

**2012 – 2014**  
**Health Services & Support**  
**Facilities Subsector**  
**Collective Agreement**

*Between*

**Association of Unions**  
**(HEU, CUPE, BCGEU, IUOE,**  
**IBEW, USW, BCNU, UBCJA,**  
**UAJAP&P, IUPAT, PPWC)**

*And*

**HEABC**  
HEALTH EMPLOYERS  
ASSOCIATION OF BC



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# MEMORANDUM OF AGREEMENT

## **BETWEEN:**

**HEALTH EMPLOYERS ASSOCIATION**, an Employers' organization accredited by the Labour Relations Board of the Province of British Columbia authorized to bargain collectively and bind by Collective Agreement the Employers attached hereto which forms part of this Agreement and those members of the Health Employers Association added from time to time to this Agreement by the mutual consent of the Health Employers Association and the Association of Unions.

## **AND:**

**ASSOCIATION OF UNIONS**, (Represented by the Hospital Employees' Union, British Columbia Government and Service Employees' Union, Canadian Union of Public Employees, Local 873, the International Union of Operating Engineers Local No. 882, the International Brotherhood of Electrical Workers Local No. 230, the United Steelworkers Local 9705, the British Columbia Nurses' Union, the United Brotherhood of Carpenters and Joiners of America Local No. 1598, the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada Local No. 324, the International Union of Painters and Allied Trades Local No. 138, The Pulp, Paper and Woodworkers of Canada Local No. 5) representing the employees of the Employers who are affected by this Agreement and for whom it has been certified as the sole bargaining agency.

## **ARTICLE 1 – PREAMBLE**

### **1.01 Preamble**

WHEREAS the right of the sick person to uninterrupted, skillful and efficient care cannot be questioned, and it is obligatory upon the Employer and its employees that efficient operation of the Employer's business be maintained, and to effect this, it is important that harmonious relations be continued between the Employer and its employees;

AND WHEREAS the Association is made up of trade unions formed by and including certain employees of the Employer;

AND WHEREAS the parties hereto, with the desire and intention of making their relationship more harmonious and profitable, have concluded to make provision herein for the orderly and expeditious consideration and settlement of all matters of collective bargaining and of mutual interest, including wages, hours, working conditions and the adjustment of grievances, with respect to the employees of the Employer for whom the Association has been certified as bargaining agent;

NOW THEREFORE THIS AGREEMENT WITNESSETH that the parties hereto in consideration of the mutual covenants hereinafter contained, agree each with the other as follows:

### **1.02 Variations**

The general provisions of this Agreement shall have application save and except where specific variations are provided in Attachments to this Agreement.

## **ARTICLE 2 – DEFINITIONS**

### **2.01 Definition of Employee Status**

#### **(a) Regular Full-Time Employees**

A regular full-time employee is one who works full-time on a regularly scheduled basis. Regular full-time employees accumulate seniority and are entitled to all benefits outlined in this Collective Agreement.

#### **(b) Regular Part-Time Employees**

A regular part-time employee is one who works less than full-time on a regularly scheduled basis. Regular part-time employees accumulate seniority on an hourly basis and are entitled to all benefits outlined in this Collective Agreement. Regular part-time employees shall receive the same perquisites, on a proportionate basis, as granted regular full-time employees.

#### **(c) Casual Employees**

A casual employee is one who is not regularly scheduled to work other than during periods that such employee shall relieve a regular full-time or regular part-time employee.

Casual employees accumulate seniority on an hourly basis and are entitled to such benefits as are contained in the “Addendum - Casual Employees”.

(d) **Restriction of Employee Status**

The status of all employees covered by this Agreement shall be defined under one of the preceding three (3) definitions. If a dispute arises over the proper allocation of employee status, such dispute shall be resolved through Article 9.04 - Grievance Procedure. In the event that it is determined that an employee has been improperly classified such employee shall be reclassified effective immediately and the Employer shall restore such benefits as may be capable of being restored. In addition, such employee shall be paid the equivalent of the cost of any benefits that are not restored to which that employee would have been entitled if the employee had been properly classified.

**2.02 Practical Nurse**

A Licensed Practical Nurse shall be recognized as one who holds a valid, practicing British Columbia Practical Nurse License.

**2.03 Common-Law Spouse**

Two people who have cohabited as spousal partners for a period of not less than one (1) year.

This definition shall apply to the following sections of the Agreement:

Article 29 - Compassionate Leave

Article 30 - Special Leave

Article 38.01 - Medical Plan

Article 38.02 - Dental Plan

Article 38.03 - Extended Health Care Plan

**2.04 Employer**

“Employer” means the corporation, society, person(s), organization, facility, agency or centre (represented by the Health Employers Association of B.C.) as listed in the appendix attached to the consolidated certifications issued by the Labour Relations Board to the Facilities Subsector Unions.



## ARTICLE 3 - GENERAL CONDITIONS

### 3.01 Effective and Terminating Dates

The Collective Agreement shall be effective from April 1, 2012, unless specifically stated otherwise, and shall remain in force and be binding upon the parties until March 31, 2014, and from year to year thereafter unless terminated by either party on written notice served during the month of December, 2013.

### 3.02 Labour Code

It is agreed that the operation of Subsection 2 of Section 50 of the *Labour Relations Code of British Columbia* is excluded from this Agreement.

### 3.03 Future Legislation

In the event that present or future legislation renders null and void or materially alters any provision of this Collective Agreement, the following shall apply:

- (a) The remaining provisions of the Collective Agreement shall remain in full force and effect for the term of the Collective Agreement.
- (b) The Employer and the Association shall, as soon as possible negotiate mutually agreeable provisions to be substituted for the provisions so rendered null and void or materially altered.
- (c) If a mutual agreement cannot be struck as provided in (b) above, the matter shall be arbitrated pursuant to Article 11 of the Collective Agreement.

### 3.04 Article Headings

In this Agreement including the printed form thereof, titles shall be descriptive only and shall form no part of the interpretation of the Agreement by the parties or an Arbitration Board.

This Agreement has been reorganized. Such reorganization shall be as to form only, there being no intention of any alteration to substantive meaning.

## ARTICLE 4 - NO DISCRIMINATION

### 4.01 No Discrimination

The Employer and the Association agree that there shall be no discrimination, interference, restriction or coercion exercised or practiced with respect to any employee for reason of membership or activity in the Union.

The Employer and the Association subscribe to the principles of the *Human Rights Code of British Columbia* (RSBC 1996, Chapter 210).

#### **4.02 Harassment**

The Association and the Employer recognize the right of employees to work in an environment free from harassment, including sexual harassment, and the Employer shall take such actions as are necessary with respect to any person employed by the Employer engaging in sexual or other harassment in the workplace.

#### **4.03 Complaints Investigation**

An employee who complains of harassment under the provisions of the *Human Rights Code of British Columbia* may refer the complaint to either one or other of the following processes:

- (a) where the complaint pertains to the conduct of an employee within the Association's bargaining unit it shall be referred to Lisa Hansen or Ana Mohammed (Complaints Investigators); or
- (b) where the complaint pertains to the conduct of a person not in the Association's bargaining unit it shall be referred to Gwen Brodsky or Joy Bischoff.

When a complaint is received under either (a) or (b) above, the appropriate Complaint Investigator shall,

- (i) investigate the complaint;
- (ii) determine the nature of the complaint; and
- (iii) make written recommendations to resolve the complaint.

### **ARTICLE 5 - UNION RECOGNITION AND RIGHTS**

#### **5.01 Sole Bargaining Agency**

The Employer recognizes the Association as the sole bargaining agency on behalf of the employees for whom the Union has been certified as bargaining agent with respect to wages, hours of work, terms and conditions of employment during the life of this Agreement.

#### **5.02 Union Shop**

Employees covered by the Union's Certificate of Bargaining Authority who were employed by the Employer and were not members of the Union prior to January 1, 1974 shall have the option of:

- (a) applying for membership in the Union which membership they shall maintain, or
- (b) not applying for membership in the Union, but as a condition of employment, shall authorize the deduction from their pay cheques of an amount equal to Union Dues and Assessments, and shall be deemed to have made an irrevocable assignment under Article 5.02.

All other employees who are covered by the Union's Certificate of Bargaining Authority shall maintain membership in the Union as a condition of employment. Employees who are brought within the jurisdiction of the Union's Certificate of Bargaining Authority, including newly hired employees, shall become members of the Union by the first day of the third bi-weekly pay period after their initial date of employment in the bargaining unit.

Upon receipt by the Employer of written advice from the Union, employees who fail to maintain membership in the Union or the check-off of Union Dues, or an amount equal to Union Dues, shall be terminated by the Employer from their employment.

Where the Employer has knowledge of an employee failing to maintain Union membership, or the check-off of Union Dues, the Employer shall so advise the Union and, in turn, the Union shall advise the employee in writing. When the Employer is advised by the Union of non-compliance of either of the above, the Employer shall terminate the services of the employee within thirty (30) days of written advice as noted above.

In the event an employee is terminated pursuant to this section, the following contract provisions shall not be applicable to the employee:

Article 9.04 - Grievance Procedure

Article 9.06 - Dismissal/Suspension for Alleged Cause

Article 18.01 - Employer's Notice of Termination

### **5.03 Union Check-Off**

The Employer agrees to the monthly check-off of all Union Dues, Assessments, Initiation Fees, and written assignments of amounts equal to Union Dues.

The check-off monies deducted in accordance with the above paragraph shall be remitted to the members of the Association by

the Employer in a period not to exceed twenty-one (21) days after the date of deduction.

On a monthly basis, the Employer shall provide the Union's Provincial Office, in electronic spreadsheet format or equivalent, a list of all employees hired, and all employees who have left the employ of the Employer (who shall be designated as terminated and shall include discharges, resignations, retirements and deaths) along with a list of all employees in the bargaining unit and their employee status (which shall include full-time, part-time, casual), their worksite, their job title(s), their address and telephone number where known to the Employer, and the amount of dues or equivalent monies currently being deducted for each employee.

The Employer agrees to sign into the Union all new employees whose jobs are covered by the Certificate of Bargaining Authority in accordance with the provisions of Article 5.02.

The Employer shall supply each employee, without charge, a receipt in a form acceptable to Canada Revenue Agency for income tax purposes which receipt shall record the amount of all deductions paid to the Union by employees during a taxation year. The receipts shall be mailed or delivered to employees prior to March 1st of the year following each taxation year.

Where the Employer does not have electronic systems in place that can reasonably accommodate the above disclosure, the information may be provided in another mutually agreeable format.

#### **5.04 Induction**

The Secretary-Treasurer or the Senior Union Official shall be advised of the date, time and place of Employer induction sessions for new employees in order that a Union-designated representative shall be given an opportunity to talk to the new employees. Prior to each session, the Employer shall advise the Secretary-Treasurer or the Senior Union Official of the names of the new employees hired.

Induction sessions for new employees shall be held at the Employer's place of business within the first thirty (30) calendar days of employment any day between Monday and Friday at a time designated by the Employer between the hours of 0900 and 1700.

There shall be no deduction of wages or fringe benefits because of time spent by the Union representative during these sessions.

New employees shall receive regular wages while attending at these sessions but regular wages shall be limited to and shall not include any overtime even in cases in which the session is scheduled outside of and in addition to the scheduled work of the employees.

### **5.05 Shop Stewards**

The Employer agrees to the operation of a Shop Steward system which shall be governed by the following:

- (1) Shop Stewards may be appointed by the Union on the basis of one (1) Shop Steward for every fifty (50) employees covered by this Agreement, or major portion thereof, with a minimum number of two (2) Shop Stewards to a maximum number of twenty-five (25) Shop Stewards.
- (2) The Employer is to be kept advised of all Shop Steward appointments.
- (3) One (1) Shop Steward, or Union Committee member, shall be appointed by the Union as Chief Shop Steward who may present or assist in the presentation of any grievance.
- (4) When the absence of more than one (1) Shop Steward or Union Committee member shall interfere with the proper operation of a department, then no more than one (1) Shop Steward or Union Committee member from any one department shall be given leave of absence to transact Union business at any one time.
- (5) When a Shop Steward or Union Committee member is the only employee on duty in a department and where her/his absence would unduly interfere with the proper operation of the department, then such Shop Steward or Union Committee member may be refused leave of absence to transact Union business.

### **5.06 Badges and Insignia**

Employees shall be permitted to wear Union pins or Shop Steward badges. Employees shall be permitted to wear pins and caps from recognized health care organizations.

### **5.07 Bulletin Boards**

Bulletin boards located in a conspicuous place of access to the employees shall be supplied by the Employer for the use of the Union. The Union shall use these for the posting of Employer/Union business only.

### **5.08 Legal Picket Lines**

Refusal to cross a legally established picket line shall not constitute cause for discipline or dismissal. An employee who refuses to cross a legally established picket line shall be considered to be absent without pay.

### **5.09 Union Advised of Changes**

The Senior Union Official shall be informed in writing of any change contemplated by the Employer which shall affect the terms of this Agreement.

### **5.10 Notice of Union Representative Visits**

The Union shall provide reasonable notice to the Employer when the Senior Union Official or her/his designated representative intends to visit the Employer's place of business for the purpose of conducting Union business.

If possible, the Union shall specify the anticipated duration of the visit.

### **5.11 Union/Management Committee**

Employees who are members of the Union/Management Committee shall be granted leave without loss of pay or receive straight time regular wages while attending meetings of the Joint Committee.

### **5.12 Shop Steward Representation**

An employee who is called into a meeting that could reasonably result in a written warning or more serious discipline will be advised, at least 24 hours in advance, of her/his right to have a shop steward present.

## **ARTICLE 6 - MANAGEMENT RIGHTS**

### **6.01 Management Rights**

The management of the Employer's business, and the direction of the working forces including the hiring, firing, promotion and

demotion of employees, is vested exclusively in the Employer, except as may be otherwise specifically provided in this Agreement.

The Union agrees that all employees shall be governed by all rules as adopted by the Employer and published to employees on bulletin or notice boards, or by general distribution, provided such rules are not in conflict with this Agreement.

### **6.02 Medical Examination, Vaccination and Inoculation**

Any employee refusing, without sufficient medical grounds, to take medical or x-ray examination at the request of the Employer, or to undergo vaccination, inoculation and other immunization when required, may be dismissed from the service of the Employer. Where an employee is required by the Employer to take a medical or x-ray examination or undergo vaccination, inoculation or other immunization, it shall be at the Employer's expense and on the Employer's time. (See also Article 37.03).

## **ARTICLE 7 - EMPLOYER PROPERTY**

### **7.01 Return of Employer Property on Termination**

Employees must return to the Employer all Employer property in their possession at the time of termination of employment. The Employer shall take such action as required to recover the value of articles which are not returned.

### **7.02 Employer to Repair or Indemnify**

Upon submission of reasonable proof, the Employer will repair or indemnify with respect to damage to the chattels of an employee while on duty caused by the actions of a patient/resident, provided such personal property is an article of use or wear of a type suitable for use while on duty.

### **7.03 Reimbursement of Legal Fees**

Where an employee is charged with an offence resulting directly from the proper performance of her/his duties and is subsequently found not guilty, the employee shall be reimbursed for reasonable legal fees.

### **7.04 Employer to Continue to Supply Tools**

All Employers currently supplying tools to employees shall continue to supply tools to employees. All Employers shall supply tools to employees upon the requirement of the Employers that the

employees provide tools calibrated to the metric scale. All Employers shall replace tools upon satisfactory proof that they have been lost, broken, or stolen while being used in the work of the Employer with the knowledge and consent of the Employer and upon reasonable proof that reasonable precautions were taken by the employee to protect the tools against loss or theft.

## **7.05 Uniforms**

### **7.05.01 Uniforms**

The Employer shall supply and maintain uniforms for employees who are required to wear same.

### **7.05.02 Joint Committee on Uniforms**

The Employer and the Union shall establish and maintain a Joint Committee for the purpose of regulating uniforms.

The Joint Committee shall have equal representation appointed by the Union and appointed by the Employer.

The Joint Committee shall meet regularly by mutual agreement.

The Employer shall continue to pay the employees regular wages for time spent at meetings of the Joint Committee which take place during the regular scheduled hours of work.

### **7.05.03 Uniform Allowance**

If the Employer requires an employee to supply and/or maintain specified clothing in place of a uniform which would otherwise be supplied and maintained for jobs involving the direct care of patients/residents, then a clothing/maintenance allowance of ten dollars (\$10.00) per bi-weekly pay period shall be paid.

This allowance does not apply to non-patient/non-resident areas.

## **ARTICLE 8 - UNION/MANAGEMENT COMMITTEE**

### **8.01 Committee on Labour Relations**

The Employer shall appoint and maintain a Committee to be called the "Committee on Labour Relations", one member of which shall be designated as Chairperson. The Employer at all times shall keep the Union informed of the individual membership of the Committee.



## **8.02 Union Committee**

The Union shall appoint and maintain a Committee comprising persons who are employees of the Employer, and/or the Senior Union Official, or her/his representative, which shall be known as the Union Committee. The Union at all times shall keep the Employer informed of the individual membership of the Committee.

## **8.03 Union/Management Meetings**

The Union Committee and the Senior Union Official of the Union, or her/his representative, shall, as occasion warrants, meet with the Committee on Labour Relations for the purpose of discussing and negotiating a speedy settlement of any grievance or dispute arising between the Employer and the employee concerned, including possible re-negotiations relative to this Agreement and the Schedules which are a part hereof. However, except for renegotiations of Agreements, these matters shall be introduced to such meetings only after the established grievance procedure has been followed.

Grievances of a general nature may be initiated by a member of the Union Committee in step two of the grievance procedure outlined in Article 9.04.

## **8.04 Committee Meetings**

All meetings of the said Committee on Labour Relations with the Union Committee and the Secretary-Business Manager, or her/his representative, shall be under the chairpersonship of a member of the Committee on Labour Relations. Meetings shall be held at the call of the Chairperson as promptly as possible on request in writing of either party.

The Employer and the Union shall make every effort to exchange written agendas at least one (1) week prior to meetings called under Article 8.04.

# **ARTICLE 9 - GRIEVANCE PROCEDURE**

## **9.01 Union Representation**

No Shop Steward, Union Committee member, or employee shall leave her/his work without obtaining the permission of her/his immediate supervisor. Employee-Shop Steward or Union Committee member discussions shall take place where patient/resident care is not affected.

## **9.02 Grievance Investigations**

Where an employee has asked or is obliged to be represented by the Union in relation to the presentation of a grievance and a Shop Steward or Union Committee member wishes to discuss the grievance with that employee, the employee and the Shop Steward or Union Committee member shall, where operational requirements permit, be given reasonable time off without loss of pay for this purpose when the discussion takes place at the Employer's place of business.

Shop Stewards or Union Committee members shall be permitted to represent an employee's interest without loss of pay when such meetings are scheduled during the Shop Steward's or Union Committee member's hours of work.

## **9.03 Right to Grieve Disciplinary Action**

### **9.03.01 Disciplinary Action Grievable**

Disciplinary action grievable by the employee shall include written censures, letters of reprimand, and adverse reports or performance evaluation.

### **9.03.02 Employee Notified of File Documentation**

An employee shall be given a copy of any such document placed on the employee's file which might be the basis of disciplinary action. Should an employee dispute any such entry in her/his file, she/he shall be entitled to recourse through the grievance procedure and the eventual resolution thereof shall become part of her/his personnel record.

### **9.03.03 Removal of Disciplinary Documents**

- (i) Any such document other than official evaluation reports shall be removed from the employee's file after the expiration of eighteen (18) months from the date it was issued provided there has not been a further infraction.
- (ii) In cases where disciplinary documents relate to resident or patient abuse, the eighteen (18) month period may be extended by the length of time an employee is absent from work for an accumulated period of more than thirty (30) days, except for periods of approved vacation and maternity leave.

#### **9.03.04 Introduction of Evidence at Hearing**

The Employer agrees not to introduce as evidence in any hearing any document from the file of an employee, the existence of which the employee was not aware at the time of filing or within a reasonable period thereafter.

#### **9.04 Grievance Procedure**

##### **9.04.01 Preamble**

The Employer and the Union recognize that grievances may arise concerning:

- (a) differences between the Parties respecting the interpretation, application, operation or any alleged violation of a provision of this Agreement, including a question as to whether or not a matter is subject to arbitration; or
- (b) the dismissal, discipline or suspension of an employee bound by this Agreement.

If an employee has a grievance, her/his grievance shall be settled as follows:

##### **9.04.02 Step One:**

The employee, with or without a Shop Steward or Union Committee member (at the employee's option), shall first discuss the grievance with her/his immediate supervisor or department head within seven (7) calendar days of the occurrence of the grievance. In this first step, both parties shall make every effort to settle the dispute. If the grievance is not settled at this step, then:

##### **9.04.03 Step Two:**

The grievance shall be reduced to writing by:

- (1) recording the grievance on the appropriate grievance form, setting out the nature of the grievance and the circumstances from which it arose;
- (2) stating the article or articles of the Agreement infringed upon or alleged to have been violated and the remedy or correction required;
- (3) the grievance shall be signed by the employee and a Shop Steward or Union Committee member;

- (4) the supervisor shall acknowledge receipt of the written grievance by signing and dating the grievance form at the time the grievance is presented; and
- (5) within seven (7) calendar days of receipt of the written grievance, the supervisor or the department head shall give her/his written reply. If the grievance is not settled at this step, then:

#### **9.04.04 Step Three:**

The Union Committee and the Committee on Labour Relations, or its delegate, shall meet within twenty-one (21) calendar days or other mutually agreed to time to discuss the grievance. At this step of the grievance procedure, each party shall provide to the other a statement of facts and copies of all relevant documents. The findings or decisions of the Committee on Labour Relations shall be presented to the Union in writing within seven (7) calendar days of the meeting. If the grievance is not settled at this step, either party may refer the grievance to arbitration under Article 11 within thirty (30) calendar days.

#### **9.04.05 Canada Post**

Canada Post strike/lockout will not affect grievance time limits.

#### **9.05 Policy Grievance**

Where either party to this agreement disputes the general application, interpretation, or alleged violation of an article to this agreement, the dispute shall be discussed initially with the Employer, her/his designate or the Union within fourteen (14) calendar days of the occurrence. Where no satisfactory resolution is reached, either party within a further 28 calendar days may submit the dispute to arbitration as set out in Article 11 of this agreement.

#### **9.06 Dismissal/Suspension for Alleged Cause**

Employees dismissed or suspended for alleged cause shall have the right within seven (7) calendar days after the date of dismissal or suspension to initiate a grievance at Step Three of the grievance procedure.

#### **9.07 Reinstatement of Employees**

If, prior to the constitution of an Arbitration Board pursuant to Article 11, it is found that an employee was disciplined or dismissed without just and reasonable cause, or laid-off contrary to the provi-

sions of the Collective Agreement, that employee shall be reinstated by the Employer without loss of pay with all of her/his rights, benefits and privileges which she/he would have enjoyed if the lay-off, discipline or discharge had not taken place, or upon such other basis as the parties may agree.

## **9.08 Technical Objections to Grievances**

It is the intent of both parties to this Agreement that no grievance shall be defeated merely because of a technical error other than time limitations in processing the grievance through the grievance procedure. To this end, the arbitration board shall have the power to allow all necessary amendments to the grievance and the power to waive formal procedural irregularities in the processing of a grievance in order to determine the real matter in dispute, and to render a decision according to equitable principles and the justice of the case.

## **9.09 Industry Troubleshooter**

### **9.09.01 Issues Referred to Troubleshooter**

Where a difference arises between the parties relating to the dismissal, discipline, or suspension of an employee, or to the interpretation, application, operation, or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, during the term of the Collective Agreement, such difference may be referred to an Industry Troubleshooter.

### **9.09.02 Roster**

It is understood that the Industry Troubleshooters named below (or substitutes agreed to by the parties) shall be appointed on a rotating basis commencing with the first Troubleshooter named:

Mark Atkinson

Paula Butler

Judi Korbin

Vince L. Ready

In the event the parties are unable to agree on an Industry Troubleshooter within a period of thirty (30) calendar days from the date this Collective Agreement is signed, either party may apply to the Minister of Labour for the Province of British Columbia to appoint such person.

### **9.09.03 Roles/Responsibilities of Troubleshooter**

At the request of either party, the Troubleshooter shall:

- (a) investigate the difference;
- (b) define the issue in the difference; and
- (c) make written recommendations to resolve the difference, within five (5) calendar days of the date of receipt of the request and for those five (5) calendar days from that date, time does not run in respect of the grievance procedure.

### **9.09.04 Agreed to Statement of Facts**

The parties will endeavour to reach an agreed to statement of facts prior to the hearing.

## **ARTICLE 10 - EXPEDITED ARBITRATION**

### **10.01 Roster**

The following expedited arbitrators are appointed under the collective agreement:

Paula Butler

Elaine Doyle

Joan Gordon

Heather Laing

Vince L. Ready

Chris Sullivan

Kate Young

### **10.02 Expedited Arbitrations**

#### **10.02.01 Issues for Expedited Arbitration**

All grievances shall be considered suitable for and resolved by expedited arbitration except grievances in the nature of:

- (1) dismissals;
- (2) rejection on probation;
- (3) suspensions in excess of ten (10) work days;
- (4) policy grievances;
- (5) grievances requiring substantial interpretation of a provision of the collective agreement;
- (6) grievances requiring presentation of extrinsic evidence;
- (7) grievances where a party intends to raise a preliminary objection;

- (8) matters arising from the maintenance agreement and classification manual; and
- (9) grievances arising from duty to accommodate.

By mutual agreement of the parties, a grievance falling into any of these categories may be resolved by expedited arbitration.

A designated representative of the HEABC or of a constituent union of the FBA may as soon as possible notify the other party in writing of its intention to remove a matter from expedited arbitration where the party determines that the dispute is not suitable for expedited arbitration. If the parties are unable to agree on the suitability of a matter for expedited arbitration, suitability will be determined by the expedited arbitrator assigned to hear the grievance as soon as possible after the notification is provided and in advance of the scheduled hearing date. Submissions to the arbitrator will be limited to the suitability issue only in accordance with this Article 10.02.01.

#### **10.02.02 Expedited Schedule**

The HEABC and the constituent unions of the FBA will each appoint an Administrator to meet quarterly, or as often as is required, for the purposes of scheduling expedited arbitrations.

Sufficient arbitration dates will be established in advance, having regard to past and anticipated volume. Hearing dates will be shared equally amongst the appointed arbitrators who will be listed on the schedule in the same order as found in the roster in Article 10.01 above, subject to their availability. The hearing dates will be available for use by all of the constituent unions of the FBA.

The Administrators (which includes their designates) shall assign matters to available dates on the following basis:

- a. All matters remaining unresolved at Step 3 and referred to expedited arbitration shall be referred to the Administrators via email to be rostered at the next Administrator meeting.
- b. The referral email will include, at a minimum, the particulars required by Article 9.04.04 and a copy of the grievance.
- c. The Administrators will aim to group matters arising at the same employer or arising in the same geographic area, as appropriate.

