Plan document to provide the same provision for return to alternate work as is contained in the Long-term Disability Plan. **CMBC** will identify alternative work assignments that can be made available for employees returning from disability.

The Parties agree to meet with the TMA/CUPE and the OTEU to discuss rehabilitative placement across jurisdictional lines.

Signed this 16th day of March, 1995.

FOR THE COMPANY:

Garry Gatley
Sr. Labour Relations Advisor

Tom Yan
Director, Operations Support

FOR THE UNION:

Eric Scott
President, ICTU Local 1

Dan Staschuk
President, ICTU Local2

Letter of Understanding #18

Rehab/Placement Program

Alec Dawson
A/General Manager
Maintenance

LETTER OF UNDERSTANDING #19
ACCREDITED SERVICE
FORMER VICL/PCL EMPLOYEES
(formerly LOU #73)

PCL was formed as a Crown Corporation April 1, 1979, by combining Pacific Stage Lines and Vancouver Island Coach Lines. The employees of both PSL and VICL were given accredited service with PCL and their seniority was merged at the time.

A number of former PCL employees have become employees of BC Transit and are seeking accredited service for the time spent as employees of PCL.

By virtue of the fact the service in question was spent with a Crown corporation providing Transit services to the public; therefore the Parties agreed as of 1 January 1995:

1. Former Vancouver Island Coach Lines employees who became employees of Pacific Coach Lines on the date PCL was created, 1 April 1979, will be awarded credit for unbroken service with PCL.
2. Employees who entered service with PCL after 1 April 1979, will not receive credit for service with PCL.
3. This agreement represents full and final settlement of the accredited service issue for former PCL employees.

Signed this 16th day of March, 1995.

FOR THE COMPANY:

Fred Cummings
Manager, Labour Relations

Dan Parker
Sr. Labour Relations Officer

FOR THE UNION:

Eric Scott
President, ICTU Local 1

Dan Staschuk
President, ICTU Local 2

LETTER OF UNDERSTANDING #21
DAYCARE POLICY
(amended)
(formerly LOU #19)

The **Employer** agrees to have discussions with representatives of the Union and any other interested parties during the life of this Agreement to discuss the issue of daycare at **CMBC**.

Signed this 16th day of March, 1995.

FOR THE COMPANY:

Fred Cummings
Manager, Labour Relations

Tom Yang
Director
Operations Support

Rob Clarke
Div. Manager
Finance and Administration

FOR THE UNION:

Eric Scott
President, Local 1

Dan Staschuk
President, Local 2

LETTER OF UNDERSTANDING #22
NEGOTIATION OF PENSION PLANS
(formerly LOU #27)

850 S. W. Marine Drive
Vancouver, BC
V6P 5Z1

20 December 1977

Mr. A. H. Ashton, Business Agent
Div. 101-134
Amalgamated Transit Union
135 East 8th Avenue
Vancouver, BC
V5T 1R8

Dear Mr. Ashton:

Re: Negotiation of Pension Plans

Hydro recognizes, in accordance with the judgment of the Courts, an obligation to bargain collectively concerning pension plans.

Yours very truly

W. M. Patton
Manager
Labour Relations & Personnel

LETTER OF UNDERSTANDING #23
OVERTIME LIMITS
(formerly LOU #17)

The **Employer** and the Union agree on the following limits to the amount of overtime that can be worked by individuals at all Operating Centres:

- (a) **No Operator will exceed 15 hours paid time per day as per the National Safety Code (“NSC”). All other agreements and practices regarding NSC remain unaffected. Operators may not sign for work that would place them in violation of these limits.**
- (b) No Spareboard Operator will be permitted to work more than one hundred and fifteen (115) hours paid time in any pay period.
- (c) No Signed-up Operator will be permitted to work more than twenty-five (25) hours paid time over their signed up hours in any pay period.

Notwithstanding the above, during the Pacific National Exhibition, Spareboard Operators will be permitted to work up to one hundred and twenty (120) hours paid time in any pay period, and Signed-up Operators will be permitted to work up to thirty-five (35) hours paid time over their signed up hours in any pay period.

For the purpose of this Letter of Understanding, paid time shall include report time, lay-up time, travel time, make-up time and paid-through time.

FOR THE COMPANY:

M. D. Berardine
Manager, Labour Relations

FOR THE UNION:

F. McCormack
President, Local 1

Dated June 28, 1989

LETTER OF UNDERSTANDING #25
LENGTH OF RUNS
(formerly LOU #21)

While it is agreed and understood that the final authority and responsibility for the construction of running sheets and schedules rests solely with **CMBC** subject to the provisions of the Collective Agreement, **CMBC** will endeavour to maximize the percentage of straight runs unless there is a service design revision which, in the opinion of **CMBC**, necessitates an alternate run cutting strategy to meet **CMBC's** operational requirements and service design.

CMBC will provide the Union with details of impending service design changes and the Union agrees to provide **CMBC** with its preference in regard to work assignments at each Operating Centre prior to the commencement of the run cutting process. Union preference in regard to work assignments will be one of the criteria upon which the new service will be run cut.

CMBC will make every effort to maintain the present numbers of early straights subject to changes in service levels or operating conditions that make the maintenance of the present numbers of early straights impracticable.

It is agreed by the Parties that the issues covered by this Letter of Understanding are subject to Article 'O' 2.02.1 of the Collective Agreement.

FOR THE COMPANY:

M. D. Berardine
Manager, Labour Relations

J. Mills
Vice-President
Planning & Scheduling

FOR THE UNION:

F. McCormack
President, Local 1

Dated July 28, 1989

LETTER OF UNDERSTANDING #26
SERVICE REVIEW COMMITTEE
(formerly LOU #22)

1. OBJECTIVE

The objective of the committees is to ensure Operator concerns with respect to scheduling and service related matters are properly investigated and addressed.

2. COMMITTEE MEMBERSHIP

The composition of the Service Review Committees is to be standardized and permanent members appointed. The committee composition will be as follows:

- One **Chairperson** (Depot Manager)
- **One Operations Supervisor & one** Transit Supervisor
- Two **Service Implementation**
- Three Transit Operators **at each property**, one of whom shall be the Property Representative.

When not possible or appropriate for any person to attend, an alternate will be designated. **The** three Transit Operators will be paid straight-time wages by the **Employer** for the time they attend meetings.

3. TERMS OF REFERENCE

The terms of reference and scope of discussion shall be limited to the following service-related matters:

- (i) routings
- (ii) facilities (loops, exchanges, etc.)
- (iii) running times
- (iv) schedule hookups/interlining
- (v) loading
- (vi) overloads
- (vii) deadhead routes

The scope of the committees is largely advisory and items which deal with safety, policy decisions by outside jurisdictions, budget, or the right of the **Employer** to manage the system, will not be a subject of discussion or debate, and must be deferred to the appropriate forum separate from these committee meetings. Minor crew scheduling matters may be discussed at the conclusion of the Service Review Committee meetings provided that these discussions do not impinge on the regular sheet inspection process.

