

COLLECTIVE AGREEMENT

Parties to the Agreement:

**The Board of Education
School District No. 74 (Gold Trail)**

(hereinafter referred to as "The Employer")

and

Canadian Union of Public Employees (Local 173)
(hereinafter referred to as "The Union")

01st July 2019 – 30th June 2022



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PREAMBLE

The Employer and the Canadian Union of Public Employees (Local 173) recognize that the primary objective of the School District is to provide the best possible educational opportunities for all students of the District. Therefore, the Employer and the Union agree to work cooperatively within the terms of the collective agreement to achieve this objective.

1 - RECOGNITION AND NEGOTIATIONS

1.01 Recognition and Negotiations

The Employer or anyone authorized to act on their behalf recognizes the Union as the sole collective bargaining agency for its employees classified and covered by this Agreement. The Employer agrees to negotiate with the Union or anyone authorized to act on behalf of the Union, in any and all matters affecting the relationship between the parties to this Agreement.

1.02 No Other Agreement

No employee shall be required or permitted to make any written or verbal agreement with the Employer or the employee's representative which may conflict with the terms of this Collective Agreement.

2 - NO DISCRIMINATION

2.01 No Discrimination

The Employer agrees that there shall be no discrimination exercised or practised with respect to any employee by reason of grounds protected by the BC Human Rights Code nor by reason of the employee's membership in a Labour Union and the employees shall at all times and in like manner act in good faith toward the Employer.

2.02 Harassment

- a) The Union and the Employer recognize the right of employees to work in an environment free from harassment. Therefore, the Union and the Employer agree to cooperate in resolving any complaints of harassment which may arise in the work place. These complaints shall be addressed in accordance with Board policy and operational procedures, legislation, and the collective agreement as applicable.
- b) An employee may initiate a grievance regarding their complaint at Step 2 of the grievance procedure. Grievances under this clause will be handled with all possible confidentiality and dispatch.

3 - EMPLOYER'S RIGHTS

3.01 Management, Operation, etc. Vested with Employer

The management, operation, direction and promotion of the working forces is vested with the Employer, provided however that this will not be used for the purposes of discrimination against employees, nor be inconsistent with the provisions of this Agreement.

3.02 Selection and Discipline of Employees

The employer shall have the right to select its employees and to discipline or discharge them for proper cause, subject to the terms and conditions of the Agreement.

3.03 Criminal Record Check

All new employees shall be subject to a criminal record check prior to commencing active employment and thereafter in accordance with the Criminal Records Review Act. After commencing active employment, fees for reoccurring Criminal Records Checks will be borne by the employer.

4 - UNION SECURITY**4.01 Maintaining Membership**

Every employee who is now or hereafter becomes a member of the Union shall maintain the employee's membership as a condition of employment. Every new employee shall, upon the commencement of the employee's employment, become a member of the Union as a condition of employment.

4.02 Work of the Bargaining Unit

Any person who is not in the bargaining unit for which the Union is certified shall not perform any work that is normally done by employees who are in the bargaining unit for which the Union is certified.

4.03 Community Volunteers and Work Experience Programs

The following understandings will govern the use of Community Volunteers and Work Experience Programs:

- a) The use of Community Volunteers and Work Experience Programs shall not have an adverse impact on the job security of the Bargaining Unit;
- b) The use of Community Volunteers and Work Experience Programs shall not displace in full or in part or reduce the hours of work of any member of the Bargaining Unit, nor will it affect the creation of new jobs in the Bargaining Unit;
- c) If a dispute arises under this Article, it will be referred to the grievance procedure under Article 13.

4.04 Union Dues

The Employer agrees to the compulsory deduction of all Union dues and assessments. Said dues and assessments to be paid and deducted bi-weekly and forwarded to the Union Treasurer within ten (10) business days with a list of those paying dues, and the amount each pays.

4.05 Advise New Employees of Agreement

The Employer agrees to advise new employees that this Agreement is in effect and that the conditions of employment outlined in Article 4 "Union Security" apply. The Employer shall provide access to an electronic copy of the current Collective Agreement to all new employees.

5 - JOINT COMMITTEES

5.01 Bargaining Committee

A bargaining committee shall be appointed and consist of not more than four (4) members of the Employer (and one alternate) as appointees of the Employer and not more than four (4) members of the Union (and one alternate) as appointees of the Union. The Union will advise the Employer of the Union nominees to the Committee. The following additional provisions apply to the committee:

- a) Each party to this Agreement shall have the right to have the assistance of a representative when dealing or negotiating with the other party.
- b) In the event of either party wishing to call a meeting of the Committee, the meeting shall be held at a time and place fixed by mutual agreement; however, such a meeting is to be held not later than ten (10) days after request has been given unless varied by mutual consent.
- c) All matters of mutual concern pertaining to rates of pay, hours of work, working conditions, collective bargaining, etc., shall be referred to the Bargaining Committee for discussion and settlement.
- d) Any Union representative on this Committee, or the employee's alternate who is in the employ of the Employer, shall have the privilege of attending meetings of the Committee held within working hours without loss of remuneration, provided that the Employer has prior notice.

Representatives of the Union shall not be required to attend work on days when they attend meetings of the Committee.

5.02 Safety Committee

There shall be site-based safety committees comprised of representatives appointed by the Union, the Employer, and other employee groups, in accordance with WorkSafe BC Regulations.

5.03 Labour-Management Committee

A Labour-Management Committee shall be appointed and consist of not more than four (4) representatives of the Employer and not more than four (4) representatives of the Union. The Committee shall convene at the request of either party. The date, time and place of such meetings shall be by agreement of the parties and be held within two (2) weeks of said request.

5.04 Purpose of the Labour-Management Committee

The purpose of the Labour-Management Committee is to promote the cooperative resolution of workplace issues, to respond and adapt to changes in the economy, to foster the development of work related skills and to promote workplace productivity.

5.05 Service Improvement Fund

The Employer and Union agree that, commencing July 1, 2020, the \$15,000 of funding provided for in the 2019-2022 Provincial Framework Agreement, will be used to establish a Service Improvement Fund for all CUPE employees in the District. The Fund

will be used to provide access to professional learning opportunities on professional development days during the school year, to provide access to specific training agreed upon by the parties or additional hours of work. These opportunities will enhance the ability of employees to provide high quality service in their position in the district.

The Labour Management Committee will administer the Service Improvement Fund. Any remaining funds available at the conclusion of the year, will be rolled over to the following year. The district is under no obligation to expend more than the \$15,000 provided for by the Provincial Framework Agreement.

6 - SENIORITY

6.01 Seniority

a) Definition

Seniority is the length of service with the Employer and, except as provided for in Articles 6.03 and 10.04 with respect to relief employment, shall originate from the original date of commencing work in a regular position.

The Employer shall maintain a seniority list of all members of the bargaining unit showing the date of each employee's seniority. An up-to-date seniority list as at June 30th and December 31st shall be sent to the Union before July 31st and January 31st. Copies of this seniority list will be posted electronically and password protected.

Seniority shall operate on a bargaining unit-wide basis.

b) Seniority List

The parties agree that notwithstanding any provision of the collective agreement between them to the contrary there shall only be three seniority lists:

- i. a list of regular employees other than supervisors
- ii. a list of supervisors
- iii. a list of relief employees

c) An employee employed solely in the capacity of a supervisor shall accumulate seniority on the basis of the number of hours worked as a supervisor or in a relief position from the original date of commencing work in a regular supervisory position.

d) When a supervisor is the successful applicant to a regular non-supervisor position upon successful completion of the probationary period their seniority shall be effective from the date of commencing work in this position plus their seniority within the supervisor classification shall be converted and back dated to a calendar date based on the formula of one hundred and fifty two (152) hours worked being equal one (1) month of seniority, plus any days worked in a relief position within the preceding twelve months not already accounted for. The employee shall be moved to the regular employee seniority list.

6.02 Definition of Employees**a) Regular Employees**

Regular employees are those employees who have been assigned to a regular position and have completed probation in accordance with Article 6.03. This includes full and part-time employees.

b) Relief Employees

Relief employees are those employees who are employed to relieve employees absent due to sickness, vacation, leave of absence (as defined by Article 21) and for temporary workload relief (non-reoccurring, seasonal or project work).

6.03 Probationary Period - Seniority for Regular Employees

Employees appointed to non-supervisor regular positions shall be on probation for a period of sixty (60) working days from the date of appointment. During this probationary period, employees shall be entitled to all rights and privileges of this Agreement except Clause 9.02 "Method of Making Appointments", benefits and paid leaves. The employment of such employees may be terminated by the Employer at any time during this probationary period for lack of general suitability for continued employment. Upon successful completion of the probationary period, the employee shall be considered a regular employee.

At the completion of the probationary period, an employee shall have their regular seniority effective from the date of commencing work in the regular position plus any days actually worked as a relief employee. The date of commencing work where relief work is to be counted shall be determined by backdating the number of working days equal to those actually worked by the employee to the date of commencing work as a regular employee.

6.04 Seniority During Absence

If an employee is absent from work because of sickness, disability, accident, layoffs, or leaves of absence approved by the Employer, the employee shall not lose seniority rights.

6.05 Loss of Seniority

An employee shall only lose the employee's seniority in the event the employee:

- a) is discharged for just cause and is not reinstated;
- b) resigns, or retires, which is confirmed in writing and does not withdraw within twenty-four (24) hours;
- c) is absent from work in excess of three (3) working days without notifying the Employer unless such notice was not reasonably possible;
- d) is laid off with recall rights, not on an approved leave, and does not accept offered work for a minimum of six (6) shifts per year;
- e) is not on an approved leave and does not accept offered work for a minimum of twelve (12) shifts per year.

It shall be the responsibility of the employee to keep the Employer informed of the employee's current contact information.

6.06 Seniority During Transfers to Supervisory and Other Positions Not Covered by this Agreement

If an employee is transferred to a supervisory position or any other position not covered by this Agreement and does not complete the ninety (90) calendar day trial period, the employee may be returned to the employee's previous position in the bargaining unit and any employee displaced by the employee's return shall revert to the employee's previous position.

If an employee is transferred to a supervisory position or any other position not covered by this Agreement and remains in the position beyond the ninety (90) calendar day trial period, the employee shall retain the employee's seniority in the position from which the employee was transferred; however, such an employee may not be returned to the employee's previous position in the bargaining unit if the employee's return shall cause another employee to be bumped as a result of the employee's return.

All employees in the above mentioned situations shall pay Union dues and accrue seniority during the ninety (90) calendar day trial period. Following the trial period, these employees shall not accumulate any further seniority.

7 - INFORMATION TO EMPLOYEES AND CORRESPONDENCE**7.01 Introduction to Union Representative**

On commencing employment, the employee's immediate supervisor shall introduce the new employee to the employee's Union Steward or Representative.

7.02 Correspondence Between Union and Employer

The Employer agrees that any correspondence arising out of the Collective Agreement or incidental thereto shall pass to and from the Secretary Treasurer of the Employer, or their designate, and the Secretary of the Union, or their designate.

8 - LAYOFFS AND REHIRING**8.01 Layoff and Rehiring Procedure**

Both parties recognize that job security should increase in proportion to length of service. Therefore, in the event of layoff, employees shall be laid off in the reverse order of their seniority provided that the employees who are retained are competent to do the job.

8.02 Layoff Definition

Layoff shall be defined as the elimination of a position or a reduction in the number of hours. In the event the employee cannot accept an increase in hours, then the employee shall be laid off and the position posted.

The parties agree that employees employed to relieve absent regular employees and for temporary workload relief shall not be considered as being laid off at the end of their assignment. They shall revert to their former position unless the employee was in the layoff position previous to accepting the temporary position.

8.03 Notice of Layoff

The Employer shall notify employees in regular posted positions who are to be laid off, in writing, thirty (30) calendar days before the layoff is to be effective. If the employee laid off has not had the opportunity to work the number of days for which notice of layoff was given, the employee shall be paid for that period from the date of the layoff notice.

8.04 Bumping

An employee who is laid off shall be entitled to bump an employee with less seniority provided the employee is qualified and able to perform the duties of that position. If the junior employee holds more than one position, the senior employee may bump one or more of the positions held by the junior employee provided that the senior employee is qualified to perform the duties of that position(s).

The laid off employee, whether part time or full time, may bump either a part time or full time employee.

The employee shall exercise the employee's bumping right by informing the Employer of the employee's choice(s) within three (3) working days of receiving Notice of Layoff (as per 8.03 above). Where an employee declines to exercise the employee's right to bump, the right shall be forfeited for that layoff.

Where an employee exercises the right to bump and subsequently is unable to perform adequately the duties of the position, the employee shall have the right to bump only the employee with the least seniority whose position the employee is qualified and able to fill regardless of the number of hours of work or location of that position.