- d. Groups of matters will then be assigned by the Administrators to available dates.
- e. The parties will work toward giving matters of an urgent nature priority. These include, but are not limited to, matters where an employee is at risk of experiencing loss of income due to a management decision. To this end, urgent matters may be assigned to: the earliest of available dates, previously scheduled dates that have become available due to settlements, or additional dates scheduled.
- f. The Administrators will make available the expedited arbitration schedule following each meeting or upon making any changes to the schedule.

#### **10.02.03 Location of Hearing**

The location of the hearing is to be agreed to by the parties but will be at a location central to the geographic area in which the dispute arose.

#### **10.02.04 Process**

As the process is intended to be non-legal, outside lawyers will not be retained to represent either party.

#### **10.02.05 Agreed to Statement of Facts**

The parties will endeavour to reach an agreed to statement of facts prior to the hearing.

#### **10.02.06 Procedure**

All presentations are to be short and concise and are to include a comprehensive opening statement. The parties agree to make limited use of authorities during their presentations.

#### **10.02.07 Mediation Assistance**

Prior to rendering a decision, the arbitrator may assist the parties in mediating a resolution to the grievance.

Where mediation fails, or is not appropriate, a decision shall be rendered as contemplated herein.

#### **10.02.08 Issuance of Report**

The decision of the arbitrator is to be completed on the agreed to form and mailed to the parties within three (3) working days of the hearing.



### **10.02.09 Status of Report**

All decisions of the arbitrators are to be limited in application to that particular dispute and are without prejudice. These decisions shall have no precedential value and shall not be referred to in any subsequent proceeding. The expedited arbitrators will be advised to include these statements at the beginning of their Reports.

All settlements of proposed expedited arbitration cases made prior to hearing shall be without prejudice.

### **10.02.10 Fees**

The parties shall equally share the costs of the fees and expenses of the arbitrator.

### **10.02.11 Authority of Arbitrator**

The expedited arbitrator shall have the same powers and authority as an arbitration board established under the provisions of Article 11 excepting Article 11.04.

It is understood that it is not the intention of either party to appeal a decision of an expedited arbitration proceeding.

Any suspension for alleged cause that is not dealt with under this Section shall be referred immediately to Article 9.06 for resolution.

### **10.02.12 Quarterly Review**

A representative of HEABC and the Association will meet quarterly to review the expedited arbitration process and scheduling of hearing dates.

## **ARTICLE 11 – ARBITRATION**

### **11.01 Composition of Board**

Should the Committee on Labour Relations, the Union Committee, and the senior official of the Union fail to settle any difference, grievance, or dispute whatsoever arising between the Employer and the Union, or the employees concerned, such difference, grievance or dispute, including any question as to whether any matter is arbitrable, but excluding re-negotiation of the Agreement shall, at the instance of either party, be referred to the arbitration, determination and award of a single arbitrator. Notwithstanding this, either party may choose to refer a matter to an Arbitration Board of three (3) members. Such arbitrator or Board shall be

deemed to be a Board of Arbitration within the meaning of the *Labour Relations Code of British Columbia*.

Where a matter is referred to an Arbitration Board of three (3) members, one (1) member is to be appointed by the Committee on Labour Relations, one (1) by the Union, and the third (3rd), who shall be the Chairperson of the Arbitration Board, by the two (2) thus appointed or, failing such appointment within two (2) weeks after either party has given notice to the other requiring that such appointment be made, the Chairperson of the Arbitration Board shall be appointed under the provisions of Article 11.

The following arbitrators are appointed under the collective agreement.

Mark Brown

Joan Gordon

Judi Korbin

David McPhillips

Joan McEwen

Vince L. Ready

The parties, by mutual agreement, will appoint an arbitrator from this list, may amend the list of arbitrators at any time, or choose an arbitrator who is not on this list.

The decision of the arbitrator or, in the case of an Arbitration Board, the said arbitrators, or any two (2) of them, made in writing in regard to any difference or differences, shall be final and binding upon the Employer, the Union, and the employees concerned.

### **11.02 Dismissal/Suspension**

If the dismissal or suspension of an employee for alleged cause is not settled at Step Three of the grievance procedure, such grievance shall be referred to the arbitration, determination and award of an Arbitration Board of one (1) member.

The parties agree to make every effort to have the matter heard by an arbitrator within two (2) months of the referral to arbitration using one of the arbitrators named below:

Mark Brown

Joan Gordon

Judi Korbin

Joan McEwen  
David C. McPhillips  
Vince L. Ready

The arbitrator shall schedule a hearing within seven (7) calendar days of her/his appointment.

The arbitrator shall hear and determine the dispute and issue a verbal or a written decision within seven (7) calendar days of the conclusion of the hearing.

The decision of the arbitrator shall be final and binding upon the parties. Upon receipt of the decision, either party may request written reasons for the decision.

The parties agree that the time limits for appeal under the *Labour Relations Code* of B.C. shall commence with the issuance of written reasons for the decision.

The arbitrator shall have the same powers and authority as an Arbitration Board established under the provisions of Article 11 excepting Article 11.04.

### **11.03 Authority of Arbitration Board**

The Arbitration Board shall have the power to settle the terms of the question to be arbitrated.

### **11.04 Time Limit for Decision of Arbitration Board**

A Board of Arbitration established under this article of the Collective Agreement shall have twenty (20) calendar days to render a decision with respect to the question to be arbitrated unless this time limit is extended by mutual agreement between the parties.

### **11.05 Employee Called as a Witness**

The Employer shall grant leave without loss of pay to an employee called as a witness by an Arbitration Board and, where operational requirements permit, leave without loss of pay to an employee called as a witness by the Union, provided the dispute involves the Employer.

On application, the arbitration board may determine summarily the amount of time required for the attendance of any witness.

### **11.06 Arbitration Board Hearings**

Where operational requirements permit, the Employer shall

grant leave without loss of pay to a reasonable number of employees representing the Union before an Arbitration Board, provided the dispute involves the Employer.

### **11.07 Expenses of Arbitration Board**

Each party shall bear the expenses of the arbitrator appointed by such party, and shall pay half of the expenses of the Chairperson or single arbitrator and of the stenographic and other expenses of the Board, unless paid by the Labour Relations Board of the Province of British Columbia.

### **11.08 Reinstatement of Employees**

If the Arbitration Board finds that an employee has been laid off contrary to the provisions of the Collective Agreement, or unjustly suspended or discharged, that employee shall be reinstated by the Employer and the Board may order that her/his reinstatement be without loss of pay and/or with all her/his rights, benefits and privileges which she/he would have enjoyed if the layoff, suspension or discharge had not taken place.

## **ARTICLE 12 - EVALUATION REPORTS, PERSONNEL FILES**

### **12.01 Evaluation Reports**

Where a formal evaluation of an employee's performance is carried out, the employee shall be provided with a copy to read and review. Provision shall be made on the evaluation form for an employee to sign it. The form shall provide for the employee's signature in two (2) places, one indicating that the employee has read and accepts the evaluation, and the other indicating that the employee disagrees with the evaluation. The employee shall sign in one of the places provided within seven (7) calendar days. No employee may initiate a grievance regarding the contents of an evaluation report unless the signature indicates disagreement with the evaluation. The employee shall receive a copy of the evaluation report at the time of signing. An evaluation report shall not be changed after an employee has signed it, without the knowledge of the employee, and any such changes shall be subject to the grievance procedure.

### **12.02 Personnel File**

An employee, or the Senior Union Official (or her/his designated representative), with the written authority of the employee, shall be

entitled to review the employee's personnel file, in the office in which the file is normally kept, in order to facilitate the investigation of a grievance or an employee may review her/his file for personal reference.

The employee or the Senior Union Official, as the case may be, shall give the Employer seven (7) days' notice prior to examining the file.

The personnel file shall not be made public or shown to any other individual without the employee's written consent, except in the proper operation of the Employer's business and/or for the purposes of the proper application of this Agreement.

### **ARTICLE 13 - PROBATIONARY PERIOD**

**13.01** For the first three (3) calendar months of continuous service with the Employer, an employee shall be a probationary employee. By written mutual agreement between the Employer and the Union, the probationary period may be extended by one (1) calendar month provided written reasons are given for requesting such extension. During the three (3) month probationary period, an employee may be terminated. If it is shown on behalf of the employee that the termination was not for just and reasonable cause, the employee shall be reinstated.

**13.02** Upon completion of the probationary period, the initial date of employment shall be the anniversary date of the employee for the purpose of determining prerequisites and seniority.

### **ARTICLE 14 - PROMOTION, TRANSFER, DEMOTION, RELEASE**

#### **14.01 Selection Criteria**

In the promotion, transfer, demotion or release of employees, efficiency, required qualifications (including initiative), and seniority shall be the determining factors. Each of the three determining factors will be accorded equal weight.

#### **14.02 Qualifying Period**

If a regular employee is promoted, voluntarily demoted, or transferred to a job, the classification for which the Union is the certified bargaining authority, then the promoted, voluntarily demoted, or

transferred employee shall be considered a qualifying employee in her/his new job for a period of three (3) months.

In no instance during the qualifying period shall such an employee lose seniority or perquisites. However, if a regular employee has been promoted, voluntarily demoted or transferred and during the aforementioned three (3) month period is found unsatisfactory in the new position, then the promoted, voluntarily demoted or transferred employee shall be returned to her/his former job and increment step before the promotion, voluntary demotion or transfer took place, without loss of seniority, and any other employee hired, promoted, voluntarily demoted or transferred because of the rearrangement of jobs, shall be returned to her/his former job and pay rate without loss of seniority and accrued perquisites.

An employee who requests to be relieved of a promotion, voluntary demotion, or transfer during the qualifying period in the new job shall return to the employee's former job without loss of seniority or perquisites on the same basis as outlined in paragraph (2) of this Article.

### **14.03 Temporary Promotion or Transfer**

An employee granted a temporary promotion, transfer or demotion shall return to her/his former job and pay rate without loss of seniority and accrued perquisites when the temporary promotion, transfer or demotion terminates.

### **14.04 Relieving in Higher and Lower-Rated Positions**

#### **14.04.01**

In the event of an employee relieving in a higher-rated job, the employee shall receive the next higher increment rate of the new position, or a minimum increase of twenty dollars (\$20.00) monthly, proportionate to the time worked, whichever is greater, after not less than one (1) work day, retroactive to the start of the relief period. Maximum increment rates in the higher range shall not be exceeded by the application of this clause.

#### **14.04.02**

In cases where an employee is required to transfer temporarily to a lower-rated job, such employee shall incur no reduction in wages because of such transfer.

### **14.04.03**

Employees temporarily assigned to the duties of supervisory personnel outside the contract shall receive ten percent (10%) per month more than the highest rate for her/his classification, or one hundred dollars (\$100.00) per month, or portion thereof, whichever is greater, if so employed for one (1) or more work days, retroactive to the start of the relief period.

### **14.05 Promotions**

A regular employee promoted to a job with a higher wage rate structure shall receive in the new job the increment rate that is immediately higher than her/his wage rate immediately prior to the promotion.

For increment progression, the employee's increment anniversary date shall then become the initial day in the new job. Employee pay rates shall become effective from the first day in the new job and further increment increases shall become effective on the established increment date.

However, should the promotion at any time result in a lesser rate of pay than the employee would have received if the promotion had not occurred, then the employee shall retain the increment anniversary date of her/his prior job.

### **14.06 Transfers**

A regular employee transferred to a job with the same pay rate structure as her/his former job shall remain at the same increment step in the pay rate structure and shall retain her/his former increment anniversary date.

A regular employee transferred upon the employee's request to a job with the same pay rate structure as her/his former job, who has the experience in or possesses the ability to perform the duties of the new job, shall retain the pay rate and increment anniversary date of her/his prior job.

A regular employee transferred upon the employee's request to a job with the same pay rate structure as her/his former job who does not have prior experience or ability to qualify as above, shall remain at the increment step immediately preceding the step indicated by length of overall seniority for a period not to exceed three (3)

months. Upon completion of this qualifying period, the employee shall revert to the increment anniversary date of her/his prior job.

#### **14.07 Demotions**

An employee requesting a voluntary demotion from a higher to a lower-rated job, and who is subsequently demoted to the lower-rated job, shall go to the increment step of the lower-rated job commensurate with her/his overall seniority, provided she/he has experience in or possesses the ability to perform the duties of the lower-rated job without a training period. For the purpose of this Article and in the event of involuntary demotion, an employee who does not have prior experience or ability to qualify as above, shall remain at the increment step immediately preceding the step indicated by length of overall seniority, for a period not to exceed three (3) months.

#### **14.08 Re-employment After Retirement**

Employees who have reached retirement age as prescribed under the Pension (Municipal) Act and continue in the Employer's service, or are re-engaged within three (3) calendar months of retirement, shall continue at their former increment step in the pay rate structure of the classification in which they are employed, and the employee's previous anniversary date shall be maintained. All prerequisites (which does not include seniority) earned up to the date of retirement shall be continued or reinstated.

#### **14.09 Re-employment After Voluntary Termination or Dismissal for Cause**

Where an employee voluntarily leaves the Employer's service, or is dismissed for cause and is later re-engaged, seniority and all prerequisites shall date only from the time of re-employment, according to regulations applying to new employees.

#### **14.10 Supervisory or Military Service**

It is understood service with the Armed Forces of Canada in time of war or compulsory military service, or service with the Employer as a supervisory employee does not constitute a break in the continuous service and shall not affect an employee's seniority rights.

#### **14.11 Seniority Dates**

Upon request, the Employer agrees to make available to the Union the seniority dates of any employees covered by this



Agreement. Such seniority dates shall be subject to correction for error on proper representation by the Union.

## **14.12 Portability**

### **14.12.01 Probation**

Any new employee who, within three (3) months previous to being hired by the Employer, worked for any Employer where the Union is certified and where the Employer is a member of the Health Employers Association of B.C., shall be required to serve a probationary period in accordance with Article 13. Upon completion of the probationary period, the employee shall be credited with portable benefits as defined below.

### **14.12.02 Portable Benefits**

#### **(a) Wages**

Previous service in a similar position classification shall be recognized and the employee shall proceed to the increment step commensurate with her/his accumulated seniority. Credit given for such service shall carry with it the previous anniversary date.

#### **(b) Annual Vacations**

Vacation entitlement earned during previous employment shall be credited to the employee, and vacations granted shall be in accordance with such previous entitlement (Articles 28.01 and 28.02).

#### **(c) Sick Leave**

The employee shall be credited with any unused accumulation of sick leave from her/his previous employment up to a maximum of one hundred fifty-six (156) days, and shall be entitled to sick leave in accordance with the provisions of Article 31, commensurate with her/his accumulated seniority.

### **14.12.03 Seniority**

An employee who voluntarily terminates with an Employer party to this Collective Agreement (Employer A) and is employed within one hundred and eighty (180) calendar days with the same Employer or with another Employer party to this Collective Agreement (Employer B), is entitled to portability of seniority accumulated at Employer (A).

## **14.13 Previous Experience**

### **14.13.01**

Upon recruiting new (including previous) employees, the Employer agrees that previous comparable experience shall be taken into consideration and the commencing pay rate may be at any step in the range above the minimum.

### **14.13.02**

A former employee, re-engaged for a previous job, who has been absent from employment in a health care institution for a period not exceeding three (3) years, shall be recruited at any step in the range above the minimum.

## **14.14 More Favourable Rate or Condition**

No employee who is at present receiving a more favourable rate or condition than is specified herein shall incur a reduction in such rate or condition unless a reduction in such rate or condition was negotiated.

## **14.15 Part-Time Employees**

### **14.15.01 Qualifying Period**

Employees promoted to a regular full-time position shall be considered qualifying employees in that position for a period of three (3) calendar months.

### **14.15.02 Increment Progression**

Based on calendar length of service with the Employer.

### **14.15.03 Seniority**

Applicable on a proportionate basis. [See also Casual Addendum 12(3)]

## **ARTICLE 15 - JOB DESCRIPTIONS, NOTICE OF NEW AND CHANGED POSITIONS**

*See Addendum - Maintenance Agreement and Classification Manual*

## **ARTICLE 16 - JOB POSTINGS AND APPLICATIONS**

*Note: Effective no later than the first pay period of 2011, this article was modified in accordance with the Memorandum of Agreement Re Consolidation of Seniority Lists. In the event that there is a conflict between this article and the Memorandum of Agreement Re Consolidation of Seniority Lists, the language of the latter will prevail.*

## 16.01 Job Postings and Applications

If a vacancy or a new job is created for which union personnel might reasonably be recruited, the following shall apply:

- (a) If the vacancy or new job has a duration of thirty (30) calendar days or more, the vacancy or new job including salary range, a summary of the job description, the required qualifications, the hours of work, including start and stop times and days off, the work area and the commencement date shall, before being filled, be posted for a minimum of seven (7) calendar days, in a manner which gives all employees access to such information.
- (b) Notwithstanding (a) above, if a temporary absence is one of less than ninety (90) calendar days, the work of the absent employee may be performed by employees working in float pool positions, where float pools exist.
- (c) Notwithstanding (a) above, if the vacancy is a temporary one of less than ninety (90) calendar days and the work is not being performed by a float employee, the position shall not be posted and instead shall be filled as follows:
  - (i) where practicable by qualified regular employees who have indicated in writing their desire to work in such position consistent with the requirements of Article 14. Should a vacancy under this Article result in backfilling of more than one (1) vacancy (including the initial vacancy) the second (2nd) vacancy may be filled by an employee registered for casual work unless the Employer and the Union agree otherwise in good faith. If the application of this paragraph requires the Employer to pay overtime to the employee pursuant to Article 19, the proposed move shall not be made. An employee who accepts work under this provision is not eligible to work in another Article 16.01(c) assignment that conflicts with the accepted one.
  - (ii) by employees registered for casual work in accordance with the casual addendum.
  - (iii) in cases of unanticipated or unplanned temporary absences, such temporary absence may first be filled under (c)(ii) for a period of up to seven (7) days.

- (d) A part-time employee who has accepted a casual assignment which conflicts with a temporary vacancy referred to in paragraph (c)(i) above shall be considered unavailable for such temporary vacancy.

A part-time employee who has accepted a temporary vacancy referred to in paragraph (c)(i) above which conflicts with a casual assignment shall be considered unavailable for such casual assignment.

Where an employee declines an offer to work under (c)(i) the Employer need not offer the work again to that employee under (c)(ii), if she/he is also registered for casual work.

- (e) Existing local agreements will be in force and effect (including termination clauses) unless changed by mutual agreement by the parties at the local level.
- (f) Where the local agreement covering access to work by part-time employees (former “15.01c”) does not contain a termination clause, the agreement may be terminated on giving of six (6) months’ notice by either party.
- (g) By mutual agreement, the parties may vary the job posting process set out in Article 16.01.

### **16.02 Change to Start and Stop Times, Days Off and Department**

In the posting of a vacancy or a new job, the hours of work, including stop and start times, days off and work area may be subject to change provided that:

- (i) the change is consistent with operational requirements and the provisions of the Collective Agreement, and is not capricious, arbitrary, discriminatory or in bad faith; and
- (ii) the Employer has inquired into, and given prior due consideration to, the importance placed by the affected employee(s) on the existing hours of work, days off and work area; and the impact the change will have on the personal circumstances of such employee(s).

### **16.03 Job Posting Process and Regional Postings**

1. Step #1: A regular on-going vacancy is to be posted at the

Collective Agreement Employer where the vacancy originates. All employees of that Employer in the Facilities Subsector, including laid off and displaced employees, are entitled to apply on the vacancy and be considered pursuant to the provisions of Article 14.01. There is no requirement for “automatic” consideration of displaced or laid off employees.

2. Step #2: If the position is still not filled through Step #1 above, laid off employees are recalled to the vacancy.
3. Step #3: If the vacancy is unfilled after Step #2 above, the following Regional Posting process will apply:
  - (a) If the vacancy originated in a Health Authority displaced employees of Affiliated Employers within the Health Authority geographic area will receive priority prior to external applicants.
  - (b) If the vacancy originated in an Affiliated Employer, displaced employees within the applicable Health Authority are eligible to apply for the vacancy. Displaced employees in the Health Authority receive priority over external applicants.

The selection decision of the Employer will be made in accordance with Article 14.01.

- (c) For the purposes of Step #3, there is no Affiliated Employer to Affiliated Employer priority for employees. In addition, there is no priority for non-displaced employees of a Health Authority to a vacancy at an Affiliated Employer or for a non-displaced employee of an Affiliated Employer to a vacancy at a Health Authority.
- (d) Employers are working toward the goal of an on-line job posting process. In the interim, until that goal is achieved, Employers will facilitate the operation of Step #3 above by forwarding between the appropriate Health Authority and/or Affiliated Employer information allowing for display on notice boards of a simple listing of vacancies.
- (e) Any employee who successfully posts on a vacancy under

the above process is entitled to port her service and seniority to the receiving worksite.

- (f) Employers within the Provincial Health Services Authority are not covered by the Regional Posting process outlined in this Step #3.
- (g) The onus is on employees with a priority for a vacancy to apply. The Employer is not required to “seek out” employees with a priority for a vacancy.
- (h) The implementation of the above process will not result in “reposting” or “second posting” of vacancies, “holding of vacancies” for any period of time, or an extension to the length of the posting period set out in Article 16.

#### **16.04 Placement Process**

Placement under steps 2 to 4 as set out above would not normally result in a promotion. However, the parties may mutually agree to a promotion under the placement process. In such case, the promotion provisions of Article 14 shall apply.

#### **16.05 Special Project Vacancies**

Positions funded for specific projects, i.e., grant-funded, capital projects, etc., will be posted pursuant to the collective agreement.

When the funding ends, an internal candidate retains their previous status. For an external candidate, they maintain their current rights under the collective agreement.

#### **16.06 Applications from Absent Employees**

The Employer shall also consider applications from those employees, with the required seniority, who are absent from their normal places of employment because of sick leave, annual vacation, unpaid leave, Union leave, compassionate leave, education leave, or special leave, and who have filled in an application form before each absence, stating the jobs they would be interested in applying for should a vacancy or new job occur during their absence.

#### **16.07 Temporary Appointments**

Where operational requirements make it necessary, the Employer may make temporary appointments pending the posting and consideration of Union personnel pursuant to 16.01 above.

### **16.08 Notice to Union**

Two (2) copies of all postings shall be sent to the Local of the Union within the aforementioned seven (7) calendar days.

### **16.09 Notice of Successful Applicant**

The Employer shall, within three (3) calendar days, inform all applicants of the name of the successful applicant either in writing to each applicant or posting the name of the successful applicant in the same manner in which the vacancy or new job was posted.

### **16.10 Grievance Investigation**

The Employer agrees to supply to the Union the names of all applicants for a vacancy or new position in the course of a grievance investigation.

### **16.11 Float Positions**

- (a) It may be operationally more efficient and cost effective to utilize regular float positions for relief work as set out in the Addendum - Casual Employees.

Within ninety (90) days of ratification of the Agreement, and on an annual basis thereafter, the Employer and the Union, at the local level, will discuss the development of regular status float pool positions in light of the Employer's use of casual employees in the previous period.

- (b) Float pool employees shall be utilized only to relieve positions occupied by other regular employees. However, where no such work is available, employees in float pool positions shall be utilized productively.
- (c) The Employer shall post and fill float positions in accordance with Article 16.01(a). Float pool employees are entitled to all the provisions of this agreement except Article 19 (a), (b), (c), (d) and (f). In addition, they shall not be entitled to access work under Article 16.01(c) and the Addendum - Casual Employees at times when they are otherwise regularly scheduled to work.
- (d) Where appropriate, a float pool employee may be required to perform work at more than one work site of the Employer.
- (e) Existing local agreements will not be affected by the above.

## **ARTICLE 17 - TECHNOLOGICAL, AUTOMATION AND OTHER CHANGES**

### **17.01 Technological Change**

#### **17.01.01 Preamble**

This Article shall not interfere with the right of the Employer to make such changes in methods of operation as are consistent with technological advances in the health care field.

The purpose of the following provisions is to preserve job security and stabilize employment and to protect as many regular employees as possible from loss of employment.

#### **17.02 Job Training**

The Employer and the Union shall establish a Joint Committee on Training and Skill Upgrading for the following purposes:

- (1) for planning training programs for those employees affected by technological change;
- (2) for planning training programs to enable employees to qualify for new positions being planned through future expansion or renovation;
- (3) for planning training programs for those employees affected by new methods of operation;
- (4) for planning training programs in the area of general skill upgrading.

Whenever necessary, this Committee shall seek the assistance of external training resources such as the Federal Human Resources Development Canada and Provincial Ministry of Labour, or other recognized training institutions.

#### **17.03 Definition of Displacement**

Any employee classified as a regular employee shall be considered displaced by technological change when her/his services shall no longer be required as a result of a change in plant or equipment, or a change in a process or method of operation diminishing the total number of employees required to operate the department in which she/he is employed.



## 17.04 Bumping

*Note: This article was modified in accordance with the Memorandum of Agreement Re Consolidation of Seniority Lists. In the event that there is a conflict between this article and the Memorandum of Agreement Re Consolidation of Seniority Lists, the language of the latter will prevail.*

“Comparable” means that the regularly scheduled hours of work differ by no more than 20% from the regularly scheduled hours of an employee’s current position and the hourly wage rate differs by no more than 5% from the hourly wage rate of the employee’s current position.

“Worksite” means a facility, agency, centre, program, organization or location at or from which an employee is assigned to work.

- (1) An employee exercising a right to bump another employee must advise the employee’s Employer within 14 days after receiving the seniority list referred to in subsection (2) of his or her intention to bump an employee at the same worksite or at a different worksite. In addition, an employee exercising a right to bump under any of the following subsections may only bump into a position in a classification that entails performing duties the bumping employee is qualified to perform and capable of performing.
- (2) An employee who has received a layoff notice must decide whether to bump another employee, within the time set out in subsection (1) above, after receiving from the employee’s Employer a list of the positions on the same seniority list occupied by employees with fewer than 7 years seniority.
- (3) An employee with greater than 7 years seniority making a decision under subsection (2) above may bump an employee with fewer than 7 years seniority at their worksite.
- (4) An employee with greater than 7 years seniority who does not have an option to bump an employee with less than 7 years seniority at their worksite who occupies a comparable position may bump the most junior employee at their worksite who occupies a comparable position.
- (5) An employee with greater than 7 years seniority who does not

have an option under subsection (4) above may bump the most junior employee who occupies a position at their worksite; or bump the most junior employee who occupies a position within a worksite and classification identified by the employee in the Health Authority/Health Sector Employer.