Where the **Chairperson** is satisfied that there is a general agreement among all committee members regarding a solution or resolution of a matter raised at a committee meeting, and such solution or resolution is supported by documentation, the **Employer** will implement such solution or resolution at the following sheet change or as soon as is practical thereafter provided that the implementation of such solution or resolution is within the sole discretion of the **Employer**. Where such solution or resolution is beyond the sole discretion of the **Employer**, the **Employer** will endeavour to receive appropriate

approvals for the implementation of the solution or resolution as soon as possible.

Furthermore, the **Chairperson** shall be empowered to enact solutions to immediate and serious problems, pending a thorough review of alternatives, with due consideration for service objectives and budget implications.

Matters unresolved at this committee will be referred to the **Director of Resource Planning and Scheduling**, and the **Director of the Transit Centre or their designees**, and the President and 1st Vice-President of **CAW Local 111** for final resolution. An individual Property Representative may substitute at these meetings for either the President or the 1st Vice-President of **CAW Local 111**.

4. AGENDA ISSUES

(a) Structured Agenda

Items to be discussed will be outlined in an agenda which will be circulated by the **Chairperson** to all committee members in sufficient time (i.e. one week) to allow those attending time to research the items.

(b) Agenda Items

Items to be included in the agenda must be submitted to the **Chairperson** no later than ten (10) calendar days prior to the meeting and should include a ranking of their relative priority.

(c) New Business

Items not on the agenda will be identified at the beginning of the meeting and will be part of that agenda and shall only be dealt with after all other agenda items have been completed, or they may be tabled to the following meeting.

5. MINUTES OF THE MEETING

(a) Recording Secretary

There will be a permanent (non-**CAW**) secretary assigned from each Transit Centre to be responsible for recording minutes and ensuring that they are circulated within one (1) week following the meeting. The minutes shall be read for errors, omissions and clarifications at each following meeting.

(b) Standard Format

The minutes will be of a standardized format used by all Centres, indicating action to be taken and those responsible for completing the task(s).

6. TIMING OF MEETINGS

(a) Frequency

Meetings shall be held every five (5) weeks unless all members of the committee agree otherwise. Additional meetings may be scheduled at the sole discretion of the **Chairperson**, based on need, in consultation with the Property Representative.

- (b) Duration
The length of each meeting shall not exceed two and one-half (2 1/2) hours (four [4] hours at Oakridge Transit Centre) except where extended at the sole discretion of the Chairperson.

7. OPERATOR COMMENT SHEETS

Standardized Format

Operators **shall use** Comment Sheets **which** will become a key input in identifying schedule related service problems. This input can form much of the basis for agenda items of the next meeting. This form will be a three part carbon and will be readily available at the Depot Offices for Operators to take, fill out and return to the Operations office for further action.

8. **Where an Operator experiences running time problems that negatively affect that Operator's ability to manage his or her schedule, the Operator shall fill out a comment form and submit it to an Operations Supervisor.**

The Comment form shall include all information that is required to identify the run that has the running time problem and a clear explanation of the problem. The Operator may also include a proposed resolution to the problem that may or may not be used as the permanent solution to the running time problem. Copies of the comment sheet will be distributed to the Service Review Committee Chairperson, Service Review Union Representative and the Operator will retain a copy.

An Employer representative and Union representative on the Committee shall, within two (2) days of receiving the comment form, commence investigation of the problem and contact the Operator who submitted the comment form prior to completing the investigation.

A copy of the investigation results shall be forwarded to the Operator within one (1) day of completing the investigation. If a resolution is found during the investigation, that resolution will be communicated to the Operator with the investigation results.

The Operator shall contact a Service Review Committee member within one (1) week of the implemented resolution and confirm whether the resolution was appropriate.

If the resolution appears appropriate, the Employer will endeavour to consider the specific resolution and/or its underlying principles in the construction of future sheets.

9. DOCUMENTATION

Upon request, the Employer agrees to provide the following documentation, as it becomes available, to the members of the Service Review Committee:

- 1. The unscheduled overtime summary
- 2. Lost Time Report

3. **Transit** Checker Report Summaries
4. Schedule change bulletins
5. Supervisors' memos written pursuant to a specific request from the Committee Chairperson to investigate a matter discussed at a committee meeting
6. Start date for construction of the sheets (verbal)
It is understood that all documentation provided by the **Employer** pursuant to this Letter of Understanding will be treated in strict confidence.

10. APPLICATION OF LOU

It is agreed and understood that nothing in this Letter of Understanding limits the **Employer's** rights nor alters or amends any of the terms of the Collective Agreement.

11. CANCELLATION

It is agreed that this Letter of Understanding and the terms and conditions contained herein may be cancelled upon ninety (90) calendar days written notice by either Party to the other. After the expiry of such ninety day period all rights, duties and obligations contained herein shall cease to be in effect.

For Coast Mountain Bus Company:

Mike Madill
Director, Labour Relations

Jim Prokop
Senior Manager, Resource
Planning and Scheduling

Florence Webber
Manager, Operations (STC)

Anna Dean
Director, Operations (OTC)

Dated this 6th day of April, 2001

For CAW:

Don MacLeod
President, CAW, Local 111

Joe Elworthy
President, CAW, Local 2200

Stu Shields
CAW National Representative

LETTER OF UNDERSTANDING #27
PROVISION OF SPECIAL CATEGORY RUNS
(formerly LOU #23)

Effective for September 2002 running sheets, the creation of “special category” runs **will** entail coupling of an unspecified number of a.m. and p.m. “trippers” so that such runs will pay a **minimum** of seven hours and thirty minutes (7:30).

The basic features of **these runs shall be** as follows:

1. Maximum spread time of 13 hours.
2. All runs off Saturday and Sunday.
3. **Two pieces of work only.**
4. All runs exempt from percentage requirements of present or future Agreements.
5. **Effective the September 2002 running sheets**, runs will be available for signing for the balance of each sheet at all depots.
6. Payment for spread time in excess of ten (10) hours at a premium rate of 25% of the Operator's regular straight-time rate.

FOR THE COMPANY:

R. Warren
Labour Relations Manager

R. Williams, Manager
Victoria Opns & Mtce

December 11, 1992

FOR THE UNION:

E. Scott
President, Local 1

**LETTER OF UNDERSTANDING #28
SEABUS EMPLOYEE CATEGORIES**

The parties agree to meet during the life of this Collective Agreement to review the language contained in LOU # 57 Future Temporary Employees, LOU # 61 Temporary Employees – SeaBus, and LOU # 62 Full-Time Relief Workers CAW Local 2200/SeaBus, with a view to developing language consistent with those LOUs, to be inserted in Part “S” of the Collective Agreement in the next round of collective bargaining.