8.05 Continuation of Benefits

The Employer agrees to pay one hundred percent (100%) of all premiums for employee benefits provided under the terms of this Agreement for employees laid off and who are at the date of layoff covered by these plans for the one (1) month period immediately following layoff, provided the employee is not re-employed during this period. In the event of a layoff in excess of one (1) month, employees so affected will be given the right to continue their coverage through direct payments, provided the plans permit such coverage, for a period not exceeding six (6) months.

8.06 Recall

An employee who is laid off or bumped shall be recalled to the employee's former position when it becomes vacant. "Former position" shall mean the last regular position to which the employee was appointed by way of job posting or initial hire.

- a) Where a position becomes vacant and the former incumbent is no longer available or declines the recall, the vacancy shall be posted in accordance with Article 9.01
- b) Recall rights shall be maintained by an employee for a period of one (1) year.
- c) For the purpose of recall a laid off employee must provide current contact information and identify their preferred method of communication within the available options. The Employer shall provide the employee notice of recall using the employee's preferred method of communication. Lack of response within five (5) working days will be deemed to be a decline of recall.

- d) Recall rights will be lost when:
 - a. The recall period expires; or
 - b. An employee posts into a regular position, or
 - c. An employee declines recall to their former position.
- e) Relief positions will not be subject to recall.

9 - PROMOTIONS AND STAFF CHANGES

9.01 Job Postings

Prior to filling any position covered by the terms of this Agreement, the Employer shall notify the Union in writing. The posting notice shall be posted on the website and in all school district buildings during the school term, for a period of at least five (5) working days. During this period, Union members must apply in writing or electronically for the position. During winter, spring and summer breaks, postings will be posted in all school district buildings except schools and on the website for a period of ten (10) working days. Such notices shall contain information on the nature of the position, required knowledge and education, ability and skills, hours of work and wage or salary.

9.02 Relief Postings

- a) In the event of a relief vacancy in excess of thirty (30) working days that the Employer wishes to fill or in the event of the Employer establishing a position of a relief nature that will exist for more than thirty (30) working days, that vacancy (position #1) will be posted in the normal manner.
- b) Should a regular employee be the successful applicant for position #1, that employee's job (position #2) shall be posted as relief. Should a regular employee be the successful applicant for position #2 that employee's job (position #3) shall not be posted. Position #3 shall be available to regular employee with the required qualifications and ability on layoff first, then to relief employees.
- c) If the posted relief position again becomes vacant within thirty (30) days of the successful applicant commencing work, the next most senior person with the required qualifications and ability that had originally bid on the relief position will be awarded the vacancy. In the event that there is no other applicant with the required qualifications and ability who had originally bid on the position, the position shall be available to regular employees with the required qualifications and ability on layoff first, then to relief employees.
- d) At the end of the relief position, unless the former position has been eliminated or reduced in hours, the regular employees shall return to their former positions. There are no bumping rights at the end of relief postings.
- e) Employees in relief positions will be required to remain in the position until it is complete or it is successfully re-filled.

9.03 Method of Making Appointments

- a) Both parties recognize that job opportunity should increase in proportion to length of service. Therefore, in making staff changes, appointments shall be made of the applicant having the required qualifications, ability and seniority.

b) Trial Period

The successful applicant shall be placed on a trial basis for a period of fifty (50) working days. Conditional on satisfactory service such trial promotion shall become permanent after the period of fifty (50) working days. In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period, the employee shall be returned to the employee's former position without loss of seniority and at the prevailing rate of pay, and any other employee promoted or transferred because of the rearrangement of position shall also return to the employee's former position without loss of seniority and at the prevailing rate of pay. Trial periods shall only apply to regular employees who are changing classifications.

9.04 Union Notification

The Union shall be notified of all appointments, hires, layoffs, rehires, and terminations of employment.

9.05 Disabled Employee's Preference

Any employee covered by this Agreement who has given good and faithful service to the Employer and who, through advancing years or temporary disablement, is unable to perform the employee's regular duties, may be given the preference of any light work available at the salary payable at the time for the position to which the employee is assigned.

9.06 Transfers

By mutual agreement between the Employer and the Union, and after consultation with the employee, an employee may be transferred from one position to another in the same classification within the school district when:

- a. it is considered that the employee can better perform their position in a new situation, or
- b. where there is a temporary training opportunity, or
- c. in cases where there is a duty to accommodate, or
- d. where findings of workplace harassment or bullying have been made, or
- e. in other circumstances mutually agreed upon by the parties.

10 - RELIEF EMPLOYEES**10.01 Provisions of the Collective Agreement – Relief Employees**

- a) Relief employees shall be excluded from the following provisions of the Collective Agreement:

Articles: 8 - Layoffs and Rehiring
 16 - Sick Leave Provision
 18 - Vacation
 19 - Holidays
 20 - Supplementation of Compensation Award
 21.03 - Witness or Jury Duty

21.04 - Bereavement Leave

21.06 - Paternity Leave

24 - Severance Pay

- b) Relief employees working in posted positions will receive twelve percent (12%) in lieu of all benefits and paid leaves.
- c) Relief employees who are in posted relief positions for four (4) hours or more with a duration of eight (8) months or more, may, after ninety (90) continuous working days, choose to participate in the employer paid extended health plan, group life insurance and dental as per Article 17, or continue to receive the twelve percent (12%) in lieu payment as per Article 10.01(b). Employer paid benefits coverage will end at the conclusion of the posted position unless the employee chooses to pay for the premiums, which may be done for up to six (6) months.

10.02 Employment Standards Act

Relief employees who are not in posted position, or who are receiving employer paid benefits in accordance with Article 10.01(c), shall receive vacation pay, general holiday pay and pay on termination of employment in accordance with the Employment Standards Act.

10.03 Seniority - Relief Employee

- a) Relief employees shall become eligible for inclusion on the relief seniority list when they have completed ninety (90) days of work in the preceding twelve (12) months. The date of commencing work for seniority purposes shall be eighteen (18) weeks prior to the day on which the employee became eligible for inclusion on the relief seniority list.
- b) A relief employee who is employed to relieve a student supervisor shall accumulate seniority on the basis of the number of hours worked using the formula of seven (7) hours worked equals one (1) shift worked.
- c) A relief employee with seniority may use their seniority in applying for regular positions, posted relief positions or under Article 10.04. Postings will be awarded first to regular employees and then to relief employees.

10.04 Appointment of Relief Employees

- a) The Employer shall maintain a list of relief employees. It is the responsibility of each of these employees to advise the Employer of the employee's interest, the classification(s) of work the employee is willing to undertake and the locality(ies) in which the employee is willing to work.
- b) Relief employees must indicate their intention to be included on the relief list each year in September. Relief employees will be permitted to refuse up to three (3) call outs within a school year. Additional refusals may result in the relief employee being removed from the relief list for the remainder of the school year.
- c) The Employer shall be required to post relief positions of more than thirty (30) days.

- d) For relief work of thirty (30) days or less the Employer shall call employees in seniority order with the employee with the most seniority being called first, in the following sequence:
- i. Laid off employees
 - ii. Regular part time employees (including supervisors)
 - iii. Relief employees
- The first employee called who accepts the assignment shall be appointed.

11 - NOON HOUR SUPERVISORS

11.01 The following terms and conditions shall only apply to noon hour supervisors

- a) Noon hour supervisors, whose sole position is a noon hour supervisor, shall receive nine percent (9%) payment of their hourly rate in lieu of vacation pay, statutory holidays, and paid leaves of absence.
- b) It is recognized that administration and teachers may also provide noon hour supervision pursuant to the School Act.
- c) Seniority shall be accumulated on the basis of number of hours worked from the date of employment using the following formula: 152 hours worked = 1 month of seniority. When a noon hour supervisor is the successful applicant to a regular position, the employee's seniority as a noon hour supervisor shall be converted and backdated to a calendar date upon successful completion of the probationary period under clause 11.01 based on the formula outlined above.
- d) Part time employees who are successful applicants for the position of noon hour supervisor shall be subject to the terms and conditions of this Article for only the "noon hour supervisor" portion of their employment.
- e) Noon hour supervisors shall be excluded from the following provisions of the Collective Agreement:
 - Articles: 16 - Sick Leave Provision
 - 17 - Benefits
 - 18 - Vacation
 - 19 - Holidays
 - 20 - Supplementation of Compensation Award
 - 21.03 – For Witness or Jury Duty
 - 21.04 - Bereavement Leave
 - 21.06 – Paternity Leave
 - 24 - Severance Pay

12 - TERMINATION, DISCHARGE OR SUSPENSION**12.01 Discipline, Suspension or Dismissal**

An employee may be disciplined, suspended or dismissed only for just and reasonable cause and only by the Employer. When an employee is disciplined, suspended or dismissed, the employee shall be given the reason in the presence of the employee's Steward. If the employee is being suspended or dismissed, the employee and the Union shall also be advised promptly in writing of the reason for such suspension or dismissal.

Failure on the part of the Employer to comply with the above shall mean the employee shall be reinstated immediately and made whole, and all alleged charges of any misconduct shall be dismissed.

12.02 If Suspended for Unjust Cause

Should it be found upon investigation that an employee has been unjustly suspended or discharged, such employee shall be immediately reinstated in the employee's former position, without loss of seniority rating, and shall be compensated for all time lost in an amount equal to the employee's normal earnings during the pay period next preceding such discharge or suspension, or by any other arrangement as to compensation which is just and equitable in the opinion of the parties or in the opinion of the Board of Arbitration, if the matter is referred to such a Board. The onus of proving just cause for discharge or suspension shall be on the Employer.

12.03 Use of Records of Employees

The record of an employee shall not be used against the employee at any time after eighteen (18) months following suspension or disciplinary action, including letters of

reprimand or any adverse reports, providing the employee has no letter of reprimand or other disciplinary action for a full eighteen (18) month period.

Notwithstanding the foregoing paragraph, letters of reprimand or disciplinary action placed in an employee's personnel file as a result of an incident involving the safety of a child shall remain for a period of forty-eight (48) months.

12.04 Access to Personnel File

An employee shall have the right at any reasonable time to have access to and review the employee's personnel file in the presence of the employee's Steward and the Employer, and shall have the right to respond in writing to any document contained therein, such a reply becoming part of a permanent record. Upon giving reasonable notice to the employer, an official of CUPE Local 173 may also examine, in the presence of the employer, an employee's personnel record if authorized in writing by the employee.

12.05 Picket Lines

Just cause for discharge or any other form of disciplinary action by the Employer shall not include refusal of an employee to cross a legal picket line. However, services essential for the safeguarding of buildings and property will be maintained.

12.06 Right to Hearing

An employee who considers themselves to have been wrongfully or unjustly discharged or suspended shall be entitled to a hearing under Article 13, Grievance and Arbitration. Steps 1, 2 and 3 of the Grievance Procedure may be omitted in such cases.

12.07 Thirty (30) Days' Notice - Termination

Whenever possible, an employee who intends to terminate the employee's services with the Employer shall give notice in writing to the Employer to the extent of thirty (30) calendar days.

13 - GRIEVANCE AND ARBITRATION PROCEDURE**13.01 Grievance Committee**

The Employer acknowledges the right of the Union to appoint, or otherwise select, a Grievance Committee of three (3) employees, whose names shall be advised to the Employer.

The Employer shall also recognize Shop Stewards appointed or otherwise selected by the Union, whose duties shall be to investigate and to attempt to settle disputes before they are reported to the Grievance Committee.

Leave of absence, without loss of pay or loss of seniority, shall be granted to members of the Grievance Committee in order to investigate, and to discuss grievances with the Employer, provided suitable replacements are available.

13.02 Steps for Grievances

Should a dispute arise between the Employer and any employee regarding the interpretation, meaning, operation or application of this Agreement, including any questions as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, or should any other dispute arise, an earnest effort shall be made to settle the dispute in the following manner:

STEP 1 The aggrieved employee, together with the Shop Steward, shall attempt to settle the dispute with the employee's supervisor within twenty (20) working days of the date of the incident causing the employee's concern or the date the employee first became aware of the incident. The supervisor shall attempt to resolve the dispute within five (5) working days of being advised of the dispute.

STEP 2 Failing satisfactory settlement after the completion of Step 1, the Union will submit to the Secretary Treasurer a written statement of the particulars of the complaint and the redress sought. In an attempt to resolve the dispute, at the request of either party, a meeting shall be held with the Secretary Treasurer and the Union at which the employee may be present. In any event, the Secretary Treasurer shall render the Employer's decision within seven (7) working days after receipt of such notice.

STEP 3 Failing agreement being reached after completion of Step 2 the Union will notify the Secretary Treasurer, in writing, stating the grievance concerned. A meeting with the Employer Committee shall be arranged within fifteen (15) working days after receipt of such notice with the Union.

STEP 4 Failing settlement of the grievance within ten (10) working days of the completion of Step 3, either party to this Agreement may refer the dispute to Arbitration.

13.03 General Grievance

Where a dispute involving a question of general application or interpretation occurs, Steps 1 and 2 of this Article may be bypassed.