- (6) An employee with fewer than 7 years seniority making a decision under subsection (2) above may bump the most junior employee at their worksite who occupies a comparable position or bump the most junior employee who occupies a position at their worksite.
- (7) An employee with fewer than 7 years seniority who does not have an option under subsection (6) above to bump the most junior employee at their worksite in a comparable position may bump the most junior employee who occupies a position within a worksite and classification identified by the employee in the Health Authority/Health Sector Employer.
- (8) If an employee exercises a right to bump another employee under subsection (3), (4), (5), (6) or (7) above, the Employer may assign the employee to the new position anytime within 7 days from the date on which the Employer receives notification that the employee has exercised his or her right to bump that other employee.
- (9) An employee who fails to exercise his or her right to bump another employee under this Article may be laid off anytime after 14 days from the date on which the employee received the seniority list referred to in subsection (2) above or at the expiry of the employee's notice period, whichever is later.

### **17.05 Notice of Displacement**

Where a notice of displacement or layoff actually results in a layoff, and prior to the layoff becoming effective, two (2) copies of such notice shall be sent to the Local designate.

### **17.06 Layoff Notice**

#### **17.06.01**

The Employer shall give regular full-time and regular part-time employees the following written notice of layoff or normal pay for that period in lieu of notice:

- (a) less than two (2) years' seniority - thirty-one (31) calendar days;
- (b) two (2) or more years' seniority but less than three (3) years' seniority - two (2) months;
- (c) three (3) or more years' seniority but less than four (4) years' seniority - three (3) months;
- (d) four (4) or more years' seniority but less than five (5) years' seniority - four (4) months;
- (e) five (5) or more years' seniority - six (6) months.

#### **17.06.02**

Notice of layoff shall not apply where the Employer can establish that the layoff results from an act of God, fire or flood.

#### **17.06.03**

Laid off regular employees shall retain their seniority and perquisites accumulated up to the time of lay-off, for a period of one (1) year and shall be rehired, if the employee possesses the capability of performing the duties of the vacant job, on the basis of last off - first on. Laid off employees failing to report for work of an ongoing nature within seven (7) days of the date of receipt of notification by registered mail shall be considered to have abandoned their right to re-employment. Employees requiring to give two (2) weeks' notice to another employer shall be deemed to be in compliance with the seven (7) day provision. In the exercise of rights under this Article, employees shall be permitted to exercise their rights in accordance with Article 17.06 of this Agreement.

#### **17.07 Contracting Out**

The Employer agrees that they will not contract out bargaining unit work that will result in the lay-off of employees within the bargaining unit during the term of this agreement. The Employer will discuss with representatives of the local in a timely manner, functions they intend to contract out after the date of signing this collective agreement that could otherwise be performed by Union members within the facility, except where an emergency exists.

There will be no expansion of contracting in or contracting out of work within the bargaining units of the unions as a result of the reduction in FTEs.

## **ARTICLE 18 - TERMINATION OF EMPLOYMENT**

### **18.01 Employer's Notice of Termination**

The Employer shall give regular full-time and regular part-time employees twenty-eight (28) calendar days' notice in writing or normal pay for that period in lieu of notice where services are no longer required, except for casual employees or employees dismissed for just and reasonable cause. The period of notice must be for time to be worked and must not include vacation time.

### **18.02 Employee's Notice of Termination**

Employees shall make every effort to give twenty-eight (28) calendar days' notice when terminating their employment.

Employees leaving with less than fourteen (14) calendar days' notice shall be paid their earned vacations less two percent (2%); for example:

employees entitled to eight percent (8%) shall be paid six percent (6%);

employees entitled to ten percent (10%) shall be paid eight percent (8%); etc.

Notwithstanding the foregoing, if the employee can show reasonable cause for giving less than fourteen (14) calendar days' notice, the employee shall be paid all earned vacations.

The period of notice must be for time to be worked and must not include vacation time.

### **18.03 Employment Abandoned**

Any employee who fails to report for work and does not notify her/his supervisor within three (3) work days and who cannot give an acceptable reason for her/his absence shall be considered as having abandoned her/his position.

## **ARTICLE 19 - SCHEDULING PROVISIONS**

### **19.01 Scheduling Provisions**

- (a) (i) The Employer shall arrange the times of all on-duty and off-duty shifts, including statutory holidays, and post these at least fourteen (14) calendar days in advance of their effective date.

- (ii) If the Employer alters the scheduled work days of an employee without giving at least fourteen (14) calendar days' advance notice, such employee shall be paid overtime rates for the first shift worked pursuant to Article 21. Notice of the alteration shall be confirmed in writing as soon as possible.
- (iii) If the Employer intends to implement a revised work schedule, the Employer will post the proposed rotation for seven (7) calendar days so that impacted regular employees in the unit/department have an opportunity to review it. Within a further seven (7) calendar days, the impacted regular employees will select their line on the new rotation in order of seniority. Any regular employee without a line in the new work schedule will be issued a displacement notice in accordance with Article 17. The new work schedule will then be posted in accordance with Article 19.01 (a) (i). [Reference March 21, 2006 Letter on Page 131].
- (b) There shall be a minimum of twelve (12) consecutive hours off-duty between the completion of one work shift and the commencement of the next.
- (c) When it is not possible to schedule twelve (12) consecutive hours off-duty between work shifts, all hours by which such changeover falls short of twelve (12) consecutive hours shall be paid at overtime rates in accordance with Article 21.
- (d) If a written request for a change in starting time is made by an employee which would not allow twelve (12) consecutive hours off-duty between the completion of one work shift and the commencement of another, and such request is granted, then the application of paragraphs (b) and (c) of this section shall be waived for all employees affected by the granting of such a request provided they are in agreement.
- (e) Employees may exchange shifts with the approval of the Employer, provided that, whenever possible, sufficient advance notice in writing is given and provided that there is no increase in cost to the Employer.

- (f) If the Employer changes a shift schedule without giving a minimum of fourteen (14) calendar days' advance notice and such change requires an employee to work on a scheduled day off, then such hours worked shall be paid at overtime rates pursuant to Article 21. Notice of the change shall be confirmed in writing as soon as possible.
- (g) Regular full-time employees shall not be required to work three (3) different shifts in any six (6) consecutive day period posted in their work schedules.
- (h) Where operational requirements necessitate a temporary change in start or stop time by up to a maximum of 2 hours with no change in shift duration, overtime rates pursuant to Article 21 will not be applicable.

If child care, transit difficulties or other serious personal circumstances do not permit such a change, employees may decline the change without repercussion by the Employer.

### **19.02 Unusual Job Requirements of Short Duration**

The nature of health care is such that at times it is necessary for an employee to perform work not normally required in her/his job and, therefore, the requirements of the moment shall determine the type of work to be performed. It is understood that an employee shall not be expected to perform a task for which she/he is not adequately trained.

## **ARTICLE 20 - HOURS OF WORK**

### **20.01 Continuous Operation**

The work week shall provide for continuous operation Sunday through Saturday.

### **20.02 Hours of Work**

- (a) The hours of work for each regular full-time employee covered by this agreement exclusive of meal times shall be 37.5 hours per week or an equivalent.
- (b) The base day will be seven and one-half (7.5) hours for the purpose of calculating the accrued credit banks.
- (c) Schedules with work days greater than seven and one-half (7.5) hours per day and up to and including eight (8) hours per

day are further clarified in the Memorandum of Understanding Re: Schedules.

- (d) Employees who are scheduled to be on-call during a meal period shall be paid for a full shift with the meal period being included within such shift.
- (e) Employees shall be scheduled off from work, exclusive of annual vacations, a minimum of one hundred sixteen (116) days per year (that is, an average of two (2) days per week plus a minimum of twelve (12) statutory holidays). If at the end of fifty-two (52) weeks dating from an employee's first scheduled shift in January, an employee has not had a minimum of one hundred sixteen (116) days off, she/he shall be paid extra at the applicable overtime rate for each day by which her/his total number of days off falls short of one hundred sixteen (116) days, except that she/he shall not again be paid for any day for which she/he was paid overtime in accordance with Article 21 or Article 27.04.
- (f) Employees shall not be required at any time to work more than six (6) consecutive shifts, and employees shall not receive at any time less than two (2) consecutive days off-duty excluding statutory holidays, otherwise overtime shall be paid in accordance with Article 21. Subject to the approval of the Employment Standards Board, the foregoing provision may be varied by mutual agreement between HEABC and the Union.

### **20.03 Rest and Meal Periods**

#### **(a) Rest Periods**

Employees working a full shift shall receive two (2) rest periods, one in each half of the shift. Employees working less than a full shift shall receive one (1) rest period.

Employees electing to take these breaks in their work areas shall receive fifteen (15) minute breaks. Those using the cafeteria shall be allowed ten (10) minutes in the cafeteria.

#### **(b) Meal Periods**

All employees covered by the Collective Agreement shall receive a one-half (1/2) hour meal period, no more, no less. The Employer shall attempt to schedule the meal period as close as possible to the middle of the shift.

#### **20.04 Split Shifts**

No split shifts shall be worked except in cases of emergency.

#### **20.05 Part-Time Employees**

The Employer shall eliminate, as far as possible, all part-time employees.

#### **20.06 Daylight Savings Time Change**

Employees shall be paid for actual hours worked when scheduled to work the nights of the standard/daylight savings time changes. It is understood that this pay will be at straight time.

### **ARTICLE 21 – OVERTIME**

**21.01** Employees requested to work in excess of the normal daily full shift hours as outlined in Article 20.02, or who are requested to work on their scheduled off-duty days, shall be paid:

- (1) the rate of time and one-half of their basic hourly rate of pay for the first two (2) hours of overtime on a scheduled work day and double time thereafter;
- (2) the rate of double time of their basic hourly rate of pay for all hours worked on a scheduled day off.

**21.02** Employees required to work on a scheduled day off shall receive the overtime rate as provided but shall not have the day off rescheduled.

**21.03** If an employee works overtime on a statutory holiday which calls for a premium rate of pay as provided at Article 27, the employee shall be paid overtime at the rate of time and one-half (1-1/2) times the premium statutory holiday rate for all hours worked beyond seven and one-half (7-1/2) in that day.

**21.04** Overtime pay shall be paid to the employee within eight (8) days after the expiration of the pay period in which the overtime was earned except as provided in Article 21.05 below.

#### **21.05**

- (A) A record shall be kept of authorized overtime worked by each employee which, at the option of the employee, shall be taken as time off or pay. Should the option be time off, such time off for overtime shall be accumulated and taken at a time mutually agreed to by the employee and the Employer.



- (B) The overtime earned between April 1 and September 30 shall, at the employee's option, be taken as time off or pay prior to March 31 of the next calendar year. Any unused portion of the accumulated overtime as of March 31 shall be paid out at the employee's current rate of pay.
- (C) Any overtime earned between October 1 and March 31 shall, at the option of the employee, be taken as time off or pay prior to September 30. Any unused portion of the accumulated overtime as of September 30 shall be paid out at the employee's current rate of pay.

**21.06** The hourly pay rate as calculated for computer purposes shall be the monthly wage rate of the employee, as shown in the Wage Schedules, multiplied by twelve (12) and divided by fifty-two (52) times the weekly hours of work as provided at Article 20.02, and such hourly rate so arrived at shall apply in the calculation of adjustments and overtime.

**21.07** An employee who works two and one-half (2-1/2) hours of overtime immediately before or following her/his scheduled hours of work shall receive a meal allowance of twelve dollars (\$12.00). One-half (1/2) hour with pay shall be allowed the employee in order that she/he may take a meal break either at or adjacent to her/his place of work.

- (i) This clause shall not apply to part-time employees until the requirements of Article 21.09 have been met.
- (ii) In the case of an employee called out on overtime to work on a rest day this clause will apply only to hours worked outside her/his regular shift times for a normal work day.

**21.08** When an employee is requested to work overtime on a scheduled work day or on a scheduled day off, the employee may decline to work such overtime except in cases of emergency. Only in cases of emergency may an employee be required to work overtime.

When an employee does not agree that an emergency exists, the employee shall work such overtime under protest and may file a grievance.

**21.09** A regular part-time employee working less than the normal hours per day of a full-time employee, and who is requested to work longer than her/his regular work day, shall be paid at the rate of

straight time for the hours so worked, up to and including the normal hours in the work day of a full-time employee. Overtime rates shall apply to hours worked in excess of the normal hours in the work day of a full-time employee.

**21.10** A regular part-time employee working less than the normal days per week of a full-time employee and who is requested to work other than her/his regularly scheduled work days, shall be paid at the rate of straight time for the days so worked, up to and including the normal work days in the work week of a full-time employee. Overtime rates shall apply to hours worked in excess of the normal work days in the work week of a full-time employee.

**21.11** An employee required to work overtime adjoining her/his regularly scheduled shift shall be entitled to eight (8) clear hours between the end of the overtime work and the start of her/his next regular shift. If eight (8) clear hours of time off are not provided, overtime rates shall apply to all hours worked on the next regular shift.

#### **21.12 Assignment of Overtime**

In cases where the Employer has authorized anticipated overtime to be worked, the Employer will offer the overtime by seniority to eligible employees.

An eligible employee includes one who is: actively working within the affected unit, qualified to perform the work, and available to accept the work (eg. not on any paid or unpaid leave of absence, not outside of safe work parameters).

The determination of seniority will be based on the most recently published/quarterly seniority list.

Where overtime is unanticipated (less than 24 hours in advance), overtime shall be offered by seniority to eligible employees who are at work. If no eligible employee accepts the overtime offered, the employer may offer the overtime to any available and qualified employee.

The Employer may cancel the overtime, without any penalty, where it is able to schedule the work at straight-time rates or no longer requires the work to be done.

## **ARTICLE 22 - SHIFT, WEEKEND AND TRADES QUALIFICATION PREMIUMS**

**22.01** Employees working the evening shift shall be paid a shift differential of ninety-five cents (95¢) per hour for the entire shift worked. Employees working the night shift shall be paid a shift differential of one dollar and seventy-five cents (\$1.75) per hour for the entire shift worked.

**22.02** An Employee shall be paid a weekend premium of one dollar (\$1.00) per hour for each hour worked between 0001 hours Saturday and 2400 hours Sunday.

**22.03** Evening shift will be defined as any shift in which the major portion occurs between 4:00 P.M. (1600 hours) and 12:00 Midnight (2400 hours) and night shift as any shift in which the major portion occurs between 12:00 Midnight (2400 hours) and 8:00 A.M. (0800 hours).

**22.04** Regular employees classified in the trades job family, maintenance supervisor classifications who hold a TQ ticket as a requirement of their job, and who supervise trades, and licensed Power Engineers shall receive a trades qualification premium of \$625 per year, pro-rated for part-time employees.

## **ARTICLE 23 - CALL BACK**

**23.01** Employees called back to work on their regular time off shall receive a minimum of two (2) hours' overtime pay at the applicable overtime rate, or shall be paid at the applicable overtime rate for the time worked, whichever is greater.

These employees shall receive a transportation allowance based on the cost of taking a taxi from their home to the Employer's place of business and return or, if the employee normally drives her/his motor vehicle to work an allowance of fifty-two cents (\$0.52) per kilometre, from the employee's home to the Employer's place of business and return. Minimum allowance shall be two dollars (\$2.00).

**23.02** If an employee is called back to work and does not receive a total of eight (8) consecutive hours off duty in the twenty-four (24) hour period beginning from the commencement of the employee's shift, then the employee will not be required to report for duty for

her/his next shift until she/he has received a total of eight (8) consecutive hours off duty. In such circumstances, no deduction will be made in the employee's daily pay and the employee's normal shift hours will not be extended to have the employee work a full shift.

The employee in the above situation will advise her/his supervisor in advance of the fact that she/he will not be reporting for duty at her/his scheduled time.

This provision is waived if the employee is granted a request for a particular shift arrangement that does not give the employee eight (8) consecutive hours in total off duty in the aforementioned twenty-four (24) hour period.

#### **ARTICLE 24 - CALL-IN - STATUTORY REQUIREMENT**

**24.01** Any employee, except those covered by Article 23, reporting for work at the call of the Employer shall be paid her/his regular rate of pay for the entire period spent at the Employer's place of business, with a minimum of two (2) hours' pay at her/his regular rate of pay if she/he does not commence work, and a minimum of four (4) hours' pay at her/his regular rate if she/he commences work.

#### **ARTICLE 25 - ON-CALL DIFFERENTIAL**

**25.01** Employees required to be on-call shall be paid an on-call differential of two dollars (\$2.00) per hour, or portion thereof.

The minimum on-call requirement shall be four (4) consecutive hours.

**25.02** Should the Employer require an employee to have a pager or beeper available during their on-call period, then all related expenses for such device shall be the responsibility of the Employer.

#### **ARTICLE 26 - TRANSPORTATION ALLOWANCE**

**26.01** An employee who uses her/his own motor vehicle to conduct business on behalf of and at the request of the Employer shall receive an allowance of fifty-two cents (\$0.52) per kilometre. Minimum allowance shall be two dollars (\$2.00).

**26.02** Where an employee uses her/his own motor vehicle to conduct business at the request of the Employer, and to the extent that Insurance Corporation of British Columbia insurance premiums are

necessarily increased to recognize such usage, the Employer shall reimburse the employee that portion of the premium representing the insurance necessary to move the employee's coverage from "to and from work" to "business use".

## **ARTICLE 27 - STATUTORY HOLIDAYS**

### **27.01 Statutory Holidays**

Employees will be entitled to twelve (12) statutory holidays and such other holidays as may be in future proclaimed or declared by either the Provincial or Federal Governments:

New Year's Day	Easter Monday
Victoria Day	Canada Day
Thanksgiving Day	Labour Day
Boxing Day	Remembrance Day
Good Friday	Christmas Day
B.C. Day	<u>Family Day</u>

They shall be granted on the basis that employees shall be scheduled off from work, exclusive of annual vacations, a minimum of one hundred sixteen (116) days per year (two (2) days per week plus a minimum of twelve (12) statutory holidays).

If at the end of a year (fifty-two (52) weeks dating from an employee's first scheduled shift in January), an employee has not had a minimum of one hundred sixteen (116) days off, she/he shall be paid extra at double time rates for each day by which her/his total number of days off falls short of one hundred sixteen (116), except that she/he shall not again be paid for any day for which she/he was paid at the rate of double time under Article 21 or Article 27.04.

Employees who are required to work on hospital scheduled statutory holidays and are given less than seven (7) calendar days' advance notice of this requirement will receive pay at the rate of time and one-half (1-1/2) for the time worked, in addition to their regular monthly pay rate, and will have such statutory holidays rescheduled in addition to such overtime pay.

### **27.02 Super Stats**

Employees who are required to work on Good Friday, Labour Day, or Christmas Day shall be paid at time and one-half (1-1/2) rates in

addition to their regular monthly pay rate. Payment of time and one-half (1-1/2) rates under this provision does not detract from statutory holiday entitlements otherwise owing to the employee. The Employer and the Union agree to be bound by the decision of Special Officer, D.R. Blair, dated August 29, 1974 regarding the interpretation and application of the foregoing Super Stat provisions.

**27.03** When an Employee has been on sick leave that is inclusive of one or more working days prior to an Employer scheduled statutory holiday and one or more working days following such Employer scheduled statutory holiday, then the Employer scheduled statutory holiday shall become a day to which accrued sick leave credits shall be applied and it shall be re-scheduled. The employee shall be required in all such cases to provide a certificate of illness from a medical practitioner. The provisions of Article 27.01, paragraph 3 shall not apply to Employer scheduled statutory holidays rescheduled in accordance with this paragraph. Such rescheduled statutory holidays shall be rescheduled not later than January 31st of the year following the year in respect of which they were originally scheduled.

**27.04** Employees required to work on scheduled days off will receive pay at the rate of double time for the time worked, but will not have the day off rescheduled.

**27.05** Employees who are required to work on a statutory holiday other than a Super Stat shall be paid at the rate of double time. Payment of premiums under this provision does not detract from statutory holiday entitlements otherwise owing to the employee.

**27.06** If an employee terminates during the year, she/he shall be entitled to the same portion of one hundred sixteen (116) days off that her/his period of service in the year bears to a full year.

**27.07** Every effort will be made to schedule such public holidays or their equivalent days, as additions to the employee's two (2) regularly scheduled days off per week so that employees will receive as many three-day breaks during each year as possible.

**27.08** The Employer shall make every effort to schedule either Christmas Day or New Year's Day off for employees so requesting.

**27.09** If an Employer scheduled statutory holiday occurs within an employee's vacation period, an extra day's vacation will be allowed for each statutory holiday so occurring.

**27.10 Part-Time Employees**

Part-time Employees shall receive the same perquisites on a proportionate basis as granted regular full-time employees, including the following:

Three (3) hours off with pay every thirty-three (33) days for employees working an average of fifteen (15) hours per week, or pay in lieu thereof; or a proportionate amount depending on time worked.

**ARTICLE 28 – VACATIONS**

**28.01 Vacation Entitlement**

All employees shall be credited for and granted vacation earned up to July 1st each year, on the following basis:

- (a) New employees who have been continuously employed at least six (6) months prior to July 1st will receive vacation time based on total completed calendar months employed to July 1st.

New employees who have not been employed six (6) months prior to July 1st will receive a partial vacation after six (6) months' service based on the total completed calendar months employed to July 1st.

- (b) Employees with one (1) or more years of continuous service shall have earned the following vacation with pay:

- 1 year's continuous service - 18 work days' vacation
- 2 years' continuous service - 18 work days' vacation
- 3 years' continuous service - 18 work days' vacation
- 4 years' continuous service - 18 work days' vacation
- 5 years' continuous service - 19 work days' vacation
- 6 years' continuous service - 20 work days' vacation
- 7 years' continuous service - 21 work days' vacation
- 8 years' continuous service - 22 work days' vacation
- 9 years' continuous service - 23 work days' vacation
- 10 years' continuous service - 24 work days' vacation
- 11 years' continuous service - 25 work days' vacation
- 12 years' continuous service - 26 work days' vacation

13 years' continuous service - 27 work days' vacation  
14 years' continuous service - 28 work days' vacation  
15 years' continuous service - 29 work days' vacation  
16 years' continuous service - 30 work days' vacation  
17 years' continuous service - 31 work days' vacation  
18 years' continuous service - 32 work days' vacation  
19 years' continuous service - 33 work days' vacation  
20 years' continuous service - 34 work days' vacation  
21 years' continuous service - 35 work days' vacation  
22 years' continuous service - 36 work days' vacation  
23 years' continuous service - 37 work days' vacation  
24 years' continuous service - 38 work days' vacation  
25 years' continuous service - 39 work days' vacation  
26 years' continuous service - 40 work days' vacation  
27 years' continuous service - 41 work days' vacation  
28 years' continuous service - 42 work days' vacation  
29 years' continuous service - 43 work days' vacation

This provision applies when the qualifying date occurs before July 1st in each year.

### **28.02 Supplementary Vacations**

- (a) Upon reaching the employment anniversary of twenty-five (25) years of continuous service, employees shall have earned an additional five (5) work days' vacation with pay. This provision applies when the qualifying date occurs before July 1st in each year.
- (b) Upon reaching the employment anniversary of thirty (30) years of continuous service, employees shall have earned an additional ten (10) work days' vacation with pay. This provision applies when the qualifying date occurs before July 1st in each year.
- (c) Upon reaching the employment anniversary of thirty-five (35) years of continuous service, employees shall have earned an additional fifteen (15) work days' vacation with pay. This provision applies when the qualifying date occurs before July 1st in each year.
- (d) Upon reaching the employment anniversary of forty (40) years of continuous service, employees shall have earned an addi-



tional fifteen (15) work days' vacation with pay. This provision applies when the qualifying date occurs before July 1st in each year.

- (e) Upon reaching the employment anniversary of forty-five (45) years of continuous service, employees shall have earned an additional fifteen (15) work days' vacation with pay. This provision applies when the qualifying date occurs before July 1st in each year.

The supplementary vacations set out above are to be banked on the outlined supplementary vacation employment anniversary date and taken at the employee's option at any time subsequent to the current supplementary vacation employment anniversary date but prior to the next supplementary vacation employment anniversary date.

### **28.03 Vacation Period**

Vacation time earned up to July 1st as indicated in Articles 28.01 and 28.02 shall be granted as follows:

Sixty percent (60%) of the employees shall be scheduled and granted vacations during the months of June, July, August and September.

Forty percent (40%) of the employees shall be scheduled and granted vacations during the remainder of the year.

The above scheduling provisions shall not apply and the Employer may schedule vacation evenly throughout the year in departments/units where the Employer creates regular float position(s) for those departments/units in accordance with Article 16.11 – Float Positions.

The Employer's request for selection of vacation shall be no earlier than October 1st, and the posting of the approved vacation schedule shall be completed by December 31st of the preceding calendar year or any other date mutually agreed at the local level.

The choice of vacation periods shall be granted employees on the basis of seniority with the Employer except where the period requested would be detrimental to the operation of a department or where the employee has not exercised her rights within the vacation selection time posted by the employer.

Once the approved vacation schedule has been posted, it shall only be changed by mutual agreement between the Employer and the affected employee.

#### **28.04 Splitting of Vacation Periods**

Annual vacations for employees with ten (10) work days' vacation or more shall be granted in one (1) continuous period but may, upon request from the employee, be divided, subject to the approval of the Employer, provided that the following shall apply:

1. The Employer's approval shall not be unreasonably withheld, taking into consideration the operational requirements of the department; and
2. At least one block of vacation shall be at least five (5) days in duration.

Employees wishing to split their vacations shall exercise seniority rights in the choice of the first vacation period. Seniority shall prevail in the choice of the second vacation period, but only after all other "first" vacation periods have been approved. Seniority shall also prevail in the choice of each subsequent vacation period, but only after each previous vacation period has been approved.

Annual vacations for employees with less than ten (10) work days' vacation shall be granted in one (1) continuous period.

#### **28.05 Vacation Pay**

Vacation pay to which an employee is entitled shall be paid to the employee at least one (1) calendar day before the beginning of his or her vacation, provided that the employee gives the Employer at least fourteen (14) days written advance notice. The amount of his or her vacation pay shall be based on the number of work days of planned absence due to vacation for each vacation period.

#### **28.06 Vacations Non-Accumulative**

Vacation time shall not be cumulative from calendar year to calendar year.

#### **28.07 Vacation Entitlement Upon Dismissal**

Employees dismissed for cause shall be paid their unused earned vacation allowance pursuant to Articles 28.01 and 28.02.

### **28.08 Reinstatement of Vacation Days - Sick Leave**

In the event an employee is sick or injured prior to the commencement of her/his vacation, such employee shall be granted sick leave and the vacation period so displaced shall be added to the vacation period if requested by the employee and by mutual agreement, or shall be reinstated for use at a later date.