It is understood that should there be a change in the business needs at SeaBus that warrants an increase in the number of temporary employees beyond the limits contained in these LOUs, the Parties will meet to review the matter. The Union’s agreement to increase the number of temporary employees beyond the limits in LOU # 57 – Future Temporary Employees, will not be unreasonably withheld.

FOR THE COMPANY:

**Gerry Krantz
Director, Fleet
Running Maintenance**

**Dave Valley
Manager of Production**

**Mike Madill
Director, Labour Relations**

FOR THE UNION:

**Don MacLeod
President, CAW, Local 111**

**Duncan McLean
2nd Vice President (Seabus), CAW,
Local 2200**

**Joe Elworthy
President, CAW, Local 2200**

DATED this 19 day of April, 2001.

LETTER OF UNDERSTANDING #31
TERMS OF REFERENCE - EASTER MONDAY SHEET
(formerly LOU #44)

1. Easter Monday running sheets will be developed in accordance with service requirements as determined by **CMBC** with input from **CAW**.
2. Construction of the Operators' sign-up sheets will be done with input from **CAW** and with available manpower in mind and with consideration towards attempting to provide work for as many Operators as possible from the service plan developed by **CMBC**.
3. Length of shifts will vary to a maximum of 7:50 hours at time and one-half. All shifts will pay a minimum of 7:30 hours.
4. Any and all split shift indexes will pay 7:30 hours minimum at time and one-half.
5. Straight shifts may vary in length from a minimum of 5 hours to a maximum of 7:50 hours, all paying time and one-half.
6. Travel time and spread pay will be paid as per the Collective Agreement.
7. There will be a draw for Easter Monday. The number of "offs" and "probables" to be set by **CMBC**.
8. The **Employer** will determine the number of Operators required to work that day.

FOR THE COMPANY:

R. Warren
Labour Relations Manager

C.J. Connaghan
Labour Relations Consultant

September 24, 1992

FOR THE UNION:

E. Scott
President, Local 1

D. Staschuk
President, Local 2

**LETTER OF UNDERSTANDING #32
REHABILITATION/RETURN TO WORK COMMITTEE TERMS OF REFERENCE**

1. Principles

The primary purpose of rehabilitation programs and return to work initiatives is to promote the long term health of the individual. The Company and the Union agree that early intervention is key to a successful rehabilitation program, expedient recovery and eventual return to work.

2. Membership

The committee shall consist of four (4) members from the CAW bargaining unit and four (4) members from Coast Mountain Bus Company. It is understood that a quorum of this committee is a minimum of two (2) members from each of both CMBC and the union.

3. Purpose

The mandate of the committee will be to:

- Identify work that could be performed by employees unable to perform their regular work due to a temporary disability;
- Review the employer's current rehabilitation/return to work policy and make recommendations to the employer regarding policy change options;
- Identify cross-jurisdictional issues involving other unions and facilitate the resolution of those issues by referral to the employer and the union;
- Make recommendations to the parties regarding any of the above items.

4. Meetings

The committee shall meet on a regular schedule of approximately eight (8) meetings per year. The committee may decide to meet on a more or less frequent basis, as determined by agreement of the committee members.

5. Costs

The Company will pay committee members a straight time allowance equal to basic straight time wages necessarily lost as a result of the committee members' attendance at meetings of this committee. These costs will be limited to a maximum of eight (8) meetings per year.

6. Disability Management Project

The Employer and the Union agree that early intervention in employee absences is beneficial to the health and welfare of the employee.

The Employer recognizes the benefit of employees assisting in the rehabilitation and return to work program. Therefore, the parties agree that a qualified employee who is a member of the CAW may be required to assist CMBC with the rehabilitation and return to work program as and when required by the employer.

This will be on a trial basis for a one year period from April 1, 2001. Time spent working in this capacity will be considered a paid leave of absence.

For Coast Mountain Bus Company:

**Mike Madill
Director, Labour Relations**

**Steve Woods
Director, Infrastructure
and Environment**

**Anna Dean
Director, Operations (OTC)**

For CAW:

**Don MacLeod
President, CAW, Local 111**

**Joe Elworthy
President, CAW, Local 2200**

**Stu Shields
CAW National Representative**

Dated this 4th day of April, 2001. Revised 5th day of April, 2001.

**LOU #32 - ADDENDUM
REHABILITATION /RETURN TO WORK COMMITTEE**

CMBC and the CAW are committed to developing a productive rehabilitation program. To that end, the Parties have signed off a Letter of Understanding 32 on February 7, 2001 establishing the terms of reference for a Rehabilitation/Return-to-Work Committee.

In addition to the items already agreed to in the February 7, 2001 terms of reference, the Parties agree to refer the following topics to the Committee:

- **Rehabilitation work assignments;**
- **Funding of rehabilitation programs;**
- **The expansion of the BSW Rehabilitation Program;**
- **Building Service Worker hours of work;**
- **Joint Union/Management initiatives on Disability Management issues (including duty to accommodate);**
- **Duties and responsibilities of the Union Rehabilitation Coordinator, referred to in LOU # 32; and**
- **The applicability and updating of LOU # 1 (General Workers) and LOU # 18 (Rehab/Placement Program).**

For Coast Mountain Bus Company:

**Gerry Krantz
Director, Fleet
Running Maintenance**

**Mike Madill
Director, Labour Relations**

**Anna Dean
Director, Operations (OTC)**

**Dave Vallely
Manager of Production**

Dated this 4th day of April, 2001

For CAW:

**Don MacLeod
President, CAW, Local 111**

**Joe Elworthy
President, CAW, Local 2200**

**Stu Shields
CAW National Representative**

LETTER OF UNDERSTANDING #37
INTRODUCTION OF COMPRESSED WORK WEEK LOCAL 111
(formerly LOU #64)

CMBC and **CAW** Local 111 are committed to introducing a Compressed Work Week at all Transit Centres. The Parties agree that the benefits of this initiative include the potential for improving the quality of work life for Operators, in addition to the potential for reducing the costs of operation.

1. In order to assess the benefits of the Compressed Work Week (CWW), **CMBC** agrees to enter into a CWW arrangement on an experimental basis at Burnaby Transit Centre. It is understood that should the trial be successful at this location, the parties will extend the CWW on an experimental basis to other Transit Centres.

It will not be possible to proceed at OTC until we have a computer system in place to construct the schedules and process the payroll, due to the size of the operation. It is intended that as soon as a system is in place, this restriction will no longer remain as a barrier to the introduction of a CWW arrangement at OTC.