13.04 Replies to Grievances

Replies to grievances shall be in writing at all stages.

13.05 Facilities for Grievance Meetings

The Employer shall supply the necessary facilities for the Grievance Meetings.

13.06 Time Limits on Grievances

The time limits fixed in the grievance procedure may be extended by the consent of the parties to this Agreement.

13.07 Witnesses to Grievances

At any stage of the grievance procedure, the parties may have the assistance of the employee concerned as witness and any other witnesses, and all reasonable arrangements

will be made to permit the conferring parties to have access to any part of the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.

13.08 Sole Arbitrator

When either party requests that a grievance be submitted to arbitration, the request shall be made in writing addressed to the other party of the Agreement. If the parties cannot agree on the selection of an arbitrator the appointment shall be made by the Labour Relations Board upon the request of either party.

13.09 Arbitrations shall be final and binding to the parties to this Agreement, subject to the appeal process under the Labour Relations Code and unless varied by mutual agreement. In no case shall an Arbitrator have the power to change the terms of this Agreement.

13.10 Alternate Dispute Resolution

Grievances may, by mutual agreement, be submitted to alternate dispute resolution provisions of the Labour Relations Code, including expedited arbitration and mediation. Such decisions shall be of no precedential value unless agreed to by the parties. Costs of the process shall be shared equally between the parties.

14 - HOURS OF WORK**14.01 Hours**

The normal work week shall consist of five (5), eight hour days from Monday to Friday inclusive. The normal work week for office employees shall consist of five (5), seven hour days from Monday to Friday inclusive.

Notwithstanding any other provision of this Agreement, those employees who, of necessity, regularly work on Saturdays and Sundays shall have as rest days two (2) other consecutive days of the week. In the event Saturday and Sunday shall be considered working days then overtime rates shall not apply excepting for that time worked in excess of the normal work day.

14.02 Working Schedule

The Employer agrees, in consultation with the Union that the work schedule of each department shall be as outlined in Schedule B of this Agreement.

14.03 Minimum Hours

An employee starting work in any day and being sent home before completing four (4) hours of work shall be paid for four (4) hours. An employee reporting for work sent home before commencing work shall be paid for two (2) hours at regular rates.

This clause shall not apply to:

- a) Student supervisors and crossing guards
- b) Other positions as mutually agreed. Such agreement will not be unreasonably withheld.

14.04 Break Period

All employees shall be permitted a fifteen (15) minute rest period both in the first half and the second half of a shift of more than six (6) hours duration. If the shift is six (6) hours or less but more than two (2) hours duration one break period is permitted.

15 – OVERTIME**15.01 Overtime Rates on Weekdays**

All hours worked beyond the normal workday (as defined in Article 14.01) shall be deemed to be overtime. Employees shall be paid overtime at a rate of time and one half (1 1/2) the regular rate for the first two (2) hours and double time after two (2) hours in any one day or shift, Monday to Friday.

15.02 Overtime on Saturday and Sunday

All time worked on Saturdays and Sundays shall be paid at double the standard rate of pay for every hour worked.

15.03 Overtime Rates on Statutory Holidays

Any employee required to work on a statutory holiday shall be paid at double the standard rate of pay for every hour worked in addition to regular holiday pay.

15.04 Bus Drivers' Waiting Time

When drivers are away from home on co or extra-curricular trips, they shall be paid waiting time at straight time rates as follows:

- a) for split shift driving: all time between driving duties up to a maximum of 8 hours, during which time the driver shall be available for driving if required by the supervisor in charge of the trip;
- b) if required to drive a straight shift of less than 4 hours, a driver shall be paid waiting time to make up 4 hours of work.
- c) if not required to drive at all, the driver shall be paid 4 hours.

Bus Drivers on "waiting time" on a weekday after completion of the normal working day shall also be paid for one meal in accordance with Article 22.05.

15.05 Co and Extra-Curricular Trips - Bus Drivers

- a)
 - i. All co and extra-curricular trips required between the hours 9:30 a.m. and 2:30 p.m. Monday to Friday shall be offered according to seniority to those drivers working less than 8 hours per day.
 - ii. All other co and extra-curricular trips Monday to Friday, all weekends and holidays will be offered according to seniority. Drivers who are selected for these trips must give up their regular shift, except in case of emergency where no relief driver is available.
 - iii. Notice of such trips shall be posted for a period of two (2) consecutive working days during which period applications will be accepted. Such notice shall include schedule of driving and waiting times.

- iv. Seniority will apply on an area basis:
 - Ashcroft/Cache Creek
 - Clinton
 - Lillooet
 - Lytton
- b) Drivers on co and extra-curricular trips will be provided, where necessary, with adequate lay over with room and board supplied when away from home. Where possible, these arrangements will be made in advance.
- c) Bus Drivers assigned to regular bus routes who have completed their regular shift and who drive on co and extra-curricular trips after 11:00 p.m. shall not be required to report to work on the following day. This decision shall be at the driver's discretion, upon notification to the supervisor, reasonably in advance of the start of the regular shift.

15.06 Minimum Call Back Time

Every employee who is called out and required to work in an emergency outside the employee's regular working hours shall be paid for a minimum of four (4) hours at overtime rates except in the case of an alarm call out (see below) or where the call-out is immediately prior to the regular work shift (see below). The word emergency above is defined as the instance where an employee does not receive notification during the employee's regular working hours. The total time paid for multiple call outs (where the calls overlap) shall not exceed the total time had the employees worked continuously through these call outs.

An employee who is called outside the employee's regular working hours to attend to a security alarm shall be paid a minimum of two (2) hours at overtime rates between the hours of 8:00 a.m. and 12:00 midnight and a minimum of four (4) hours at overtime rates between the hours of 12:00 midnight and 8:00 a.m.

Where the call-out is immediately prior to the regular work shift, the employee shall be paid at overtime rates only for the time from the time of call-out and the beginning of the regular shift.

15.07 Sharing of Overtime

Where possible overtime and call back time shall be divided equally among the employees engaged in similar types of operations and who are qualified to perform the work that is available. This provision does not apply to driver maintenance and bus drivers. (See Article 15.05)

15.08 Overtime During Layoffs

There shall be no extended amount of overtime worked in any operation while there are employees on layoff in the same or similar types of operations and who are qualified to perform the available work.

15.09 Time Off in Lieu of Cash Payment

- a) In lieu of overtime pay, an employee may elect to take compensatory time off at the applicable overtime rate, by mutual agreement between the employee and the employee's supervisor.
- b) Flex time arrangements may be implemented by mutual agreement between the employee and the employee's supervisor. If the arrangement is for more than two (2) consecutive days, the Union will be notified within 24 hours. Overtime rates will not apply to these arrangements.
- c) The maximum amount of compensatory time off that can be banked is eighty (80) hours. This can be carried over from one calendar year to the next.

16 - SICK LEAVE PROVISION**16.01 Sick Leave Defined**

Sick leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick, disabled, exposed to contagious disease, dental, medical appointments or because of an accident for which compensation is not payable under the Workers' Compensation Act.

16.02 Amount of Sick Leave

Sick leave shall be granted to full time employees on the basis of one and one-half (1.5) days for every month of service. Sick leave for part time employees shall be prorated based on their hours of work.

In any one year when an employee has not had sick leave or only a portion thereof, the employee shall be entitled to an accrual of all the unused portion of sick leave up to a maximum of 200 working days for the employee's future sick leave benefits. A deduction shall be made from accumulated sick leave of all normal working days (exclusive of holidays) absent for sick leave as defined in 16.01 and Article 20 - Supplementation of Compensation Award.

16.03 Illness in the Family

- (a) Where an immediate member of the family of an employee who lives in the residence of an employee becomes ill and no one at home other than the employee can provide for the needs of the ill person, the employee shall be entitled, after notifying the employee's supervisor, to use a maximum of three (3) accumulated sick leave days per illness for this purpose, to a maximum of seven (7) days per school year (July 01 to June 30). Immediate members of the family shall be defined in Article 21, Clause 21.04.
- (b) Such leave will also be granted in the event of an immediate member of the family of an employee, who is not resident in the home of the employee, is suffering from a life threatening illness. The employee may be required to furnish proof of such illness.
- (c) In order to meet the requirements of the EI premium reduction program where enough sick leave is reserved solely for uses approved by the EI premium reduction program, the cumulative sick leave plan will be administered so that at least one day per month of paid sick leave is available only for an employee's

disability or while the employee remains at home because of pregnancy or to care for a new-born or newly-adopted child, or for care of a gravely ill family member; and that only sick leave in excess of this amount or in excess of seventy-five (75) days total accumulation will be used for other than approved reasons.

16.04 Proof of Illness

An employee may be required to produce a certificate from a duly qualified medical practitioner for any illness, certifying that the sick employee is unable to carry out the employee's duties due to illness. A request for a certificate shall not be made until after five (5) days of sick leave without reasonable grounds and will be made as early in the leave as reasonably possible.

The employee may be required to produce a certificate from a duly qualified practitioner certifying that the employee's relative is ill and requires attention. In the event of billing by the practitioner, the Employer shall pay such bills.

16.05 Sick Leave Credits During Leave of Absence

When an employee is given leave of absence without pay for any reason, or is laid off on account of lack of work and returns to the service of the Employer upon expiration of such leave of absence, etc., the employee shall not receive sick leave credit for the period of such absence, but shall retain the employee's cumulative credit, if any, existing at the time of such leave or layoff.

16.06 Sick Leave Record

A record of all unused sick leave will be kept by the Employer. Each employee shall receive a record from the employer of the employee's accumulated sick leave credit monthly. Any employee is to be advised on application of the amount of sick leave accrued to the employee's credit.

16.07 Accrued Sick Leave Payout

An employee having accrued sick leave to the employee's credit shall, on retirement after ten (10) years continuous service, receive a salary grant in lieu thereof, equal to such credit, to a maximum of sixty (60) days. In the event of death, any accrued sick leave cash bonus shall be paid to the employee's beneficiary, up to a maximum of sixty (60) days.

For the purposes of this clause, ten (10) month employees shall be considered to have been employees for one (1) year for each ten (10) months of employment.

If an employee is absent from work because of sickness, disability, accident, layoff or leave of absence approved by the Employer, the employee shall not lose the employee's accrued sick leave.

The parties agree that all existing employees that have fifteen (15) years' seniority as at the date of the signing of this memorandum of agreement shall be entitled to receive the sick leave benefit under Article 16.07 upon termination provided that they have completed twenty (20) years' continuous service.

16.08 Sick Leave Bank

A sick leave bank of up to two hundred fifty (250) days shall be maintained to provide sick leave for those employees who have exhausted their sick leave credits and remain in need of further paid sick leave.

A joint committee of two (2) each from the Employer and the Union shall administer the bank. Applications for withdrawals from the bank shall be made to the Secretary Treasurer of the Employer and forwarded to the committee.

Any withdrawal from the bank shall require majority approval from the committee as will any renewal if required. Applications for withdrawals shall be for ten (10) days at a time up to a maximum of forty (40) days for any one employee for any one illness.

Employees must have at least one year on the seniority list to participate in the sick leave bank.

When the bank reaches half level (125 days) a further assessment of .35 of one day per employee per pay period shall commence and continue until the maximum is again established.

Criteria for accessing the Sick Leave Bank shall be the following:

1. The condition is emergent (i.e. radiation, chemotherapy, dialysis).
2. The condition is life-threatening (imminently terminal).
3. Applications must arrive four (4) days prior to expiry of any regular sick time.

The decision of the joint committee is not grievable.

16.09 LTD

- a) All regular employees as defined by the Public Education Benefits Trust (PEBT) LTD Plan shall participate in the PEBT long-term disability plan. This shall be at no cost to the Employer or the employee. If the PEBT Plan does not define eligibility then regular employees working twenty (20) hours or more per week shall be eligible for LTD.
- b) The PEBT LTD plan shall be fully integrated with the sick leave plan so that an employee will be entitled to use their sick leave up to the date they are eligible to collect LTD at which time sick leave usage shall cease.
- c) While on LTD employees shall only be entitled to the following provisions of the agreement:
 - i. 6.05
 - ii. 17.01
 - iii. 17.02, 17.03 and 17.04upon payment of 100% of required premiums one (1) month in advance and subject to the provisions of the plans. These entitlements shall continue as long as the employee retains their status as an employee and shall not prejudice the Employer's review of that status.

16.10 Subrogation

- a) If the Employer pays, or is obligated to pay to an employee an amount of salary from sick leave credits, then the Employer shall have the right to be subrogated to the rights, powers, privileges and remedies of the employee to whom the payment is made in any claim or cause of action the employee may have for compensation for lost income against other parties to the extent of the amount paid or obligated to be paid by the Employer to the employee.
- b) Where an employee is involved in an accident and as a result is paid sick leave during absence from work, any sick leave compensation recovered from an insurer or court award shall be repaid by the employee to the Employer. The Employer shall thereupon reinstate the number of days of sick leave credit represented by the repayment.