**28.09** Employees who have commenced their annual vacation shall not be called back to work, except in cases of extreme emergency. If such occurs, an employee shall receive two (2) times her/his applicable rate of pay for all hours worked and shall have vacation period so displaced rescheduled with pay at a mutually agreeable time. All reasonable travel expenses incurred shall be reimbursed to the employee.

### **28.10 Part-Time Employees**

Part-time Employees shall receive the same perquisites on a proportionate basis as granted regular full-time employees, including the following:

Regular part-time Employees shall be credited with and granted vacations as set out in Articles 28.01 and 28.02; that is, for new hires on or after April 1, 2010, seven point two percent (7.2%) during the first year on regular part-time employment; and vacation with pay based on a proportionate amount of the vacation entitlements as set out under Articles 28.01 and 28.02.

## **ARTICLE 29 - COMPASSIONATE LEAVE**

**29.01** Compassionate leave of absence of three (3) days with pay shall be granted to a regular employee at the time of notification of death upon application to the Employer in the event of a death of a member of the employee's immediate family. This shall include parent (or alternatively step-parent or foster parent), spouse, child, step-child, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, legal guardian, ward and relative permanently residing in the employee's household or with whom the employee permanently resides.

Such compassionate leave shall be granted to employees who are on other paid leaves of absence including sick leave and annual vacations. When compassionate leave of absence with pay is granted, any concurrent paid leave credits used shall be restored.

Compassionate leave of absence with pay shall not apply when an employee is on an unpaid leave of absence.

### **ARTICLE 30 - SPECIAL LEAVE**

**30.01** An employee shall earn special leave credits with pay up to a maximum of twenty-five (25) days (187.5 hours) at the rate of one-half (0.5) day (3.75 hours) every four (4) weeks (150 hours).

As special leave credits are used, they shall continue to be earned up to the maximum.

Special leave credits may be used for the following purposes:

- (1) Marriage Leave - five (5) days.
- (2) Paternity Leave - one (1) day.
- (3) Serious household or domestic emergency including illness in the immediate family of an employee, and when no one at the employee's home other than the employee can provide for the care of the ill immediate family member - up to two (2) days at one time.
- (4) Leave of one (1) day may be added to three (3) days' compassionate leave.
- (5) Leave of three (3) days may be taken for travel associated with compassionate leave.
- (6) Adoption Leave - one (1) day.

If a regular full-time or regular part-time employee has not earned sufficient special leave credits, she/he may request leave of absence without pay.

#### **30.02 Part-Time Employees**

Part-time Employees shall receive the same prerequisites on a proportionate basis as granted regular full-time employees, including the following:

All special leave credits shall be paid in conformity with Article 30.

Two and three-fifths (2-3/5) days (19.5 hours) per year for those working an average of fifteen (15) hours per week per calendar year or a proportionate amount depending on time worked.

## **ARTICLE 31 - SICK LEAVE, WCB, INJURY-ON-DUTY**

**31.01** The following sick leave provisions may be varied by mutual agreement between the Union and the Employer in the event further EIC premium reductions for eligible sick leave plans are attainable under the Employment Insurance Act.

**31.02** Sick leave credits with pay shall be granted on the basis of one and one-half (1-1/2) work days per month, cumulative up to one hundred fifty-six (156) work days. Upon completion of the three (3) month probationary period, employees shall have sick leave benefits paid retroactive to their starting date to the extent of the accumulated sick leave credits earned up to the date of return from illness.

The maximum accumulation of sick leave credits shall be eleven hundred and seventy (1,170) hours.

**31.03** Sick leave with pay is only payable because of sickness and employees who are absent from duty because of sickness may be required to prove sickness. Failure to meet this requirement can be cause for disciplinary action. Repeated failure to meet this requirement can lead to dismissal. Employees must notify the Employer as promptly as possible of any absence from duty because of sickness and employees must notify the Employer prior to their return.

### **31.04 Leave - Workers' Compensation**

(a) Entitlement to Leave

An employee shall be granted Workers' Compensation leave with net pay in the event that the Workers' Compensation Board/WorkSafe determines that the employee has established a claim (time-loss benefits) and they are unable to perform their duties by reason of the compensable injury which occurred while employed by the Employer. For the purposes of this clause, "net pay" is defined as the employee's regular net take-home wages to ensure that the non-taxable status of Workers' Compensation benefits does not provide an opportunity for an injured worker to earn more while on claim than if they were working. The term claim will not include any form of WCB allowance or pension, and this section will not be operative while an employee is receiving such a different form of payment from WCB arising from this claim.

Additional shifts worked by part-time employees, shift and weekend premiums, and statutory holiday premiums (in accordance with the three (3) arbitration awards listed below) shall be taken into account when calculating “regular net take-home wages”:

- Surrey Memorial Hospital and BCNU; Donald Munroe; April 1, 1996.
  - Peace Arch Hospital and BCNU; Mervin Chertkow; December 2, 1997.
  - Vancouver Hospital and Health Sciences Centre and BCNU; Donald Munroe; January 28, 1998.
- (b) Reimbursement to Employer  
The employee shall pay to the Employer any amount received for loss of wages in settlement of any claims.
- (c) Benefit Entitlement  
When an employee is on a WCB claim all benefits of the Agreement will continue to accrue. However, an employee off work on WCB claim shall receive net wages as defined by (a) above, and benefits equalling but not to exceed their normal entitlement had they not suffered a compensable injury. For the first twenty (20) work days on claim, an employee will accrue statutory holidays and vacation credits. Once the claim exceeds twenty (20) work days, statutory holidays will not accrue.
- (d) Approval of Claim  
When an employee is granted sick leave with pay and Workers’ Compensation leave is subsequently approved for the same period, it shall be considered for the purpose of the record of sick leave credits that the employee was not granted sick leave with pay.
- (e) Continuation of Employment  
Employees who qualify for Workers’ Compensation coverage shall be continued on the payroll and shall not have their employment terminated during the compensable period, except for just cause. Upon return to work following recovery, an employee who was on claim for less than twenty-nine (29) months shall continue in her former job; an employee who was on claim for more than twenty-nine (29) months shall return

to an equivalent position, exercising her seniority rights if necessary, pursuant to Article 17.06.

- (f) Sick leave pay shall be paid for the one (1) day or less not covered by the *Workers' Compensation Act*.

**31.05** Sick leave pay shall be computed on the basis of scheduled work days and all claims shall be paid on this basis.

Sick leave deductions shall be according to actual time off.

**31.06** An employee must apply for sick leave pay to cover periods of actual time lost from work owing to sickness or accident.

Where medical and/or dental appointments cannot be scheduled outside the employee's working hours, sick leave with pay shall be granted.

**31.07** Employees with more than one (1) year's service who are off because of sickness or accident shall at the expiration of paid sick leave benefits, be continued on the payroll under the heading of leave of absence without pay for a period of not less than one (1) month plus an additional one (1) month for each additional three (3) years of service, or proportion thereof, beyond the first year of service.

Further leave of absence without pay shall be granted upon written request provided that the request is reasonable. The Employer may require the employee to prove sickness or incapacity and provide a medical opinion as to the expected date of return to work. The Employer's decision for further leave of absence without pay shall be in writing.

If no written report is received by the Employer by the end of the leave of absence without pay explaining the employee's condition, the employee's services shall be terminated.

**31.08** Employees with less than one (1) year's service who are off because of sickness or accident shall be continued on the payroll under the heading of leave of absence without pay for a period of seven (7) work days. Further leave of absence periods of seven (7) work days without pay may be granted upon written request. These written requests shall be acknowledged in writing. If no written report is received by the Employer within the seven (7) work days from such an employee explaining her/his condition, she/he shall be removed from the payroll.

**31.09** The Employer shall inform all employees at least once each year of the number of sick days accumulated and shall make the information available to an employee on request.

**31.10** All sick leave credits are cancelled when an employee terminates her/his employment except when an employee transfers to another health care institution in accordance with Article 14.12.02(c) and except as provided in Article 31.11 below.

### **31.11 Cash Pay-Out of Unused Sick Leave Credits**

Upon retirement or voluntary leave from the workforce as defined in Article 43, Severance Allowance, regular full-time and regular part-time employees shall be paid in cash an amount equivalent to forty percent (40%) of unused sick leave credits calculated at the employee's rate of pay at retirement.

### **31.12 Other Claims**

In the event that an employee is absent from duty because of illness or injury in respect of which wage loss benefits may be payable to the employee by the Insurance Corporation of British Columbia (ICBC), the liability of the Employer to pay sick pay shall rank after the ICBC. Notwithstanding such liability, the Employer shall pay the employee such sick leave pay as would otherwise be payable under this Agreement. The employee shall not be obliged to take action against the ICBC, but the Employer shall be entitled to subrogate to the rights of the employee and to take whatever action may be appropriate against ICBC at any time after six (6) months following the illness or injury, unless the employee first elects to take action on her/his own behalf. To the extent that the employee recovers monies as compensation for wages lost, the Employer shall be reimbursed any sick leave pay that it may have paid to the employee.

Where the Employer recovers monies from the ICBC, the employee's sick leave credits shall be proportionately reinstated.

### **31.13 Part-Time Employees**

Seven point two (7.2) days (fifty-four (54.0) hours) per year for those working an average of fifteen (15) hours per week per calendar year or a proportionate amount depending on time worked. All sick leave credits shall be paid in conformity with Article 31.



## **ARTICLE 32 - EDUCATIONAL LEAVE**

### **32.01 Employer Requested Leave**

Leave of absence without loss of pay, seniority and all benefits shall be granted to employees whenever the Employer requests, in writing, that the employee take designated courses and/or examinations. The cost of the course and/or any examination fee and reasonable expenses, including tuition fees and course required books, necessary travelling and subsistence expenses, incurred in taking the course and/or examination shall be paid by the Employer.

### **32.02 In-Service Education**

The parties recognize the value of in-service both to the employee and the employer and shall encourage employees to participate in in-service. All employees scheduled by the Employer to attend in-service seminars shall receive regular wages.

### **32.03 Employee Requested Long Term Leave**

After three (3) years' continuous service, an employee may request an unpaid leave of absence to take educational courses relating to the delivery of health care subject to the following provisions:

- (a) The employee shall give the longest possible advance notice in writing. Where an employee requests an unpaid leave of absence in excess of four (4) calendar months, such employee shall make every effort to give six (6) calendar months' advance notice in writing of such request.
- (b) Every effort shall be made by the Employer to comply with such requests, providing that replacements to ensure proper operation of the department can be found.
- (c) Notices granting such requests shall be given by the Employer in writing.

### **32.04 Paid Education Leave**

- (a) The Employer recognizes the desirability of providing a climate for employees to improve their education level and enhance their qualifications in order to enhance their opportunities for advancement.
- (b) Applications for paid education leave shall be submitted giving

the longest possible advance notice in writing. Every reasonable effort shall be made by the Employer to comply with such applications.

- (c) Paid education leave may be utilized to attend courses which are necessary to maintain an employee's current certification, registration or licence, required by the approved benchmark. It may also be utilized to sit exams for relevant professional courses.
- (d) Provided that the courses or exams are necessary to obtain a qualification set out on an approved benchmark for a job that might reasonably be available at the Employer's worksite, an employee with at least three (3) years of service with the Employer may also utilize paid education leave to improve her/his education level and qualifications in order to enhance her/his opportunities for advancement with the Employer.
- (e) Upon approval of the course, the Employer will grant two (2) days education leave of absence with pay (at straight time rates), to a maximum of fifteen (15) hours. Premium pay does not apply under this article. Paid education leave is not to exceed two (2) days (15 hours) of Employer contribution per agreement year; nor shall it accumulate from agreement year to agreement year.

### **ARTICLE 33 - JURY DUTY**

**33.01** An employee who is subpoenaed by the Crown for jury duty, or as a witness for the Crown or the defence (not being himself/herself a party to the proceeding), shall continue to receive her/his regular pay and benefits. The employee shall turn over to the Employer any monies she/he receives from the court on the days she/he is normally scheduled to work, providing this does not exceed her/his regular pay rate. The employee shall not be required to turn over allowances received for travelling and meals.

### **ARTICLE 34 - LEAVE – UNPAID**

#### **34.01 Unpaid Leave**

Requests by employees for unpaid leave of absence shall be made in writing to the department supervisor and may be granted at the Employer's discretion. The employee shall give at least seven (7)

days' notice to minimize disruption of staff. The Employer shall make every reasonable effort to comply with such requests. Notice of the Employer's decision shall be given in writing as soon as possible.

### **34.02 Unpaid Leave - After Three Years**

For every three (3) years' continuous service, an employee may request, in writing, an extended unpaid leave of absence, giving the longest possible advance notice. Every reasonable effort shall be made to comply with such requests providing that replacements to ensure proper operation of the Employer's business can be found. Notices granting such leaves shall be in writing.

### **34.03 Unpaid Leave - Affecting Seniority and Benefits**

Any employee granted unpaid leave of absence totalling up to twenty (20) working days in any year shall continue to accumulate seniority and all benefits and shall return to her/his former job and increment step.

If an unpaid leave of absence or an accumulation of unpaid leaves of absence exceeds twenty (20) working days in any year, the employee shall not accumulate benefits from the twenty-first (21st) day of the unpaid leave to the last day of the unpaid leave but shall accumulate benefits and receive credit for previously earned benefits upon expiration of the unpaid leave.

### **34.04 Unpaid Leave - Union Business**

- (a) Short-term leave of absence without pay to a maximum of fourteen (14) days at one time shall be granted to employees designated by the Union to transact Union business including conventions and conferences unless this would unduly interrupt the operation of the department provided, however, that these designated employees shall be paid by the Employer for time lost in attending meetings during working hours whenever their attendance is requested by the Employer. The Union shall give reasonable notice to minimize disruption of the department and the Union shall make every effort to give a minimum of seven (7) days' notice.
- (b) Long-term leave of absence without pay shall be granted to employees designated by the Union to transact Union business for specific periods of not less than fourteen (14) days unless this would unduly interrupt the operation of the department.

Such requests shall be made in writing sufficiently in advance to minimize disruption of the department. Employees granted such leave of absence shall retain all rights and privileges accumulated prior to obtaining such leave. Seniority shall continue to accumulate during such leave and shall apply to such provisions as annual vacations, increments and promotions.

- (c) Leave of absence without pay shall be granted to employees designated by the Union for the purpose of collective bargaining. Seniority and all benefits shall accumulate during such leave.
- (d) The foregoing provisions shall not limit the provisions of Article 5.10, 9.01, 9.02, 9.03, 11.05, 11.06, 12.01, 12.02.
- (e) Every effort will be made by the Employer to retain employees on unpaid leave of absence for Union business on the Employer's payroll and where such employees are retained, the Union shall reimburse the Employer for the wages and benefits involved. This provision does not apply to employees on extended leaves of absence who are employed by the Union on a regular full-time basis.
- (f)
  - (i) Provided not less than seven (7) days' notice has been given, members of the Provincial Executive of the Union shall be granted leave of absence to attend the regular meetings of such Executive.
  - (ii) Where less than seven (7) days' notice is given, leave pursuant to this paragraph shall be subject to reasonable operational requirements.

#### **34.05 Unpaid Leave - Public Office**

Employees shall be granted unpaid leave of absence to enable them to run for elected public office and if elected, to serve their term(s) of office subject to the following provisions:

- (a) Employees seeking election in a Municipal, Provincial or Federal election shall be granted unpaid leave of absence for a period up to ninety (90) calendar days.
- (b) Employees elected to public office shall be granted unpaid leave of absence for a period up to five (5) years.

## **ARTICLE 35 - MATERNITY AND PARENTAL LEAVE**

### **35.01 Maternity Leave**

- (a) Pregnancy shall not constitute cause for dismissal.
- (b) Medical complications of pregnancy, including complications during an unpaid leave of absence for maternity reasons preceding the period stated by the *Employment Insurance Act*, shall be covered by sick leave credits providing the employee is not in receipt of maternity benefits under the *Employment Insurance Act* or any wage loss replacement plan.
- (c) The period of maternity leave shall commence six (6) weeks prior to the expected date of birth. The commencement of leave may be deferred for any period approved in writing by a duly qualified medical practitioner.
- (d) An employee shall notify the Employer in writing of the expected date of birth. Such notice will be given at least ten (10) weeks prior to the expected date of birth.
- (e) If an employee is unable or incapable of performing her duties prior to the commencement of the maternity leave of absence without pay, the employee may be required to take unpaid leave of absence.
- (f) The Employer may require the employee to provide a doctor's certificate indicating the employee's general condition during pregnancy along with the expected date of confinement.
- (g) An employee is entitled to maternity leave up to seventeen (17) weeks without pay (see also Article 35.03).

### **35.02 Maternity Leave Allowance**

- (a) An employee who qualifies for maternity leave pursuant to Article 35.01, shall be paid a maternity leave allowance in accordance with the Supplemental Employment Benefit (SEB) Plan. In order to receive this allowance, the employee must provide to the Employer, proof that she has applied for and is eligible to receive employment insurance benefits pursuant to the *Employment Insurance Act*. An employee disentitled or disqualified from receiving employment insurance benefits is not eligible for maternity leave allowance.

- (b) Pursuant to the Supplemental Benefit (SEB) Plan, the maternity leave allowance will consist of:
  - (1) Two (2) weeks at eighty-five (85) percent of the employee's basic pay;
  - (2) Fifteen (15) additional weekly payments equivalent to the difference between the employment insurance gross benefits and any other earnings received by the employee and eighty-five (85) percent of the employee's basic pay.

Note: For the purpose of Article 35 only, "Basic Pay" is defined as the employee's earnings based on the rate of pay (in accordance with the applicable wage schedule) and the employee's regular schedule.

### **35.03 Parental Leave**

- (a) Upon written request an employee shall be entitled to parental leave of up to thirty-seven (37) consecutive weeks without pay (or thirty-five (35) consecutive weeks in the case of birth mother who takes maternity leave under article 35.01). The leave period may be extended by an additional five (5) weeks where the employee's claim is extended pursuant to Section 12(7) of the *Employment Insurance Act*.
- (b) Where both parents are employees of the Employer, the employees shall determine the apportionment of the thirty-seven (37) weeks (or thirty-five (35) consecutive weeks in the case of birth mother who takes maternity leave under article 35.01) parental leave between them. In such case the Employer shall be advised of the arrangements at least four (4) weeks prior to the commencement of the leave.
- (c) Such written request pursuant to (a) above must be made at least four (4) weeks prior to the proposed leave commencement date.
- (d) Leave taken under this clause shall commence:
  - (1) In the case of a mother, immediately following the conclusion of leave taken pursuant to Article 35.01 or following the adoption;
  - (2) In the case of the other parent, following the adoption or

the birth of the child and conclude within the fifty-two (52) week period after the birth date or adoption of the child. The “other parent” is defined as the father of the child and/or spouse of the mother, including common-law spouse as defined by Article 2.03. Such leave request must be supported by appropriate documentation.

### **35.04 Parental Leave Allowance**

- (a) An employee who qualifies for parental leave pursuant to Article 35.03, shall be paid a parental leave allowance in accordance with the Supplemental Employment Benefit (SEB) Plan. In order to receive this allowance, the employee must provide to the Employer proof of application and eligibility to receive employment insurance benefits pursuant to the *Employment Insurance Act*. An employee disentitled or disqualified from receiving employment insurance benefits is not eligible for parental leave allowance.
- (b) Pursuant to the Supplemental Employment Benefit (SEB) Plan and subject to leave apportionment pursuant to Article 35.03(b), the parental leave allowance will consist of a maximum of ten (10) weekly payments, equivalent to the difference between the employment insurance gross benefits and any other earnings received by the employee, and seventy-five (75) percent of the employee’s basic pay.

### **35.05 Benefits Continuation**

- (a) For leaves taken pursuant to Article 35.01 and 35.03, for the first twenty (20) days of such leave, the employee shall be entitled to the benefits applicable to other leaves of absence.
- (b) For the balance of the leaves taken pursuant to Articles 35.01 and 35.03 the Employer shall maintain coverage for medical, extended health, dental, group life and long term disability and shall pay the Employer’s share of these premiums.
- (c) Notwithstanding (b) above, should an employee be deemed to have resigned in accordance with Article 35.06 or fail to remain in the employ of the Employer for at least six months after their return to work, the Employer will recover monies paid pursuant to this Article on a pro-rata basis.

### **35.06 Deemed Resignation**

An employee shall be deemed to have resigned on the date upon which leave pursuant to Articles 35.01 and 35.03 commenced unless they advised the Employer of their intent to return to work one (1) month prior to the expiration of the leave taken pursuant to Article 35, or if they do not return to work after having given such advice.

### **35.07 Entitlements Upon Return to Work**

- (a) Notwithstanding Article 28 - Vacations, vacation entitlements and vacation pay shall continue to accrue while an employee is on leave pursuant to Articles 35.01 and 35.03, providing the employee returns to work as a regular employee for a period of not less than six (6) months. Vacation earned pursuant to this Article may be carried over to the following year notwithstanding Article 28.06.
- (b) Upon return to work, the employee shall continue in her former position without loss of perquisites accumulated up to the date of commencement of the maternity or parental leave of absence without pay and subject to the provisions of Article 34.03.
- (c) Employees who are unable to complete the six (6) months return to work required in (a) as a result of proceeding on maternity or parental leave shall be credited with their earned vacation entitlements and vacation pay providing the employee returns to work as a regular employee for a period of not less than six (6) months following the expiration of the subsequent maternity or parental leave.

### **35.08 Maternity and/or Parental Leave Allowance**

- (a) To be entitled to the maternity or parental leave allowances pursuant to Article 35.02 and 35.04, an employee must sign an agreement that they will return and remain in the Employer's employ for a period of at least six (6) months as a regular employee after their return to work.
- (b) Should the employee fail to return to work and remain in the employ of the Employer for a period of six (6) months as a regular employee, the employee shall reimburse the Employer for the maternity or parental leave allowance received under Articles 35.02 and 35.04.



## **ARTICLE 36 - ADOPTION LEAVE**

**36.01** An employee is entitled to adoption/parental leave pursuant to Article 35.03.

## **ARTICLE 37 - OCCUPATIONAL HEALTH AND SAFETY**

The Employer and the Association agree to cooperate in the promotion of safe working conditions, the prevention of accidents, the prevention of workplace injuries and the promotion of safe workplace practices. The Employer and the Association agree to adhere to the provisions of the *Workers' Compensation Act* and related regulations. The Employer will ensure that the *Occupational Health and Safety Regulation* is readily available at each worksite for reference by all workers and will ensure that workers are aware of the onsite location where the Regulation is available for viewing.

### **37.01 Occupational Health and Safety Committee**

- (a) The parties agree that a Joint Occupational Health and Safety Committee will be established. The Committee shall govern itself in accordance with the provisions of the *Occupational Health and Safety Regulation* made pursuant to the *Workers' Compensation Act*. The Committee shall be as between the Employer and the Union, with equal representation, and with each party appointing its own representatives.

In addition to the Joint Union-Employer Occupational Health and Safety Committee, the Union agrees to actively pursue with the other Health Care Unions a Joint Committee for the purposes of the *Occupational Health and Safety Regulation*.

- (b) Employees who are members of the Committee shall be granted leave without loss of pay or receive straight time regular wages while attending meetings of the joint committee. Employees who are members of the Committee shall be granted leave without loss of pay or receive straight time regular wages to participate in workplace inspections and accident investigations at the request of the Committee pursuant to the *WCB Occupational Health and Safety Regulation*.
- (c) The Occupational Health and Safety Committee shall have as part of its mandate the jurisdiction to receive complaints or concerns regarding workload problems which are safety-relat-

ed, the right to investigate such complaints, the right to define the problem and the right to make recommendations for a solution. Where the committee determines that a safety-related workload problem exists, it shall inform the Employer. Within twenty-one (21) days thereafter, the Employer shall advise the committee what steps it has taken or proposes to take to rectify the safety-related workload problem identified by the committee. If the Union is not satisfied with the Employer's response, it may refer the matter to the Industry Troubleshooter for a written recommendation.

- (d) No employee shall be disciplined for refusal to work when excused by the provisions of the *Workers' Compensation Act* and regulations.
- (e) Where the Occupational Health and Safety Committee determines that it is necessary to obtain information on its role and responsibility, it shall use the resources of the Workers' Compensation Board and/or the Occupational Health & Safety Agency. The committee will increase the awareness of all staff on such topics as: workplace safety, safe lifting techniques, dealing with aggressive patients/residents, WHMIS and the role and function of the Occupational Health and Safety Committee. The committee will foster knowledge and compliance with the *Occupational Health and Safety Regulation* by all staff.
- (f) The Employer will provide orientation and/or in-service, which is necessary for the safe performance of work, including universal precautions, the safe use of equipment, safe techniques for lifting and supporting patients/residents and the safe handling of materials and products. The Employer will also make readily available information, manuals and procedures for these purposes. The Employer will provide appropriate safety clothing and equipment.
- (g) The Employer shall be informed by the Occupational Health and Safety Committee of its recommendations on ergonomic adjustments and on measures to protect pregnant employees as far as occupational health and safety matters are concerned.

- (h) Effective April 1, 2001, where an employee is appointed to serve on the Occupational Health and Safety Committee for the first time, the Employer will provide such employee with one day of paid education leave, in addition to that required by law, during the first year in which she/he serves on the Committee. This additional day of paid education leave will be used to attend safety courses sponsored by the Workers' Compensation Board or the Joint Occupational Health and Safety Agency or other courses mutually agreed to by the Employer and the Union at the local level.

### **37.02 Aggressive Patients/Residents**

- (a) When the Employer is aware that a patient/resident has a history of aggressive behaviour the Employer will make such information available to the employee. Upon admission or transfer the Employer will make every reasonable effort to identify the potential for aggressive behaviour. The Employer shall make every reasonable effort to ensure that sufficient staff are present when any treatment or care is provided to such patients/residents.
- (b) In-service and/or instruction in caring for the aggressive patient/resident and on how to respond to patient's/resident's/visitor's aggressive behaviour will be provided by the Employer as needed. The appropriate Occupational Health and Safety Committee will be consulted on the curriculum.
- (c) Critical incident stress defusing (immediate support)/debriefing (scheduled follow up) shall be made available and be known to employees who have suffered a serious work-related, traumatic incident of an unusual nature. Critical incident stress debriefing or appropriate support shall be offered to employees. Appropriate resources will be made available as soon as possible following the incident. Employees attending defusing/debriefing will be given time off from work without loss of pay to attend or be paid at the applicable rate of pay.
- (d) The Employer agrees to provide to employees violence prevention training based on the program that was designed by the Provincial Violence Prevention Steering Committee. Where operational requirements allow, these modules may be com-

pleted while at work. The modules of the program that are applicable to the employee according to the program will be considered an in-service under Article 32.02.