If a new computer system is not in place within one (1) year of the ratification date of this Collective Agreement, the CWW will be introduced at OTC on a limited basis utilizing the resources currently available.

2. The parties further agree that the criteria for measuring the success of the CWW will include cost savings to **CMBC** and improved working conditions (to be defined) for the Operators. It is understood that the calculation of cost savings will not include any start up administrative costs. However, it will include any additional ongoing costs that may arise exclusive to the administration of the CWW. It is also understood that working conditions may vary from Centre to Centre.
3. A Joint Committee consisting of two (2) representatives of **CMBC** and two (2) representatives of **CAW** Local 111 shall meet during the trial period(s) to review the cost savings and working conditions at each trial location. This committee will identify problems and implement solutions to ensure the CWW is successful in meeting the objectives set out above.
4. It is further agreed that although work rules have not been amended to facilitate the introduction of the CWW, the parties will consider amending the existing work rules to optimize benefits for both parties.
5. Individual Letters of Understanding will be developed for each Transit Centre, setting out the agreed terms and conditions specific to that Transit Centre.

Signed this 23rd day of February, 1995.

Letter of Understanding #37

Introduction of Compressed Work Week

FOR THE COMPANY:

Fred Cummings
Manager, Labour Relations

Tom Yang, Director
Operations Support

Don Redmond
Manager, NVTC

FOR THE UNION:

Eric Scott
President, ICTU Local 1

Dan Staschuk
President, ICTU Local 2

**LETTER OF UNDERSTANDING #41
NEW OPERATING CENTRES, COMPRESSED
WORK WEEK & LENGTH OF RUNS
(formerly LOU #75)**

It is understood that the introduction of Compressed Work Week arrangements at any one of the Operating Centres or the introduction of a new Operating Centre may have an effect on the percentage of straight runs at one or more Centres. In such cases, the Parties will meet to discuss the changes. **CMBC** will provide the Union with the pertinent details of any changes and the Union agrees to provide **CMBC** with its preference in regard to work assignments at each affected Operating Centre prior to the commencement of the run cutting process. Union preference in regard to work assignments will be one of the criteria upon which the new service will be run cut. If necessary, the Union agrees to provide relief from the current percentages as minimums.

Dated this 18th day of March, 1995.

FOR THE COMPANY:

Fred Cummings
Manager, Labour Relations

FOR THE UNION:

Eric Scott
President, Local 1

Dan Staschuk
President, Local 2

LETTER OF UNDERSTANDING #42
CASUAL LABOUR (SNOW REMOVAL)
(formerly LOU #1)

1 March 1985

Mr. G. R. Krantz, President, Local 2
5694 Imperial Street
Burnaby, BC V5J 1G2

Dear Mr. Krantz:

Re: Casual Snow Removal

This letter will remain in effect as long as mutually agreed.

The specifics of this classification are as follows:

1. The personnel will be hired on an "as and when" required basis for the purpose of snow removal only.
2. The rate of pay will be 65% of the hourly rate of the **Building Service Worker** classification as listed in the Collective Agreement, plus 20% in lieu of benefits.
3. The maximum hours of work will be thirty (30) hours in any one (1) week and seventy-five (75) hours in any one (1) calendar year.
4. Personnel in this classification will be covered by all the terms of the Collective Agreement except those as covered by items 1, 2 and 3 above.

Yours truly

J. G. Fraser, Manager
Metro Transit Operating Co.

G. R. Krantz
President, Local 2

LETTER OF UNDERSTANDING #43
MERGER OF HELPER/SERVICEPERSON CAW LOCAL 2200
(formerly LOU #11)

All Helpers shall become Service**persons** under the following rules:

- (a) All existing Helper positions shall be declared Service**person** (G) positions. The position of Helper shall be eliminated.
- (b) All existing Helpers shall be given preference according to seniority, in the filling of Service**person** (G) vacancies including the annual signup.
- (c) The rate of pay shall be that of a Service**person** as listed in the Collective Agreement and shall become effective July 10, 1987.
- (d) A Service**person** filling a Service**person** position with a (G) designation will be required to perform any duties incidental to garage work as defined in 'M' 10.02.
- (e) Initially, their Service**person** (G) seniority will place them at the bottom of the Service**person** seniority list except for annual vacation signup as outlined herein. For the purposes of Annual Vacation signup only, all employees who were Helpers as of the date of signing of this letter shall sign according to their Helper/ Service**person** seniority.

D. F. Jackman

G. Krantz

July 8, 1987

LETTER OF UNDERSTANDING #44
CASUAL LABOUR (Summer and Vacation Relief)
(formerly LOU #12)

The specifics of this classification are as follows:

1. The personnel will be hired on an "as and when" required basis during the period May 1 to September 15 inclusive to provide assistance and/or relief coverage for the following classifications:
 - (a) **Serviceperson**
 - (b) Labourer
 - (c) **Building Service Worker**
 - (d) **Automotive & Heavy Vehicle Partsperson**
2. Summer and Vacation Relief employees may not be required to possess a Class III with air driver's licence, nor drive buses. In the event that the **Employer** wishes these employees to drive, the **Employer** shall ensure that they are properly trained and licensed.
3. Summer and Vacation Relief employees assisting Automotive & Heavy Vehicle Partsperson shall not be required to be fully qualified in all aspects of the job classification.
4. The initial rate of pay shall be \$13.00 per hour effective April 1, 1988 and subject thereafter to any general wage increases. There shall be no entitlement to any welfare benefits.
5. Personnel in this classification will be covered by all the terms and conditions of the Collective Agreement except those covered by items 1, 2, 3 and 4 above.

Dated this 27th day of February, 1989.

FOR THE COMPANY:

R.I. Burrows
Manager
Maintenance & Engineering

R. G. Williams
Division Manager
Victoria Operations & Mtce

R. G. Warren
Labour Relations Supervisor

FOR THE UNION:

G. R. Krantz
President, Local 2

LETTER OF UNDERSTANDING #48
MINOR ON-ROAD BUS PROBLEMS
(formerly LOU #61)

It has been agreed among Maintenance management, CAW Local 2200, TMA/CUPE and Transit Control that the following define what a Transit Supervisor can do in the area of minor on-road repairs:

1. Tighten and adjust mirrors.
2. Reset emergency shut-down switch.
3. Start buses from the engine compartment.
4. Top-up engine coolant.
5. Clear fareboxes.
6. Check engine oil and transmission fluid levels, but not add oil or transmission fluid.
7. Cut trolley rope, and tie loose to other trolley pole.
8. Re-set radio.
9. Realign maxi-alarm photosensor units that may have been bumped out of alignment, and lean reflectors when dirty or wet.
10. Manually lower wheelchair lift in situations where it becomes stuck with a passenger on-board trying to leave the bus. Restore the lift, allowing the bus to continue with lift out of service.
11. Replace safety equipment - fire extinguishers, wheel blocks - as may be necessary on in-service buses. This shall be done on a rotation basis, with stock drawn from Stores through the regular process and carried in Supervisors' vehicles. Equipment issued by Transit Supervisors in this fashion shall be replenished from Stores through the regular process.
12. Carry and use a star wrench, screwdrivers, and pliers for the above adjustments and repairs.

Transit Supervisors are expected to refrain from the following:

1. Becoming parts delivery persons, except in emergency or critical situations where there may be no alternative.
2. Delivering mechanics to buses requiring repairs when there is any reasonable likelihood a second garage staff member or a shop truck may be required. There may be some circumstances where this assistance is sensible - nearby location, no garage staff available - and shall be acceptable, on an exception basis.
3. Accessing or interpreting engine diagnostic failure codes.
4. Replacing any bus parts such as mirrors, wiper blades, trolley ropes.

As well, Transit Supervisors shall be permitted to install and remove temporary bus stop signs redirecting passengers to stops off the normal route when there are ten or fewer signs involved, and the work is to be done outside normal working hours. Transit Supervisors may make up signs in an emergency situation when nobody else is available, while advising the bus stop crew as soon as possible thereafter, so that more permanent signage may be created and installed.

It is understood that any contemplated additions, alterations or deletions to these guidelines should be discussed with all affected parties, prior to implementation.

Signed this 16th day of March, 1995.

FOR THE COMPANY:

Alec Dawson
A/General Manager
Maintenance

Garry Gatley
Senior Labour
Relations Advisor

FOR THE UNION:

Eric Scott
President, ICTU Local 1

Dan Staschuk
President, ICTU Local 2

LETTER OF UNDERSTANDING #50
MODIFIED WORK WEEK JOINT COMMITTEE (LOCAL 2200)
(formerly LOU #51)

CMBC agrees to meet with the Union within one month of the ratification of a renewed Collective Agreement, to review the viability of introducing the Modified Work Week (MWW), or a variation thereof, at North Vancouver and Surrey Garages and Trolley Overhead. A trial MWW in these shops will be implemented within six (6) months of ratification. This time is necessary to compile sufficient information to establish the success of the MWW at those garages where the trials are currently in progress.

The Parties agree to form a Joint Committee to monitor the MWW at Oakridge, Port Coquitlam, and Burnaby garages. The Joint Committee will meet on a monthly basis and work from common data and a common data base to identify problems and recommend solutions to ensure the MWW at these locations is successful and is meeting the original criteria as set out in the original Letter of Agreement. The committee will also perform the same function for monitoring the MWW at North Vancouver and Surrey Garages and Trolley Overhead.

CMBC agrees to provide whatever information is necessary, in an agreed format, to assist the Joint Committee in analyzing the impact of the MWW.

The experimental period for the MWW, excluding **Heavy Fleet Maintenance**, shall be in effect until October 1, 1997. **CMBC** agrees to meet with the Union to discuss the reasons for discontinuing the MWW at any Garage, at least two (2) months prior to serving notice.

Amended this 16th day of March, 1995.

FOR THE COMPANY:

Garry Gatley
Senior Labour
Relations Advisor

Alec Dawson
A/General Manager
Maintenance

FOR THE UNION:

Eric Scott
President, ICTU Local 1

Dan Staschuk
President, ICTU Local 2

LETTER OF UNDERSTANDING #51
MODIFIED WORK WEEK - CAW LOCAL 2200
(formerly LOU #65)

This Agreement shall be the model for the Modified Work Week in all Maintenance Departments and shall not apply to Casual Relief employees referenced in Letter of Understanding #12.

All conditions of employment within the **Employer** and the Union's Collective Agreement shall be applicable unless specifically changed by this Letter of Understanding.

It is the intent of the Parties that entering into this Agreement shall neither enhance nor reduce any entitlement granted under the terms of the Collective Agreement, unless addressed and agreed upon in the body of this Agreement.

1. **WORKING HOURS**

The working day shall be any nine (9) consecutive hours of work, exclusive of lunch periods. A one-half (1/2) hour unpaid meal period will be scheduled at approximately the midpoint of a shift. Two (2) fifteen (15) minutes paid rest periods will be scheduled in the first and the last half of the shift.

2. **WORK WEEK**

- (a) Shall be any four (4) consecutive calendar days of work, followed by the next three (3) consecutive days as scheduled days off.
- (b) An employee's statutory holidays shall be integrated into the work year and will no longer be scheduled.
- (c) An employee who is either an X or an XX employee shall not work more than six (6) consecutive days without a day off. Work performed by an X or an XX employee on their fifth or sixth consecutive working day will be paid at 200% of the employee's straight-time rate.

3. **WORK YEAR**

A total of 1878.4 hours shall constitute a work year. Employees may be scheduled to work more or less than 1878.4 hours in a specific year. The balance of 1878.4 hours per year shall be achieved by rescheduling the employee's hours by mutual agreement of the employee and his supervisor.

4. **SALARY**

Employees shall receive the same rates of pay and be paid in the same manner as they are presently, regardless of their shift schedules. The **Employer** will ensure that the scheduled hours are balanced to the hours paid.

5. **OVERTIME**

- (a) Overtime shall be paid after nine (9) hours of work in a day at 200% of the employee's hourly rate following the employee's regularly scheduled shift.
- (b) All time worked on an employee's scheduled day off shall be paid in accordance with the Collective Agreement.

- (c) Hours worked to effect an exchange of days off, as described in 11(a) shall not attract an overtime premium.
- (d) If employees are called out for more than four (4) hours they will be paid one-half (1/2) hour in lieu of a meal at the prevailing overtime rate. Employees working more than nine (9) hours on a call-out will receive an additional payment of one-half (1/2) hour in lieu of a meal at the prevailing overtime rate.

6. VACATION ENTITLEMENT

Vacation entitlement shall be as per Article 'G' 9.02 of the Collective Agreement.

7. SHIFT AND SUNDAY PREMIUMS

The appropriate shift premium will apply for the respective full nine hour shifts. There will be no shift premium paid for any hours worked by day shift employees. Sunday premiums will apply only for the period from 00:01 to 24:00.

8. STATUTORY HOLIDAYS

Statutory holiday time will be put into a statutory holiday bank and drawn out on the basis of three (3) hours per pay period. No bank shall be permitted to have a negative balance.

9. WAGE PROTECTION PLAN

For the purposes of Article 12.00 - Wage Protection Plan, the maximum of seven and one-half (7 1/2) hours per day shall be replaced by a nine (9) hour maximum for employees working a modified work week.

For employees covered by this agreement, for a first or second absence in a calendar year, a doctor's visit and the accompanying medical certificate is required for absences which extend beyond four (4) days.

On the third and subsequent absences, employees will not be paid for the first 22.5 hours of lost time.

10. LEAVES OF ABSENCE

The Leave of Absence provisions in Article 11.00 of the Collective Agreement shall apply to these groups as they are written.

11. STAFFING ON STATUTORY HOLIDAYS

Employees normally scheduled to work on a statutory holiday who, by mutual agreement with their supervisor, reschedule their work to take the day off, shall choose one of the following options to make up the time:

- (a) Work equivalent additional hours at straight-time on scheduled days off, before or after regularly scheduled hours.
- (b) Use annual vacation entitlement.
- (c) Use equivalent hours from their overtime bank.
- (d) Use banked statutory holiday time.

The Burnaby Overhaul facility and the Trolley Overhead department will be closed on Christmas Day, Boxing Day and New Year's Day. Employees at these facilities who are working the MWW and who would normally be scheduled to work these days will choose one of the options above [(a),(b), (c), (d)] to make up pay for those days.

12. This Agreement is entered into by the Parties on an experimental basis and is subject to cancellation by either the **Employer** or the Union upon **ninety (90)** days written notice to the other Party.
13. The Parties agree that Maintenance Departments will be considered separately for the purposes of the continuation of this experiment.

Signed this 17th day of March, 1995.

FOR THE COMPANY:

Garry Gatley
Senior Labour
Relations Advisor

Alec Dawson
A/General Manager
Maintenance

FOR THE UNION:

Eric Scott
President, ICTU Local 1

Dan Staschuk
President, ICTU Local 2

LETTER OF UNDERSTANDING #52
MODIFIED WORK WEEK/INTERIOR CLEANERS
(formerly LOU #66)

All conditions of employment within the **Employer's** and the Union's Letter of Understanding re: the Modified Work Week experiment and the Collective Agreement shall apply to the Interior Bus Cleaners. In addition, any cancellation of the Modified Work Week experiment as provided in the Letter of Agreement shall also cancel this Addendum.

1. **WORKING HOURS**

The work day shall be any seven and one-half (7 1/2) consecutive hours of work, exclusive of lunch periods. A one-half (1/2) hour unpaid meal period will be scheduled at approximately the mid-point of a shift. As well, two (2) ten minute paid periods will be scheduled in the first and second halves of the shift.

2. **WORK WEEK**

The work week shall be any four (4) consecutive calendar days of work, followed by the next three (3) consecutive days as scheduled days off.

3. **WORK YEAR**

A work year shall consist of approximately 1,565 hours. Employees may be scheduled to work more or less than 1,565 hours in a specific year.

4. **SALARY**

Employees shall receive the same hourly rates of pay and be paid in the same manner as they are presently, regardless of their shift schedules.

5. **ANNUAL VACATIONS**

Vacation entitlements will be pro-rated to reflect the provisions of Article 'G' 9.02 of the Collective Agreement.

6. **STATUTORY HOLIDAYS**

Employees shall not normally work the statutory holidays outlined in Article 'G' 10.00 of the Collective Agreement, but shall be paid six (6) hours pay for each statutory holiday subject to the eligibility requirements contained in Article 'G' 10.00.

7. **WAGE PROTECTION**

For employees covered by this Modified Work Week experiment Addendum, for a first or second absence in a calendar year, a doctor's visit and the accompanying medical certificate is required for absences which extend beyond four (4) days.

8. **CANCELLATION**

This Addendum may be cancelled by either Party upon providing thirty (30) days written notice to the other Party. In the event the Addendum is cancelled, the employees shall revert to the five day, six hour per day schedule.

Letter of Understanding #52

Modified Work Week/Interior Cleaners

Signed this 17th day of March, 1995.

FOR THE COMPANY:

Garry Gatley
Sr. Labour Relations Advisor

Alec Dawson
A/General Mgr Maintenance

FOR THE UNION:

Eric Scott
President, ICTU Local 1

Dan Staschuk
President, ICTU Local 2

LETTER OF UNDERSTANDING #56
MASTERS AND CHIEF ENGINEERS MEETINGS
(formerly LOU #5)

Further to our recent discussions, it is agreed that meetings with Masters and Chief Engineers will be called annually. It is further understood that such meetings are not limited to once annually but may be called by mutual agreement to discuss matters of mutual concern.

Dated this 10th day of April, 1987.

For the **Employer**:

C.A. Spratt
Director, SeaBus

For the Union:

G. R. Krantz
President, ICTU Local 2

**LETTER OF UNDERSTANDING #57
FUTURE TEMPORARY EMPLOYEES
(formerly LOU #6)**

16 October 1981

Mr. G. McConnell
President/Business Agent
Amalgamated Transit Union
Local 101-134
4736 Imperial Street
Burnaby, BC
V5J 1C2

Dear Mr. McConnell:

Re: Future Temporary Employees

This will confirm the understanding we reached yesterday regarding the employment of temporary employees hired in the future.

1. Temporary employees will be employed as required for relief purposes or for work of a non-recurring nature.
2. Work will be distributed as equitably as possible between temporary employees.
3. It is understood that nothing in the foregoing constitutes a guarantee of continued employment as a temporary employee or a guarantee of subsequent regular employment.

The Company agrees that the maximum number of temporary employees at any given time will not exceed the following:

Mates/Controllers	4
Marine Attendants	<u>6</u>
	10

Sincerely yours

R.G. Warren
Labour Relations Officer
Metro Transit Operating Co.

LETTER OF UNDERSTANDING #58
DAY OFF TRADES - SEABUS
(formerly LOU #8)

9 March 1987

G. R. Krantz
President, Local 2
Independent Canadian Transit Union
5694 Imperial Street
Burnaby, BC V5J 1G2

Dear Mr. Krantz:

Re: Day Off Trades - SeaBus

The **Employer** is prepared to permit employees at SeaBus to trade days off subject to the following rules:

- a. All trades are not for payroll.
- b. Separate trade slips must be prepared for each shift or consecutive shifts and must be submitted twenty-four (24) hours in advance for approval by SeaBus management.
- c. The employees working the shift exchange will assume all responsibilities and duties, and any discipline incurred.
- d. Trades may be approved only for days off for scheduled work. Employees are not permitted to work trades while on Annual Vacation.
- e. Trades for "cash" are not allowed.
- f. Employees may only trade days off with other employees in the same job classification.
- g. Under no circumstances will an employee be permitted to work his full seven day layday period without a minimum of three days off.
- h. No employee will be permitted to make a trade that will result in that employee having less than an eight (8) hour rest period between watches.
- i. No employee will be allowed to trade when he has a positive layday balance in excess of forty-eight (48) hours, unless a request for a layday has been denied for the same time period.