17 – BENEFITS**17.01 Pension Plan**

The Employer and the Union agree that the Municipal Pension Plan shall be the pension plan and all eligible employees will participate.

17.02 Medical Insurance

- a) The Employer will contribute one hundred percent (100%) of the premiums of the Medical Services Plan of B.C. for all regular employees working four (4) hours or more per day.
- b) The Employer will contribute one hundred percent (100%) of the premiums for the provincial standardized Extended Health Benefits plan, for all regular employees working four (4) hours or more per day.
- c) In the case of absence for illness, the Employer's contribution for the above plans will be paid for a maximum of one year from the commencement of illness. Thereafter, and for the full period of any other absence, the employee may pay the full premiums through the Employer if the employee so desires, provided it is permissible under the plan.

17.03 Group Life Insurance

All regular employees shall participate in a mutually agreeable Group Life and Accidental Death and Dismemberment Insurance Policy and the Employer shall pay one hundred percent (100%) of the monthly premiums. The coverage in this article shall be at two times the annual salary plus accidental death and dismemberment.

17.04 Dental Plan

The Employer will contribute eighty percent (80%) of the premiums of the Dental Plans "A", "B", and "C". These plans pay one hundred percent (100%), fifty percent (50%), and fifty percent (50%) respectively of the dental bill and are applicable to regular employees

working four (4) hours or more per day. Plan C is for dependent children only with a lifetime maximum of fifteen hundred dollars (\$1500.00) per dependent.

17.05 Maternity Supplemental Employment Insurance Benefits (SEIB) Plan

- a) The objective of the plan is to supplement the employment insurance (EI) benefits received by workers for temporary unemployment caused by maternity leave.
- b) An employee may not use sick leave during maternity leave while this agreement is in effect.
- c) Employees must apply for EI benefits before SEIB becomes payable.
- d) Employees disentitled or disqualified from receiving EI benefits are not eligible for SEIB.
- e) Employees do not have a right to SEIB payments except for supplementation of EI benefits for the unemployment period as specified in the plan.
- f) The benefit level paid under this plan is to provide the difference between EI benefits payable and 95% of the employees' normal weekly salary for the first two weeks of the leave, and the difference between the EI benefits payable and 75% of the employees' normal weekly salary for a further 15 weeks. It is understood that in any week, the total amount of SEIB, employment insurance gross benefits and any other earnings received by the employees will not exceed 95% of the employee's normal weekly earnings.
- g) The maximum number of weeks for which SEIB is payable during a maternity leave of absence is seventeen (17)
- h) The employee must provide the employer with the proof that they are getting EI benefits or that they are not getting benefits for reasons specified in the plan.
- i) The employer will use the benefit stub to verify that employees are receiving EI benefits or other earnings.

18 - VACATIONS

18.01 Vacation Entitlement

After completion of each year of employment, employees shall be entitled to an annual vacation with pay on the following basis:

Length of Service	Vacation Entitlement
After 1 year	15 working days
After 6 years	20 working days
After 14 years	25 working days
After 19 years	30 working days

An employee's vacation entitlement shall accrue on a bi-weekly basis.

Part time employees shall have their vacation pay prorated to reflect the "full time" equivalent of the position.

Employees employed on a ten (10) month per annum basis shall be entitled to five-sixths (5/6) of the above mentioned vacation schedule. In lieu of vacation entitlement, such employees may, by mutual consent of both the Employer and the employee, receive on May 31st of each year, vacation pay equivalent to their salary at straight time rates for the period of their vacation entitlement.

Employees employed for a period of less than one (1) year shall receive, at the end of their term of employment, vacation entitlement on the basis of one-and-one quarter (1.25) days for each month of employment.

18.02 Preference in Vacations

The months of July and August will be the recognized normal vacation period, and where possible, vacations will be scheduled during those months. The needs of the employer may require that maintenance staff work July and August; however, vacations for maintenance employees may be arranged in any month of the year by mutual consent of the employee and the Employer. Employees who have more than four (4) weeks annual vacation entitlement, may elect to take that portion of their vacation in excess of four (4) weeks at a time other than July and August. By mutual agreement, vacations may be arranged in any month of the year. In the event of conflict of vacation date preference, the choice shall be determined by seniority of service.

18.03 School Days Not Worked

When a school or part thereof is closed on any normal working day (except during Christmas and Spring Break) during the school year, ten month employees excluding bus drivers, noon hour supervisors and crosswalk guards may, by mutual agreement, be granted a day off with pay and such days off granted shall be deducted from their annual vacation entitlement.

When part or all of a school is closed during Christmas and Spring Break, employees in the positions listed above are not required to work during these breaks and shall be granted days off with pay and such days off granted shall be deducted from their annual vacation entitlement. These employees may opt to take the days off without pay. This option will be made in writing to the Employer.

When a school or part thereof is closed on any normal working day during the school year, employees who are not required to work on those days shall be granted a day off with pay and such days off granted shall be deducted from their annual vacation entitlement. Employees without any accumulated annual vacation entitlement shall be given the day off without pay.

18.04 Vacation Carry Over

Employees, whose length of service exceeds one (1) year, shall be entitled, upon written request, to save and carry forward to the subsequent vacation period, a portion of their vacation entitlement up to a maximum of two (2) weeks and provided that at least two (2) weeks' vacation is taken during the twelve (12) months immediately following the vacation year. By mutual agreement between the employee and the Employer vacation carryover may be increased to three (3) weeks.

19 - HOLIDAYS

19.01 List of Holidays

All employees shall, after completion of thirty (30) days employment, receive one day's pay for not working on the following holidays:

New Year's Day	Queen's Birthday	Thanksgiving Day
Family Day	Canada Day	Remembrance Day
Good Friday	British Columbia Day*	Christmas Day
Easter Monday	Labour Day	Boxing Day

*(only applicable to 12 month employees)

or any other day proclaimed or declared by the Federal or Provincial Governments as a holiday.

19.02 Holidays on Non-Working Day

When a statutory holiday falls on a normal non-working day and no other day is declared in substitution thereof, employees shall receive a day off in lieu of the holiday, at their regular rate of pay; such day off to be taken by mutual agreement.

19.03 Holidays During Vacation Period

If a statutory holiday or declared holiday falls or is observed during an employee's vacation period, the employee shall be granted an additional day's vacation for each holiday in addition to the employee's regular vacation time.

19.04 Ten Month Employees

Ten month employees shall receive one (1) day's pay for Canada Day (July 1) but no other holiday during July and August, provided that the employee has completed thirty (30) days service before July 1st.

20 - SUPPLEMENTATION OF COMPENSATION AWARD

20.01 WorkSafe BC - Sick Leave

A regular employee prevented from performing the employee's regular work with the Employer due to an occupational accident or illness arising out of their employment with the school district that is recognized by WorkSafe BC as compensable within the meaning of the Act, shall have deductions of that portion of the pay not paid by WorkSafe BC made from the employee's sick leave entitlement for each day the employee is entitled to WorkSafe BC compensation, to a maximum of eight percent (8%) of their salary, provided the employee has the requisite number of sick leave days left to their credit, for a maximum of one (1) year.

20.02 WorkSafe BC - Wages

The Employer shall receive the WorkSafe BC cheque and shall pay this amount to the employee less normal deductions. In the event an employee has not sufficient sick leave entitlement the employee shall receive the WorkSafe BC cheque.

- 20.03** On expiry of the above one (1) year, an employee shall be entitled to maintain benefits under this Agreement, conditions of the benefit plans permitting, by paying both employee and Employer shares. This entitlement shall continue as long as the employee retains their status as an employee and shall not prejudice the Employer's review of that status.

21 - LEAVE OF ABSENCE

21.01 For Union Business

Leave of absence without pay and without loss of seniority shall be granted on request of the Union to employees elected or appointed to represent the Union on Union business where a suitable replacement is available. The Employer may limit leaves of absence for this purpose to five (5) consecutive work days per employee at any one time but such limitations shall be exercised reasonably.

21.02 Union Officers

The Employer, upon reasonable written notice from the Union, shall grant leave of absence without pay and without loss of seniority to one (1) employee who is elected or selected for a full time position with the Union or any of its affiliated bodies for a period of one (1) year. Such leave is to be reviewed on the same conditions each year during the employee's term of office, upon request of the Union.

21.03 For Witness or Jury Duty

Employees called as prospective jurors during their normal working hours will be paid for time lost due to the selection process.

Employees called to serve as a juror or subpoenaed as a witness shall be granted leave of absence with pay to cover the time lost. The juror or witness shall pay the Employer any monies received for such court duty for days on which leave has been granted. The Employee will present proof of jury or witness duty and the amount of pay received.

21.04 Bereavement Leave

An employee will be granted five (5) regular scheduled consecutive work days leave without loss of salary to attend the funeral of a parent, spouse, brother, sister, child, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law or grandchild. Reasonable leave of absence without pay and without loss of seniority will be granted for travel and/or estate affairs.

One half (1/2) day shall be granted without loss of salary or wages to attend a funeral as a pallbearer, provided such employee has the approval of the Employer. Should the funeral be out of town, a full day may be allowed with pay at the discretion of the Employer.

21.05 a) Maternity Leave

Employees shall be granted maternity leave in accordance with provisions of the British Columbia Employment Standards Act.

b) **Parental Leave**

Employees shall be granted parental leave in accordance with provisions of the British Columbia Employment Standards Act.

c) In the event of the reduction of the leave period under Pregnancy or Parental leaves under the British Columbia Employment Standards Act, the parties will immediately review this section to bring it into compliance with the time period contained in the Employment Insurance Act as of 05 May 2004.

21.06 Child Birth or Adoption Leave

Where an employee's spouse or common law partner gives birth, adopts or obtains legal guardianship of a child, the employee shall be granted up to five (5) days leave upon notification to the Employer.

The first two (2) days granted shall be with pay with the remaining days without pay.

21.07 Leave for Elective Office

When an employee is nominated as a candidate and wishes to contest a municipal, regional, provincial or federal election, the employee shall be given leave of absence, without pay and without seniority, during the election campaign. Should the employee be elected as a Member of Parliament or Member of the Legislative Assembly, the employee shall be granted a long term leave of absence without pay, employee benefits or seniority for a period of up to five (5) years or as mutually agreed by the parties.

Employees elected or appointed to municipal or regional district offices or public boards shall be granted leave of absence, with pay, up to a maximum of twenty (20) days in any one school year. Such days off granted shall be deducted from their annual vacation entitlement or from accumulated banked time.

21.08 Other Leave

The Employer may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause; such request to be in writing, reasonably in advance, to the Employer.

21.09 All leave requests under this article shall be in writing and shall give reasonable notice to the Employer considering all the circumstances of the leave. In cases of emergencies the written leave request may be submitted retroactively.

Employees returning from a leave of greater than thirty (30) days shall be required to provide a minimum of two (2) weeks' notice of their return.

22 - PAYMENT OF WAGES AND ALLOWANCES

22.01 Pay Days

The Employer shall pay salaries and wages bi-weekly in accordance with Schedule A attached hereto and forming part of the Agreement. Each employee shall be provided with an itemized statement of the employee's wages and deductions on each payslip.

All salary and wage payments shall be by direct deposit to a bank branch of the employee's choice.

Ten month employees may receive their vacation pay each pay cheque, or paid vacation at the end of the school term or vacation pay during July and August. This provision shall be at the option of the employee. It is understood that this election will result in no further costs to the Employer.

22.02 Vacation Pay

When specifically required by the employee, the Employer shall pay, at least seven (7) calendar days prior to the commencement of a vacation period, all wages or salary which will become due to the employee during the employee's vacation period.

22.03 Rate for Lead Hand

The Board may designate a Lead Hand who shall be responsible for employees working with the employee. The designated Lead Hand shall receive an allowance as specified in Schedule "A" to this Agreement. Where an employee has agreed to work with a student on a Work Experience program, the employee shall be designated as Lead Hand.

22.04 Automobile Allowance

An employee required to use the employee's own vehicle for authorized travel on School District business, shall be paid an allowance for travel in accordance with Board Policy.

22.05 Board Allowance

Employees shall be paid a meal allowance in accordance with Board policy where:

- a) the employee is required to travel out of district, or
- b) the employee is required to travel within the district and such travel is not a condition of employment.

22.06 First Aid Allowance

The Employer shall pay an allowance (as specified in Schedule "A" to the Agreement) to an employee appointed as a first aid attendant who must have an "Occupational First Aid Certificate" as per WorkSafe BC regulations and requirements.

The Employer will, upon successful completion of the Occupational First Aid Certificate Level 1 course, reimburse employees appointed as first aid attendant for the course fees, travel and accommodation (if required and with prior approval) and will grant leave of absence with pay. It will be the responsibility of the employee to:

- a) apply in advance for approval to take the course,
- b) apply for reimbursement of fees and costs,
- c) provide proof of payment of fees,
- d) provide proof of successful completion of the course.