### **37.03 Vaccination and Inoculation**

- (a) The Employer agrees to take all reasonable precautions, including in-service seminars, to limit the spread of infectious diseases among employees.
- (b) Where the Employer or Occupational Health and Safety Committee identifies high risk areas which expose employees to infectious or communicable diseases for which there are protective immunizations available, such immunizations shall be provided at no cost to the employee.
- (c) The Employer shall provide Hepatitis B vaccine, free of charge, to those employees who may be exposed to body fluids or other sources of infection.

### **37.04 Video Display Terminals**

The Employer shall ensure that any new office equipment or facility required for use in conjunction with Video Display Terminals (VDTs) shall meet the standards required by the Workers' Compensation Board.

### **37.05 Transportation of Accident Victims**

Transportation to the nearest physician or hospital and return transportation to the worksite or the employee's residence for employees requiring immediate medical care as a result of an on-the-job accident shall be at the expense of the Employer. Return transportation to the employee's home shall not be provided by the Employer where someone at the employee's home can reasonably provide such transportation.

### **37.06 Working Alone or in Isolation**

The Occupational Health and Safety Committee shall have the mandate to review procedures established by the Employer for checking the well-being of employees working alone or in isolation under conditions which present a risk of disabling injury where the employee might not be able to secure assistance in the event of injury. The Committee shall have the right to make recommendations to the Employer regarding such procedures.

### **37.07 Employee Workload**

The Employer shall ensure that an employee's workload is not unsafe as a result of employee absence(s). Employees may refer safety-related workload concerns to the Occupational Health and Safety Committee for investigation under Article 37.01(c).

## **ARTICLE 38 - HEALTH CARE PLANS**

Notwithstanding the references to the Pacific Blue Cross Plans in this article, the parties agree that Employers, who are not currently providing benefits under the Pacific Blue Cross Plans may continue to provide the benefits through another carrier providing that the overall level of benefits is comparable to the level of benefits under the Pacific Blue Cross Plans.

### **38.01 Medical Plan**

Eligible employees and dependants shall be covered by the British Columbia Medical Services Plan or carrier approved by the British Columbia Medical Services Commission. The Employer shall pay one hundred percent (100%) of the premium.

An eligible employee who wishes to have coverage for other than dependants may do so provided the Medical Plan is agreeable and the extra premium is paid by the employee through payroll deduction.

Membership shall be a condition of employment for eligible employees who shall be enrolled for coverage following the completion of three (3) months' employment or upon the initial date of employment for those employees with portable service as outlined in Article 14.12.

### **38.02 Dental Plan**

(a) Employees shall be provided with a dental plan covering one hundred percent (100%) of the costs of the basic plan (Plan A), sixty percent (60%) of the costs of the extended plan (Plan B) and sixty percent (60%) of the costs of the orthodontic plan (Plan C). An employee is eligible for orthodontic services under Plan C after twelve (12) months' participation in the plan. Orthodontic services are subject to a lifetime maximum payment of \$2750.00 per eligible employee or eligible dependant with no run-offs for claims after termination of employment.

- (b) The dental plan shall cover employees, their spouses and children provided they are not enrolled in another comparable plan.
- (c) The Employer shall pay one hundred percent (100%) of the premium.
- (d) During the term of this Agreement Pacific Blue Cross will be the carrier of the dental plan.

### **38.03 Extended Health Care Plan**

- (a) The Employer shall pay the monthly premiums for extended health care coverage for employees and their families under the Pacific Blue Cross plan. The maximum lifetime amount payable per eligible employee or eligible dependant shall be unlimited.
- (b) There shall be coverage for eye glasses and hearing aids. The allowance for vision care will be \$350.00 every twenty-four (24) months per eligible employee or eligible dependant; the allowance for hearing aids will be \$600.00 every forty-eight (48) months per eligible employee or eligible dependant.
- (c) During the term of this Agreement Pacific Blue Cross will be the carrier of the extended health care plan.
- (d) The parties agree to Pharmacare Tie-In effective April 1, 2013.

## **ARTICLE 39 - LONG-TERM DISABILITY INSURANCE PLAN**

**39.01** The Employer shall provide a mutually acceptable long-term disability insurance plan.

**39.02** The plan shall be as provided in the Addendum - Long-Term Disability Insurance Plans.

**39.03** The Employer shall pay one hundred percent (100%) of the premium.

## **ARTICLE 40 - GROUP LIFE INSURANCE**

The following provision applies to employees formerly covered by the HEU Master Agreement. Employees formerly covered by other collective agreements will be governed by Group Life Insurance Plan provisions, if any, found in their respective former collective agreements.

**40.01** The Employer shall provide a mutually acceptable group life insurance plan.

**40.02** The plan shall provide \$50,000.00 insurance coverage for post-probationary employees.

**40.03** The plan shall include provision for employees to continue the payment of premiums after retirement or termination.

**40.04** The plan shall also include coverage for accidental death and dismemberment.

**40.05** The plan shall be as provided in the Addendum - Group Life Insurance Plan.

**40.06** The Employer shall pay one hundred percent (100%) of the premium.

## **ARTICLE 41 - MUNICIPAL PENSION PLAN**

### **41.01 Municipal Pension Plan**

**41.01.01** Regular employees shall be covered by the provisions of the Municipal Pension Plan. That is, all regular employees shall be entitled to join the Municipal Pension Plan after three (3) months of employment and shall continue in the Plan as a condition of employment.

Notwithstanding the foregoing, any new regular part-time employees, may, at the time of hiring, decline to be enrolled in the Plan for the period of their part-time employment.

Casual employees shall be eligible for enrolment in the Municipal Pension Plan in accordance with the provisions of the Plan and the *Municipal Pension Plan Rules*. As at the date of ratification of this collective agreement the *Municipal Pension Plan Rules* provided for the following:

- (i) A casual employee who has been employed in a continuous full-time capacity with the same employer for a period of twelve (12) months shall be enrolled in the Plan as a condition of employment.
- (ii) Casual employees (except as noted in (i) above) who have completed two (2) years of continuous employment with earnings from the employer of not less than thirty-five percent (35%) of

the year's maximum pensionable earnings in each of the two (2) consecutive calendar years shall be enrolled in the Plan as a condition of employment, unless the employee gives the Employer a written waiver.

**41.01.02** Notwithstanding the reference to the Municipal Pension Plan in Article 41, the Parties agree that for employers certified after September 30, 2003, the application of the Municipal Pension Plan shall be the subject of negotiation between the parties.

**41.02** The Employer agrees that at the time an employee retires, assistance will be given to the same extent as in the past in the preparation and forwarding of applications for pension and medical, Extended Health Benefits and Dental coverage. It is understood that this shall be at no cost to the Employer.

#### **ARTICLE 42 - EMPLOYMENT INSURANCE COVERAGE**

**42.01** All employees affected by this Agreement shall be covered by the *Employment Insurance Act*, or succeeding Acts.

Premiums rebated by the Employment Insurance Commission shall be paid directly to employees by the Employer.

#### **ARTICLE 43 - SEVERANCE ALLOWANCE**

##### **43.01 Employees Who Qualify Defined**

- (a) A severance allowance shall be paid to each employee who has completed ten (10) years' service and who:
- (1) voluntarily leaves the Employer's workforce after her/his fifty-fifth (55th) birthday, or
  - (2) was in the work force prior to April 1, 1963 and exercises the option of retiring under the provisions of the *Public Sector Pension Plans Act* and *Municipal Pension Plan Rules* at age fifty-five (55) or any subsequent age up to sixty (60), or
  - (3) is terminated because the employee's services are no longer required due to closure of the health care facility, job redundancy, etc., except employees dismissed for cause, or
  - (4) dies in service.



- (b) Where an employee is laid off, and such employee would be entitled to severance allowance upon the expiration of the one (1) year period of seniority retention, such employee may, at the time of lay-off or at any time during the one (1) year period aforesaid, elect in writing to be terminated rather than accept or retain a lay-off status, in which event the severance allowance shall be payable forthwith.
- (c) Eligibility shall not be dependent upon participation in or contribution to the Municipal Pension Plan.
- (d) Regardless of length of service, a severance allowance shall be paid to an employee enrolled under the provisions of the *Public Sector Pension Plans Act* and *Municipal Pension Plan Rules* who is required to retire because of medical disability as defined under the *Public Sector Pension Plans Act* and *Municipal Pension Plan Rules*.
- (e) Regardless of length of service, in the case of an employee not enrolled in the Municipal Pension Plan, medical disability shall be determined by a board of medical practitioners established in a manner similar to that provided in the *Public Sector Pension Plans Act* and *Municipal Pension Plan Rules*.

#### **43.02 Definition of Service Related to Calculation of Severance Allowance Monies**

- (a) An employee's service shall be calculated from the initial date of employment (regardless of date of Union certification) as a regular full-time or regular part-time employee (Article 2.01 - Definition of Employee Status) subject to the application of Article 34.03 and the following:
  - (1) an employee voluntarily terminating her/his service and who is later hired by another Employer within three hundred sixty-five (365) calendar days shall have continuous service for purposes of severance allowance, subject to (c) below;
  - (2) an employee whose service is terminated by the Employer (except employees dismissed for cause) and who is later hired within three hundred sixty-five (365) calendar days by the same employer or another certified Employer shall

have continuous service for purposes of severance allowance, subject to (c) below.

- (b) Length of service shall include paid sick leave, annual vacations, statutory holidays and periods of unpaid leave of absence up to twenty (20) working days per year granted under Article 34.03. Length of service shall also include accrued annual vacation and statutory holidays at the date of termination.
- (c) The same period of service cannot be used more than once for calculating severance allowance.

### **43.03 Calculation of Severance Allowance Monies**

- (a) Severance allowance monies for regular full-time and regular part-time employees shall be calculated on the basis of one (1) week's pay for every two (2) years of service to a maximum of twenty (20) weeks' pay.

Proportionate payments shall be paid for service less than two (2) years as calculated in the following example:

If an employee has fifteen (15) years' service and 1000 hours into her/his sixteenth (16th) year, she/he shall be entitled to:

Fourteen (14) years' service	-	7 weeks
Fifteenth (15th) year	-	2½ days
1000 hours additional		1000 X 2.5 days
		1879.2

or 1.33 days

Effective the first pay period between September 30, 2004 and October 13, 2004, the employee shall be entitled to:

Fourteen (14) years' service	-	7 weeks
Fifteenth (15th) year	-	2½ days
1000 hours additional		1000 X 2.5 days
		1957.5

or 1.277 days

- (b) Length of service for part-time employees shall be calculated as follows:
  - (1) total hours worked divided by thirty-seven and one-half (37.5) hours to establish weeks of service and effective

September 30, 1993, for hours worked after the first pay period prior to September 30, 1993, total hours worked divided by thirty-six (36) hours to establish weeks of service, and then effective the first pay period between September 30, 2004 and October 13, 2004, total hours worked divided by thirty-seven and one-half (37.5) hours to establish weeks of service, then

- (2) weeks of service to be divided by fifty-two (52) weeks to give years of service for severance allowance payment.
- (c) In addition to the foregoing severance allowance, regular full-time and regular part-time employees shall be paid in cash an amount equivalent to forty percent (40%) of unused sick leave credits calculated at the employee's rate of pay at leave.

#### **ARTICLE 44 – VOLUNTEERS**

**44.01** It is agreed that Volunteers have a role in health care and are an important link to the community being served.

It is further agreed that Volunteers will be supernumerary to established positions in the bargaining unit, and that the use of Volunteers will not result in the lay-off of employees in the bargaining unit; nor will Volunteers be used to fill established positions within the bargaining unit.

#### **ARTICLE 45 - CHILD CARE**

**45.01** The Employer and the Union agree to establish a Joint Committee to investigate the availability and viability of facilities and equipment for child care centres for children of employees covered by this Agreement.

#### **ARTICLE 46 - MORGUE SERVICE**

**46.01** Employees who are required to perform a morgue service on cadavers shall receive seventeen dollars (\$17.00) for each cadaver. This provision does not apply to employees classified as Morgue or Pathology Attendants. Employees required to assist in autopsies shall, if requested by the employee, be supplied with Hepatitis B vaccine at no cost.

## **ARTICLE 47 - PRINTING OF THE AGREEMENT**

**47.01** The Association and the Employer desire every employee to be familiar with the provisions of this Agreement, and her/his rights and obligations under it. For this reason the Employer shall print sufficient copies of the Agreement for distribution to employees.

The Agreement shall be printed at the Queen's Printer and bear a recognized Union label.

The Association and Employer shall agree on the size, print, colour and cover of the Agreement prior to it being printed.

The Employer shall print the Agreement no later than 75 days after the completion of negotiations.

The Employer and the Association shall each bear one-half of the printing costs.

## **ARTICLE 48 - WAGE SCHEDULES, ATTACHMENTS AND ADDENDA**

**48.01** Employees shall be compensated in accordance with the applicable Wage Schedules, Attachments and Addenda appended to this Collective Agreement. Hourly wage rates shall be expressed to the second decimal place.

**48.02** The indication in this Wage Schedule of a job and accompanying wage classification shall not bind the Employer to create such job if not already in existence.

### **48.03 Wage Schedule**

The pay rate (including increments and stated extras) as agreed to and hereinafter in this Schedule provided, shall be in effect during the term of the Agreement, from April 1, 2012 to March 31, 2014.

### **48.04 Wage Adjustments**

#### **A. Special Adjustments:**

**Effective April 1, 2010 – Add a special adjustment of one and one-half per cent (1.5%) to the wage rate for the following job classifications:**

Laboratory Assistant I (Benchmark #15201)

Laboratory Assistant II (Benchmark #15202)

Laboratory Assistant II(A) (Benchmark #15205)  
Laboratory Assistant III (Benchmark #15203)  
Laboratory Assistant IV (Benchmark #15204)  
Nursing Assistant I (Sterile Supply) (Benchmark #15303)  
Nursing Assistant II (Sterile Supply) (Benchmark #15306)  
Nursing Assistant III (Sterile Supply) (Benchmark #15308)  
Nursing Assistant IV (Sterile Supply) (Benchmark #15315)  
Buyer (Benchmark #10907)  
Buyer Supervisor (Benchmark #10908)  
Accountant I (Benchmark #10217)  
Accountant II (Benchmark #10218)  
Accounting Supervisor (Benchmark #10216)  
Nursing Unit Assistant (Benchmark #10317)  
Nursing Unit Clerk (Benchmark #10104)

Effective January 1, 2013, add a general wage increase of two percent (2.0%) to all rate levels found in the Schedule.

Effective April 1, 2013, add a general wage increase of one percent (1.0%) to all rate levels found in the Schedule.

#### **48.05 Increments**

- (a) Regular full-time and regular part-time employees shall move to the increment step indicated by calendar length of service with the Employer.
- (b) All employees affected by this Agreement shall automatically move to the pay rate bracket indicated in accordance with their service with the Employer.
- (c) Casual employees shall move to the increment step indicated by accumulated hours of service with the Employer.

#### **48.06 Pay Days**

Employees shall be paid by cheque or direct deposit every second Friday subject to the following provisions:

- (a) Pay statements given to employees on their pay day shall include the designation of statutory holidays paid, the listing of all adjustments including overtime and promotions, the cumulative amount of sick leave credits earned, and an itemization of all deductions.

- (b) Subject to paragraph (g) below, when a pay day falls on a non-banking day, the pay and pay statement shall be given prior to the established pay day.
- (c) Employees on evening shift paid by cheque shall receive their pay cheques on the day immediately prior to pay day.
- (d) Employees on night shift paid by cheque shall receive their pay cheques on the morning of pay day at the conclusion of their shift.
- (e) Employees paid by cheque whose days off coincide with pay day shall be paid, as far as practicable, on her/his last day preceding the pay day provided the cheque is available at her/his place of work.
- (f) The pay for an annual vacation to which an employee is entitled shall be paid as set out in Article 28.05.
- (g) Where an Employer has implemented or intends to implement a system of direct payroll deposit, the Employer shall have the right to require all employees to participate in the pay direct system. The Employer will make every reasonable effort to accommodate employees with extenuating circumstances. The employee shall choose the financial institution in Canada to which they wish their pay to be deposited provided that the institution selected by the employee will accept a direct deposit and unreasonable administrative costs are not incurred. Where an employee identifies a significant error in her/his pay, the Employer must provide a manual cheque at the employee's request, as soon as reasonably possible.

#### **48.07 Effective Date of Wages and Benefits**

- (a) All new wages and benefits shall be effective from April 1, 2010, unless otherwise specified in this Collective Agreement.
- (b) Non-compensation changes will be effective sixty (60) days after the date of ratification unless otherwise specified in the Collective Agreement.
- (c) Employees governed by certifications granted on or prior to March 31, 2001 shall be entitled to the wage levels set out in the Facilities Subsector Collective Agreement effective October 1, 2000 or six (6) months following certification, whichever is

later. For these employees, health and welfare benefit levels of the Facilities Subsector Collective Agreement are effective July 1, 2001 or six (6) months following certification, whichever is later (except Municipal Pension Plan (MPP) see article 41 and the named carrier, see article 38). Other monetary benefits will be effective the date of ratification of this agreement.

- (d) Employees governed by certifications granted on or after April 1, 2001 shall be entitled to the wage and benefit levels six (6) months after the date of certification (except Municipal Pension Plan (MPP), see Article 41 and the named carrier, see article 38). Application of the Facilities Subsector Collective Agreement to employees governed by certifications occurring after September 30, 2002, will be the subject of negotiations between the parties.
- (e) Employment security is not for these purposes a benefit.
- (f) Superior benefits for new certifications shall be addressed in accordance with the principles set out in the Levelling and Melding Awards.
- (g) Employees certified on or after April 1, 2001 and during the term of this collective agreement shall engage in the following process of review and their method of operation and job descriptions:
  - (1) Within three (3) months of certification, the Employer may review its operation and if necessary make changes to its method of operation and job descriptions. Such changes, if any, shall not be arbitrary, capricious or in bad faith;
  - (2) At the completion of the period above, HEABC will provide the appropriate Union with a list of the proposed classification of the jobs at the Employer;
  - (3) Within one month of receiving the list referred to in (g) (2) above, the Union shall file with HEABC, in writing any objections to the proposed classification of jobs. All jobs not covered by a written objection shall be deemed to be appropriately classified under the Facilities Classification System;

- (4) The Employer shall review any objections to its proposed classification of jobs within one (1) month of receiving the Union's written objections. The parties shall attempt to resolve the objections within a further month. Objections not resolved shall be resolved by John Kinzie and/or Judi Korbin using the expedited arbitration process as set out in article 11 of the Maintenance Agreement;
- (5) If any classification process results in the reduction of an employee's classification pay rate, the issue shall be addressed consistent with the principles set out in the Melding and Levelling Awards;
- (6) New positions, changed positions, and classification disputes which arise after the completion of steps (g)(1) through (g)(5) above shall be addressed using the Facilities Classification System.

#### **ARTICLE 49 - PAY EQUITY**

The following is a framework for implementing pay equity in the Collective Agreement.

The parties agree to make interim pay equity adjustments prior to finalizing pay equity.

#### **Principles**

1. The parties agree that the purpose of pay equity is to eliminate gender-based wage discrimination.
2. Pay equity shall be achieved through a plan to compare the relative value of jobs.
3. As part of the pay equity review, the parties will review the pay grid; the increment structure (in addition to the adjustment to the increment structure which is directed below under the heading Interim Pay Equity Adjustments); and the number of job classes and benchmarks.
4. The parties are committed to implementing pay equity changes as quickly as possible. The parties recognize that pay equity cannot be achieved in one collective agreement, and agree to a joint implementation process commencing April 1, 1991, to put in place a pay equity plan. To that end, in addition to all other provisions of this pay equity article, it is agreed



that commencing April 1, 1994, an annual amount of not less than one percent (1%) of the total salaries of the bargaining unit shall be applied to the achievement of pay equity (provided that the full one percent (1%) is required to achieve pay equity in the final year).

Pay equity increases of one percent (1%) shall be effective May 1, 2001; one and one-half percent (1.5%) effective April 1, 2002, and one and two-tenths percent (1.2%) effective April 1, 2003. Pay equity increases of one percent (1%) shall be effective on April 1, 2004 and on April 1, 2005. Up to one percent (1%) of the total salaries of the bargaining unit will be applied on April 1, 2006 as a Pay Equity adjustment to move all remaining jobs to their Pay Equity target rate. The 1994 and 1995 pay equity increases shall be applied consistent with the above paragraph.

### **General**

1. Implementation of pay equity will be incorporated into the collective agreement.
2. Pay equity adjustments will be applied prior to implementing general wage increases.
3. Pay equity adjustments, including retroactivity, will be paid to all employees in eligible classifications, including casual employees.
4. There will be no red-circling or wage reduction for any employee as a result of the implementation of pay equity.
5. The parties agree to use the ten (10) factors listed below to form the basis of the comparison of relative job values. If either party is of the view that the ten (10) factors should not be equal-weighted, it shall have the onus of persuasion that the weights should not be equal. In the event the pay equity arbitrator is required to resolve a dispute about factor weightings, he shall place the onus of persuasion as aforesaid, and shall ensure that his decision is consistent with the above-stated purpose of the pay equity plan. The Steering and Technical Committees (constituted as directed below) will finalize the definitions and structure of the factors; and, subject to the foregoing, the weights of the factors.

6. HEU and HEABC accept the principle of comparability with the BC Government Employees' Union as part of their pay equity plan. To the extent necessary of satisfaction, this principle shall be made effective April 1, 1996.

### **Interim Pay Equity Adjustments**

1. Interim pay equity adjustments will be made prior to implementing a comprehensive pay equity plan.
2. These interim adjustments will amount to \$13 million on salaries effective April 1, 1991; and \$7 million on salaries effective April 1, 1992.
3. The \$13 million effective April 1, 1991 will be allocated:
  - (a) first, by ensuring that no classification receives less than the amount proposed by Health Employers Association of B.C. during the 1991-92 collective bargaining as the appropriate interim allocation to be effective April 1, 1991;
  - (b) second, by eliminating the bottom increment step in respect of all classifications for which increment steps are now part of the wage structure;
  - (c) third, to the extent of any remaining monies, as the Steering and Technical Committees may determine, such determinations being consistent with the above-stated purpose of the pay equity plan.
4. The \$7 million effective April 1, 1992 will be allocated in such manner as the Steering and Technical Committees may determine, such determinations being consistent with the above-stated purpose of the pay equity plan.
5. In addition to his jurisdiction under Disputes below, the pay equity arbitrator shall have the jurisdiction to resolve any disputes between the parties concerning the interpretation or application of the above provisions dealing with interim pay equity adjustments. In that regard, issues which remain outstanding forty-five (45) days after ratification may be referred by either party to the pay equity arbitrator for binding deter-

mination. In the exercise of his jurisdiction under this paragraph, the pay equity arbitrator may determine his own procedure, but will adopt such procedures as will best ensure an expeditious resolution. It is the aim of this paragraph that any outstanding issues concerning interim pay equity adjustments will be resolved within ninety (90) days of ratification.

## **Job Value Comparison Plan**

The parties agree to implement a method of comparing the relative value of jobs to determine the extent of any gender - based wage discrimination. The parties agree to the following steps:

### **1. Step 1 - Establish Committees**

A Steering Committee and a Technical Committee will be established within twenty-one (21) days of the ratification of the Agreement. Each committee will have no more than eight (8) persons with equal representation from the Union and the Industry. Employees who are members of a committee will be granted leave without loss of pay, or receive straight time regular wages to participate in the committee process.

### **2. Step 2 - Gathering Information**

In order to compare the value of jobs the parties agree that additional information needs to be gathered for pay equity purposes to supplement the Benchmarks.

Within one hundred and forty-one (141) days of Step 1, the parties will establish a representative sample of Benchmarks and/or jobs; will decide what additional information is necessary; and will decide the manner in which such information will be gathered including a schedule of interviews.

### **3. Step 3 - Interview Process**

Interviews will take place over a period of ninety (90) days. The interviews both of bargaining unit employees and of managers will be conducted jointly by Union/Industry members of the Technical Committee (or designates).

### **4. Step 4 - Assess the Results**

Within thirty-five (35) days of Step 3, the Technical Committee will review the results of the gathering of job information including the interviews.

## **5. Step 5 - Comparison of Relative Job Values**

Within forty-eight (48) days of Step 4, the Steering and the Technical Committees will use the results of the assessment of job values to determine the extent of gender-based wage discrimination.

## **6. Step 6 - Implementation Schedule**

Within twenty-eight (28) days of Step 5, the Steering Committee will establish a schedule for implementing the necessary pay equity adjustments, with the first adjustments effective April 1, 1993. The cost of the adjustments effective April 1, 1993 shall be one percent (1%) of the total salaries of the bargaining unit (but in no event less than \$6 million).

## **Disputes Pay Equity Arbitrator**

1. Any dispute between the parties about the interpretation, application or alleged violation of the provisions of this article of the collective agreement, including any disputes arising from the application of the processes in the above six steps, shall be referred to Stephen F.D. Kelleher, Q.C. as pay equity arbitrator. Where the dispute pertains to one of the above six steps, it will be referred to the pay equity arbitrator not later than seven (7) days prior to the maximum of the time frame of the particular step.
2. For disputes arising under the provisions of this article, other than those arising under the heading Interim Pay Equity Adjustments or those arising under paragraph 6 (BCGEU comparability) of the heading General, the parties agree to the following expedited arbitration process:
  - (a) Hearings shall be at locations directed by the pay equity arbitrator.
  - (b) The parties will not use lawyers for presentations.
  - (c) The presentations will be short and concise. Written arguments will not exceed five (5) typed pages. Each party's oral argument shall not exceed four (4) hours.
  - (d) The pay equity arbitrator will give the parties a succinct written decision within seven (7) days of the hearing.

- (e) The decisions of the pay equity arbitrator will be final and binding.
3. For disputes arising under paragraph 6 (BCGEU comparability) of the heading General, the following shall apply. Within forty-five (45) days of the effective date stipulated by paragraph 6 aforesaid, the parties will meet and endeavour to agree upon the exact implementation of the principle of comparability. If, by fifteen (15) days prior to such effective date, full agreement has not been reached, either party may refer the outstanding issues to the pay equity arbitrator for binding determination. In the exercise of his jurisdiction under this paragraph, the pay equity arbitrator may determine his own procedure, but will adopt such procedures as will best ensure an expeditious resolution. It is the aim of this paragraph that the pay equity arbitrator will have rendered a decision on any outstanding issues within sixty (60) days of the matter being referred to him.

### **Framework of Job Evaluation Factors**

1. **Education** - measuring the level of formal education required to perform the duties of the job.
2. **Training and Experience** - measuring the degree of training and experience required to perform the duties of the job.
3. **Physical Demands** - measuring the degree of physical demands required to perform the duties of the job.
4. **Mental Demands** - measuring the degree of mental demands required to perform the duties of the job.
5. **Independence** - measuring the degree of supervision or guidance received in performing the duties of the job.
6. **Supervision** - measuring the degree of supervision exercised over other employees.
7. **Responsibility** - measuring the degree of responsibility of the process, function, data, people.
8. **Communication** - measuring the type of communications requirements in performing the duties of the job.