Letter of Understanding #58

Day Off Trades - Seabus

Yours truly

Charles A. Spratt
Director - SeaBus
BC Transit

Gerry Krantz
President, Local 2
ICTU

Jon A. Gale
VP Industrial Relations
BC Transit

FOR THE COMPANY:

FOR THE UNION:

J. Poynter
Manager, SeaBus

Gerry Krantz
President Local 2, ICTU

R. Warren
Labour Relations Supervisor

Dated February 21, 1989

LETTER OF UNDERSTANDING #59
APPLICATIONS FOR LOA WITHOUT PAY
FOR OBTAINING OR UPGRADING CERTIFICATES
(formerly LOU #9)

8 March 1984

Mr. G. R. Krantz
President, Local 2
Independent Canadian Transit Union
5679 Imperial Street
Burnaby, BC V5J 1G1

Dear Mr. Krantz:

Re: Applications for Leave of Absence Without Pay for the Purposes of Obtaining or Upgrading
Certificates Issued by Transport Canada

Notwithstanding the provisions of Section 11.00 in Part 'G' of the ICTU Collective Agreement, the Company is prepared to consider applications for Leaves of Absence without pay for the purpose of obtaining or upgrading certificates issued by Transport Canada on the following basis:

1. An employee may be granted a Leave of Absence by the Company to attend classes in courses approved by it at the Pacific Marine Training Institute provided the employee:
 - (a) has a minimum Transport Canada approved accumulated sea-time necessary to write the appropriate Transport Canada examination;
 - (b) has been employed at SeaBus continuously for not less than twenty-four months; and
 - (c) has met the minimum educational qualifications, and/or the medical/physical requirements set by Transport Canada.
2. The Leave of Absence granted will have a duration commensurate with the length of the course, but may be cancelled by the Company where an assessment by the Institute of the employee's attendance or progress is unfavourable.
3. An employee requesting a Leave of Absence for the above purpose shall make application to the Division Manager, SeaBus, not less than thirty days in advance of the date the course is scheduled to commence and shall include with his application a copy of such documents attesting that he meets the qualifications set forth in 1(a) and 1(c) above.

4. It is understood that by applying for the Leave of Absence, the employee has given his commitment to complete the prescribed Transport Canada exam(s) to obtain or upgrade the certificate within six months following his successful completion of the course(s).
5. An employee whose Leave of Absence was cancelled will not have his application for further Leave of Absence for the above purpose considered before the expiration of twelve months following the date of cancellation.

Yours truly
J. S. Poynter

Manager, SeaBus

c.c. K. F. Mawdsley, B. Beattie, J. G. Fraser, D. G. Parker

LETTER OF UNDERSTANDING #60
WATCHKEEPING SCHEDULES - SEABUS
(formerly LOU #24)

The **Employer** agrees to seek and accept input from the Union in developing new watchkeeping schedules.

FOR THE COMPANY:

B. Kelly
Manager
North Vancouver/SeaBus

R. Warren
Labour Relations Supervisor

FOR THE UNION:

G. Krantz
President, Local 2

Dated March 15, 1989

LETTER OF UNDERSTANDING #61
TEMPORARY EMPLOYEES - SEABUS
(formerly LOU #32)

The following conditions will apply to the temporary employees working at SeaBus from October 8, 1991 until March 31, 1998, unless otherwise cancelled as provided for below:

1. Any temporary employee may work in any temporary vacancy provided he/she possesses the qualifications for the position (i.e. Controller/Mates may work as Marine Attendants, and Marine Attendants may work as Controller/Mates, provided they possess the necessary qualifications.)
2. Work will be distributed as equitably as possible between temporary employees. Temporary employees shall work no more than seven (7) consecutive days without two (2) days off.
3. Employees will be paid at the rate of pay applicable to the job they perform (i.e. when temporary employees work as Marine Attendants, they are paid at the Attendant's rate of pay for time worked in that position. Likewise, when temporary employees work as Controller/Mates, they are paid as the Controller/Mate's rate of pay).
4. It is understood that temporary employees will make themselves available for work when required.
5. This agreement is entered into by the Parties on an experimental basis and is subject to cancellation by either the **Employer** or the Union upon fifteen (15) days' written notice to the other Party.
6. This agreement is subject to ratification by the Union membership.

In the event this Letter of Understanding is cancelled by either Party, all terms and conditions of the Collective Agreement in force and all previous working practices shall be deemed to be in effect.

FOR THE **EMPLOYER**:

D. Redmond
Manager, NVTC & SeaBus

FOR THE UNION:

D. Staschuk
President, Local 2

LETTER OF UNDERSTANDING #62
FULL-TIME RELIEF WORKERS CAW LOCAL 2200/SEABUS
(formerly LOU #59)

This letter will serve to outline conditions of employment for a new category of workers at SeaBus referred to as Full-time Relief Workers. It is the intent of both Parties to this agreement that these new Full-time Relief Workers will be full-time employees for the purposes of the rights and benefits provided by the Collective Agreement, but also that they will make themselves available for work and will be assigned work on the same basis as the Temporary employees, except that they shall be given priority for work assignments in order to ensure they work, as much as possible, the equivalent of full-time hours. It is agreed that this letter is entered into on an experimental basis and may be cancelled by either Party as provided in item #10 below.

1. Full-time Relief Workers shall make themselves available for work on the same basis as the Temporary employees at SeaBus.
2. Full-time Relief Workers shall work at the equivalent of full-time hours and shall be entitled to all rights and benefits provided to Regular Full-time Employees at SeaBus, as outlined in the Collective Agreement.
3. Full-time Relief Workers shall be assigned work as equitably as possible to bring their hours up to the full-time equivalent before work is assigned to Temporary Employees.
4. (a) In the event that a Full-time Relief Worker works less than seventy (70) hours in a pay period, **CMBC** may draw up to two (2) hours from that employee's lay day bank to make up the shortfall.
4. (b) It is understood that from time to time, Full-time Relief Workers may be required to report for work for two (2) hours or more at straight-time on a day they do not have other work with **CMBC**, in order to bring their total hours worked in a pay period up to seventy (70) hours. **CMBC** will make reasonable efforts to reduce such occurrences to a minimum, but it is understood that employees shall report and perform this work when required under this provision.
5. Full-time Relief Workers shall perform work as assigned, including routine maintenance and painting related to SeaBus, and any other duties as may be required.
6. In the event that there is insufficient work for these Full-time Relief Workers, it is understood that one or more may be laid off.
7. The Parties shall maintain a system to include these Full-time Relief Workers in the overtime rotation after completion of seventy (70) hours in a pay period. It is understood that there may be errors made in overtime distribution due to this new system. As a result, the Parties agree that there will be no overtime pay claims due to errors attributable to the new system.

- 8. Should **CMBC** find it necessary to hire more than the total number of Full-time Relief Workers and Temporary Employees listed below, then **CMBC** will discuss the reasons for hiring more than this total with the Union prior to hiring such employees.

Full-time Relief Workers	6
Temporary Employees	<u>2</u>
TOTAL	8

- 9. It is further understood and agreed that nothing in this agreement shall be construed as limiting **CMBC's** right to hire more Temporary Employees up to the limits set out in the Collective Agreement or limiting **CMBC's** right to determine staffing levels and to reduce staff, should it be considered necessary by **CMBC**.
- 10. This agreement will remain in effect for the duration of the 1995 renewal Collective Agreement unless cancelled by either Party. In the event that this letter is cancelled, all Full-time Relief Workers shall revert to temporary status and all terms and conditions of the Collective Agreement shall apply as written.
- 11. It is understood that if one Party intends to cancel this letter prior to the expiry of the Collective Agreement, that the Parties will meet to discuss the reasons for the cancellation.
- 12. It is agreed that in the event that one or more Temporary Employees work 1820 straight-time hours in twelve (12) consecutive calendar months, the Parties to this agreement will meet to discuss the number of Full-time Relief Workers.
- 13. This agreement will be effective upon ratification of the 1995 renewal Collective Agreement and will replace the Letter of Agreement signed July 6, 1994.

Signed this 16th day of March, 1995.

FOR THE COMPANY:

Michael Madill
Labour Relations Advisor

Don Redmond
Manager, NVTC

FOR THE UNION:

Eric Scott
President, ICTU Local 1

Dan Staschuk
President, ICTU Local 2

**LETTER OF UNDERSTANDING #64
MEDICAL EXAMINATION**

The Employer may require an employee to have a full medical examination by a specialist of the employee's choice, where circumstances so warrant. The Employer will pay for the cost of the examination.

LETTER OF UNDERSTANDING #67
UNIFORM REVIEW COMMITTEE

The Employer agrees that input from operators and the Union in the introduction of new or redesigned clothing can help improve the practicality, comfort, and appearance of the operator's uniform. The Employer will meet with the Union to discuss options for improvements, and a way of getting operator input about potential changes. Criteria for decision will include appearance, comfort, cost, and durability. The Employer will make every reasonable effort to reach agreement with the Union before making a decision. Any changes will be phased in, as uniforms need replacing.

**LETTER OF UNDERSTANDING #69
EARLY INTERVENTION AND ACCESS TO SPECIALISTS**

The Company and the Union agree that early intervention is key to a successful rehabilitation program and expedient recovery.

The parties agree that the existing system allows for early intervention and access to specialists when cases are identified. However, closer monitoring and improved accessibility could lead to cost savings to the Plans.

Therefore, the parties agree to:

- (i) Ask the Trustees of the Health and Benefit Trust to investigate a more diligent process of assessing the need for access to specialists when early intervention becomes appropriate due to excessive waiting periods.
- (ii) In cases where disabled members are on long term disability waiting for a specialist, a certain treatment procedure, or a certain diagnostic procedure, the Trust may seek to procure an alternate specialist, treatment procedure, or diagnostic procedure. If the Trustees are able to procure such an alternate and if the member's physician approves, the Trustees may recommend the member avail himself or herself of such an alternate.

In the case that a member chooses not to avail himself or herself of such an alternate, then the member will cease receiving long term disability benefits after the conclusion of the normal recovery time period following the date the alternate was available.

For Coast Mountain Bus Company:

**Mike Madill
Director, Labour Relations**

**Anna Dean
Director, Operations (OTC)**

**Steve Woods
Director,
Infrastructure and Environment**

For CAW:

**Don MacLeod
President, CAW, Local 111**

**Joe Elworthy
President, CAW, Local 2200**

**Stu Shields
CAW National Representative**

Dated this 7th day of February, 2001

**LETTER OF UNDERSTANDING #70
DEDUCTIONS FROM STD & LTD BENEFITS PAYMENTS**

The Parties agree to review the current practices and procedures surrounding the payment and/or recapture of required employee contributions for benefits when such employee is in receipt of STD or LTD benefits.

For Coast Mountain Bus Company:

**Mike Madill
Director, Labour Relations**

**Steve Woods
Director,
Infrastructure and Environment**

**Anna Dean
Director, Operations (OTC)**

For CAW:

**Don MacLeod
President, CAW, Local 111**

**Joe Elworthy
President, CAW, Local 2200**

**Stu Shields
CAW National Representative**

Dated this 7th day of February, 2001

**LETTER OF UNDERSTANDING #72
LONG TERM DISABILITY PREMIUM RATE COMMUNICATION
TO THE TRUSTEES OF THE HEALTH AND BENEFIT TRUST**

The parties agree to send a joint letter to the Trust containing the following:

- 1) an outline of the changes to the benefits agreed between the parties;
- 2) a request that the Trust consider obtaining an actuarial valuation of the CAW LTD plan and a review of the premium level in light of the changes to benefits at the earliest economically practicable date.

For Coast Mountain Bus Company:

**Mike Madill
Director, Labour Relations**

**Steve Woods
Director,
Infrastructure and Environment**

**Anna Dean
Director, Operations (OTC)**

For CAW:

**Don MacLeod
President, CAW, Local 111**

**Joe Elworthy
President, CAW, Local 2200**

**Stu Shields
CAW National Representative**

Dated this 7th day of February, 2001

**LETTER OF UNDERSTANDING #74
CROSS JURISDICTIONAL REHABILITATION/RETURN TO WORK COMMITTEE**

The parties agree to establish a committee to address cross-jurisdictional issues related to rehabilitation and return to work initiatives and to jointly recommend the following to the CUPE Local 4500 and the OPEIU Local 378:

1. That the committee be a joint committee of representatives of CMBC, CAW, CUPE Local 4500 and OPEIU Local 378.
2. That the committee will consist of:

four (4) representatives of Coast Mountain Bus Company Ltd.;
two (2) representatives of the CAW;
one (1) representative of CUPE Local 4500; and
one (1) representative of the OPEIU Local 378.
3. That the committee address cross-jurisdictional issues related to rehabilitation and return to work initiatives.
4. The Parties shall be responsible for the costs of their own representatives.

For Coast Mountain Bus Company:

**Mike Madill
Director, Labour Relations**

**Steve Woods
Director,
Infrastructure and Environment**

**Anna Dean
Director, Operations (OTC)**

For CAW:

**Don MacLeod
President, CAW, Local 111**

**Joe Elworthy
President, CAW, Local 2200**

**Stu Shields
CAW National Representative**

Dated this 7th day of February, 2001