If an employee so appointed holds an "Occupational First Aid Certificate Level 3", the employee shall be paid an additional allowance (as specified in Schedule "A" to this

Agreement.) All costs associated with obtaining the Level 3 certificate, will be borne by the employee.

23 - CLASSIFICATION OF NEW POSITIONS

- 23.01** New classifications created by the Employer and any change in existing classifications shall have the rate of pay set by mutual agreement of the parties to this Agreement. Using the Job Evaluation process these rates shall be jointly established by both parties prior to the positions being filled, in accordance with the Maintenance Agreement Letter of Understanding. In the event of failure by the parties to reach agreement, the position may be filled and a temporary rate established by the Employer, it being agreed, however, that this will not restrict the Union from proceeding to grievance.

24 - SEVERANCE PAY

- 24.01** If, as a result of the Employer ceasing all or part of the operation or merging with another Employer or if by reason of any change in the operation methods, the Employer is unable to provide work for a displaced employee with:
- a) two (2) to five (5) years service, in a comparable class of work, the employee shall be given thirty (30) days notice
 - b) six (6) to ten (10) years service, in a comparable class of work, the employee shall be given sixty (60) days notice
 - c) over 10 years service, in a comparable class of work, the employee shall be given ninety (90) days notice
- and severance pay on the basis of one (1) weeks pay, at the highest rate of pay obtained in the previous year of employment, for every year of completed service with the Employer.

25 - JOB SECURITY AND RESTRICTIONS ON CONTRACTING OUT

25.01 Job Security - Contracting Out

The Employer agrees that any work normally or presently performed by a person or persons in the bargaining unit, shall not be contracted or sub contracted out. No employee in the bargaining unit will lose the employee's job over any other work contracted or sub contracted out.

25.02 New Bus Runs

In the event a new school bus run should be introduced, the Employer shall retain the right to contract such new school bus run out. Such new run may only be contracted out on the basis the Employer cannot get a school bus to cover such run.

25.03 Capital Work Projects

Notwithstanding any other provisions in the Collective Agreement, the Board has the right to contract capital work projects.

26 - TECHNOLOGICAL CHANGE

26.01 Definition

In this article technological change means the purchase of equipment which would result in the laying off or retraining of any employees.

26.02 Advance Notice

When the Employer is considering the introduction of Technological Change, the Employer agrees to notify the Union as far as possible in advance of their intentions and to update the information provided as new developments arise and modifications are made. The notice shall be given in writing and shall contain pertinent data, including:

- a) the nature of the change;
- b) the date on which the Employer proposes to effect the change;
- c) the approximate number, type and location of employees likely to be affected by the change;
- d) the effects the change may be expected to have on employees' working conditions and terms of employment.

26.03 Consultation

Any such change shall be made only after the Union and the Employer have discussed the matter. The discussion shall take place within at least twenty-one (21) days from the Employer's notification to the Union.

26.04 Training

Approved training will be provided for a period not to exceed forty-five (45) working days unless mutually agreed to extend the time by both the Employer and the Union. The employee shall receive regular wages while training. Daily wages will not be reduced while the employee is involved in the approved training.

26.05 Rate Adjustment

An employee who is retained but whose position was affected will not suffer a reduction in pay or hours. If the rate for the new position is less than an employee's existing rate the rate will be red circled until the new job rate catches up.

27 – GENERAL

27.01 General

Wherever the singular or masculine is used in this Agreement, it shall be considered as if the plural or feminine has been used where the context of the part or parties hereto so require.

Wherever the word year is used in this Agreement it shall mean the school year from July 1 to June 30 unless otherwise defined.

27.02 Copyright Infringement

An employee who is instructed to copy material will not be held responsible for any copyright infringement violation.

27.03 Safety Footwear

Operations Department employees requiring safety footwear will be reimbursed the cost of the safety footwear upon presentation of an invoice to the supervisor. Appropriate footwear will be determined by mutual agreement between the employee and the supervisor. It is understood that this clause applies only once every twelve (12) months to a maximum of two hundred dollars (\$200.00).

27.04 Indemnification

The Employer shall either:

- a) defend an employee from claim for damages, or;
- b) indemnify and save harmless an employee from any damages or costs awarded against them and from any legal costs incurred by them as a result of any claim for damages arising from any acts or omission which arose out of the performance of their duties, including a duty imposed by any statute. The decision as to which of (i) or (ii) above is selected shall be determined by the Board. This defence/indemnification shall include the payment of any sum required and any legal costs incurred in the settlement of such action or proceeding provided the Employer's consent to settlement is obtained prior to the settlement.

Subsection (a) does not apply where

- a) an employee has, in relation to the conduct that is the subject matter of the action, been guilty of dishonesty, gross negligence or malicious or wilful misconduct, or
- b) the cause of the action is libel or slander.

The Employer may, by an affirmative vote of not less than 2/3 of all the members of the Board, pay:

- a) any sum required to indemnify an employee for a criminal prosecution, which prosecution arises out of the employee's performance of the employee's employment duties and
- b) costs necessarily incurred but the Employer shall not pay a fine arising from an employee's conviction.

The Employer may seek indemnity against an employee where:

- a) the claim for damages arises out of an employee's gross negligence, or;
- b) in relation to the action that gave rise to the claim for damages against an employee, the employee wilfully acted contrary to the terms of the employee's employment or an order of a supervisor.

27.05 Administration of Medication

If an employee is required to administer medication as per Board Policy on Administration of Medication and if the procedure is requiring medical expertise beyond the employee's capabilities, the employee shall be trained at the Employer's expense.

27.06 Falsely Accused Employee Assistance

When an employee has been accused of child abuse or sexual misconduct, as a result of their employment with the Employer, and

- a) an investigation by the Employer finds there is no foundation to the allegation(s); or
- b) the employee is acquitted of all criminal charges relating to the accusation; or
- c) an arbitrator, if applicable, considering discipline or dismissal of the employee finds that no discipline is warranted;

and where the Employer is satisfied that the employee is not guilty of inappropriate conduct for which discipline is justified, the employee may be entitled to assistance.

Any such assistance provided by the Employer shall be intended to expedite the employee's successful return to their duties. The assistance may include leave of absence with pay, as determined by the Employer after consulting with CUPE and shall include first priority for transfer to any vacant position requested by the employee for which they possess the necessary qualifications.

27.07 Agreement Printing


The cost of printing the collective agreement shall be equally shared by both parties and the Collective Agreement shall be posted on the Employer's website.

28 –TERM OF AGREEMENT

28.01 This Agreement, unless changed by mutual consent of both parties hereto shall be in force and effect from and after the first day of July 2019 and up to and including the thirtieth day of June 2022 and thereafter unless either party to this Agreement gives notice to commence collective bargaining in accordance with the Labour Relations Code of British Columbia. During the period of collective bargaining, this Agreement shall continue in full force and effect.

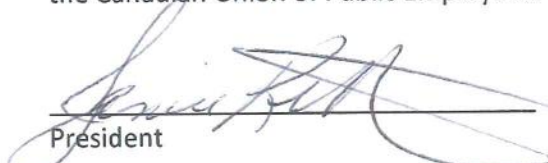
In witness whereof both parties hereto have executed this Agreement on the 20th of May, 2020.

Signed for and on behalf of the Board of Education of School District No. 74 (Gold Trail):


Chair


Secretary Treasurer

Signed for and on behalf of Local 173 of the Canadian Union of Public Employees:


President


Chair, Negotiating Team

rr-cope:491

School District No. 74 (Gold Trail)
Wage Schedule "A"
July 1, 2019 to June 30, 2022

POSITION	May 1 2019 +1.75%	July 1 2019 +2%	July 1 2020 +2%	July 1 2021 +2%
Aboriginal Student Support Worker	27.14	27.68	28.23	28.79
Accounting Assistant	28.00	28.56	29.13	29.71
Accounts Payable Clerk	25.60	26.11	26.63	27.16
After School Supervisor	23.18	23.64	24.11	24.59
Alternate School Worker	28.30	28.87	29.45	30.04
Before School Supervisor	23.18	23.64	24.11	24.59
Bus Driver	27.26	27.81	28.37	28.94
Cafeteria Worker	25.33	25.84	26.36	26.89
Carpenter	30.09	30.69	31.30	31.93
Chief Custodian	25.60	26.11	26.63	27.16
Courier	23.77	24.25	24.74	25.23
Crosswalk Guard	23.18	23.64	24.11	24.59
Custodial Shift Leader	24.38	24.87	25.37	25.88
Custodian	23.77	24.25	24.74	25.23
Custodian, 1 Custodian School	24.99	25.49	26.00	26.52
Education Assistant 1	27.14	27.68	28.23	28.79
Education Assistant 2	25.60	26.11	26.63	27.16

POSITION	30-Jun-19	01 July 2019 +2.0%	01 July 2020 +2%	01 July 2021 +2.0%
Electrician	30.75	31.37	32.00	32.64
Employee Relief Dispatch	24.99	25.49	26.00	26.52
First Aid Attendant (OFA 1) per month	530.60/year	75.00	75.00	75.00
First Aid Attendant (OFA 2) per month	100.00/month	120.00	120.00	120.00
Grounds Keeper	26.79	27.33	27.88	28.44
Grounds Worker	28.00	28.56	29.13	29.71
Hardware Software Technician	28.30	28.87	29.45	30.04
Lead Hand	0.72	0.73	0.74	0.75
Learning Centre Coordinator/Sec.	28.00	28.56	29.13	29.71
Library Clerk	23.18	23.64	24.11	24.59
Library Technician	22.98	23.44	23.91	24.39
Maintenance Foreman	29.22	29.80	30.40	31.01
Maintenance Worker/Labourer	26.18	26.70	27.23	27.77
Mechanic	31.90	32.54	33.19	33.85
Millworker	28.69	29.26	29.85	30.45
Noon-Hour Supervisor	23.18	23.64	24.11	24.59
Office Clerk	24.99	25.49	26.00	26.52
Operations Coordinator	28.00	28.56	29.13	29.71
Operations Foreman +10% premium	32.06 35.27	32.70 35.97	33.35 36.69	34.02 37.42
Painter	28.07	28.63	29.20	29.78

POSITION	30-Jun-19	01 July 2019 +2.0%	01 July 2020 +2%	01 July 2021 +2.0%
Payroll Assistant	28.00	28.56	29.13	29.71
Plumbing/HVAC Technician	29.28	29.87	30.47	31.08
School Secretary	27.39	27.94	28.50	29.07
Software Data Service Technician	28.30	28.87	29.45	30.04
Speech Language Pathology Assist.	27.14	27.68	28.23	28.79
StrongStart Early Learning Facilitator	26.19	26.71	27.24	27.78
Transportation Foreman	31.61	32.24	32.88	33.54
Utility Worker	25.33	25.84	26.36	26.89
Wide Area Network Technician	29.19	29.77	30.37	30.98

The pay equity plan will be maintained using the attached job evaluation maintenance agreement. Pay equity plan adjustments will be subject to continued government funding for pay equity.

SCHEDULE B – HOURS OF WORK

Any deviation of shift times for longer than two (2) consecutive working days must be agreed upon by the Employer and the Union.

Custodial Staff:

The normal work week shall consist of five (5), eight (8) hour days. No eight (8) hour shift shall be spread over a period longer than nine (9) hours with a maximum of one (1) hour off for lunch. The work shift must begin on or after 6:00 am and end on or before 11:00 pm. Custodians whose shift is five (5) hours or more will be provided one-half (1/2) hour paid lunch if commencing work after 2:30 pm.

Maintenance Staff (including Technology Staff):

The normal work week shall consist of five (5), eight (8) hour days. No eight (8) hour shift shall be spread over a period longer than nine (9) hours with a maximum of one (1) hour off for lunch. The working shift must begin on or after 6:00 am and end on or before 6:00 pm.

Mechanic:

The normal work week shall consist of five (5), eight (8) hour days. No eight (8) hour shift shall be spread over a period longer than nine (9) hours, between the hours of 6:00 am to 6:00 pm with a maximum of one (1) hour off for lunch.

Driver/Maintenance:

The normal work week shall consist of five (5), eight (8) hour days. No eight (8) hour shift shall be spread over a period longer than eleven (11) hours, between the hours of 6:00 am to 6:00 pm with a maximum of one (1) hour off for lunch.

Bus Drivers:

The normal work week shall consist of a regular bus route schedule on each day that schools are in session. No shift shall be spread over a period longer than eleven (11) hours, between the hours of 6:00 am and 6:00 pm with a maximum of one (1) hour off for lunch.

Office/Classroom Staff:

The normal work week shall consist of five (5), seven (7) hour days. No seven (7) hour shift shall be spread over a period longer than eight (8) hours with a maximum of one (1) hour off for lunch. The working shift must begin on or after 6:00 am and end on or before 6:00 pm.