9. **Services to people** - measuring the nature of the services, and/or care giving to others as required by the performance of the duties of the job.
10. **Working Conditions** - measuring the conditions under which the normal performance of the duties occurs.

### **Ongoing Pay Equity Implementation Review Process**

Within six (6) months of the finalization of Step 6 of the Job Value Comparison Plan, the Joint Pay Equity Steering Committee will meet to review the impact of any changes to benchmarks and pay rates on the Job Value Comparison Plan.

The Committee will meet semi-annually thereafter.

Any dispute between the parties about the ongoing pay equity implementation review process shall be heard by an arbitrator agreed upon by the parties. He or she shall proceed in accordance with the expedited process outlined in Article 49: Disputes Pay Equity Arbitrator. If the parties are unable to agree on an arbitrator the appointment will be made by the Chair of the Labour Relations Board of B.C.

## **ADDENDUM**

### **- Group Life Insurance Plan -**

See Article 40 - Employees formerly covered by other collective agreements will be governed by Group Life Insurance provisions, if any, found in their respective former collective agreements.

The HEABC and the Association agree that the group life insurance plan shall be governed by the terms and conditions set forth below.

#### **GROUP LIFE INSURANCE PLAN**

##### **Section 1 - Eligibility**

Regular full-time and regular part-time employees who are on staff January 1, 1979 or who join the staff following this date shall, upon completion of the three-month probationary period, become members of the Group Life Insurance Plan as a condition of employment.

##### **Section 2 - Benefits**

The Plan shall provide basic life insurance in the amount of fifty thousand dollars (\$50,000.00) and standard 24-hour accidental death and dismemberment insurance. Coverage shall continue until termination of employment. On termination of employment (including retirement) coverage shall continue without premium payment for a period of thirty-one (31) days during which time the conversion privilege may be exercised; that is, the individual covered may convert all or part of her/his group life insurance to any whole life, endowment or term life policy normally issued by the insurer and at the insurer's standard rates at the time, without medical evidence.

##### **Section 3 - Premiums**

The cost of the plan shall be borne by the Employer.

## **ADDENDUM**

### **- Long-Term Disability Insurance Plans -**

#### **Long-Term Disability Insurance Plans**

The HEABC and the Association agree that the long-term disability insurance plans shall be governed by the terms and conditions set forth below. For employees previously covered by the HEABC/HEU Master Agreement provisions underwritten by the Healthcare Benefit Trust (“HBT”), this amended plan is effective July 6, 1998 (unless otherwise indicated). For all other employees, the terms of this Plan are effective April 1, 1999.

#### **\* Explanatory Note:**

There are two effective dates for defining an “existing claimant”. For employees previously covered by the HEABC/HEU Master Agreement provisions underwritten by the HBT, an “existing claimant” is defined as an employee with a date of disability or injury that occurred prior to April 1, 1998. For all other employees, the definition of an “existing claimant” is defined as an employee with a date of disability or injury that occurred prior to April 1, 1999. For the latter group of employees substitute the date “April 1, 1999” for “April 1, 1998” and substitute “March 31, 1999” for “March 31, 1998”, wherever found in this Addendum.

### **LONG-TERM DISABILITY PLAN**

#### **Section 1 - Eligibility**

- (A) Regular full-time and regular part-time employees who are on staff January 1, 1979 or who join the staff following this date shall, upon completion of the three-month probationary period, become members of the Long-Term Disability Plan as a condition of employment.
- (B) Seniority and Benefits - Seniority accumulation and benefit entitlement for employees on long-term disability shall be consistent with the provisions of Article 34.03 of the collective agreement which reads:

Any employee granted unpaid leave of absence totalling up to twenty (20) working days in any year shall continue to accumulate seniority and all benefits and shall return to her/his former job and increment step.



If an unpaid leave of absence or an accumulation of unpaid leaves of absence exceeds twenty (20) working days in any year, the employee shall not accumulate benefits from the twenty-first (21st) day of the unpaid leave to the last day of the unpaid leave but shall accumulate benefits and receive credit for previously earned benefits upon expiration of the unpaid leave.

Upon return to work following recovery, an employee who was on claim for less than nineteen (19) months shall continue in her/his former job; an employee who was on claim for more than nineteen (19) months shall return to an equivalent position, exercising her/his seniority rights if necessary, pursuant to Article 17.04 of the collective agreement.

Employees on long term disability who have exhausted all sick leave credits and in addition have been granted twenty (20) working days (effective the first pay period between September 30, 2004 and October 13, 2004: 150 working hours) unpaid leave shall be covered by the Medical, Extended Health Care, and Dental Plans.

Effective April 1, 1999 premiums for medical, dental, extended health and accidental death and dismemberment insurance to be cost shared by the employer and claimant on a 50-50 basis. For employees previously covered by the HEU/HEABC Master Collective Agreement, this provision is effective July 6, 1998. Employees to be permitted to enroll in some or all of the above plans. The employee's share of premiums for such coverage is to be paid in advance, on a monthly basis.

Municipal Pension Plan - Employees on long-term disability shall be considered employees for the purposes of the Municipal Pension Plan in accordance with the *Public Sector Pension Plans Act* and *Municipal Pension Plan Rules*.

Group Life Insurance - Employees on long-term disability shall have their group life insurance premiums waived and coverage under the Group Term Life Insurance Plan shall be continued.

## **Section 2 - Waiting Period and Benefits**

### **(A) Employees Disabled Prior to April 1, 1998 \***

(\* See Explanatory Note in Preamble to this Addendum.)

In the event an employee, while enrolled in this Plan, becomes totally disabled prior to April 1, 1998 as a result of an accident or a sickness, then, after the employee has been totally disabled for six (6) months the employee shall receive a benefit equal to two-thirds (2/3) of monthly earnings.

#### **(1) Supplemental Monthly LTD Benefit**

(a) The Parties agree that the eligible employees, who have been and continue to receive benefits under the provisions of the LTD Plan that was in effect prior to the effective date of this agreement, ought to be afforded benefit enhancements. The intent is to ensure that these eligible employees are not unduly disadvantaged or excluded from enhancements to benefits under the LTD Plan effective the date of this agreement because they were:

- (i) eligible for benefits or were receiving benefits prior to and including March 31, 1998; and
- (ii) not actively at work due to illness or injury prior to and including March 31, 1998.

(b) Commencing on the ratification date of this agreement (or no later than April 1, 1999 for non-HEU Master employees) and continuing for a further thirty-six (36) months thereafter, all eligible employees who, prior to and including March 31, 1998 were receiving or, were entitled to receive benefits under the LTD Plan and, who:

- (i) are not eligible for the LTD Plan Early Retirement Incentive Provision; and,
- (ii) have been receiving LTD benefits for four (4) years or more following the date of disability; and
- (iii) are medically unable to participate in a

Rehabilitation Plan shall be eligible for a Supplemental Monthly LTD Benefit.

- (c) The Supplemental Monthly LTD Benefit shall be determined as follows:
- (i) obtain the gross monthly LTD benefit that the employee is entitled to receive based on the monthly earnings of her/his regular occupation at the date of disability;
  - (ii) obtain the gross monthly LTD benefit that the employee would be entitled to receive based on the current monthly earnings of her/his regular occupation as at the date of disability;
  - (iii) obtain the difference between (i) and (ii) above;
  - (iv) multiply the answer to (iii) above by 25% and add to (i) above to determine the adjusted gross monthly LTD benefit;
  - (v) deduct from the answer to (iv) above the applicable offsets in Section 5 to determine the adjusted net-of-offsets monthly LTD benefit; and,
  - (vi) deduct the eligible employee's current net-of-offsets LTD monthly benefit entitlement to determine the amount of the Supplemental Monthly LTD Benefit.

The Supplemental Monthly LTD Benefit shall be paid as a separate benefit in addition to the regular monthly LTD net-of-offsets benefit that the employee is eligible to receive.

(B) Employees Disabled on or After April 1, 1998 \*

(\* See Explanatory Note in Preamble to this Addendum.)

- (1) In the event an employee, while enrolled in this Plan, becomes totally disabled on or after April 1, 1998 as a result of an accident or sickness, then, after the employee has been totally disabled for five (5) months the employee shall receive a benefit equal to seventy percent

(70%) of the first \$2,800 of the pre-disability monthly earnings and fifty percent (50%) on the pre-disability monthly earnings above \$2,800 or 66-2/3% of pre-disability monthly earnings, whichever is more. The \$2,800 level is to be increased annually by the increase in the weighted average wage rate for employees under the collective agreement for the purpose of determining the benefit amount for eligible employees as at their date of disability.

It is understood that this adjustment will only be applied once for each eligible employee, i.e., at the date of the disability, to determine the benefit amount to be paid prospectively for the duration of entitlement to benefits under the LTD plan.

- (2) In the event that the benefit falls below the amount set out in Section 2(B)(1) above for the job that the claimant was in at the time of commencement of receipt of benefits, LTD benefits to be adjusted prospectively to seventy percent (70%) of the first \$2,800 of the current monthly earnings and fifty percent (50%) on the current monthly earnings above \$2,800 or 66-2/3% of current monthly earnings, whichever is more based on the wage rate in effect following review by HBT every four years. (Note: the \$2,800 figure will be adjusted as set out in Section 2(B)(1) above).

(C) All Claimants

For the purposes of the above, earnings shall mean basic monthly earnings (including isolation allowances where applicable) as at the date of disability. Basic monthly earnings for regular part-time employees shall be calculated on the basis of the employee's average monthly hours of work for the twelve-month period or such shorter period that the employee has been employed, prior to the date of disability, multiplied by her/his hourly pay rate as at the date of disability.

The long-term disability benefit payment shall be made so long as an employee remains totally disabled and shall cease on the date the employee reaches age sixty-five (65), recovers, dies, or

the effective date of early retirement under this plan, whichever occurs first.

- (D) Employees who still have unused sick leave credits after the waiting period when the long-term disability benefit becomes payable shall have the option of:
- (1) exhausting all sick leave credits before receiving the long-term disability benefit;
  - (2) using sick leave credits to top off the long-term disability benefit; or
  - (3) banking the unused sick leave credits for future use.
- (E) Employment status during the intervening period between expiration of sick leave credits and receipt of long-term disability benefits:

Employees who will be eligible for benefits under the Long-Term Disability Plan shall not have their employment terminated; following expiration of their sick leave credits they shall be placed on unpaid leave of absence until receipt of long-term disability benefits.

- (F) Employees are not to be terminated for non-culpable absenteeism, while in receipt of long-term disability benefits.

### **Section 3 - Total Disability Defined**

- (A) Employees disabled Prior to April 1, 1998 \*

(\* See Explanatory Note in Preamble to this Addendum.)

Total disability, as used in this Plan, means the complete inability because of an accident or sickness, of a covered employee to perform the duties of her/his own occupation for the first nineteen (19) months of disability. Thereafter, an employee who is able by reason of education, training, or experience to perform the duties of any gainful occupation for which the rate of pay equals or exceeds eighty-five percent (85%) of the rate of pay of her/his regular occupation at date of disability shall no longer be considered totally disabled and therefore, shall not continue to be eligible for benefits under this Long-Term Disability Plan.

- (B) Employees Disabled on or After April 1, 1998 \*

(\* See Explanatory Note in Preamble to this Addendum.)

Total Disability, as used in this Plan, means the complete inability because of an accident or sickness, of a covered employee to perform the duties of her/his own occupation for the first nineteen (19) months of disability. Thereafter, an employee who is able by reason of education, training, or experience to perform the duties of any gainful occupation for which the rate of pay equals or exceeds seventy percent (70%) of the current rate of pay for her/his regular occupation at the date of disability shall no longer be considered totally disabled under the Plan. However, the employee may be eligible for a Residual Monthly Disability Benefit.

(1) Residual Monthly Disability Benefit

The Residual Monthly Disability Benefit is based on 85% of her/his rate of pay at the date of the disability less the rate of pay (the minimum being equal to seventy percent (70%) of the current rate of pay for her/his regular occupation) applicable to any gainful occupation that the employee is able to perform. The Residual Monthly Disability Benefit will continue until the rate of pay (the minimum being equal to seventy percent (70%) of the current rate of pay for her/his regular occupation) applicable to any gainful occupation that the employee is able to perform equals or exceeds 85% of the rate of pay for her/his regular occupation at the date of the disability. The benefit is calculated using the employee's monthly LTD net-of-offsets benefit and the percentage difference between the 85% of the employee's rate of pay at the date of disability and the rate of pay (the minimum being equal to seventy percent (70%) of the current rate of pay for her/his regular occupation) applicable to any gainful occupation that she/he is able to perform.

*Example:*

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(a) Monthly LTD net-of-offsets benefit	= \$1,000.00 per month
(b) 85% rate of pay at date of disability	= \$13.60 per hour
(c) 70% of current rate of pay	= \$12.12 per hour
(d) percentage difference [(b/c) - 1]	= 12.2%
(e) Residual Monthly Disability Benefit (a x d)	= \$122.00

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(C) All Claimants

- (1) Total disabilities resulting from mental or nervous disorders are covered by the Plan in the same manner as total disabilities resulting from accidents or other sicknesses.
- (2) During a period of total disability an employee must be under the regular and personal care of a legally qualified doctor of medicine.
- (3) Commitment to Rehabilitation  
In the event that an employee is medically able to participate in a rehabilitation activity or program that:
  - (a) can be expected to facilitate her/his return to her/his own job or other gainful occupation; and
  - (b) is recommended by HBT or another rehabilitation service provider and approved as a Rehabilitation Plan, then,

the entitlement to benefits under the LTD Plan will continue for the duration of the Approved Rehabilitation Plan as long as she/he continues to participate and cooperate in the Rehabilitation Plan. If the Plan involves a change in own occupation, the LTD benefit period will continue at least until the end of the first nineteen (19) months of disability. In addition, the employee may be eligible for the Rehabilitation Benefit Incentive Provision.

The Rehabilitation Plan will be jointly determined by the employee (and, if the employee chooses, her/his union) and HBT or another rehabilitation service provider. In considering whether or not a rehabilitation plan is appropriate, such factors as the expected duration of disability, and the level of activity required to facilitate the earliest return to a gainful occupation will be considered along with all other relevant criteria. A rehabilitation plan may include training. Once the Rehabilitation Plan has been determined, the employee and the HBT or another rehabilitation service provider will jointly sign the Terms of the Rehabilitation Plan which will, thereby, become the Approved Rehabilitation Plan and the employee's entitlement to benefits under the LTD plan shall continue until the successful completion of the Approved Rehabilitation Plan, provided the eligible employee is willing to participate and cooperate in the Approved Rehabilitation Plan. In addition, the employee may be eligible for any, or all, of the Rehabilitation Benefit Incentive Provisions.

(4) Rehabilitation Review Committee

(a) In the event that the eligible employee does not agree:

- (i) with the recommended rehabilitation plan, or,
- (ii) that she/he is medically able to participate and cooperate in the Rehabilitation Plan as defined in the Terms of the Rehabilitation Plan, then,

to ensure benefit entitlement under the LTD Plan, the employee must either:

- (iii) be able to demonstrate reasonable grounds for being unable to participate and cooperate in a rehabilitation plan; or,
- (iv) appeal the dispute to the Rehabilitation Review Committee for a resolution.



- (b) During the appeal process, the employee's benefit entitlement under the LTD Plan shall not be suspended.

The Rehabilitation Review Committee shall be composed of three qualified individuals who, by education, training, and experience are recognized specialists in the rehabilitation of disabled employees. The Committee members shall be composed of one (1) employer nominee, one (1) union nominee and a neutral chair appointed by the nominees. The purpose of the Rehabilitation Review Committee shall be to resolve the appeal of an eligible employee who:

- (i) does not agree with the recommended Rehabilitation Plan; or
- (ii) does not agree that she/he could medically participate in the Rehabilitation Plan.

During the appeal process, the eligible employee's entitlement to benefits under the LTD Plan shall continue until the Committee has made its decision. The decision of the Committee shall determine whether or not the eligible employee is required to participate and cooperate in the Rehabilitation Plan approved by the Committee. In the event that the eligible employee does not accept the Committee's decision her/his entitlement to benefits under the LTD Plan shall be suspended until such time as the eligible employee is willing to participate and cooperate in the Approved Rehabilitation Plan.

(5) Rehabilitation Benefit Incentive Provisions

- (a) An employee who has been unable to work due to illness or injury and who subsequently is determined to be medically able to:
  - (i) return to work on a gradual or part-time basis

- (ii) engage in a physical rehabilitation activity; and/or
  - (iii) engage in a vocational retraining program  
shall be eligible for any, or all, of the Rehabilitation Benefit Incentive Provision.
- (b) The intent of the Provision is to assist the employee with a return to a gainful occupation. In many situations, an employee who returns to work by participating and cooperating in an Approved Rehabilitation Plan will be able to increase her/his monthly earnings above the LTD benefit amount. The objective of the Rehabilitation Benefit Incentive Provision is to promote the successful completion of the Rehabilitation as follows:
- (i) The employee, who upon return to gainful rehabilitative employment under an Approved Rehabilitation Plan, will be entitled to receive all monthly rehabilitation earnings plus a monthly LTD benefit up to the amount set out in Part B, Section 2(A) or (B) (as the case may be) of the Addendum, provided that the total of such income does not exceed one hundred percent (100%) of the current rate of pay for her/his regular occupation at the date of the disability;
  - (ii) Upon successful completion of the Approved Rehabilitation Plan, the employee becomes an automatic candidate for all job postings with the Employer, and shall have the ability to bump under the collective agreement for positions that the employee is qualified and physically capable of performing; and,
  - (iii) Upon successful completion of the Approved Rehabilitation Plan, the LTD benefit period may be extended for a maximum of six (6) months for the purpose of job search; and,

- (iv) The eligible employee shall be entitled to participate in the Job Exploration and Development program.

“Rehabilitative employment” shall mean any occupation or employment for wage or profit or any course or training that entitles the disabled employee to an allowance, provided such rehabilitative employment has the approval of the employee’s doctor and the underwriter of the Plan.

If earnings are received by an employee during a period of total disability and if such earnings are derived from employment which has not been approved as rehabilitative employment, then the regular monthly benefit from the Plan shall be reduced by one hundred percent (100%) of such earnings.

- (6) Joint Rehabilitation Improvement Committee

During the term of the agreement, two (2) persons from HEABC shall meet the two (2) representatives of the Association of Unions. The parties will work together to improve the Rehabilitation Process.

The Committee will have access to all relevant information available to the Trust to determine the cost savings experienced by the LTD Plan and as a result of the Rehabilitation Provisions.

#### **Section 4 - Exclusions from Coverage**

The Long-Term Disability Plan does not cover total disabilities resulting from:

- (A) war, insurrection, rebellion, or service in the armed forces of any country;
- (B) voluntary participation in a riot or civil commotion, except while an employee is in the course of performing the duties of her/his regular occupation;
- (C) intentionally self-inflicted injuries or illness.

## **Section 5 - Integration with other Disability Income**

In the event a totally disabled employee is entitled to any other income as a result of the same accident, sickness, mental or nervous disorder that caused him/her to be eligible to receive benefits from this Plan, the benefits from this Plan shall be reduced by one hundred percent (100%) of such other disability income.

Other disability income shall include but is not limited to:

- (A) any amount payable under any Workers' Compensation Act or law or any other legislation of similar purpose; and
- (B) any amount the disabled employee receives from any group insurance, wage continuation, or pension plan of the Employer that provides disability income; and
- (C) any amount of disability income provided by a compulsory act or law; and
- (D) any periodic primary benefit payment from the Canada or Quebec Pension Plans or other similar social security plan of any country to which the disabled employee is entitled or to which she/he would be entitled if her/his application for such a benefit were approved; and
- (E) any amount of disability income provided by any group or association disability plan to which the disabled employee might belong to or subscribe.

Private or individual disability plan benefits of the disabled employee shall not reduce the benefit from this Plan.

The amount by which the disability benefit from this Plan is reduced by other disability income shall be the amount to which the disabled employee is entitled upon becoming first eligible for such other disability income. Future increases in such other disability income resulting from increases in the Canadian Consumer Price Index or similar indexing arrangements shall not further reduce the benefit from this Plan.

## **Section 6 - Successive Disabilities**

If following a period of total disability with respect to which benefits are paid from this Plan, an employee returns to work for a continuous period of six (6) months or more, any subsequent total dis-

ability suffered by that employee, whether related to the preceding disability or not, shall be considered a new disability and the disabled employee shall be entitled to benefit payments after the completion of another waiting period.

In the event the period during which such an employee has returned to work is less than six (6) months and the employee again suffers a total disability that is related to the preceding disability, the subsequent disability shall be deemed a continuation of the preceding disability, and the disabled employee shall be entitled to benefit payments without the necessity of completing another waiting period.

Should such an employee suffer a subsequent disability that is unrelated to the previous disability and provided the period during which the employee returned to work is longer than one (1) month, the subsequent disability shall be considered a new disability and the employee shall be entitled to benefit payments after the completion of another waiting period. If the period during which the employee returned to work is one (1) month or less, the subsequent disability shall be deemed a continuation of the preceding disability and the disabled employee shall be entitled to benefit payments without the necessity of completing another waiting period.

### **Section 7 - Leave of Absence**

Employees on leave of absence without pay may opt to retain coverage under the Plan and shall pay the full premium. Coverage shall be permitted for a period of twelve (12) months of absence without pay, except if such leave is for educational purposes, when the maximum period shall be extended to two (2) years. If an employee on leave of absence without pay becomes disabled, her/his allowance under this Plan shall be based upon monthly earnings immediately prior to the leave of absence.

### **Section 8 - Benefits Upon Plan Termination**

In the event this Long-Term Disability Plan is terminated, the benefit payments shall continue to be paid in accordance with the provisions of this Plan to disabled employees who became disabled while covered by this Plan prior to its termination.

## **Section 9 - Premiums**

The cost of this Plan shall be borne by the Employer. Payment of premiums shall cease on termination of employment or five (5) months prior to an employee's sixty-fifth (65th) birthday, whichever occurs first.

## **Section 10 - Waiver of Premiums**

The premiums of this Plan shall be waived with respect to disabled employees during the time such an employee is in receipt of disability benefit payments from this Plan.

## **Section 11 - Claims**

Long-term disability claims shall be adjudicated and paid by a claims-paying agent to be appointed by the Parties. The claims-paying agent shall provide toll-free telephone access to claimants. In the event a covered employee disputes the decision of the claims-paying agent regarding a claim for benefits under this Plan, the employee may arrange to have her/his claim reviewed by a claims review committee composed of three medical doctors - one designated by the claimant, one by the Employer, and a third agreed to by the first two doctors.

Written notice of a claim under this Plan shall be sent to the claims-paying agent no later than forty-five (45) days after the earliest foreseeable commencement date of benefit payments from this Plan or as soon thereafter as is reasonably possible. Failure to furnish the required notice of claim within the time stated shall not invalidate nor reduce the claim if it was not reasonably possible to file the required notice within such time, provided the notice is furnished no later than six (6) months from the time notice of claim is otherwise required.

## **Claims Adjudication Committee**

During the term of the Agreement, one person from HEABC and one person from the Health and Benefit Plan shall meet with two (2) representatives of the Association. The parties will work together to improve the claims adjudication process.

The Committee will arrange to have an information brochure prepared to explain detailed procedures for claims adjudication.

## **Section 12 - Administration**

The Employer shall administer and be the sole trustee of the Plan. The Association shall have access to any reports provided by the claims-paying agent regarding experience information.

All questions arising as to the interpretation of this Plan shall be subject to the grievance and arbitration procedures in Articles 9, 10 and 11 of the collective agreement.

## **Section 13 - Collective Agreement Unprejudiced**

The terms of the Plan set out above shall not prejudice the application or interpretation of the collective agreement.

## **Section 14 - LTD Plan Early Retirement Incentive Provision**

The LTD Plan Early Retirement Incentive Benefit is to ensure that the eligible employee will not realize a pension benefit that is less than the pension benefit that she/he would have been entitled to receive at the normal retirement date, had she/he not applied for early retirement, regardless of when the early retirement incentive provision is activated.

- (A) An employee under this Agreement who is:
- (1) eligible for, or who is receiving LTD benefits, or in the case of claimants under Section 2(A), eligible for, or who has been in receipt of LTD for four (4) years or more, and
  - (2) eligible for early retirement pension benefits
  - (3) not eligible for the LTD Plan Rehabilitation Provisions shall apply for early retirement.

The employee's entitlement to benefits under the LTD Plan shall, provided the employee remains eligible as per the definition of Total Disability, continue during the period of time that her/his application for early retirement is being processed with her/his pension plan administrator. In the event that the employee is not eligible for an unreduced pension benefit, she/he may still be eligible for the LTD Plan Early Retirement Incentive Benefit.

- (B) Entitlement to and the amount of the LTD Plan Early Retirement Incentive Benefit shall be determined by considering the following factors:

- (1) the amount of the monthly pension benefit that the employee would have been entitled to receive if early retirement was not elected;
- (2) the amount of the monthly early retirement benefit that the employee will receive;
- (3) the amount of the gross monthly LTD benefit that the employee is entitled to receive;
- (4) the amount of the net-of-offsets monthly LTD benefit that the employee is entitled to receive; and,
- (5) the maximum LTD benefit duration period applicable to the employee.

If the combination of Municipal Pension Plan benefit, Canada Pension Plan retirement benefit and any other disability income referred to in Part B - Section 5 of the LTD Addendum results in monthly income of less than the LTD monthly income benefit, then the eligible employee shall be entitled to remain on LTD benefits.

- (C) An employee who is eligible for the LTD Plan Early Retirement Incentive Benefit shall be entitled to receive the benefit in a lump sum, or direct the Healthcare Benefit Trust to any other designate. The employee shall complete an LTD Plan Early Retirement Incentive Benefit Application. Upon approval of the employee's application, the employee and the Healthcare Benefit Trust will jointly sign the Terms of the LTD Plan Early Retirement Incentive Benefit and the employee and the members of the Joint LTD Plan Early Retirement Incentive Committee shall sign the LTD Plan Early Retirement Incentive Agreement on behalf of the Parties to the Collective Agreement.
- (D) All eligible employees who are entitled to the LTD Plan Early Retirement Incentive Benefit shall be entitled to the continuation of the Life Benefit coverage in effect until age 65 years or death, whichever is earlier.



- (E) Joint Early Retirement Improvement Committee  
Within six (6) months of the ratification of this agreement, one (1) person from HEABC and one (1) person from the Healthcare Benefit Trust shall meet with two (2) representatives of the Association of Unions. The parties will work together to improve the early retirement incentive process. The Committee will have access to all relevant information available to the Trust to determine the cost savings experienced by the LTD Plan as a result of the Early Retirement Incentive Provisions.

### **Section 15 - LTD Benefit Re-opener**

The Parties agree to an LTD Benefit re-opener eighteen (18) months after the ratification date of this Agreement to determine:

- (A) firstly, whether or not the Supplemental Monthly LTD Benefit will continue beyond the 36-month period and/or be increased for a further period of time; and
- (B) secondly, whether or not the employers' portion of premiums for medical, dental, extended health, and accidental death and dismemberment insurance will be increased, depending upon whether there has been an experience savings as a result of the changes to the LTD Plan (i.e., a net savings).

The Association will have access to all relevant information available to the Trust to determine whether there has been an experience savings as a result of the changes to the LTD plan (i.e., a net savings).

Any outstanding issues from this LTD Benefit re-opener shall be referred to Don Munroe for final and binding resolution.

### **Section 16 - Return to Work Programs**

#### **Preamble**

The parties recognize that prevention of injuries and rehabilitation of injured employees are equally important goals. The parties further recognize that return to work programs are part of a continuum of injury prevention and rehabilitation.

#### **Mutual Commitment**

The Employer and the Union are committed to a safe return to

work program that addresses the needs of those able to return to work.

Return to work programs will recognize the specific needs of each individual employee who participates. Employer creation of a return to work program is voluntary.

### **Consultation**

Return to work programs will be part of an Approved Rehabilitation Plan under the Long-Term Disability Plan.

### **Confidentiality**

The parties jointly recognize the importance of confidentiality and will ensure that full confidentiality is guaranteed. The Employer shall not have contact with the employee's physician, without the employee's consent.

### **Types of Initiatives**

Return to work programs may consist of one or more of the following:

1. **Modified Return to Work:** Not performing the full scope of duties.
2. **Graduated Return to Work:** Not working regular number of hours.
3. **Rehabilitation:** Special rehabilitation programs.
4. **Ergonomic Adjustments:** Modifications to the workplace.

### **Re-orientation to the Workplace**

A departmental orientation will be provided for the employee, as well as a general facility orientation, if necessary for an employee who has been off work for an extended period of time.

### **Pay and Benefits**

An employee involved in a return to work program will receive pay and benefits as set out below.

Employees participating in a return to work program for fifteen (15) hours or more per week are entitled to all the benefits of the agreement, on a proportionate basis, except for medical, extended health and dental plan coverage, which shall be paid in accordance with Article 38.

Wage entitlement, when participating in the program, will be consistent with the terms of the agreement and are outlined below:

- (a) Employees who have no accumulated sick leave credits and who have been granted an unpaid sick leave and/or who are awaiting acceptance of an LTD claim:

Receive pay and appropriate premiums for all hours worked in the program. Medical, dental, extended health coverage, group life and LTD premiums and Municipal Pension Plan payments are reinstated on commencement of the program and all other benefits are implemented when working fifteen (15) hours or more per week.

- (b) Employees in receipt of LTD benefits:

These employees are considered disabled and under treatment. These employees receive pay for all hours worked. The LTD plan will pay for hours not worked at two-thirds (2/3) of current salary. Benefits will be reinstated in the same manner as set out in (a) above except Group Life and Long-Term Disability Insurance Plan premiums may continue to be waived as outlined in the Addendum - Group Life and Long-Term Disability Insurance Plans.

### **No Adverse Effect on Benefits**

An employee's participation in a return to work program will not adversely affect an employee's entitlements with respect to Long Term Disability. Participation in a program will not delay entitlement to LTD benefits, except as otherwise provided in the Long Term Disability Addendum.

The period that the employee is involved in a return to work program shall be considered as part of the recovery process and will not be used or referred to by the Employer in any other proceedings, other than proceeding under the Long Term Disability Addendum (Claims Review Committee and Rehabilitation Review Committee).

## MEMORANDUM OF AGREEMENT

between

Health Employers Association of British Columbia  
(“HEABC”)

and

Facilities Bargaining Association (“FBA”)

### Re: LTD – Early Accommodation Measures for Employees

The parties agree that the long-term health of injured and disabled workers benefits from timely and proactive measures that meet their medical restrictions to keep them working, or results in their early return to work from LTD. To that end, the parties agree that:

- 1) During the LTD qualifying period, and where employees cannot be accommodated in their own occupation, they may be accommodated into an available comparable position as defined in Article 17.04. However, in the event the employee is unable to continue working in his/her accommodated position, due to the same or related medical condition, the pre-disability position will continue to be applicable for the purposes of adjudication and calculation of any claim for LTD.
- 2) During the first 19 months of LTD benefits, employees may be accommodated into an available position that is not less than 75% of their pre-disability earnings. However, in the event an employee is unable to continue working in their accommodated position during the 19 month period of benefit entitlement, due to the same or related medical condition, the pre-disability position will continue to be applicable for the purposes of the adjudication and calculation of any claim for LTD during that 19 month period.

## MEMORANDUM OF AGREEMENT

between

Health Employers Association of British Columbia  
("HEABC")

and

Facilities Bargaining Association ("FBA")

### Re: LTD – Early Retirement Incentive Benefit

The parties agree to enhance and support efforts to increase the uptake of Early Retirement Incentive Benefits (ERIB) by eligible employees.

It is agreed that:

The Union will be provided with the information necessary in order to contact potentially eligible employees three months prior to their earliest possible eligibility.

The Union will contact employees on the list referenced above to explain how the ERIB provision works and to encourage employees to provide the necessary authorization to determine their eligibility.

Employees who apply for ERIB may choose to continue to maintain the Extended Health benefit plan (excluding MSP, Dental, Life and ADD) coverage to age 65. The premiums will be cost shared by the employer and the employee on a 50-50 basis provided the employee pays their portion of the premium for such coverage in advance on a monthly basis (see Addendum Long-Term Disability Insurance Plans, Section 1 (B), paragraph 6).

In order to expedite the processing of ERIB applications, it is further agreed that ERIB packages will be prepared and sent out at least four times per year, timing to be determined by mutual agreement of the parties.

# **LETTER OF INTENT**

between

**Association of Unions**

and

**Health Employers Association of British Columbia  
("HEABC")**

## **Re: Improvement to LTD Benefits**

The parties believe that the return to work program will result in an improvement over historical rates of successful rehabilitation.

The parties agree that if the return to work program results in an improvement over historical rates on successful rehabilitation, the Employer will favourably consider improvements to benefits for employees who have been on long-term disability for several years in recognition of the resulting savings to the benefit plan.

Independent of the foregoing, the parties further agree that in the event that the long-term disability benefits provided under the Collective Agreement between Health Employers Association of B.C. and the British Columbia Nurses' Union become in any manner indexed, such indexing shall likewise be applied under this Collective Agreement.

Any dispute arising under this Letter may be referred to Donald R. Munroe, Q.C. for a binding decision.

## ADDENDUM

### - Casual Employees -

1. Casual employees shall be employed only to relieve in positions occupied by regular full-time and regular part-time employees that could not be reasonably expected to be filled by employees working in float pool positions, where float pools exist, provided that a casual employee shall not be used for a period in excess of ninety (90) calendar days in any one position. Without limiting the generality of the foregoing, the Employer may call casual employees to perform the following work:
  - (1) vacation relief;
  - (2) sick leave relief;
  - (3) education relief;
  - (4) maternity leave relief;
  - (5) compassionate leave relief;
  - (6) union business relief;
  - (7) educational leave relief;
  - (8) such other leave relief as is provided by the Collective Agreement; or
  - (9) in an emergency where an extraordinary workload develops, a casual employee may be used to do work having a duration of ninety (90) calendar days.
2. Casual employees shall be called in to work in the order of their seniority provided that they are registered to work in a job classification applicable to the work required to be done. A casual employee shall be entitled to register for work in any job classification in a single department in respect of which such employee meets the requirements of the class. No casual employee shall be registered in more than one (1) department except where the Employer and the Union otherwise agree in good faith.
3. Where it appears that the regular employee whose position is being filled by a casual employee will not return to her/his position within ninety (90) calendar days, that position shall be posted and filled pursuant to the provisions of Articles 14.01, 16.01 and 17 of the Agreement.

4. (a) A casual employee who is appointed to fill a position under Section 3 shall not thereby become a regular employee. A casual employee may become a regular employee only by successfully bidding into a permanent vacancy in respect of which there is no present regular incumbent. Upon completion of an assignment a casual employee shall be reverted to the casual list.
- (b) Where a job posting is filled by a casual employee under Section 3 and the casual employee occupies the position for six (6) months or more, she/he will be entitled to reimbursement for monthly benefit premiums paid by the employee for medical, dental and extended health premiums pursuant to paragraph 14 of the Casual Addendum for the period subsequent to the first thirty-one (31) days in the position.

In any event, after the casual employee has filled the position for a period of six (6) months, the casual employee shall be enrolled in the benefit plans listed below at the sole cost of the Employer:

Article 38, Section 38.01 - Medical Plan

Section 38.02 - Dental Plan

Section 38.03 - Extended Health Care Plan

Coverage under this section shall cease when either:

- (i) the regular incumbent returns to the position, or
  - (ii) the casual employee is no longer working in the posted position.
5. Casual employees are entitled to all benefits of this Agreement except the following:
    - (1) Article 13 - Probationary Period;
    - (2) Article 14.02, 14.03, 14.05, 14.06, 14.07, 14.08, 14.09, 14.10, 14.12.01, 14.12.02;
    - (3) Article 17 - Technological, Automation and Other Changes;
    - (4) Article 18.01 - Employer's Notice of Termination;



- (5) Article 19 - Scheduling Provisions except 19.01(e);
  - (6) Sections 21.09 and 21.10 of Article 21 - Overtime;
  - (7) Sections 28.03 and 28.04 of Article 28 - Vacations;
  - (8) Article 29 - Compassionate Leave;
  - (9) Article 30 - Special Leave;
  - (10) Article 31 - Sick Leave, WCB, Injury-On-Duty;
  - (11) Article 32 - Educational Leave;
  - (12) Article 33 - Jury Duty;
  - (13) Article 34 - Leave - Unpaid;
  - (14) Article 35 - Maternity Leave;
  - (15) Article 36 - Adoption Leave;
  - (16) Article 38 - Health Care Plans;
  - (17) Article 39 - Long-Term Disability Insurance Plan;
  - (18) Article 41 - Municipal Pension Plan, except as otherwise provided by legislation; and
  - (19) Article 43 - Severance Allowance.
6. Casual employees shall accumulate seniority on the basis of the number of hours worked and upon written notification by the Union the number of hours paid for leave for Union business.

Casual employees, while receiving Workers' Compensation Benefits (wage loss replacement and rehabilitation benefits) or while on an approved maternity/parental absence will, upon return to work, be credited with seniority. This credit will be based on the number of hours worked as a casual employee during the twelve (12) month period preceding the date of leave or WCB illness or accident, calculated as follows:

1. Determine the number of hours worked in the 12 month period.
2. Divide by 52 weeks.

3. Multiply by the number of weeks on approved Workers' Compensation Benefits (wage loss replacement and rehabilitation benefits) or approved maternity/parental absence, as applicable.

If the employee has held casual status for less than twelve (12) months preceding the date of the approved absence as set out above, then this shorter period will form the basis of the calculation.

7. The manner in which casual employees shall be called to work shall be as follows:
  - (1) The Employer shall maintain both (a) a master casual seniority list which shall include all casual employees employed by the Employer listed in descending order of their seniority; and (b) a classification registry for each job classification in which casual employees may be used. Each classification registry shall list those casual employees who have been qualified to work in that job classification in descending order of hours worked.
  - (2) The Employer shall call by either telephone or cellular phone (or pager by mutual agreement) only those casual employees who are registered in the classification registry applicable to the work required to be done at a number provided by the employee. The Employer shall commence by calling the most senior employee in the classification registry. Employers may agree at the local level to develop a system to contact eligible employees who are already at work. Only one call need be made to any one casual employee provided that the telephone shall be permitted to ring a minimum of eight (8) times.
  - (3) All such calls shall be recorded in a log book maintained for the purpose which shall show the name of the employee called, the time of vacancy, the time that the call was made, the job required to be done, whether the employee accepts or declines the invitation to work or fails to answer the telephone, and the signature of the person who made the call. In the event of a dispute the

Union shall have reasonable access to the log book and shall be entitled to make copies.

- (4) If the casual employee who is being called fails to answer or declines the invitation to work, the Employer shall then call the next most senior employee registered in that job classification and so on until a casual employee is found who is ready, willing and able to work.

(5) As an alternative to Sections 7(2), (3), and (4), an Employer may utilize alternate methods for the assignment of casual work, provided that:

- The assignment of work shall be by seniority;
- If the alternate methods provide for multiple means for contacting employees (eg. Email, text, pager, etc), the employee shall be entitled to select her preferred means of contact, with the employer keeping a record of the employee's selection;
- If the alternate method provides for only a single means for contacting employees, the employee shall be entitled to elect the process outlined in Sections 7(2), (3), and (4);
- Any such alternate methods shall track the information required by Section 7(3) above; and
- Where technology is used as an alternate method for the assignment of casual work, employees at work will have equal access to available work, except where the timely assignment of work is required.

8. Casual employees shall not be dismissed except for just and proper cause.

(1) The Employer may require a casual employee to work a minimum of 225 hours over a twelve (12) month period. Where the Employer implements a minimum hour requirement, casual employees who are not offered 225 hours over a twelve (12) month period are not required to meet the minimum standard.

(2) If the employee has worked less than 112.5 hours aggregated across all casual registries with an Employer in

the six (6) month period following the employee's start date, and any six (6) month period thereafter calculated from that start date, the Employer shall issue a letter to the employee which shall state the number of hours the employee has worked, and further advise that if the employee does not work the required minimum of 225 hours over the applicable twelve (12) month period or provide a bona fide reason for not doing so, then they will be removed from the casual registries and their employment will end. This letter will be sent to the employee by registered mail at their last known address and will be copied to the Union.

(3) If the employee has worked less than 225 hours aggregated across all casual registries with an Employer in the twelve (12) month period following the employee's start date, and any twelve (12) month period thereafter calculated from that start date, the Employer shall issue a letter to that employee which shall state the number of hours the employee has worked in the preceding twelve (12) months and that, unless the employee provides a bona fide reason for not working the required minimum within 30 days of receipt of the letter, they will be removed from the casual registries and their employment will end. This letter will be sent to the employee by registered mail at their last known address and will be copied to the Union.

(4) For the purpose of this article, "bona fide" reasons include grounds under the Human Rights Code. Further, employees may apply for periods of unavailability for other reasons and the employer will not unreasonably deny such applications.

9. Casual employees may be laid off from the casual list in the inverse order of their seniority where it becomes necessary to reduce the work force due to economic circumstances. Laid off casual employees shall retain their seniority for one year subject to which they shall be reinstated to the casual list in the order of their seniority when it becomes necessary to expand

the work force.

10. (1) The master casual employee seniority list and each classification registry shall be revised and updated every three months as of the last date of the payroll period immediately prior to January 1, April 1, July 1 and October 1 (the “adjustment dates”) in each year. The seniority of each casual employee thus determined shall be entered in the classification registry in descending order of the most hours worked to the least. Casual employees hired after an adjustment date shall be added to such classification registry or registries as are applicable in the order that they are hired.
  - (2) For purposes of a call-in to do casual work, any time accumulated in a current period shall not be reckoned until the next following adjustment date.
  - (3) Within two weeks of each adjustment date the Employer shall send to the Senior Union Official a revised copy:
    - (a) of the master casual seniority list; and
    - (b) of each classification registry maintained by the facility.
- 
11. (1) Except for regular employees who transfer to casual status under Section 15, casual employees shall serve a probationary period of four hundred and eighty-eight (488) hours of work. During the said probationary period casual employees may be terminated for unsatisfactory service.
  - (2) A casual employee who has not completed probation under this clause and who successfully bids into a regular position, shall serve a probationary period pursuant to Article 13 of this Agreement.
  - (3) Where a casual employee who has completed probation successfully bids into a regular position, such employee shall not be required to serve another probationary period under Article 13.

12. For purposes of relating the seniority of a casual employee to that of regular employees, the seniority date or initial date of hiring of such employee shall be calculated by:

- (1) Dividing her/his number of seniority hours by a factor of 7.5 (or by a factor of 7.0 in the event that the hours of work of regular employees under Article 20 shall be reduced to 35) which shall be deemed to be the number of days worked; and then

Effective September 30, 1993, for hours worked after the first pay period prior to September 30, 1993 dividing her/his number of seniority hours by a factor of seven point two (7.2) which shall be deemed to be the number of days worked; and then effective the first pay period between September 30, 2004 and October 13, 2004, divide seniority hours by a factor of 7.5; and then

- (2) Taking the number of days worked derived under subsection (1) herein multiplied by a factor of one point four (1.4) rounded off to the nearest whole number which shall be deemed to be the number of calendar days of employment. The seniority date shall then be calculated by backdating from the applicable date the number of calendar days thus determined.

13. Casual employees shall receive eleven point eight percent (11.8%) of their straight time pay in lieu of scheduled vacations and statutory holidays.

14. (1) Upon completion of one hundred and eighty (180) hours of work, casual employees shall be given the option to enroll in the following plans:

- (a) medical services plan;
- (b) dental plan;
- (c) extended health plan.

An employee who makes an election under this provision must enroll in each and every of the benefit plans and shall not be entitled to except any of them.

- (2) Where a casual employee subsequently elects to with-

draw from the benefit plans or fails to maintain the required payments, the Employer shall terminate the benefits. Thereafter the employee shall only be entitled to re-enroll if the employee so elects between December 1 and December 15 in any year to be effective the January 1 next following.

15. A regular employee who is laid off shall be entitled as of right to transfer to casual status. Other regular employees may transfer to casual status provided that the Employer requires additional casual employees. Upon transfer such employees shall be entitled only to such benefits as are available to casual employees. Such employees shall maintain all accumulated seniority and benefits to the date of the transfer converted to hours on the following formula:

- (1) to determine the number of days worked, take the number of calendar days between the employee's seniority date and the date of transfer multiplied by a factor of zero point seven one four (0.714); and then
- (2) to determine the number of seniority hours, multiply the result obtained under subparagraph one (1) by a factor of seven point five (7.5).

16. Regular part-time employees may register for casual work under this Addendum except that Sections 11, 12, 13 and 14 shall not apply. Where the regular schedule of a part-time employee registered under this section conflicts with a casual assignment, the part-time employee shall be deemed to be unable to work except that where the assignment is longer than four (4) days the employee shall be relieved of her/his regular schedule at the option of the employee. All time worked shall be credited to the employee under the provisions of Articles 14.15, 27.10, 28.10, 30.02 and 31.13 of the collective agreement.

Sick leave credits accumulated under the provisions of Article 31.13 may be used by regular part-time employees who become sick during a casual work assignment. The use of sick leave credits under these circumstances is limited to the cur-

rent casual assignment and is not applicable to any casual assignments which the employee has not yet commenced.

17. Casual employees shall move to the increment step indicated by accumulated hours of service with the Employer.



## **ADDENDUM**

### **- Maintenance Agreement and Classification Manual - MAINTENANCE AGREEMENT**

#### **1) Introduction**

The purpose of this agreement is to provide a standard procedure for the description and classification of jobs and the evaluation of work in the health care industry.

#### **2) Coverage**

The provisions of this agreement shall apply to all work which is now or shall come within the scope of the Collective Agreement between the parties. This agreement, including the Classification Manual, shall be incorporated in and become part of the Collective Agreement.

This Agreement shall be subject to the grievance and arbitration procedures under the Collective Agreement.

#### **3) Existing Rights**

Without intending to create any new rights and obligations but only for greater certainty it is agreed that:

- (1) Subject to the Collective Agreement and subject to procedures of this agreement, the Employer has the right to organize its work in a manner that best suits its operational requirements and to establish new jobs and to change existing jobs;
- (2) The Union has the right to enforce all the provisions of the Collective Agreement and this agreement and in particular may ensure that:
  - (a) a job has been established in a proper manner under the terms of the Collective Agreement and this agreement;
  - (b) a job description accurately describes the work required to be done;
  - (c) the qualifications established by the Employer for a job are reasonable and relevant to the work required to be done and consistent with agreed to benchmarks;
  - (d) a job is properly classified in relation to the benchmark class specifications; and

- (e) a position is assigned to an appropriate job description.
- (3) Where a conflict arises between the Collective Agreement and this Agreement, the Collective Agreement shall take precedence.

4) **Benchmark Class Specifications**

- (1) The benchmark class specifications in existence at the date of this agreement and agreed to by the parties in the attached Wage Schedules - Benchmarks shall constitute the sole criteria for classifying work in the health care industry covered by the Collective Agreement. Except as provided for in Section 9, no new benchmark class specification shall be introduced and no existing benchmark class specification shall be changed except by mutual agreement between the HEABC and the Union. Neither party shall withhold mutual agreement unreasonably.
- (2) The grid levels which are set out in the attached Wage Schedules – Grids to this agreement shall be assigned a value derived from the wage schedule of the Collective Agreement. Each benchmark class specification shall be assigned to an appropriate rate level which shall be deemed to comprise part of the specification.

5) **Job Descriptions**

- (1) The job descriptions which are in existence on the date of this agreement and agreed to by the parties shall comprise the base against which all changes shall be measured.
- (2) The position of each regular employee shall be assigned to an appropriate job description.
- (3) The Employer shall draw up job descriptions for all positions and classifications for which the Union is the certified bargaining agent. The said job descriptions shall be presented in writing to the Senior Union Official and shall become the recognized job descriptions unless written notice of objection thereto, set out in specific detail, is given by the Union within sixty (60) days.
- (4) Each regular employee shall be provided with a copy of the agreed to job description for her/his position.

6) **Establishment of New Jobs**

- (1) Prior to the establishment of a new job, the Employer shall:
  - (a) write a new job description;
  - (b) classify the new job in relation to the benchmark class specifications; and
  - (c) assign such position to the job description as shall be appropriate.
- (2) Within ten (10) calendar days, the new job description and classification shall be submitted to the Union.
- (3) Within sixty (60) calendar days of the receipt of notice, the Union shall notify the Employer that it accepts or objects to the job description and/or classification. In the event that it objects it shall give written reasons for the objection.
- (4) Where the Union does not object within the time limits or accepts the job description and/or classification submitted by the Employer, the job description and/or classification shall be deemed to be established.

7) **Changes to Existing Jobs**

- (1) Where the Employer makes any material change to an existing job, it shall forthwith notify the Union of the change (Form 1). The Union shall within sixty (60) calendar days notify the Employer if it considers the change to be significant and that it objects to the change. Where it objects it shall provide written reasons for the objection.
- (2) Where the Employer changes an existing job to an extent that would affect its classification, it shall within thirty (30) calendar days:
  - (a) revise the permanent job description or write a new job description; and
  - (b) classify the new or revised job.
- (3) Within a further ten (10) calendar days the new or changed job description and classification shall be submitted to the Union.

- (4) Within sixty (60) calendar days of the receipt of notice the Union shall notify the Employer that it accepts or objects to the new or revised job description and/or classification. Where it objects it shall provide written reasons for the objection.
  - (5) Where the Union does not object within the time limit or accepts the new or changed job description and/or classification, the job description and/or classification shall be considered to be established.
- 8) **New or Changed Positions**
- (1) Where the Employer establishes a new position or significantly changes an existing position, the position shall be immediately posted pursuant to the provisions of Article 16.01 of the Collective Agreement. Where there is an incumbent in such an existing position she/he shall be displaced by the service of an appropriate notice to that effect.
  - (2) Where the Union or an employee consider that a position has been significantly changed or is not assigned to an appropriate job description either of them may request a review.
  - (3) The employee and a Representative designated by the Union shall complete a “Job Review Request Form” (Form 2) indicating in what manner her/his position has changed and why she/he thinks the job description to which her/his position has been assigned is inappropriate. The “Job Review Request Form” shall be submitted to the Employer who shall within ten (10) calendar days forward a copy to the HEABC and the Union.
  - (4) Within thirty (30) calendar days of the receipt of the “Job Review Request Form”, the Employer shall review its decision and shall notify the HEABC and the Union of its determination.
  - (5) Should the Union not accept the determination of the Employer, it shall within sixty (60) calendar days notify the Employer giving written reasons for its objection. Where the Union accepts the decision of the Employer or

does not object within the time limits, the position shall be considered to be assigned to an appropriate job description.

9) **Appeals**

- (1) Where the Union launches an objection under the terms of this agreement, the Employer shall provide a written response to the Union within thirty (30) calendar days. If the Employer's written response is not provided within the time limit, the Union may, within a further thirty (30) days, refer the dispute to the Classification Referee.
- (2) Within fifteen (15) days of receiving the Employer's written response, the Union will notify the Employer whether the Employer's written response is acceptable. If the Employer's written response is not acceptable, the parties, including HEABC and the Union, shall meet within a further fifteen (15) days to disclose fully each party's case and to seek to resolve the dispute. Each party will set out for each grievance its understanding of the matter in dispute. The parties will seek to narrow the issues of fact in dispute and will conclude agreements on fact to the degree that they can agree. If the parties are unable to resolve the dispute, either party may, within a further period of thirty (30) days, refer the dispute to the Classification Referee for a final and binding decision.
- (3) Within ten (10) calendar days of the dispute being referred to the Referee, the Union shall provide the Referee with written reasons in support of the appeal.
- (4) Within sixty (60) calendar days of the receipt of the appeal the Referee shall make every effort to hear the dispute and render a final and binding decision in writing.
- (5) The decision of the Referee shall be based upon the same criteria applicable to the parties themselves. Where the Referee allows the appeal her/his decision shall be limited to a direction that:
  - (a) the position be assigned to another existing job description and may include a direction that any incumbent in the position be displaced and that any

- vacancy be posted under Article 16.01 of the Collective Agreement;
- (b) a new job description be prepared by the Employer that more appropriately describes the type of duties, level of responsibilities and required qualifications of the position; or
  - (c) except as outlined below, the job be appropriately classified, provided that the Referee shall not have jurisdiction to classify a job except within the existing benchmark class specifications including the rate level;
  - (d) where the Referee concludes that a position does not conform to an existing benchmark class specification, the Referee shall notify the HEABC and the Union of her/his decision. The HEABC and the Union shall endeavour to establish an appropriate benchmark class specification for the position. Failing mutual agreement by the parties, each party shall make a submission within thirty (30) days to the Referee as to the appropriate benchmark to be established. The Referee shall establish a new benchmark or amend an existing benchmark and the decision of the Referee shall be binding on the parties. The Referee shall also establish an appropriate wage level for the new or revised benchmark.
- (6) A hearing called by the Referee shall have the same status as an Arbitration Board pursuant to Article 11 of the Collective Agreement.

*Note: Amendments to sections 9(1), (2) and (3) of Maintenance Agreement are in compliance with an arbitration award by Stephen Kelleher dated December 17, 2001.*

#### 10) **Classification Referee**

- (1) The Referee(s) shall be mutually agreed to by the HEABC and the Union.

In the event that the parties are not able to reach mutual agreement, the Chairperson of the Labour Relations Board shall make the necessary appointment.

The Referee shall be appointed for the term of the Collective Agreement and may thereafter be terminated by either party upon sixty (60) days written notice to the Referee and the other party.

- (2) The fees and expenses of the Referee shall be borne equally by the Employer and the Union.
- (3) The parties shall meet every month, or as often as required, to review outstanding Job Review Requests to determine, by mutual agreement, those classification appeals that will be referred to expedited arbitration.

11) **Expedited Classification Appeals**

The classification expedited arbitration process shall be governed by the following principles:

- (1) The location of the hearing shall be agreed to by the parties, but will be at a location central to the geographic area in which the dispute arose.
- (2) Unless otherwise mutually agreed, each party shall be limited to a four (4) hour presentation.
- (3) The parties shall utilize staff representatives of the Union and the HEABC to present cases, and shall not utilize outside legal counsel.
- (4) All presentations are to be short and concise, and are to include a comprehensive opening statement. The parties agree to make limited use of authorities during their presentations.
- (5) Prior to rendering a decision, the arbitrator may assist the parties in mediating a resolution to the grievance. Where mediation fails, or is not appropriate, a decision shall be rendered as contemplated herein. The arbitrator shall make every effort to deliver a decision to the parties within seven (7) days of the hearing.
- (6) Outstanding classification appeals shall be heard under this article by Judi Korbin, Joan Gordon or John Kinzie. The decision of the Classification Referee shall be final and binding on both parties.

- (7) All decisions of the Classification Referee are to be limited in application to the particular dispute and are without prejudice. Arbitration awards shall be of no precedential value and shall not thereafter be referred to by the parties in respect of any other matter. All settlements made prior to hearing shall be without prejudice.
- (8) The parties shall equally share the costs of the fees and expenses of the arbitrator.
- (9) The expedited arbitrator shall have the same powers and authority as an arbitration board established under the provisions of Article 11 excepting Article 11.04. It is understood that it is not the intention of either party to appeal a decision of an expedited arbitration proceeding.

## 12) **Pay Adjustments**

- (1) Where the rate of pay of a position or job is adjusted upwards, the employee shall be placed on the lowest step of the new pay range which will give him/her a monthly increase and the increment anniversary shall be that date.
- (2) Where an increase results from the establishment of a new job or a change in an existing job, the increase shall take effect on the date that the new job is established or the existing job is changed.
- (3) Where an increase results from a request for a review of a position by an employee or the Union, the increase shall take effect on the date of the request.
- (4) Where the rate of pay of a position or job is adjusted downward, the employee shall not suffer a reduction in pay but shall be red-circled. Such an employee shall retain the increment anniversary date of her/his prior job, and shall receive fifty percent (50%) of all general wage increases until the new wage rate for the job being occupied meets the employee's existing wage rate. Employees who are required to transfer to a lower rated position as a result of a displacement notice being served pursuant to Section 8(1) shall be covered by this provision.



### 13) **Definitions**

- (1) **Position:** A group of duties, responsibilities and skills regularly assigned to one person. It may be full-time, part-time, occupied or vacant and may be created, changed or deleted in order to meet operational requirements.
- (2) **Job:** One or more positions performing essentially the same duties, similar level of responsibilities and required qualifications covered by the same job description.
- (3) **Class:** A group of jobs which are sufficiently similar with respect to type of duties, level of responsibilities and required qualifications that they carry the same wage rate.
- (4) **Employer:** A hospital or health organization covered by the Collective Agreement between the HEABC and the Union.
- (5) **Union:** The Association of Health Services and Support Workers Facilities Subsector (represented by the Hospital Employees' Union, B.C. Government and Service Employees' Union, the International Union of Operating Engineers, the International Brotherhood of Electrical Workers Local No. 230, the United Steelworkers, Local 9705, the British Columbia Nurses' Union, the United Brotherhood of Carpenters and Joiners of America Local No. 1598, the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada Local No. 324, the International Union of Painters and Allied Trades Local No. 138).
- (6) **HEABC:** The Health Employers Association of British Columbia.
- (7) **Other Related Duties:** The phrase "Other Related Duties" shall be limited in its meaning so as to include only those additional duties which fall within the character of work as defined by the job description.

## CLASSIFICATION MANUAL

### 1) **Introduction**

The Classification Manual outlines the definitions, format and principles of classification to be followed in matching jobs or positions to the benchmark class specifications contained in the Maintenance Agreement and forms part of the Maintenance Agreement.

### 2) **Benchmarks**

Benchmark class specifications set forth a list of duties by which jobs or positions are distinguished and classified under the Classification System.

Benchmarks also set forth the qualifications appropriate to a position classified to the level of the benchmarks.

Benchmarks do not describe positions. They cover a wide diversity of positions by identifying work duty criteria and qualifications shared by positions at the same classification level and hence the same salary level.

### 3) **Format of Benchmarks**

(1) All benchmark class specifications are grouped together on a basis of closely related functional activities, fields of work or occupations. Each of these groups is called a “job family”. There are twelve (12) job families in the Classification System:

- 1) Clerical
- 2) Food Service
- 3) Housekeeping
- 4) Laundry
- 5) Maintenance
- 6) Stores
- 7) Trades
- 8) Transportation
- 9) Patient Care
- 10) Patient Care Technical
- 11) Miscellaneous
- 12) Technical

- (2) Within each job family there is a class series. For example:

Job Family:	Food Services
Class Series:	Food Service Workers
Class Series:	Cooks
Class Series:	Bakers
Class Series:	Food Service Supervisors

In some cases there is only one class series in a job family. For example:

Job Family:	Transportation
Class Series:	Transportation

- (3) **Benchmark Title**

Each benchmark within a class series is identified as a benchmark title. For example:

Class Series:	Transportation
Benchmark Title:	Transportation Attendant 1
Benchmark Title:	Transportation Attendant 2
Benchmark Title:	Transportation Attendant 3
Benchmark Title:	Transportation Attendant 4

- (4) **Grid**

The salary level for each benchmark is identified as a “grid” and the corresponding dollar amount is in Wage Schedules – Grids of the Maintenance Plan. For example:

Grid:            9  
Wage Schedules - Grids - April 1, 2013 \$2,923 per month

- (5) **Benchmark Definition**

The duties listed in the benchmark class specification are a representative sampling of the kinds of work which will result in a position being classified at the Benchmark Level.

- (6) **Qualifications**

The qualifications set forth in a benchmark reflect the standard at that level under the Classification System.

Membership in a professional association or group is not a required qualification for any position under the Classification System.

(7) **Job Descriptions**

All job descriptions must be drafted in a similar format, with definitions and rules as apply to benchmark class specifications.

The qualifications set forth in a job description must be consistent with the qualifications set forth in the benchmark class specifications for that level.

4) **Principles of Classification**

The purpose of benchmarks is to establish the means whereby jobs may properly be classified and distinguished under the broad banding classification system.

To that end, a job should be classified according to:

(i) the type of duty and level of responsibilities/skills which are performed to an extent material to reasonable standards of job classification; and

(ii) qualifications that are required;

and consistent with the following:

(i) **Integrated jobs.** Where a job encompasses work in two or more benchmark classes but it is administratively impractical to keep track or even identify when the incumbent is working within one or the other of the classes, she/he should be classified at the highest classification of the jobs being performed.

(ii) **Substitutional positions.** Where an employee is required to regularly substitute in a higher-rated position over an indeterminate period and/or to carry qualifications that permit him/her to substitute in such higher position, she/he should be classified and paid at the higher classification level.

(iii) **Special licenses and certificates.** Where an employee is required to carry a special licence, certification or qualification, requiring the equivalent of at least three (3) months full-time study, such as trades qualification, stationary engineer's certificate or practical nurse's license, she/he should be classified consistently with such license

certificate or qualification irrespective of the type of duties and level of responsibilities/skills required to be exercised.

If more than one such license, certificate, or qualification is required to be carried, the highest level of such item shall determine the classification level.

From time to time by direction of statute or professional association, separate certification is required to perform specific work already included in the job scope and requiring no additional training or education beyond the benchmark expectations. Where this occurs, attaining and maintaining the separate certification is the responsibility of the employee and will not constitute grounds for a classification review. The Employer will make every reasonable effort to assist the employee in attaining and maintaining this required certification.

*Note: Amendments to section 4(iii) of the Classification Manual are in compliance with an arbitration award by Stephen Kelleher dated December 17, 2001.*

## **Position Not Person**

Throughout the whole process of evaluating jobs, it is the job that is evaluated and not the employee.

### **5) Glossary of Terms**

#### **(1) Supervision Received:**

The type of supervision received is indicated in the benchmark only if it has a direct bearing on the evaluation of a position.

#### **(2) Direct Supervision:**

All work performed is assigned, checked and continuously observed by the designated supervisor and is performed in sight of the designated supervisor.

#### **(3) Close Supervision:**

All work performed is assigned and the end product is checked for accuracy and completeness by the designated supervisor.

(4) **General Supervision:**

Work performed is assigned by the designated supervisor with the method/manner of performing the work left up to the employee. Work is checked for completion of tasks rather than for specific detail of duties.

(5) **Supervision:**

Supervision may include but is not limited to, providing input into any or a combination of the following: employee evaluations; organization of employee work assignments; hiring of staff; maintaining departmental standards and procedures.

(a) **Supervisor:**

Employee who gives work direction to subordinate staff including scheduling, arranging vacations and authorizing overtime.

(b) **In Charge:**

Oversee the day-to-day operation of an assigned area. This involves a variety of administrative duties such as making recommendations regarding budget, allocating resources, overseeing and updating standards and procedures and may involve supervision of designated staff.

(c) **Working Supervisor:**

Employee who is a supervisor similar to above but in addition performs hands-on work.

(d) **Lead Hand:**

Employee who performs hands-on work in a group or small section of a department (usually four or fewer employees) and directs work assignments and is responsible for its completion.

Employees providing work direction or supervision must be layered over (i.e. placed at a higher classification than) all employees to whom direction or supervision is provided. The resulting classification will be determined by the classification levels of the applicable job family.

- (6) **Number of Positions Supervised:**  
Regular positions assigned to the area, not full-time equivalents.
- (7) **Related Experience:**  
Previous experience related to the duties associated with the position.
- (8) **Recent Experience:**  
Experience acquired within the previous six (6) years.
- (9) **Domestic Washers/Dryers:**  
Capacity up to fifty (50) pounds (dry weight).
- (10) **Non-Domestic Washers/Dryers:**  
Capacity of more than fifty (50) pounds (dry weight).
- (11) **Technical Typing:**  
Deals with specialized terminology such as medical terminology, legal terminology, accounting terminology, etc.
- (12) **Direct Billings:**  
Billings processed directly to an agency instead of through the Business Office of the facility.
- (13) **Assist:**  
To work under the direction of another who regularly checks, verifies, reviews, adjusts and corrects the work performed as it is being performed.
- (14) **Work Direction:**  
Checking, verifying, reviewing, adjusting, correcting, coordinating and/or assigning work to others. May also include training and orientation duties ensuring standardization of procedures.
- (15) **Administrative Functions:**  
Include any or a combination of: liaising with other departments on work flows and other matters; participating in interdepartmental meetings; coordinating transactions with external agencies on behalf of department; formulating and updating departmental procedures; recommending changes to Administration; compiling statistical reports on departmental activity.

## Administrative Levels Duties

First level: As listed above.

Second level: Participates in development and monitoring of departmental budget.

### (16) **Secretarial Support Functions:**

Include any or a combination of the following: typing correspondence, memos, reports, minutes, manuals; drafting, composing routine correspondence; arranging meetings; preparing agendas for meetings; taking, transcribing, editing minutes; maintaining appointment book for superior; making travel arrangements.



## LETTER OF INTENT

between

**Association of Unions**

and

**Health Employers Association of British Columbia  
("HEABC")**

### **Re: Classification - Benchmarks**

The Parties shall meet within 120 days of the ratification of this agreement to establish a joint committee comprised of no more than four members appointed by each party to review all benchmarks for housekeeping and administrative efficiency changes that do not impact the classification of the benchmark. This review will include:

- Identification and removal of benchmarks that are redundant;
- Review of all terminology in existing benchmarks and, where necessary, update existing benchmarks to reflect current terminology;
- Review of all existing benchmarks for housekeeping changes to eliminate confusion in the application of the benchmarks;
- Determine which benchmarks are most in need of review to reflect changes in technology, changes to facilities-based/hospital-based operating systems, and changes to qualifications and educational requirements with priority on Trades, Power Engineers, and Information Technology benchmarks; and
- Undertake the necessary benchmark reviews on an expedited basis.

This review will not result in any increased cost to the Employer.

The parties agree to create a new job family called "Technical" to include the Accountant and the Accounting Supervisor (R21E and R24), Information Systems (R19S, R21S, R23A, R26S, R27A, R29S), Buyers (R21C and R25), and Medical Records Technician (R11).

The parties agree to move the Nursing Assistant (Orthopaedic Technician) (PC15) to the "Patient Care" job family.

The parties agree to move all jobs in the Laboratory Assistant class series and the Pharmacy Technicians class series to the “Patient Care Technical” job family.

The parties agree to move the Volunteer Coordinator to the “Patient Care” job family.

**LETTER OF INTENT**

**Between**

**Health Employers Association of British Columbia**  
**("HEABC")**

**and**

**Facilities Bargaining Association ("FBA")**

**Re: IT Benchmark**

The Parties will conduct a joint review of the Information Technology Benchmarks in the Technical Series. This review will commence not later than ninety (90) days following the effective date of the renewal Facilities Subsector Collective Agreement and will conclude within twelve (12) months of commencement.

The Parties agree they will discuss the implementation date of new benchmarks that result in a change in grid, if any.

## ADDENDUM

### - Job Security and Expanded Opportunities -

Article 17.07 Contracting Out will continue in the Collective Agreement.

#### Part 1 – Contracting Out

1. Notwithstanding Article 17.07, Health Sector Employers will have the option to contract out work carried out by members of the Facilities Bargaining Association bargaining unit including where it results in the layoff of members of the Facilities Bargaining Association (FBA) bargaining unit. This Addendum continues in force and effect until such time as HEABC and the Facilities Bargaining Association negotiate changes to it.
2. Bill 94-2003: HEABC commits to informing the Facilities Bargaining Association as soon as reasonably possible after notification by the Government of B.C. of any new designations under the *Health Sector Partnerships Agreement Act* on or after April 1, 2006.
3. Return of Service: If a Health Sector Employer returns a service for direct delivery that was contracted out, employees of the contractor will:
  - a. be offered employment by the Health Sector Employer subject to availability of positions; and
  - b. where the former employee accepts the offer, he/she will have previous Health Sector service and seniority recognized and continuous seniority with the contractor recognized; and
  - c. where an employee of the contractor who was not a former employee accepts the offer, the Health Sector Employer will recognize the employee's continuous seniority with the contractor.

A former employee is an employee who was employed by the Health Sector Employer at the effective date of the contracting out and is an employee of the contractor at the time that the service returns to direct delivery.

This provision applies for the balance of the term of the 2010-2012 Facilities Subsector Collective Agreement and applies until the effective date of a renewal Collective Agreement.

## **Part 2 – Consultation**

### **Leadership Consultation**

1. The Government, through the Deputy Minister of Health and HEABC, will arrange a meeting on an annual basis between the Leadership Council and the leadership of the FBA. The purpose of such an annual meeting will be to discuss, on a confidential basis, developments and potential initiatives which significantly affect the health sector and which may have an impact on the members of the FBA. Such meetings will be timed to coincide with budget and planning cycles.
2. Each Health Authority will arrange a meeting two times a year between the leadership of the Health Authority and the leadership of the FBA. The purpose of such meetings will be to discuss, on a confidential basis, developments and potential initiatives which may arise within the Health Authority and which may have a significant impact on the membership of the FBA. Such meetings will be timed to coincide with budget and planning cycles.

### **Consultation Process – Contracting Out**

1. Health Sector Employers will engage in a consultation process as described below effective at least sixty (60) calendar days in advance of the issuance of a Request for Proposals (“RFP”) or by issuance of an equivalent invitation to bid by a Health Sector Employer when it is considering contracting out that may result in the layoff of bargaining unit employees.
2. In the sixty (60) calendar day period, the Union will be provided an opportunity at the appropriate project level to discuss alternatives to the proposed contracting out and/or the options for impacted employees. Health Sector Employers will give good faith consideration, in the discussions on contracting out, to alternatives advanced by the Union.

3. Where a project involves services that impact a significant number of the worksites amalgamated within one (1) Health Authority, HEABC and the Facilities Bargaining Association agree that the sixty (60) calendar day period will be changed to up to ninety (90) calendar days.
4. At the end of the sixty (60) or ninety (90) calendar day period, as applicable, the Health Sector Employer will have the discretion to proceed with the contracting out.
5. Where a project would apply to two (2) or more Health Authorities including Providence Health Care Society as part of Vancouver Coastal Health Authority or the Shared Services Organization covered by the Facilities Subsector Collective Agreement, HEABC and the Facilities Bargaining Association agree to refer the project to a provincial level Alternate Service Delivery Committee jointly established by HEABC and the Facilities Bargaining Association. In this event the consultation process will begin ninety (90) days in advance of the issuance of an RFP by the Health Authorities or by issuance of an equivalent invitation to bid.
6. The Committee will be comprised of four (4) representatives appointed by the Facilities Bargaining Association and four (4) representatives appointed by HEABC. The Committee will have the ability to bring in a reasonable number of subject matter experts in the work performed and/or the proposed project. HEABC and the Facilities Bargaining Association also agree that where a project impacts multiple Union Bargaining Associations, the Committee may, by mutual agreement, meet with other Union Bargaining Associations but the membership of the Committee will not include representatives from other Union Bargaining Associations.
7. The Committee will be the forum for the discussion of alternatives to the proposed contracting out and/or the options for impacted employees. Health Authorities will give good faith consideration, in the discussions on contracting out, to alternatives advanced by a Union.
8. HEABC and the Facilities Bargaining Association will each pay their own expenses for their respective Committee mem-

bers. Employees who are members of the Committee shall be granted leave without loss of pay or receive straight-time regular wages while attending meetings of the Committee.

9. At the end of the ninety (90) calendar day period, the Health Authorities will have the discretion to proceed with the contracting out.
10. Health Employers will provide to the Union a detailed description of the proposed contracting out.
11. Relevant information and supporting documents on the proposed contracting out will be disclosed by the Health Employer to the Union to inform the discussions regarding alternatives and options for affected employees.
12. Confidentiality will be needed until such time as the Employer is prepared to announce a decision.
13. HEABC and the Facilities Bargaining Association agree that the Union has the ability to discuss alternatives and options with the affected employees on a confidential basis.
14. HEABC and the Facilities Bargaining Association agree that should any financial and/or proprietary information of the Employer and/or any potential third party contractor be disclosed, such information will remain confidential.
15. Once the Health Employer makes a decision under the process set out in this Addendum, the Facilities Bargaining Association will be notified of the decision in writing. If the Health Employer makes a decision to proceed with contracting out, the parties agree that they will move to the process set out in this Addendum, Part 3.
16. HEABC and the Facilities Bargaining Association agree that the process described in this Addendum establishes the specific process of consultation and adjustment contemplated by Section 54 of the *Labour Relations Code* and satisfies the requirements of this Section of the *Labour Relations Code* for the purposes of contracting out that results in the layoff of members of the Facilities Bargaining Association bargaining unit.

### **Part 3 – Employees Laid off due to Contracting out or Application of the *Health Sector Partnerships Agreement Act***

Regular employees laid off due to contracting out or application of the *Health Sector Partnerships Agreement Act* shall have one (1) of the following options:

1. Enhanced Severance Allowance;
2. Opportunity to select a vacancy;
3. Posting pursuant to Art 16.03;
4. Bumping pursuant to Art 17.04;
5. Apply for an unfilled regular on-going vacancy across any Health Authority or the SSO;
6. Register for work under the Addendum-Casual Employees;
7. Retraining.

The above options are described as follows:

1. Enhanced Severance Allowance
  - a) An Enhanced Severance Allowance shall be paid to each regular employee who is laid off where the employee's services are no longer required due to contracting out, or because of the application of the *Health Sector Partnerships Agreement Act* between April 1, 2010 and March 31, 2012. The Enhanced Severance Allowance will be based on the exact same formula and process as the Severance Fund established in the May 2, 2004 Memorandum of Agreement as outlined in the November 26, 2004 agreement letter from the FBA to HEABC as set out below:

Less than 1 year of service	\$ 3,500
Between 1 and 4 years of service	\$11,000
Between 5 and 14 years of service	\$13,000
Between 15 and 24 years of service	\$15,000
Between 25 and 29 years of service	\$16,000
30 years of service and over	\$17,000
  - b) A regular employee who is re-employed in the Health Sector within six (6) months of the effective date of layoff will not be entitled to receive an Enhanced Severance payment subject to the conditions set out below. If the



Enhanced Severance payment is made to an employee who is re-employed within six (6) months of the effective date of layoff in the Health Sector, he/she will reimburse the Employer a prorated amount of the Enhanced Severance payment based on the length of time before re-employment (e.g., one month before re-employment means a repayment of 5/6th of the Enhanced Severance payment).

2. Opportunity to select a vacancy, including those created as a result of an employer canvass of employees willing to voluntarily sever their employment. Where such departure will result in the retention of an employee who would otherwise be laid off, the employee who voluntarily severs their employment is entitled to enhanced severance as set out in 1. above. The Employer, after consultation with the Union, will retain the discretion to determine the scope of the canvass.
3. Posting pursuant to Article 16.03
4. Bumping pursuant to Article 17.04
5. A regular employee who has no option under 2, 3 or 4 above shall be entitled to apply for an unfilled regular on-going vacancy across any Health Authority or the SSO.
  - a) Benefits: A laid off regular employee who successfully posts into a regular on-going vacancy will be entitled to coverage under the medical, dental, and extended health care plans effective the first day of the month following employment.
  - b) Relocation Expenses: An employee who accepts a regular on-going position in the Health Sector in a location that is more than fifty (50) kilometres from his/her previous worksite and who chooses to relocate will be entitled to relocation expenses of five hundred dollars (\$500) for a move of up to two hundred and forty (240) kilometres and eight hundred dollars (\$800) for a move of beyond two hundred and forty (240) kilometres. Relocation expenses must be claimed from his/her former Employer within six (6) months of the start date of the regular position and must be supported by receipts.

6. Register for work under the Addendum – Casual Employees on one casual list in any Health Authority or the SSO provided the employee is qualified to perform and capable of performing the work.
  - a) An employee who registers under the Addendum – Casual Employees shall be eligible to apply for regular on-going vacancies.
  - b) A laid off regular employee who registers for work under the Addendum – Casual Employees has the option to enroll in the health and welfare benefit plans as per Section 14 of the Addendum without having to work one hundred and eighty (180) hours.
  - c) In addition, a laid off regular employee who registers for work under the Addendum – Casual Employees will be entitled to access the benefits set out in Section 15 of the Addendum at the Health Authority.
7. Retraining
  - a) Retraining Fund

The retraining fund will be continued to facilitate access to retraining, utilizing the following money:

- i) \$5 million dollars (\$5,000,000) from the Bill 29 Settlement Agreement;
- ii) After June 1, 2009, funds remaining from the previous \$2 million allocation from the Bill 29 Settlement Agreement shall be transferred into the \$5 million retraining fund;
- iii) Health Authorities will set aside an amount of up to \$2.5 million for the period from April 1, 2010 to March 31, 2012. The Joint Re-training Committee may access this fund through the Joint Engagement Committee. The total liability of Health Authorities to support retraining will not exceed the total projected liability for enhanced severance for employees impacted by contracting out.

b) Re-Training Program

A Joint Re-training Committee comprised of three (3) representatives appointed by the Facilities Bargaining Association and three (3) representatives appointed by HEABC will administer the terms of this Settlement Agreement pertaining to the re-training fund. The Committee will adopt the parameters governing the application of the retraining fund.

- i) Employees will identify their choice of program for retraining within the parameters adopted by the Joint Re-training Committee. Retraining will not be restricted to health care related employment.
- ii) Employee must be qualified and capable before being able to bid on a vacancy upon completion of any re-training.
- iii) The funds shall cover the cost of the course and, where appropriate, a reasonable stipend for current employees in the Health Sector to assist with living expenses while enrolled in the course. The Joint Re-training Committee will determine the value and application of the stipend.
- iv) During the re-training period, the employee will be placed on a casual list at his/her current Health Sector Employer and:
  - can access work during the re-training period if the employee is qualified; or
  - if not qualified, is deemed unavailable until the re-training is concluded.
- v) Should no regular on-going vacancy be available, a re-trained employee may register on one casual list in any one (1) of the six (6) Health Authorities and the SSO across the province upon completion of training to facilitate access to a regular on-going vacancy. The employee will retain the ability to have his/her service and seniority restored for six (6) months following the completion of the re-train-

ing if the employee is successful in posting into a regular on-going vacancy.

- vi) HEABC and the Facilities Bargaining Association will work with public sector post-secondary institutions to maximize the training opportunities for the employee and the Employer.

### **Casual Employees**

A casual who no longer has work as a direct result of contracting out or as a direct result of the application of the *Health Sector Partnerships Agreement Act* shall be entitled to register in another department with her/his current Employer for work which the employee is qualified to perform and capable of performing or if re-employed by another Health Sector Employer within one hundred and eighty (180) days of termination shall be entitled to port her/his seniority.

### **General Provisions**

1. **Port Service & Seniority:** A laid off regular employee who successfully posts into a regular on-going vacancy, or registers for work under the Addendum – Casual Employees prior to the expiry of their recall period under the process in this Addendum shall port her/his service and seniority to the receiving Employer. The ability to port is not available to an employee who receives an Enhanced Severance Allowance under paragraph 1 above.
2. **Re-employment with Previous Health Sector Employer:** A regular employee laid off as a direct result of contracting out, who successfully applies on a posting for a regular on-going position at his/her previous Health Sector Employer within one (1) year from the effective date of the end of the recall period will have his/her previous Health Sector service and seniority restored. If the employee received a Severance Allowance or elected to waive the recall period to receive Severance Allowance, Article 43.02 (c) of the Facilities Subsector Collective Agreement will continue to apply. This provision will not apply to an employee who has ported service and seniority to another Health Sector Employer within one (1) year from the effective date of the end of the recall period.

3. Reimbursement of Educational or Re-Training Costs: Regular employees who are issued displacement notice on or after April 1, 2010 and laid off as a result of contracting out, or as a result of the application of the *Health Sector Partnerships Agreement Act* may apply to their Employer for reimbursement of educational or re-training costs, subject to the following conditions:
  - a) