

**FOURTEENTH COMPONENT AGREEMENT**

between the

**GOVERNMENT OF THE  
PROVINCE OF BRITISH COLUMBIA**

represented by the

**PUBLIC SERVICE EMPLOYEE  
RELATIONS COMMISSION**

and the

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

representing employees of the

**ADMINISTRATIVE SERVICES  
COMPONENT**

Agreement signed this 13<sup>th</sup> day of April, 2006

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**NOTE:** Changes to the **Thirteenth** Component Agreement are indicated in the **Fourteenth** Component Agreement with **bold** type (except for **Headings**) or an asterisk (\*) where language has been deleted and no new text added.

## **ARTICLE 1 - PREAMBLE**

### **1.1 Purpose of Agreement**

Subject to the provisions of the Master Agreement entered into between the Province of British Columbia as represented by the **British Columbia Public Service Agency** and the B.C. Government and Service Employees' Union, the purpose of this Component Agreement is to maintain a harmonious and mutually beneficial relationship between the Employer and all employees in the Administrative Services Component and to set out the terms and conditions of employment for all employees included in the Administrative Services Component.

### **1.2 Administrative Services Recognition Day**

Administrative Services Recognition Day is the Wednesday of the last full week of April each year.

### **1.3 Elimination of Present Classification**

No existing classification shall be eliminated except by prior consultation with the Union.

## **ARTICLE 2 - UNION REPRESENTATIVES**

Upon receipt of written request, the Employer may allow time on the agenda of any course, seminar, or workshop held by the Employer for a Staff Representative from the Union to speak.

## **ARTICLE 3 - SENIORITY**

### **3.1 Ministry Seniority Units - Auxiliary Layoff and Recall**

(a) Pursuant to Clause 31.5 – *Layoff and Recall* of the Master Agreement, ministry seniority units shall be as outlined in Appendix 1 - *Ministry Seniority Units: Auxiliary Layoff and Recall*. Should it become necessary to amend Appendix 1 as a result of operational or organizational changes, the matter shall be referred to the Article 29 Ministry

Joint Committee for consideration and recommendation to the Component Bargaining Principals.

(b) Prior to such matters being referred to an Article 29 Ministry Joint Committee, written notification shall be provided to the Component Bargaining Principals.

### **3.2 Same Service Seniority Date**

When two or more regular or auxiliary employees have the same service seniority date and when mutual agreement cannot be reached, then seniority shall be determined by chance.

## **ARTICLE 4 - HOURS OF WORK**

### **(a) Preamble**

The Parties recognize the Employer's right to establish hours of operation to provide adequate service to the public and to fulfil the functions of the work unit. To this end, work schedules selected from Clauses 4.1 – **Standard Hours** , 4.7 – **Shift Operations** and 4.11 – **Modified Work Week** below, will be established pursuant to Article 14—*Hours of Work* of the Master Agreement.

### **(b) Terminology**

For the purpose of Article 4—*Hours of Work* of this Agreement the following definitions apply:

(1) "*Fixed location employees*" means those employees who spend all or the greater part of their time at a central work location where they generally perform their duties on a regular daily shift basis.

(2) "*Field employees*" means those employees who spend all or the greater part of their time away from their central work location. This term "field employees" is not synonymous to the term "field status" defined in the Master Agreement.

(3) "*Central work location*" means the place at which an employee normally receives their office correspondence and work assignments.

#### **4.1 Standard Hours**

(a) Except as otherwise provided, the standard work week shall consist of five consecutive days from Monday to Friday, inclusive.

(b) Except as otherwise provided, the work day shall be seven hours duration exclusive of meal period, and these hours shall be scheduled between 8:00 a.m. and 5:00 p.m.

#### **4.2 Meal Periods**

(a) Meal periods shall be scheduled as close as possible to the middle of the scheduled hours of work. The length of the meal period shall be agreed to at the local level and shall be not less than 30 minutes nor more than 60 minutes.

(b) An employee shall be entitled to take their meal period away from the workstation. Where this cannot be done, the meal period shall be considered as time worked.

#### **4.3 Clean up Time**

Employees shall be allowed reasonable time during the work day or shift for clean up purposes.

#### **4.4 Reporting to Work Location**

Where employees are required to report to a central location in order to be assigned their work location, their shift or work day shall commence from the time they are required to report for assignment.

#### **4.5 Employees in Field Camps**

Timekeepers and Construction Accountants who are temporarily assigned to remote and isolated locations and who work with the members of another component, shall have the agreement of the component having the largest representation in

the work unit apply to them with regard to hours of work, lieu days, overtime payment, days off, and any other provision specifically applicable to field crews.

#### **4.6 Field Employees**

The Parties recognize the historical flexibility of working hours performed by the field employee using their own discretion as to the most effective application of those hours to meet operational requirements. The Parties agree to the continuation of this practice.

(a) Except for recording vacation, sick leave, overtime and/or compensatory time off, and approved absences with or without pay, and unless specific job requirements necessitate it, the field employee will not generally be required to record their time.

(b) Time spent in travel in excess of the time spent in travel from the employee's residence to their central work location and return shall be considered as time worked.

#### **4.7 Shift Operations**

Where the hours of operation require employees to be scheduled for work outside the standard hours listed in Clause 4.1 – **Standard Hours**, shift schedules shall be established by mutual agreement at the local level. The shift patterns shall be either five days on and two days off or four days on and two days off unless otherwise agreed to by the Parties to this Agreement. Once the shift pattern and the length of the meal period have been agreed to, the length of the work day will be as required to meet the annual hours outlined in Clause 14.1 – **Hours of Work** of the Master Agreement. This clause shall not apply to those employees covered by Clauses 4.5 – **Employees in Field Camps** and 4.6 – **Field Employees** of this Agreement.

#### **4.8 Allocation of Shifts**

Where the Parties to this Agreement determine that shifts are to be rotated, such shifts shall be rotated on an equitable basis.

#### **4.9 Split Shifts**

No shift shall be split for a period longer than the regularly scheduled meal period. The application of this clause to employees described in Clause 4.6 – **Field Employees** shall be at their discretion.

#### **4.10 Scheduling Lieu Days**

- (a) Pursuant to Clauses 17.3 – **Holiday Falling on a Day of Rest** and 17.4 – **Holiday Falling on a Scheduled Work Day** of the Master Agreement, days off in lieu of paid holidays shall be scheduled by mutual agreement and taken within 60 days following the paid holiday.
- (b) If the lieu day is not taken within the 60 days, it shall be immediately scheduled on the vacation roster.
- (c) This Clause does not apply where the days in lieu of paid holidays are built into the shift pattern.

#### **4.11 Modified Work Week**

- (a) Where there is mutual agreement between the Union designate and the Employer's designate at the local level for a modified work week, work schedules may be arranged on one of the following bases:
  - (1) 4/3 – the work day shall be eight hours and 45 minutes.
  - (2) 5/4 – the work day shall be seven hours and 47 minutes.
  - (3) 5/5/4 – the work day shall be seven hours and 30 minutes.
  - (4) 5/5/5/4 – the work day shall be seven hours and 22 minutes.
- (b) The foregoing work schedules shall be subject to the following provisions:

- (1) It is understood that the implementation of modified work week work schedules is dependent on receiving confirmation from the Employer prior to implementation.
  - (2) There shall be equitable rotation of the extra days off as mutually agreed at the local level.
  - (3) Pursuant to Clause 14.3(b) – **Conversion of Hours – Vacation**, of the Master Agreement, for vacation purposes employees shall remain on the agreed work schedules and vacation entitlement shall be converted to hours. The scheduled daily hours shall be deducted from the vacation entitlement for each day of vacation taken.
  - (4) Pursuant to Clause 14.3(c) – **Conversion of Hours - Designated Paid Holidays**, of the Master Agreement, any shortfall arising from designated paid holidays falling within the schedule shall be scheduled by mutual agreement.
- (c) (1) The extra day off is scheduled by mutual agreement at the local level on Monday or Friday; or
- (2) is scheduled by mutual agreement within the applicable cycle in (a) above.

#### **4.12 Flex-time**

- (a) Pursuant to Clause 14.8 - **Flextime** of the Master Agreement, employees or groups of employees may be given the authority to work flex-time by mutual agreement between the Parties at the local level.
- (b) The averaging period for those employees on flextime shall be 70 hours per two week period.
- (c) The work day for those employees on flextime shall not exceed 10 hours.

### **4.13 Other Work Schedules**

The Parties recognize that there may be occasion, due to specific work needs, to grant approval for a work schedule which is contained in another Component Agreement. If there is mutual agreement between the component bargaining principals a Letter of Agreement, will be negotiated to reflect these special circumstances.

## **ARTICLE 5 - OVERTIME COMPENSATION**

### **5.1 General Provisions**

- (a) **Pursuant to Clause 16.6 – Overtime Compensation of the Master Agreement**, employees shall have the option of being compensated for overtime in cash or compensatory time off.
- (b) If the employee elects to take compensatory time off, such time off shall be scheduled by mutual agreement within 60 days from it being earned.
- (c) If mutual agreement on the scheduling of compensatory time off cannot be reached, the employee may elect, at any time after the 60 days, to receive cash payment for such unscheduled compensatory time off.
- (d) Where overtime is paid in cash, the Employer shall make every reasonable effort to make payment by the next pay period immediately following the month in which the employee opts for cash payment pursuant to (a) or (c) above, as the case may be.
- (e) Any overtime still owing at the end of the calendar year may be taken as compensatory time off at a mutually agreeable time prior to the end of the fiscal year. Should this become impossible, all outstanding overtime shall be compensated by monetary payment at the end of the fiscal year or upon termination, whichever occurs earlier.

## **5.2 Twenty-four Hour Camps**

Employees required to work in 24 hour camp operations shall be compensated with two days off and four straight time hours cash for each 24 hour day spent in camp.

## **ARTICLE 6 - ANNUAL VACATIONS**

### **6.1 Prime Time Vacation Period**

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

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

### **6.2 Vacation Preference**

(a) Preference in the selection and allocation of vacation time shall be determined within each work unit on the basis of service seniority. Where an employee chooses to split their vacation, their second choice of vacation time shall be made only after all other employees concerned have made their initial selection.

(b) Regular vacations shall have priority over carried over vacation time during the prime time vacation period.

### **6.3 Vacation Schedules**

(a) Vacation schedules will be circulated and posted by January 31<sup>st</sup> of each year. This date may be altered at the local level by mutual agreement of the local chairperson and

the Employer designate, but not later than March 1<sup>st</sup> of each year.

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

(c) An employee who voluntarily transfers to another work location where the vacation schedule has already been completed will not be entitled to exercise their seniority rights with respect to that vacation schedule. However, every effort will be made to grant vacation at the time of the transferred employee's choice.

(d) An employee transferred by the Employer shall maintain their vacation period and no other employee's vacation time shall be affected thereby.

(e) The Employer shall make every reasonable effort to contact employees who are absent in order to establish such employees' preference for vacation.

#### **6.4 Vacation Relief**

Where vacation relief is required, the Employer shall give regular employees the opportunity to substitute in higher paying positions and arrange for staff replacement at the lowest paying category.

### **ARTICLE 7 - TRAINING & CAREER DEVELOPMENT**

#### **7.1 Purpose**

It is recognized that it is in the mutual interest of Administrative Services Component employees and the Public Service of British Columbia that:

(a) a skilled workforce is maintained through timely and adequate training that is necessary to perform current responsibilities;

(b) developmental opportunities are made available in requisite skills, knowledge and experience areas which are not needed in an employee's present position but needed in potential future responsibilities or when replacing absent staff;

(c) developmental training is available to satisfy personal long-term educational goals utilizing after-hours time.

It is recognized that training and development activity is a joint responsibility shared between the Employer and the recipient employee.

All training and development opportunities are subject to the availability of individual Ministry training and development funding, Ministry training policies and operational requirements. All ministry training policies shall be posted by January 31<sup>st</sup> of each year or made available on request to employees.

## **7.2 Training**

(a) The Employer shall determine the training necessary for employees to perform the duties of their position.

(b) Such training may be in the form of in-service training, courses, seminars, demonstrations, conferences, refresher courses or on-the-job instruction as appropriate. Leave required for such training shall be in accordance with Clause 20.7 – **Leave for Taking Courses** of the Master Agreement.

## **7.3 Training Assistance**

(a) Employees shall be reimbursed for 100% of the tuition for job-related courses approved by the Ministry the guidelines for which are outlined in Clause 7.4 – **Educational Assistance** below.

(b) Tuition fees for approved courses which lead to a diploma or a degree shall be reimbursed in the amount of 75%.

- (c) Termination of employment will nullify any obligation of assistance by the Employer.

#### **7.4 Educational Assistance**

To qualify for reimbursement, an employee must be a regular employee upon enrollment.

To be approved, the courses described below must be related to the employee's present position or career development:

- (a) on-campus or extension courses taken for credit and given by accredited higher educational institutions;
- (b) correspondence courses taken from recognized schools;
- (c) vocational or business courses taken from recognized schools;
- (d) technical courses taken from recognized engineering/technical institutions;
- (e) seminars.

All applications for training assistance must be submitted prior to registration in the course.

The employee shall initially pay the tuition fees, with reimbursement provided on proof of successful completion of the program.

#### **7.5 Conferences and Seminars**

(a) Where practical, employees may be permitted to attend conferences and seminars in their respective fields at Ministry expense. Upon return from such conferences or seminars, the employee may be required to submit a report to the Ministry head concerned.

(b) Where an employee is, or will be, required to operate technical equipment or use new methods during the course of their duties and where seminars, demonstrations, or conferences are held pertaining to such technical equipment or new methods, the employee may attend such

demonstrations, conferences or seminars upon approval, by the Employer, of their application. Employees shall suffer no loss of basic pay as a result of such attendance.

(c) An employee who attends a conference, convention, seminar or staff meeting at the request of the Employer, shall be deemed to be on duty and, as required, on travel status.

#### **7.6 In-Service Examination**

(a) Employees shall be permitted to write any in-service examination required by the Employer, upon satisfactory completion of the necessary term of service and training programs. Employees who fail an in-service examination shall, upon request and where available, receive a copy of their examination paper and shall be eligible to be re-examined. This provision shall not apply to examinations set as a condition of initial employment.

(b) Eligible candidates participating in a posted competition for a regular position, and who are required to take an examination as a part of the competitive process, including the testing of keyboarding skills, shall be administered at no cost to the employee.

### **ARTICLE 8 - ON-THE-JOB TRAINING**

The local supervisor shall be responsible for providing job training to employees filling vacant or new positions.

### **ARTICLE 9 - SAFETY AND HEALTH**

#### **9.1 Supply and Maintenance of Equipment**

A regular employee shall not suffer any loss in salary in the event that they cannot carry out their normal duties by reason of the Employer failing to furnish or properly maintain equipment, machinery, or supplies or by reason of power failure or other circumstances occurring at the place of work.

## **9.2 Safe Working Conditions**

The Employer undertakes to maintain office furniture, equipment, etc., in a practical and safe condition in order to avoid injury to employees or damage to their attire. Employees, for their part and in their own interest, are expected to advise the Employer of any such potentially injurious equipment.

## **9.3 Survival First Aid Course**

Those employees who by the nature of their employment are required to work in remote isolated areas shall be given the opportunity to take a Survival First Aid Course at the Employer's expense. Any disputes arising from the application or interpretation of this Clause shall be referred to the Provincial Joint Occupational Health and Safety Committee for resolution.

# **ARTICLE 10 - CLOTHING AND EQUIPMENT**

## **10.1 Protective Clothing**

The Employer shall provide adequate protective clothing where the need arises.

- (a) This shall normally include smocks, laboratory coats, or coveralls where the employee's clothes may be soiled due to the work situation.
- (b) Where work is to be performed outdoors in inclement weather pursuant to (a) above, the necessary rainwear, parkas, or gloves shall also be made available.

## **10.2 Maintenance of Clothing**

- (a) It shall be the responsibility of the employee to maintain and clean washable apparel provided to the employee by the Employer.
- (b) Where the Employer requires other apparel to be worn which must be dry-cleaned, the Employer shall be responsible for dry-cleaning and maintenance.

(c) Where the Employer has a responsibility in (b) above, the Employer will pay an allowance of **\$25.00** per month, effective **April 16, 2006**, to the employee where arrangements have not been made for dry-cleaning and maintenance.

Note: Allowance will increase to:

- **\$25.50** per month, effective **April 1, 2007**
- **\$26.00** per month effective **March 30, 2008**
- **\$26.50** per month effective **March 29, 2009**

### **10.3 Union Label**

Upon depletion of existing stocks, all uniforms and clothing issued by the Employer shall bear a recognized Union Label.

### **10.4 Uniforms**

(a) The Employer shall provide the appropriate uniform or wearing apparel to any employee who is required to wear a uniform.

(b) The type of uniform or wearing apparel to be provided shall be determined by joint Union-Employer committees.

(c) The Employer agrees that for all clothing and equipment listed in **Appendix 2—Court Clerks--Supreme and Provincial Courts**, replacement will be issued upon presentation of worn-out articles.

### **10.5 Tools and Equipment**

The Employer shall supply all tools and equipment required to perform the work.

### **10.6 Lockers**

Where employees are required to change their uniform in the course of their normal duties, and where space is available, lockers which can be locked, shall be provided.

## **ARTICLE 11 - PAYMENT OF WAGES AND ALLOWANCES**

### **11.1 Vehicles**

If an employee is required to use their own automobile in the performance of their duties, the Employer shall ensure that the position posting or advertisement shall include this requirement.

### **11.2 Expenses Within Headquarters Area**

An employee in performing their duties within their headquarters area may claim unusual and/or extraordinary out-of-pocket expenses, subject to approval by the Employer. It is agreed that payment for out-of-pocket expenses is intended to include payment for meals where the situation warrants. It is not the intention to pay meal allowances where the employee can be reasonably expected to provide their own meal.

### **11.3 Entertainment Expenses**

When employees have occasion to entertain non-service personnel in the course of their duties, they shall, subject to prior approval, be reimbursed for reasonable expenses.

### **11.4 Standby**

(a) Employees required to standby shall be assigned standby on an equitable basis considering the qualifications of employees required.

(b) For employees in Forest Service warehouses, the Employer agrees to give at least 48 hours notice of standby assignment.

### **11.5 Damage to Personal Property**

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

reimburse the employee for the necessary repairs or replacement.

### **11.6 Safety Footwear**

Regular employees who are required by the Workers' Compensation Board Regulations or by the Employer to wear safety toe footwear in the performance of their regular duties shall, upon presentation of a receipt evidencing the purchase of same, be reimbursed in the amount of **\$61.00** effective **April 16, 2006**. Such reimbursement may be received only once per calendar year. Part-time regular employees shall receive this reimbursement on a pro rata basis.

Note: The Safety Footwear allowance shall be increased:

- **\$62.50** effective **April 1, 2007**
- **\$64.00** effective **March 30, 2008**
- **\$65.50** effective **March 29, 2009**

### **11.7 Property Negotiator Professional Fees**

Regular full-time employees classified as property negotiators who have completed their probationary period **and who are** required to maintain certification(s) by the *Expropriation Act* and their job description, **shall be reimbursed in full for annual membership or licensing fees (not to exceed 2005 fee schedule)**.

These certifications include:

- (a) A.A.C.I. designation by the Appraisal Institute of Canada
- (b) Certified Appraiser R.I.(BC) by the Real Estate Institute of British Columbia
- (c) In respect of partial takings only, SR/WA designation by the International Right of Way Association.

## **ARTICLE 12 - WORKLOAD**

### **12.1 Positions Temporarily Vacant**

(a) The Employer agrees that, except in the case of emergency, an employee's work load will not be increased as a result of positions being temporarily vacant due to illness, vacation, leave of absence, or any other reason.

(b) In such instances, the Employer shall give regular employees the opportunity to substitute in higher paying positions and arrange for staff replacements at the lowest paying category.

(c) Approval for release to a temporary assignment, where that assignment is a promotion, will not be unreasonably withheld.

### **12.2 Assignment of Work**

(a) The parties agree that it is essential to ensure that all employees be advised of their job expectations, duties and responsibilities.

(b) Where an employee is concerned that they cannot complete assignments and/or their work obligations, it is their responsibility to seek advice and direction from their local supervisor. The local supervisor will then provide direction to the employee, as necessary, on how to complete the assigned duties. This may include instructions on the priorities of the assigned duties.

## **ARTICLE 13 - PERSONAL DUTIES**

(a) It is understood by both Parties that work not related to the business of the Public Service should not be performed on the Employer's time.

(b) To this end, it is agreed that an employee will not be required to perform duties of a personal nature for supervisory personnel.

## **ARTICLE 14 - GENERAL CONDITIONS**

### **14.1 Return to Headquarters**

(a) Field employees on "*travel status*" as defined in the Master Agreement shall be afforded the opportunity of returning to their headquarters for a weekend at the end of a two week period at the Employer's expense.

(b) Travel time under this Clause shall be on the employee's time, and accommodation expenses for the weekend period, if any, shall be the employee's responsibility.

(c) The Employer shall determine the mode of transportation to be taken by the employee.

### **14.2 Travel Conditions**

The Employer shall consult with the employee whose duties require them to be absent from their headquarters for extended periods, and subject to operational requirements, shall allow the employee to travel at a time convenient to the employee.

### **14.3 Change of Work Location**

Except in the case of temporary assignment for the duration of less than one month, and except in the case of emergencies, the Employer shall give an employee two weeks advance notice prior to implementing any change in the employee's central work location.

## **ARTICLE 15 - TERM OF AGREEMENT**

### **15.1 Duration**

This Agreement shall be binding and remain in effect until midnight, March 31, **2010**.

### **15.2 Notice to Bargain**

(a) This Agreement may be opened for collective bargaining by either Party giving written notice to the other

Party on or after January 1, **2010**, but in any event no later than midnight, January 31, **2010**.

(b) Where no notice is given by either Party prior to January 31, **2010**, both Parties shall be deemed to have been given notice under this Clause on January 31, **2010** and thereupon Clause 16.3 of this Article applies.

(c) All notices on behalf of the Union shall be given by the President of the Union or a designate, and similar notices on behalf of the Employer shall be given by the **Deputy Minister** of the **British Columbia Public Service Agency**.

### **15.3 Commencement of Bargaining**

Where a Party to this Agreement has given notice under 16.2 of this Article, the Parties shall, within 14 days after the notice was given, commence collective bargaining.

### **15.4 Changes in Agreement**

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

### **15.5 Agreement to Continue in Force**

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

### **15.6 Effective Date of Agreement**

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

**FOR THE UNION:**

George Heyman  
President

Sandi McLean  
Component Chairperson

Lori Joaquin  
Member

Russell Katzer  
Member

Sheila Knight  
Member

Sarah Johnson  
Member

Darlene Thorburn  
Staff Representative

**FOR THE EMPLOYER:**

Laura Legh  
Senior Labour Relations  
Specialist, BCPSA

Paddy Bradley  
Senior Labour Relations  
Specialist, BCPSA

Sylvia Pang  
Labour Relations Specialist  
BCPSA

Anna Jaworski  
Manager, Strategic Human  
Resources  
Ministry of Energy, Mines &  
Petroleum Resources

Sonja Martins  
Assistant Director  
Strategic Human Resources  
Ministry of Environment

Joanne Pitzel  
Regional Director  
Court Services  
Ministry of Attorney  
General

Dated: **April 13, 2006**

**APPENDIX 1**  
**Ministry Seniority Units:**  
**Auxiliary Layoff and Recall**

**MINISTRIES**

- 1. MINISTRY OF ABORIGINAL RELATIONS AND RECONCILIATION**
  - (1) Victoria**
    - (a) Deputy Minister; Assistant Deputy Ministers' Offices; Corporate Services**
    - (b) Balance of Ministry**
  
- 2. MINISTRY OF ADVANCED EDUCATION**
  - (1) Victoria**
    - (a) Offices of the Deputy Minister and Executive Staff; Student and Strategic Services Division**
    - (b) Student Services Branch**
    - (c) Post Secondary Education Division**

Notwithstanding the above, for **(c)**, Clerk Stenographer R9's shall form one unit; OA-R6's and OA-R7's shall form two seniority units as follows:

      - (i) clerical**
      - (ii) typing/stenographic/word processing**
  - (2) Balance of Province - by geographic location**
  
- 3. MINISTRY OF AGRICULTURE AND LANDS**
  - (1) Victoria**
    - (a) Deputy Minister's Office; Assistant Deputy Ministers' Offices**

**(b) Risk Management and Competitiveness Division**

**(c) Strategy, Policy and Legislation Division**

**(d) Crown Land Administration Division**

Notwithstanding the above, OA-R6's and OA-R7's shall form two (2) units **on the following basis:**

- (i) clerical/accounting
- (ii) typing/stenographic/word processing

**(2) Farm Industry Review Board**

**(3) Balance of Province - by geographic location**

**INTEGRATED LAND MANAGEMENT BUREAU**

**(1) Victoria**

**(a) Associate Deputy Minister's Office; Assistant Deputy Ministers' Offices**

**(b) Strategic Initiatives Division**

**(c) Regional Client Services Division**

**(d) Corporate Resource and Information Management & Species at Risk Coordination Office Division**

Notwithstanding the above, OA-R6's and OA-R7's shall form two (2) blocks **on the following basis:**

- (i) clerical/accounting
- (ii) typing/stenographical/word processing

**(2) Balance of Province**

**(a) Regional Client Services Division by geographic location**

(b) **Balance of Bureau – by geographic location**

4. **MINISTRY OF ATTORNEY GENERAL AND MINISTER RESPONSIBLE FOR MULTICULTURALISM**

(1) BC Review Board

(2) Court Services

Regional Operations (Regional and District Offices including applicable headquarters offices shall be combined to form one unit where they share a common geographic location)

(a) Vancouver Island Region

1. Victoria (**includes headquarters and V.I. Regional HQ**)
2. Western Communities
3. Duncan
4. Courtenay
5. Campbell River
6. Nanaimo
7. Port Alberni
8. Port Hardy
9. Powell River

(b) Lower Mainland Area

1. Vancouver (includes Regional Headquarters), **Law Courts, Robson Square**
2. Richmond
3. North Vancouver
4. Sechelt
5. New Westminster (includes Regional Headquarters)

6. Port Coquitlam
  7. Surrey
  8. Chilliwack
  9. Hope
  10. Abbotsford
- (c) Interior Region
1. Kamloops
  2. Salmon Arm
  3. Vernon
  4. Kelowna
  5. Penticton
  6. Cranbrook
  7. Golden
  8. Nelson
  9. Rossland
- (d) Northern Region
1. Prince Rupert
  2. Terrace
  3. Smithers
  4. Prince George
  5. Quesnel
  6. Williams Lake
  7. 100 Mile House
  8. Dawson Creek
  9. Fort St. John
  10. Fort Nelson
- (3) Criminal Justice - by geographic location
- (4) Justice Services
- (a) Victoria
  - (b) Vancouver

- (c) New Westminster, Port Coquitlam, Maple Ridge, Coquitlam
- (d) Surrey, Langley
- (e) Chilliwack, Abbotsford
- (f) All other areas - by geographic location

**(5) Management Services Branch**

**(a) Finance and Administration**

**(i) Accounts**

**(ii) Payroll/Leave Management**

**(b) Information Technology Services - by geographic location**

**(c) Personnel Services - geographic location**

**(d) Rest of Branch - by geographic location**

**(6) Public Guardian and Trustee of British Columbia - by geographic location**

**(7) Policy, Planning, and Legislation; Communications; Corporate and Public Issues; Investigations, Inspections and Standards Office; Expropriation Board - by geographic location**

**5. MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT**

**(1) Victoria Headquarters - by Division**

Notwithstanding the above, OA-R6's and OA-R7's shall form two units as follows:

**(i) clerical**

**(ii) typing/stenographic/word processing**

**(2) Regions**

Seniority units shall be by geographic location within the Region with the following exceptions:

- (a) After Hours
  - (i) Vancouver After Hours Response Team and Provincial After Hours Line
  - (ii) Lower Mainland After Hours Response Team (New West)
- (b) **Provincial Services for the Deaf and Hard of Hearing**
- (c) **Maples Adolescent Centre; Youth Forensic Psychiatric Services by geographic location**
- (d) **Youth Custody Centres by geographic location**
- (e) Regional Personnel offices by geographic location

**6. MINISTRY OF COMMUNITY SERVICES**

- (1) Victoria
  - (a) Deputy Minister's Office
  - (b) **Mangement Services Division**
    - (i) Finance
    - (ii) **Strategic** Human Resources
    - (iii) Remainder of Division
  - (c) **Senior's, Women's, and Community Services Division**
    - (i) **Correspondence Branch**
  - (d) Local Government **Division**
- (2) Greater Vancouver
  - (a) University Endowment Lands
  - (b) **Senior's, Women's, and Community Services Division**
  - (c) Remainder of Ministry

- (3) Balance of Province - by geographic location

7. **MINISTRY OF ECONOMIC DEVELOPMENT**

- (1) Victoria

- (a) Deputy Minister's Office;  
Communications Division

- (b) Management Services Division, by  
Branch

- (c) Balance of Ministry by Division

Notwithstanding the above, OA-R6's and OA-R7's in Divisions (b) and (c) shall form two units as follows:

- (i) clerical

- (ii) typing/stenographic/word  
processing

- (2) Balance of Province - by geographic location

8. **MINISTRY OF EDUCATION**

- (1) Victoria

- (a) Offices of the Deputy Minister and  
Executive Staff; **Intergovernmental Relations**

- (b) Management Services

- (c) **Information; Achievement and  
Assessment**

- (d) Governance; **Funding**

- (e) **Accountability; Liaison; Initiatives**

Notwithstanding the above, Clerk Stenographer R9's shall form one unit; OA-R6's and OA-R7's shall form two seniority units as follows:

- (i) clerical

- (ii) typing/stenographic/word  
processing

(2) Balance of Province - by geographic location

**9. MINISTRY OF EMPLOYMENT AND INCOME ASSISTANCE**

Regions

(1) Vancouver Coastal Region – two units:

(a) Sechelt

(b) Vancouver, North Vancouver, Richmond, and all other ministry operations within the geographic area

(2) Fraser Region – four units:

(a) Coquitlam, Port Coquitlam, Maple Ridge, New Westminster, Burnaby

(b) Mission, Abbotsford, **Chilliwack**

(c) Hope

(d) **Surrey, Delta, Langley**

(3) Other Regions

Seniority Units shall be by geographic locations within the Region

(4) Victoria Headquarters

(a) Executive

Deputy Minister's Office; Assistant Deputy Ministers' Offices; Communications Division; Corporate Services Division

(b) Policy and Research Division – by branch

Notwithstanding the above, OA-R6's and OA-R7's, Clerk R9's and Clerk Steno R9's will form two units on the follows basis:

(i) clerical

(ii) typing/stenographic/word processing

(5) Regional Services Division – by branch

(6) Employment Division – by branch

Notwithstanding the above, for the Regional Services Division and the Employment Division, OA-R6's and OA-R7's, Clerk R9's and Clerk Steno R9's will form two units on the follows basis:

(i) **clerical**

(ii) **steno**

(7) Management Services Division

(a) Asset and Risk Management Branch

(b) Finance and Administration Branch

(c) Information Management Branch

(d) Information and Privacy Branch

(8) Vancouver Headquarters

(a) Finance and Administration Branch

(b) Information Management Branch

(9) Remainder of Province – by geographic location

**10. MINISTRY OF ENERGY AND MINES AND PETROLEUM RESOURCES**

(1) Victoria

(a) Deputy Minister's Office

(b) Balance of Ministry by Division

Notwithstanding the above, OA-R6's and OA-R7's in (b) above shall form two units as follows:

(i) clerical

(ii) typing/stenographic/word processing

- (2) Balance of Province - by geographic location

**11. MINISTRY OF ENVIRONMENT**

**(1) Victoria**

**(a) Executive – Deputy Minister’s Office, Assistant Deputy Ministers’ Offices, Executive Directors’ Offices**

**(b) Balance of Ministry – By Division, by branch**

**Notwithstanding (a) and (b) above, OA-R7’s, Clerk R9’s and Clerk Steno R9’s shall form two (2) units as follows:**

**(i) clerical**

**(ii) typing /stenographic/word processing**

**(2) Balance of Province**

**(a) Division, by geographic location**

**12. MINISTRY OF FINANCE**

Victoria

(1) Deputy Minister's Office

(2) Office of the Comptroller General

(3) Provincial Treasury and Registries

(4) Corporate and Ministry Support Services

(a) Financial Services and Administration

(b) Information Management Branch

**13. MINISTRY OF FORESTS AND RANGE AND MINISTER RESPONSIBLE FOR HOUSING**

**(1) Victoria**

**(a) Deputy Minister's Office; Assistant Deputy Ministers' Offices; Deputy Chief**

Forester's Office; **Mountain Pine Beetle Response Division – by Branch**

(b) **Operations Division and BC Timber Sales**

1. Compliance and Enforcement Branch; **Range Branch**
2. Protection Branch
3. **BC Timber Sales**

Notwithstanding the above, OA-R6's and OA-R7's **in (b) above** shall form **two seniority** units as follows:

- (i) clerical
- (ii) typing/stenographic/word processing

(2) **Forestry Stewardship Division**

- (a) Forest Analysis and Inventory Branch
- (b) **Forest Practice Branch; Research Branch; Tree Improvement Branch**

Notwithstanding the above, OA-R6's and OA-R7's shall form two units as follows:

- (i) clerical
- (ii) typing/stenographic/word processing

(3) **Corporate Services Division**

- (a) Strategic **Human Resources; Business Improvement Branch; Strategic Policy and Planning Branch**
- (b) **Financial and Management Services Branch**
- (c) **Information Management Group**

**(4) Tenures and Revenue Branch**

**(a) Aboriginal Affairs Branch; Economics and Trade Branch; Resource Tenures and Engineering Branch**

**(b) Revenue Branch**

Notwithstanding the above, OA-R6's and OA-R7's shall form two units as follows:

**(i) clerical**

**(ii) typing/stenographic/word processing**

**(5) Balance of Province**

**(a) Regional Offices - by geographic location**

**(b) District, Field and Branch Offices - by geographic location**

**(c) Protection Branch Offices - by geographic location**

Notwithstanding the above, OA-R6's and OA-R7's shall form two **seniority** units as follows:

**(i) clerical**

**(ii) typing/stenographic/word processing**

**OFFICE OF HOUSING AND CONSTRUCTION STANDARDS**

**(1) Housing Operations – by geographic location**

**(2) Rest of Department – Associated Deputy Minister's Office; Housing Policy; Building Policy; Safety Policies and Liaison**

**14. MINISTRY OF HEALTH**

**(1) Victoria**

**(a) Deputy Minister's Office; Associate Deputy Minister's Office**

**(b) Medical Services; Pharmacare**

**(c) Population Health and Wellness; Office of Provincial Health Officer**

**(d) Knowledge Management and Technology – except Vital Statistics Agency**

**(e) Strategic Initiatives and Corporate Services**

**(f) Clinical Innovation and Integration – except BC Ambulance Service; Strategic Policy, Legislation, and Intergovernmental Relations; Performance Management and Improvement**

**Notwithstanding the above, OA-R6's, OA-R7's, Clerk R9's and Clerk Steno R9's shall form one seniority unit across the Ministry**

**(g) Clinical Innovation and Integration - BC Ambulance Service**

**(h) Knowledge Management and Technology - Vital Statistics Agency**

**(2) Vancouver**

**(a) BC Ambulance Service**

**(b) Vital Statistics Agency**

**(c) Remainder of Ministry**

**Notwithstanding the above for (c) only, OA-R6's, OA-R7's, Clerk R9's and Clerk Steno R9's shall form one seniority unit across the Ministry**

(3) **Balance of Province – by geographic location**

15. **MINISTRY OF LABOUR AND CITIZENS' SERVICES**

(1) Victoria

(a) **Deputy Minister's Office**

(b) **Common Business Services**

1. **Procurement and Supply Services; Strategic Acquisitions and Intellectual Property Management**

2. **Financial Services; Corporate Accounting System; Information Systems**

(c) **Common Information Technology and Payroll Services**

(d) **Chief Information Office**

(e) **Service BC**

(f) **Associate Deputy Minister's Office; Policy and Legislation (Labour)**

(g) **Employment Standards Branch**

(h) **Workers' Advisers; Employers' Advisers**

(i) **Accommodation and Real Estate Services**

**Notwithstanding the above, Clerk Steno R9's shall form one unit; OA-R6's and OA-R7's shall form two seniority units as follows:**

(i) clerical

(ii) typing/stenographic/word processing

(2) Greater Vancouver

(a) **Procurement and Supply Services**

- (b) **Service BC**
- (c) Employment Standards Branch
- (d) Workers' Compensation **Appeal Tribunal**; Workers' Advisers; Employers' Advisers
- (e) **Accommodation and Real Estate Services**

(3) Balance of Province - by geographic location

**16. LIQUOR DISTRIBUTION BRANCH**

(1) Vancouver

- (a) Retail Services Administration; Human Resources; Finance; Distribution Administration
- (b) Information Services
- (c) Loss Prevention
- (d) Corporate Programs

**Notwithstanding the above**, OA-R6's, OA-R7's and Clerk Steno R9's shall form the following seniority units:

- (i) clerical
- (ii) typing/stenographic/word processing

(2) Field Operations - by geographic location

**17. MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL**

Corrections

(1) Headquarter Operations - Regional Community Services Operations (Regional and District Offices including applicable headquarters offices shall be combined to form one unit where they share a common geographic location)

- (a) Island **Coastal**

1. **Victoria Court; Western Communities; Saanich**
2. Duncan
3. Courtenay
4. Nanaimo
5. Port Alberni
6. Port Hardy
7. Campbell River
8. Powell River
9. **North Vancouver**
10. **Sechelt**
11. **Squamish**
12. **Island Coastal Regional Headquarters; Victoria Headquarters**

(b) **Vancouver Metro**

1. **Vancouver Court Office; Vancouver Intensive Supervision Unit**
2. **Vancouver East; Vancouver West; Vancouver South**
3. Richmond
4. Burnaby

(c) **Fraser Metro Region**

1. Delta
2. Langley
3. **Surrey North; Surrey South; Central Monitoring Unit**
4. **New Westminster**
5. **Coquitlam; Port Coquitlam; Port Moody**

(d) Interior **Fraser** Region

1. **Abbotsford**
2. **Castlegar**
3. **Chilliwack**
4. **Maple Ridge**
5. **Hope**
6. Kelowna
7. Penticton
8. Vernon
9. Cranbrook
10. Golden
11. Kimberley
12. Nelson
13. Rossland

(e) Northern **Interior** Region

1. Prince Rupert
2. **Kamloops**
3. Terrace
4. Smithers
5. **Merritt**
6. Prince George
7. Quesnel
8. Dawson Creek
9. Fort St. John
10. Vanderhoof
11. **Salmon Arm**
12. Williams Lake

(2) Institutions

(a) Vancouver Island Region

1. **Vancouver Island Regional  
Correctional Centre**

- 2. Nanaimo Correctional Centre
- (b) Lower Mainland
  - 1. **North Fraser Pretrial Services**
  - 2. Fraser Regional Correctional Centre
  - 3. Surrey Pretrial Services Centre
  - 4. Ford Mountain Correctional Centre
  - 5. Alouette Correctional Centre **for Women**; Administration Unit
  - 6. Fraser Community Supervision Program
- (c) Interior Region
  - 1. Kamloops Regional Correctional Centre
- (d) Northern Region
  - 1. Prince George Regional Correctional Centre
- (3) Commercial Appeals Commission; Liquor and Motion Picture Appeal Board
- (4) Community Justice Branch - by geographic location
- (5) Consumer Operations
- (6) Coroners; Parole Board - by geographic location
- (7) Film Classification Branch
- (8) Gaming Policy and Enforcement Division - by geographic location
- (9) Liquor Control and Licensing - by geographic location

- (10) Provincial Emergency Program - by geographic location
  - (11) Public Safety and Regulatory Branch - by geographic location
  - (12) Office of the Fire Commissioner - by geographic location**
  - (13) Office of the Superintendent of Motor Vehicles – by geographic location**
- 18. MINISTRY OF SMALL BUSINESS AND REVENUE**
- (1) Victoria
    - (a) Deputy Minister’s Office; Policy and Legislation Branch; Appeals and Litigation Branch
    - (b) Revenue Programs Division
    - (c) Strategic Initiatives and Administration Division
    - (d) Revenue Services Division
    - (e) Small Business and Regulatory Reform Division**
  - (2) Balance of Province - by geographic location
- 19. MINISTRY OF TOURISM, SPORT AND THE ARTS**
- (1) Victoria
    - (a) Deputy Minister’s Office and Assistant Deputy Ministers’ Offices**
    - (b) Arts and Culture Division**  
**- by Branch**
    - (c) Tourism, Heritage and Resort Development Division**

- by Branch

Notwithstanding the above, OA-R7's, Clerk R9's and Clerk Steno R9's shall form one seniority block across the Ministry

(d) Sport, Recreation and Volunteers Division

- by Branch

(2) Vancouver

(a) Deputy Minister's Office and Assistant Deputy Ministers' Offices

(b) BC Film Commission

(3) Balance of province – by geographic location

## 20. MINISTRY OF TRANSPORTATION

(1) Victoria

(a) Deputy Minister's Office and Assistant Deputy Ministers' Offices; **Human Resources Branch**

(b) **Finance and Management Services Department**

(c) **Highways Department**

(d) **Transportation Planning and Policy Department**

(e) Partnerships Department

(2) Balance of Province - by geographic location

## BOARDS AND AGENCIES

### 21. BOARD RESOURCING AND DEVELOPMENT

- by geographic location

### 22. B.C. HUMAN RIGHTS TRIBUNAL; OFFICE FOR CHILDREN AND YOUTH

- by geographic location

**23. BC MENTAL HEALTH AND ADDICTION SERVICES**

Riverview Hospital

**24. BC OIL AND GAS COMMISSION**

- by geographic location

**25. B.C. PENSION CORPORATION**

(1) Plan Policy and Program Development

(2) **Client Services**

(3) Finance, **Human Resources** and Executive Services

Notwithstanding the above, OA-R7's shall form two units as follows:

(i) clerical

(ii) typing/stenographic/word processing

**26. ENVIRONMENTAL APPEAL BOARD; FOREST APPEALS COMMISSION**

- by geographic location

**27. ENVIRONMENTAL ASSESSMENT OFFICE**

- by geographic location

**28. FORENSIC PSYCHIATRIC SERVICES COMMISSION**

(1) Vancouver

(a) Forensic Psychiatric Hospital

(b) Forensic Adult Clinics - Vancouver; Surrey; Fraser Valley

Notwithstanding the above, OA-R6's, OA-R7's, Clerk R9's and Clerk Stenographer R9's shall form two (2) seniority units as follows:

(i) clerical

- (ii) typing/stenographic/word processing
- (2) Balance of Province by geographic location
- 29. FOREST PRACTICES BOARD**
  - by geographic location
- 30. FRESHWATER FISHERIES SOCIETY OF B.C.**
  - (1) Victoria - Headquarters Operations
    - Notwithstanding the above, OA-R7's within the above shall form 2 units as follows:
      - (i) clerical
      - (ii) typing/stenographer/word processing
  - (2) Fisheries Hatcheries - by Hatchery
- 31. INTERGOVERNMENTAL RELATIONS SECRETARIAT**
  - Protocol and Events
    - (a) Branch Support Staff
    - (b) Tour Guides
- 32. ISLANDS TRUST**
  - by geographic location
- 33. OBL CONTINUING CARE SOCIETY**
  - (1) **Oak Bay Lodge**
- 34. PROVINCIAL CAPITAL COMMISSION**
- 35. ROYAL BRITISH COLUMBIA MUSEUM**
  - by geographic location
- 36. TILlicum AND VETERANS CARE SOCIETY**
  - The Lodge at Broadmead **and the Veterans Health Care Center**

**APPENDIX 2**  
**Court Clerks--Supreme and Provincial Courts**

Where the Employer requires Court Clerks to wear a uniform, the following will be provided:

2 black skirts or 2 pairs black slacks  
3 white shirts

The following will be supplied on an as-and-when-needed basis:

1 robe  
1 vest  
tabs

**\*APPENDIX 3**  
**Coordinator of Volunteers 1**

**\*APPENDIX 4**  
**Uniforms - Fire Commissioners**

**LETTER OF UNDERSTANDING 1**  
**Administration of Medication**

Pursuant to Article 9—*Safety and Health* of this Agreement, it is agreed that no employee covered by the Administrative Services Component shall be required to administer medication in the course of their duties, with the exception of employees required to perform first aid duties pursuant to the Workers' Compensation Act and Regulations.

Dated: September 30, 1986

**\*MEMORANDUM OF UNDERSTANDING  
BETWEEN  
BRITISH COLUMBIA PUBLIC SERVICE AGENCY  
(BCPSA)  
AND  
BCGEU ADMINISTRATIVE SERVICES COMPONENT  
(BCGEU)**

**Principles**

The parties agree certain issues relevant to employees covered by this Agreement have application across the public service.

As such, the parties agree that a joint Employer/Administrative Services Component Committee is an appropriate consultative forum to address issues which are not ministry, board or agency specific but which arise and have cross-ministry implications.

**Structure**

- (a) The Joint Committee shall be comprised of up to three appointees from each party. Where deemed appropriate, technical advisors may attend Committee meetings as deemed necessary by either party.
- (b) There shall be no loss of pay for Committee members who attend Joint meetings.
- (c) The Joint Committee shall meet at the call of either party at a mutually agreeable time and place.
- (d) An Employer representative and a Component representative shall alternate in presiding over meetings.

**Terms of Reference**

The terms of reference for the joint committee is to regularly consult about issues relating to the public service workplace which includes:

- (a) The review of changing workplace technology as it may affect employees covered by the Component Agreement;
- (b) Reviewing options which enhance career opportunities including in-public service, exchange programs and secondments;
- (c) Monitoring the effect of Clause 4.11 – Modified Work Week as negotiated in the 13<sup>th</sup> Component Agreement;
- (d) Reviewing the circumstances where employees covered by the Component Agreement are required to standby in conjunction with employees covered by other Component Agreements;
- (e) Where appropriate the Joint Committee may make recommendations to the Master Bargaining Principals concerning matters within its mandate;
- (f) Identification of public service workplace issues which may arise and would benefit from focussed consultation.

### **Jurisdiction**

The Committee shall not supersede the activities of any other committee of the Union or of the Employer and is not intended as a forum to address ministry specific issues.

(BCGEU)

(BCPSA)

Effective: April 1, 2001

**Amended: February 3, 2006**

**INTERPRETATIVE DOCUMENT**  
**Re: Administrative Services Component Clause 4.11**  
**Modified Work Week**

The purpose of this document is to provide guidance to the parties respecting the application of Clause 4.11 – **Modified Work Week**.

This requirement is based on the substantive changes made to Clause 4.11(a)(4) and (c) during negotiations leading to the 13<sup>th</sup> Agreement; specifically the introduction of the 5/5/5/4 cycle and the ability to schedule the extra days off on days other than Monday and Friday.

The intention of the parties when introducing the 5/5/5/4 cycle and greater scheduling flexibility for the extra day off, is to provide additional options where other cycles were not feasible, thus it precluded the introduction of a modified work week.

The parties agree the increased flexibility to schedule extra days off is not intended as an invitation for existing mutual agreement to be withdrawn for current hours of work agreements solely on that basis and absent bona fide rationale.

The parties at the local level may, with mutual agreement, revise current hours of work agreements consistent with all options contained in Clause 4.11 – **Modified Work Week**.

Any newly negotiated or revised modified work week agreements shall be copied to the Administrative Services Joint Committee Co-Chairperson.