Noon Hour Supervisors:

The normal work week will be one hour per day on days that schools are in session for a full day.

LETTER OF UNDERSTANDING #1**Re: Amalgamation**

Between: **Board of Education, School District No. 74 (Gold Trail)**

And: **Canadian Union of Public Employees, Local 173**

On 5 December 1997, the Board of School Trustees and CUPE Local 173 (formerly Locals 733 and 1040), signed a Letter of Understanding regarding Amalgamation. The following clauses from the original Letter of Understanding are applicable to the current Collective Agreement (numbering of original clauses has been retained):

4. d. Subject to Clause 6 of this Memorandum of Agreement, Article 28(e) (Dental Insurance Plan), and Article 28(f) (Extended Health Benefits Plan) of the current collective agreement between former School District No. 29 (Lillooet) and C.U.P.E. Local 1040 shall continue to apply for existing employees.
5. The parties will maintain a list of all Local 1040 employees as at January 1, 1998 which includes their names, classifications and wage rates.
6. In recognition by the parties of the current differences in wages and benefits between the two (2) collective agreements and the financial impact this may have on the C.U.P.E. Local 1040 employees, the following shall apply:
 - a. Effective January 1, 1998, the employees in Local 1040 shall have their wage rate red-circled as listed in Clause 5.a. of this Memorandum of Agreement. Such red-circling shall continue for three years, at which time it shall be reviewed by the parties.
 - b. If an employee who is red-circled, posts into another classification, the employee shall lose their red-circling protection and the applicable wage rates and benefits of C.U.P.E. Local 733 shall apply.
 - c. If an employee who is red-circled, posts into the same classification in the geographical area of C.U.P.E. Local 1040, the wage rates and benefits shall continue to be red-circled at the C.U.P.E. Local 1040 level.
 - d. If an employee who is red-circled, posts into a position in the geographical area of C.U.P.E. Local 733, the employee shall lose their red-circling protection and the applicable wage rates and benefits of C.U.P.E. Local 733 shall apply.
 - e. If an employee who is red-circled, due to a defined layoff, decides to bump, the following shall apply:

- i. if a bump is lateral (same classification), then the C.U.P.E. Local 1040 wage rates and benefits will continue to be red-circled. If the bump is into a position currently in the C.U.P.E. Local 733 geographical area, the C.U.P.E. Local 733 wage rates and benefits shall apply;
- ii. if the bump is into a different classification, regardless of location, the employee shall lose their red-circling protection and the C.U.P.E. Local 733 wage rates and benefits shall apply.

Further clarification of Clauses 6(b) & (d) was documented in a Letter of Understanding re. Temporary Summer Postings dated 19 June 1998 as follows:

If a former Local 1040 member posts into a permanent position then the former Local 733 rate shall apply.

If a former Local 1040 member who is on summer layoff, posts into a temporary position in the summer and then returns to their former position, there shall be no reduction from the Local 1040 rate to the Local 733 rate when he/she returns.

Original signed on behalf of:

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 74 (GOLD TRAIL)

CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 173)

LETTER OF UNDERSTANDING #2

Re: Article 16.09: Sick Leave/LTD Integration

BETWEEN: Board of Education, School District No. 74 (Gold Trail)

AND: Canadian Union of Public Employees, Local 173

1. Employees with 200 sick leave days banked as of July 1, 2006 shall be required to use the sick leave in their bank from the date of eligibility of the LTD plan (being day 121 as of July 1, 2006 to a maximum of 200 working days of their banked sick leave, whichever is lesser;
2. The parties agree that no one will be added to this group.
3. The parties will maintain a current list of eligible employees.

Original signed on behalf of:

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 74 (GOLD TRAIL)

CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 173)

LETTER OF UNDERSTANDING #3**Re: Education Assistants 1**

BETWEEN: Board of Education, School District No. 74 (Gold Trail)

AND: Canadian Union of Public Employees, Local 173

1. In the event that an Education Assistant 1's (EA1's) position is eliminated or the EA1's assigned hours in a regular position are reduced, the Employer:
 - a) May create a new EA1 position for the balance of that school year into which the employee shall be placed after consultation with the union so long as the position is reasonable considering the geography and affected employee's qualification and experience. The position shall be of equal or greater hours at an equal or greater pay rate.
 - b) May lay off the EA1 with the least seniority within the same geographical area and offer this position to the EA1 who is about to lose their position or hours and this EA1's hour and pay rate shall be maintained. The laid off junior employee has the right to bump the most junior EA1 in any geographical area or bump into a classification not covered by this Letter of Understanding.
2. Should the student(s) to whom the EA1 is assigned move to another school within the district, the employee shall be given the option of moving with the student.
3. Any affected employee shall have the option of accepting layoff for the remainder of the school year and/or be placed on the relief list if they do not wish to accept the position offered.
4. At the end of that school year any position created under paragraph 1 and continuing into the next school year, shall be posted and any employee affected, who has not already done so, shall be able to exercise their bumping rights.
5. The designated geographical areas shall be:
 - i. Ashcroft/Cache Creek/Clinton
 - ii. Lillooet
 - iii. Lytton
6. Postings after the first day of October of each school year will be filled on a relief basis until the end of that school year. EA1s who have a regular position may post into these relief positions if they can be added to their current assignment. If these postings are determined to be ongoing positions for the subsequent school year, they will be posted and filled in the usual manner.

Original signed on behalf of:

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 74 (GOLD TRAIL)

CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 173)

LETTER OF UNDERSTANDING #4**Re. Bargaining Unit Work**

Between: Board of Education, School District No. 74 (Gold Trail)

And: Canadian Union of Public Employees, Local 173

When issues of the application of bargaining unit work or contracting out arise, the following process shall occur:

1. School District No. 74 (Gold Trail) shall convene an initial meeting with member(s) of CUPE Local 173 Executive.
2. The requested work shall be explained in detail. The information shall include but not be limited to:
 - when the work shall occur
 - what work is to be included
 - who/what organization is concerned
 - who/what department of School District No. 74 (Gold Trail) is to be used.
3. At no time shall the above require or result in the elimination of a position(s) or the reduction in hours of any posted position.
4. The guiding principle of any agreement is the sharing of resources.
5. In an emergent situation the union shall be informed of any and all work that was performed.
6. A statement of services rendered/received shall be submitted for review to the union every six months, beginning from the date of signing of this Letter.
7. This Letter is subject to review and renewal annually.

Original signed on behalf of:

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 74 (GOLD TRAIL)

CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 173)

MAINTENANCE AGREEMENT #5**BETWEEN**

**SCHOOL DISTRICT NO. 74 (GOLD TRAIL)
and CUPE LOCAL 173
2 April 2001**

1.0 The Joint Job Evaluation Committee (JJEC)

- 1.1 There will be a Joint Job Evaluation Committee (JJEC) which shall have equal representation and participation from the employer and the local Union. The purpose of the Committee is to maintain the established Job Evaluation Plan.
- 1.2 The Employer and the Union shall each designate one of its representatives to act as Co-chairperson.
- 1.3 The Employer shall pay the cost of wages and benefits for three (3) Union members to attend JJEC meetings to a maximum of five (5) days per annum and the Union shall be responsible for any expenses incurred by its members.
- 1.4 Routine business decisions of the Committee shall be made by a simple majority. Job rating decisions shall require unanimous decision of the full Committee and shall be final and binding on the parties, subject to the reconsideration procedure set out in Article 2.2 and 3.3.
- 1.5 Either party to the Maintenance Agreement may engage advisors to assist its representatives on the JJEC. Any such advisor shall be entitled to voice but not to vote and shall not be considered to be a member of the Committee.

2.0 Maintaining the Job Evaluation Program

- 2.1 The Job Evaluation Plan will be used when reviewing and evaluating all existing or new jobs. The Union and the Board agree to adopt the following process:
 - 2.1.1 The Joint Job Evaluation Committee will divide all jobs into groups and will address approximately twenty percent (20%) of the jobs covered by the Plan in each subsequent year.
 - 2.1.2 Employees in the group of jobs subject to review in a given year will be surveyed to determine if any changes have occurred to their jobs since the job description was last revised.

- 2.1.3 The results of the survey will be reviewed by the Joint Job Evaluation Committee and if substantial change has occurred to a position, it will be re-evaluated in accordance with the established Job Evaluation procedure.
- 2.2 Whenever the employer changes the duties, responsibilities or qualifications of a job or the incumbent(s)/Union feel that the duties, responsibilities or qualifications of a job have been changed, or that the job description does not reflect the duties, responsibilities or qualifications of the job, the following procedures shall be followed:
- 2.2.1 The incumbent(s)/Union or the employer may request a job evaluation review by completing and submitting a *Job Evaluation Reconsideration Form*.
- 2.2.1.1 A maximum of three (3) job descriptions to be under review at any one time. This number can be increased by mutual agreement.
- 2.2.1.2 Reviews will be initiated within thirty (30) days of the written request whenever possible.
- 2.2.2 Upon receipt of a completed *Job Evaluation Reconsideration Form*, the Committee shall proceed to gather accurate, up-to-date information on the job. The gathering of information shall involve requesting the incumbent(s) and supervisor to complete an up-to-date *Job Analysis Questionnaire*. Where further information is required, interviews shall be held with incumbents and/or supervisors and/or visits to the job site.
- 2.2.3 Where it has been determined by the JJEC that the job description has changed, the job shall be rated by the JJEC. The incumbent(s) and supervisor shall be advised of the Committee's decision per the *Advice of Rating Form*. The rating of the job shall determine the pay rate for the job.
- 2.2.4 a) If the job is rated at a pay band higher than the existing pay band, the incumbent's rate of pay shall be adjusted retroactive to the date the *Job Evaluation Reconsideration Form* was submitted.
- b) If the job is rated at a pay band lower than the existing pay band, all incumbents of such job shall be identified as "Red-Circled" and shall continue to receive all negotiated increases.

New Jobs

- 2.3 Whenever the employer wishes to establish a new job, the following procedures shall apply:
- 2.3.1 The employer shall prepare a job description and establish a temporary pay rate.
- 2.3.2 After six (6) months from the appointment of an incumbent to the job, the incumbent(s) and the supervisor shall complete a *Job Analysis Questionnaire* which

shall be submitted to the JJEC. The JJEC shall rate the job according to the Job Evaluation Plan. If required, the employer will prepare a revised job description and provide a copy to the incumbent. The rate of pay increases shall be paid to each incumbent effective the date of their appointment to the job. In the event that the pay rate of the job decreases as the result of this six (6) month re-examination of the job, the reduced rate of pay will be paid at the beginning of the next pay period.

- 2.4 The incumbent(s) or employer may request reconsideration of the job rating by completing and submitting a *Job Evaluation Reconsideration Form*, stating the reason(s) for disagreeing with the job description and/or the rating of the job. Any such request shall be submitted within sixty (60) days of receipt of the *Advice of Rating Form*. The incumbent(s) or employer shall be permitted to make a presentation to the committee. The JJEC shall consider the request and make a decision, which shall be considered final and binding upon the parties and all employees affected. The Committee shall inform the incumbent(s) of its decision using the *Job Evaluation Review Decision Form*.

Dispute Resolution

- 3.1 The Union and the Employer may consider alternatives in dispute resolution to arbitration. In the event the JJEC is unable to reach agreement on any matter relating to the interpretation, application or administration of the job evaluation program, the Co-chairpersons of the Committee shall request, within ten (10) working days, that each party designate an advisor to meet with the Committee. The two (2) advisors shall meet with the Committee and attempt to assist in reaching a decision.
- 3.2 If, after meeting with the two (2) advisors appointed pursuant to Article 3.1, the Committee remains unable to agree upon the matter in dispute, the Co-chairpersons shall advise, in writing, the union and the employer of this fact, within fifteen (15) days.
- 3.3 Either party may, by written notice to the other party, refer the dispute to a single arbitrator who shall be selected by agreement of the parties. If the parties are unable to agree, either party may request the Director of Arbitration Bureau to appoint an arbitrator.
- 3.4 The arbitrator shall decide the matter upon which the JJEC has been unable to agree and their decision shall be final and binding on the JJEC, the Employer, the Union, and all affected employees. The arbitrator shall be bound by this Maintenance Agreement and the Job Evaluation Plan and shall not have the power to notify or amend any of their provisions. The jurisdiction of the arbitrator shall be limited to the matter in dispute, as submitted by the parties.
- 3.5 The Employer and Union shall be the parties to the arbitration hearing and shall have the right to present evidence and argument concerning the matter in dispute. The arbitrator shall have the powers of an arbitrator appointed pursuant to the Collective Agreement and, in addition, shall have the authority to require the parties to present additional

information and to require other person(s) to present evidence, as deemed necessary by the arbitrator.

3.6 The arbitrator's fees and expenses shall be borne equally between the parties.

The time limits contained in this article may be extended by mutual agreement of the parties.

The parties agree that this Letter of Understanding remains in effect unless amended or deleted by mutual agreement of the parties.

Original signed on behalf of:

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 74 (GOLD TRAIL)

CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 173)

LETTER OF UNDERSTANDING #6

Re: StrongStart Early Learning Facilitator

Between: Board of Education, School District No. 74 (Gold Trail)

And: Canadian Union of Public Employees, Local 173

1. In recognition of the character of the StrongStart Program, similar to the recognition given to the distinct character of some other programs and positions under the collective agreement, the Union and Employer have agreed that in addition to the terms contained within Article 8.04, the following shall apply to StrongStart Early Learning Facilitators:

The Employer reserves the right to deny an employee to bump into a Strong Start Early Learning Facilitator position if this would create a negative impact on the Strong Start Program.

2. The times of the year at which the StrongStart Program will be offered and whether it will always be tied to the school calendar are uncertain. It is agreed that as a ten-month program, the annual vacation for the StrongStart Early Learning Facilitator is to be scheduled so there is no interruption with the delivery of the program. The Union and Employer have agreed that in addition to the terms contained with Article 18.02 of the collective agreement, the following shall apply to StrongStart Early Learning Facilitators:

StrongStart Early Learning Facilitators will take their annual vacation during Christmas and Spring Break or otherwise when the program is not operating.

3. The daily operation of the StrongStart Program does not mirror the K-12 education programs or the school day. The Union and Employer have agreed to recognize this in the application and administration of Articles 14.03 and 14.04 the hours of work provisions of the collective agreement. The parties agree to add the following paragraphs:

14.03 Minimum Hours

The parties agree that, having regard to the unique nature of the position of StrongStart Early Learning Facilitator, the needs of the program and the requirement for flexibility in scheduling hours of work outside of the hours of operation of the StrongStart Centre, the four-hour minimum shift shall be interpreted as an average four hours work daily over the course of a four week period.

14.04 Break Periods

The parties agree that the paid rest period contemplated by Article 14.04 shall be taken during times that will not interfere with the operation of the Strong Start Centre.

4. The Union and the Board of Education agree that this Letter of Understanding will continue until such time as the Union and the Board of Education agree to terminate or amend the Letter of Understanding.

Original signed on behalf of:

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 74 (GOLD TRAIL)

CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 173)

LETTER OF UNDERSTANDING #7**Re: Secondary School Apprenticeship Program (SSAP)**

Between: The Board of Education, School District No. 74 (Gold Trail)

And: Canadian Union of Public Employees, Local 173

The Parties support the goals and mandate of the Secondary School Apprenticeship Program. The program assists secondary students in gaining valuable work experience and trades training.

Secondary School Apprenticeship is:

- A combination of the Apprenticeship Training system in the K-12 Education System leading to graduation and apprenticeship
- Practical skill development through workplace-based training

Secondary School Apprenticeship offers:

- Formalized dual credit toward graduation and apprenticeship hours
- Access to the Apprenticeship Training Systems while in school
- A provincially accredited and seamless program
- Opportunities for those students who have the aptitude, motivation, and academic ability to get started on the career paths
- Links to the world of work
- Increased relevance and practical application of the secondary school curriculum.

The following guiding principles shall govern the placement of SSAP students within the School District and various components:

1. No position in the bargaining unit shall be lost, nor shall any employee in the bargaining unit be laid off or have their hours reduced as a result of the placement of an SSAP student with the School District.
2. No employee in the bargaining unit shall be displaced as a result of the placement of an SSAP student with the School District. No student apprentice will work while a journey person qualified in the same trade is laid off for any reason.
3. The SSA program is 480 hours of apprenticeship training; the student placement shall not exceed 480 hours.
4. Participation in the Program will be restricted to school-aged students active within the School District.

5. The SSAP student shall not be a member of the Bargaining unit. The provisions of the Collective Agreement, including union membership and dues or seniority, shall not apply to students registered as SSAP students with the School District.
6. Upon the start of the Placement, the student will be given an orientation by a Union representative as to the role of the Union in the workplace.
7. While coordination of the SSAP remains the responsibility of the District educational staff and management, the placement of SSAP students must be by mutual agreement of the selected Journey-Person, Union and Employer.
8. Secondary School Apprenticeship students shall be paid commensurate with the standard rates of pay for such students in similar community placements.
9. Funding for the implementation of the SSAP and the placement of students shall come from education program source.
10. This letter may be cancelled by either party on thirty (30) days written notice.

Original signed on behalf of:

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 74 (GOLD TRAIL)

CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 173)

Attachment 2

Memorandum: To All Member School Districts and Support Staff Unions**Settlors Statement on Accepted Policy and Practices of the PEBT**

The Public Education Benefits Trust Fund (PEBT) was created in June 2002 and is sponsored by both the British Columbia Public School Employers' Association (BCPSEA) and the Canadian Union of Public Employees (CUPE). The program is governed by a Board of Trustees representing both School Districts and Support Staff workers in the K-12 sector. Currently, there are 59 school districts, 67 union locals, and over 20,000 plan members participating in the trust.

The Settlers to the PEBT are BCPSEA and CUPE. The PEBT holds a Settlers meeting annually where the Settlers are provided with an annual report and update from the Board. The Settlers also have an opportunity to raise issues and give input to the Board.

The PEBT sponsors a confidential Joint Early Intervention Service (JEIS) as an integral part of the disability program to assist plan members in their return to work. The program is supported by Unions, School Districts and the PEBT and is provided through funding from the provincial government for the "Core" LTD.

The PEBT is now entering its eighth year and members are more familiar with the plan and its operations. However, the PEBT Board has asked the Settlers to remind their respective constituents of the importance of following the policies and practices applied by the PEBT in providing the various benefits.

The Settlers recognize the value and importance of the PEBT in the K-12 Public Education Sector. The Settlers also recognize and support following the policies and procedures of the PEBT (outlined at www.PEBT.ca). The Settlers agree to work with and encourage their respective parties to adhere to the policies and procedures of the PEBT.

For further clarification please contact your BCPSEA or CUPE representative.

Provincial Framework Agreement ("Framework")

between

BC Public School Employers' Association ("BCPSEA")

and

The K-12 Presidents' Council and Support Staff Unions ("the Unions")

BCPSEA and the Unions ("the Parties") agree to recommend the following framework for inclusion in the collective agreements between local Support Staff Unions who are members of the K-12 Presidents' Council and Boards of Education.

1. Term

July 1, 2019 to June 30, 2022

2. Wages Increases

General wage increases as follows:

Year one: 2.0% - July 1, 2019

Year two: 2.0% - July 1, 2020

Year three: 2.0% - July 1, 2021

3. Local Bargaining

Provide funding to the local support staff tables for service enhancements that are beneficial to students and as otherwise consistent with the 2019 Sustainable Services Negotiating Mandate in the amount of:

Year	Amount
2019/2020	\$0
2020/2021	\$7,000,000
2021/2022	\$7,000,000

The \$7 million is an ongoing annual amount.

This money will be prorated according to student FTE providing that each district receives a minimum of \$15,000 annually.

E & O E

4. Benefits

Provide annual ongoing funding to explore and implement enhancements to the Standardized Extended Health Plan including consideration of an addiction treatment support program as below:

Year	Amount
2019/2020	\$1,000,000
2020/2021	\$3,000,000
2021/2022	\$3,000,000

A one-time joint committee of up to four (4) representatives appointed by BCPSEA and up to four (4) representatives appointed by the support staff unions.

Any residual from the 2019-2022 for benefits standardization will be allocated to training initiatives under the Support Staff Education Committee.

Further, the Parties agree that the existing funds held in the Support Staff Education and Adjustment Committee as set out below will be transferred to the PEBT and utilized for addiction treatment support programs. The PEBT will determine appropriate terms of use for accessing the funds which will include, but not be limited to: priority access for support staff employees (vs. School Districts), treatment cost consideration, and relapse response.

- a. 2010-2012 FLOU – remaining balance of \$477,379
- b. Work Force Adjustment – remaining balance of \$646,724

5. Safety in the Workplace

The Parties agree that, in accordance with WorkSafe BC regulations, safety in the workplace is an employee right and is paramount. The Parties commit to providing a healthy and safe working environment which includes procedures to eliminate or minimize the risk of workplace violence. The Parties will work collaboratively to support local districts and unions to comply with all WorkSafe BC requirements.

Information relating to refusing unsafe work, and workers' rights and responsibilities, and employer responsibilities, as provided by WorkSafeBC is attached to this PFA for information purposes.

The Parties will establish a Joint Health and Safety Taskforce of not more than five (5) members appointed by CUPE and five (5) members appointed by BCPSEA. Each Party will consider the appointment of subject matter experts in occupational health and safety, and special education.

Either Party may bring resource people as required, with advanced notice to the other party. These resource people will be non-voting and at no added cost to the committee.

The work of this joint taskforce will be completed by January 1, 2020 and will include:

- Developing a joint communication to school districts and local unions on the obligation to report and investigate incidents including incidents of workplace violence.
- Reviewing and developing a Joint Health and Safety Evaluation Tool for the K-12 sector to ensure compliance with WorkSafe BC regulations.
- Identifying and developing appropriate training. This may include use of the evaluation tool, non-violent crisis intervention, ABA, incident reporting and investigations, and employee rights and responsibilities under WorkSafe BC regulations including the right to refuse unsafe work. Training implementation will fall under the mandate of the SSEC.

Utilizing the developed Health and Safety Evaluation Tool for K-12 sector, a joint evaluation shall be performed by a union member appointed by the local union and a representative appointed by the employer. This evaluation shall be on paid time (up to a maximum of three and a half (3.5) hours) and to be completed by March 31, 2021. The union agrees to cover any other costs incurred for the union member.

Copies of completed evaluations shall be provided to local presidents and employers as outlined on the evaluation tool.

The parties agree to commence the work of this taskforce upon approval of the Provincial Framework Agreement by both parties prior to the commencement of this PFA. Costs associated with this committee will be provided from existing SSEAC funds. These funds will be reimbursed with the funds provided under Section 9 Committee Funding.

6. Support Staff Education Committee (SSEC)

Structure:

The committee shall comprise of not more than five (5) members appointed by CUPE and five (5) members appointed by BCPSEA. One of the CUPE appointees will be from the Non-CUPE Unions.

Either Party may bring resource people as required, with advanced notice to the other party. These resource people will be non-voting and at no added cost to the committee.

Mandate:

The mandate of the committee is to manage the distribution of education funds for the following:

- a. Implementation of best practices to integrate skill development for support staff employees with district goals and student needs;
- b. Developing and delivering education opportunities to enhance service delivery to students;
- c. Identifying, developing and delivering education opportunities to enhance and support employee health and safety, including non-violent crisis intervention;
- d. Skills enhancement for support staff
- e. EA curriculum module development and delivery
- f. These funds shall not be used to pay for education that Districts are required to provide under Occupational Health and Safety Regulations

Terms of Reference:

The SSEC shall develop, not later than December 31, 2019, terms of reference for the committee. If no such agreement can be reached the SSEC shall make recommendations to the Provincial Parties

Funding:

There will be a total of \$1 million of annual funding allocated for the purposes set out above commencing July 1, 2019 for the term of this agreement.

7. Job Evaluation (JE) Committee

The Parties will continue and conclude the work of the provincial job evaluation steering committee (the JE Committee) during the term of this Framework Agreement. The objectives of the JE Committee for phase two are as follows:

- Review the results of the phase one pilot and outcomes of the committee work. Address any anomalies identified with the JE tool, process, or benchmarks.

- Expand the pilot to an additional ten (10) districts including at least two (2) non-CUPE locals to confirm the validity of the tool and the benchmarks.
- Rate the provincial benchmarks and create a job hierarchy for the provincial benchmarks
- Identify the job hierarchy for local job descriptions for all school districts.
- Compare the local job hierarchy to the benchmark-matched hierarchy.
- Identify training requirements to support implementation of the JE plan and develop training resources as required.

It is recognized that the work of the committee is potentially lengthy and onerous. To accomplish the objectives expeditiously the Parties agree that existing JE funds can be accessed by the JE committee to engage consultant(s) on a fulltime basis if necessary to complete this work.

It is further recognized that this process does not impact the established management right of employers to determine local job requirements and job descriptions nor does this process alter any existing collective agreement rights or established practices.

Once the objectives outlined above are completed, the JE Committee will mutually determine whether a local, regional or provincial approach to the steps outlined below is appropriate.

The committee, together with consultant(s) if required, will develop a method to convert points into pay bands. The confirmed method must be supported by current compensation best practices.

The disbursement of available JE funds shall commence by January 2, 2020 or as mutually agreed.

The committee will utilize available funds to provide 50% of the wage differential for the position falling the furthest below the wage rate established by the provincial JE process and will continue this process until all JE fund monies at the time has been disbursed. The committee will follow compensation best practices to avoid problems such as inversion

The committee will report out to the Parties at key milestones during the term of the Framework Agreement. Should any concerns arise during the work of the committee they will be discussed and resolved by the Parties at that time

The parties confirm that the \$900,000 of ongoing annual funds established under the 2014-2019 Provincial Framework Agreement will be used to implement the Job Evaluation Plan. An additional \$3 million of ongoing annual funds will commence on July 1, 2021.

8. Provincial Labour Management Committee (PLMC)

The Parties agree to establish a PLMC to discuss and problem solve issues of mutual provincial interest. The purpose of the committee is to promote the cooperative resolution of workplace issues, to respond and adapt to changes in the economy, to foster the development of work related skills and to promote workplace productivity.

The PLMC shall not discuss specific grievances or have the power to bind either Party to any decision or conclusion. This committee will not replace the existing local grievance/arbitration processes.

The parties agree that the PLMC will consist of up to four (4) representatives appointed by BCPSEA and up to four (4) representatives appointed by the Support Staff Unions. Either Party may bring resource people as required, with advanced notice to the other party and at no added cost to the committee.

The PLMC will meet quarterly or as mutually agreed to for the life of the agreement and agree to include Workplace Health and Safety as a standing agenda item.

9. Committee Funding

There will be a total of \$100,000 of annual funding allocated for the purposes of the Support Staff Education Committee and the Provincial Labour Management Committee. There will be a one-time \$50,000 allocation for the purposes of the Joint Health and Safety Taskforce.

10. Support Staff Initiative for Recruitment & Retention Enhancement (SSIRRE)

The Parties commit to a Support Staff Initiative for Recruitment & Retention Enhancement (SSIRRE) with the following objectives:

- a. Gathering data of existing support staff recruitment and retention challenges and projected demand in the sector
- b. Gathering data of existing offerings for applicable post-secondary programs, vocational programs and identify potential gaps in program offerings to meet projected demands
- c. Partnering with post-secondary schools and vocational training providers to promote support staff positions in school districts
- d. Marketing the support staff opportunities within the sector (eg Make a Future)
- e. Targeted support for hard to fill positions

The representatives of the PLMC will mutually select a consultant to perform the work of the initiative. The consultant will report to the PLMC on key milestones and as otherwise requested. During the term of the agreement \$300,000 will be allocated for the purposes set out above.

11. Early Care and Learning Plan

In support of the Province's Early Care and Learning (ECL) Plan, the parties will pursue collaborative opportunities for the K-12 sector to support effective transitions for care and learning from the early years to kindergarten e.g. before and after school care.

12. Unpaid Work

In accordance with the *Employment Standards Act*, no employee shall be required or permitted to perform unpaid hours of work.

13. Employee Family Assistance Program (EFAP) services and the PEBT

The Parties request that the PEBT Board undertake a review to assess the administering of all support staff Employee Family Assistance Program (EFAP) plans.

14. Demographic, Classification and Wage Information

BCPSEA agrees to coordinate the accumulation and distribution of demographic, classification and wage data, as specified in the Letter of Understanding dated December 14, 2011, to CUPE on behalf of Boards of Education. The data currently housed in the Employment Data and Analysis Systems (EDAS) will be the source of the requested information.

15. Public Education Benefits Trust

- a. PEBT Annual Funding Date: The established ongoing annual funding payment of \$19,428,240 provided by the Ministry of Education will continue to be made each April 1. This payment shall be made each April 1 of the calendar year to provide LTD and JEIS benefits in accordance with the Settlers Statement On Accepted and Policy Practices of the PEBT.
- b. The Parties agree that decisions of the Public Education Benefits Trust medical appeal panel are final and binding. The Parties further agree that administrative review processes and the medical appeal panel will not be subject to the grievance procedure in each collective agreement.

- c. Sick leave and JEIS eligibility for sick leave or indemnity payments requires participation in the Joint Early Intervention Service (JEIS) according to the JEIS policies of the PEBT.

16. Employee Support Grant (ESG)

The Parties agree to the principle that Support Staff union members who have lost wages as a result of not crossing lawful picket lines during full days of a BCTF strike/BCPSEA lockout will be compensated in accordance with the letter of agreement in Appendix A.

17. Adoption of Provincial Framework Agreement (PFA)

The rights and obligation of the local parties under this Provincial Framework Agreement (PFA) are of no force or effect unless the collective agreement has been ratified by both parties ~~in accordance with Appendix A~~.

NO LATER THAN NOVEMBER 30TH, 2019.

18. Funding

Funding for the Provincial Framework Agreement will be included in operating grants to Boards of Education.

19. Provincial Bargaining

The parties agree to amend and renew the December 14, 2011 Letter of Understanding for dedicated funding to the K-12 Presidents' Council to facilitate the next round of provincial bargaining. \$200,000 will be allocated as of July 1, 2020.

Dated this 12th day of July, 2018

The undersigned bargaining representatives agree to recommend this letter of understanding to their respective principals

K-12 Presidents' Council and
Support Staff Unions

BC Public School Employers'
Association & Boards of Education

Mr DeVito

R. Lavallo

Small

Spencer

117

Pat

Patricia Price

J. Lindgren

Marcel M. L. L.

Smith

Mr. Lavallo

Mr. Lavallo

Mr. Lavallo

Robert Werk

Mr. Lavallo

Mr. Lavallo

Mr. Lavallo

Mr. Lavallo

Mr. Lavallo

Mr. Lavallo

Mr. Lavallo

CUPE
WLN

Letter of Agreement ("Letter")

Between:

BC Public School Employers Association ("BCPSEA")

And:

The CUPE K - 12 Presidents' Council and Support Staff Unions ("the Unions")

Re: Employee Support Grant (ESG) after June 30, 2019

This Employee Support Grant (ESG) establishes a process under which employees covered by collective agreements between Boards of Education and the Unions shall be entitled to recover wages lost as a result of legal strike activity by the BC Teachers' Federation ("BCTF") or lockout by BCPSEA after June 30, 2019.

1. The ESG will be available provided that:
 - a. A board and local union have a collective agreement which has been ratified by both parties no later than November 30, 2019 and,
 - b. There has been no successful strike vote by the BCTF or local support staff union prior to local union ratification
2. Employees are expected to attend their worksite if there is no lawful BCTF picket line.
3. Employees who have lost wages as a result of not crossing lawful picket lines during full days of a BCTF strike/BCPSEA lockout shall be compensated. This compensation shall be in accordance with the following:
 - a. In the event that employees are prevented from attending work due to a lawful picket line, employees will be paid for all scheduled hours that the employee would have otherwise worked but for the labour dispute. Their pay will be 75% of their base wage rate.
 - b. The residual 25% of the employees' base wage rate will be placed in a district fund to provide professional development to support staff employees. Funds will be dispersed by the district following agreement between the district and the local union
4. Within forty-five (45) days of the conclusion of the labour dispute between BCPSEA and the BCTF, boards will reimburse each employee for all scheduled hours for which the employee has not otherwise been paid as a result of strike or lockout.

E & O E

5. If the employee disputes a payment received from the board, the union may submit the dispute with particulars on the employee's behalf to a committee comprised of an equal number of representatives appointed by BCPSEA and the Unions.
6. If the joint committee is unable to resolve the employee's claim it will submit the dispute to a mutually agreed upon arbitrator who must resolve the dispute within ten (10) days of hearing the differences between the board and the union.

Original signed on _____ by:

BCPSEA
Leanne Bowes

K-12 Presidents' Council
Warren Williams

Letter of Agreement ("Letter")

Between:

BC Public School Employers Association ("BCPSEA")

And:

The CUPE K - 12 Presidents' Council and Support Staff Unions ("the Unions")

Re: Public Sector General Wage Increases

1. If a public sector employer as defined in s. 1 of the Public Sector Employers Act enters into a collective agreement with an effective date after December 31, 2018 and the first three years of the collective agreement includes a cumulative nominal (not compounded) general wage increase of more than 6%, the general wage increase in the 2019-2022 Provincial Framework Agreement will be adjusted on the third anniversary of the 2019-2022 Provincial Framework Agreement so the cumulative nominal (not compounded) general wage increases are equivalent. This Letter of Agreement is not triggered by any general wage increase awarded as a result of binding interest arbitration.
2. A general wage increase and its magnitude in any agreement is as defined by the PSEC Secretariat and reported by the Secretariat to the Minister of Finance.
3. For certainty, a general wage increase is one that applies to all members of a bargaining unit and does not include wage comparability adjustments, targeted lower wage redress adjustments, labour market adjustments, service improvement allocations, and is net of the value of any changes agreed to by a bargaining agent for public sector employees to obtain a compensation adjustment.
4. This Letter of Agreement will be effective during the term of the 2019-2022 Provincial Framework Agreement.

E & O E

For information

This information is provided for reference only and is current as of the date of drafting. Please visit www.worksafebc.com for current information.



Refusing unsafe work

Workers have the right to refuse unsafe work. If you have reasonable cause to believe that performing a job or task puts you or someone else at risk, you must not perform the job or task. You must immediately notify your supervisor or employer, who will then take the appropriate steps to determine if the work is unsafe and remedy the situation.

As an employer, workers are your eyes and ears on the front line of workplace health and safety. When workers refuse work because they believe it's unsafe, consider it an opportunity to investigate and correct a situation that could have caused harm.

If a worker refuses work because it's unsafe, workplace procedures will allow the issue to be properly understood and corrected. As a worker, you have the right to refuse to perform a specific job or task you believe is unsafe without being disciplined by your employer. Your employer or supervisor may temporarily assign a new task to you, at no loss in pay.

Steps to follow when work might be unsafe:

1. Report the unsafe condition or procedure

As a worker, you must immediately report the unsafe condition to a supervisor or employer.

As a supervisor or employer, you must investigate the matter and fix it if possible. If you decide the worker's concern is not valid, report back to the worker.

2. If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform a job or task

As a supervisor or employer, you must investigate the problem and ensure any unsafe condition is fixed. This investigation must take place in the presence of the worker and a worker representative of the joint health and safety committee or a worker chosen by the worker's trade union. If there is no safety committee or representing trade union at the workplace, the worker who first reported the unsafe condition can choose to have another worker present at the investigation.

3. If a worker still views work as unsafe, notify WorkSafeBC

If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution.

<https://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities/refusing-unsafe-work?origin=3&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23c%3Dunsafe%2520work%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D>

Note: WorkSafeBC establishes a range of employer and employee rights and responsibilities. Please visit www.worksafebc.com for current information.

For information



Worker Rights and Responsibilities:

On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. If you're a worker, you also have three key rights:

Your rights

- The right to know about hazards in the workplace
- The right to participate in health and safety activities in the workplace
- The right to refuse unsafe work without getting punished or fired

Your responsibilities

As a worker, you play an important role in making sure you — and your fellow workers — stay healthy and safe on the job. As a worker, you must:

- Be alert to hazards. Report them immediately to your supervisor or employer
- Follow safe work procedures and act safely in the workplace at all times.
- Use the protective clothing, devices, and equipment provided. Be sure to wear them properly.
- Co-operate with joint health and safety committees, worker health and safety representatives, WorkSafeBC prevention officers, and anybody with health and safety duties.
- Get treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related
- Follow the treatment advice of health care providers
- Return to work safely after an injury by modifying your duties and not immediately starting with your full, regular responsibilities
- Never work under the influence of alcohol, drugs or any other substance, or if you're overly tired

For information

Employer Responsibilities:

Whether a business is large or small, the law requires that it be a safe and healthy place to work. If you are an employer, it is your responsibility to ensure a healthy and safe workplace.

Your responsibilities

- Establish a valid occupational health and safety program.
- Train your employees to do their work safely and provide proper supervision.
- Provide employees with the necessary support and training to carry out health and safety responsibilities.
- Ensure adequate first aid equipment, supplies, and trained attendants are on site to handle injuries.
- Regularly inspect your workplace to make sure everything is working properly.
- Fix problems reported by workers.
- Transport injured workers to the nearest location for medical treatment.
- Report all injuries to WorkSafeBC that required medical attention.
- Investigate incidents where workers are injured or equipment is damaged.
- Submit the necessary forms to WorkSafeBC.

Supervisor Responsibilities:

Supervisors play a key role with very specific health and safety responsibilities that need to be understood.

A supervisor is a person who instructs, directs, and controls workers in the performance of their duties. A supervisor can be any worker — management or staff — who meets this definition, whether or not he or she has the supervisor title. If someone in the workplace has a supervisor's responsibilities, that person is responsible for worker health and safety.

Your responsibilities

- Ensure the health and safety of all workers under your direct supervision.
- Know the WorkSafeBC requirements that apply to the work under your supervision and make sure those requirements are met.
- Ensure workers under your supervision are aware of all known hazards.
- Ensure workers under your supervision have the appropriate personal protective equipment, which is being used properly, regularly inspected, and maintained.

<https://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities>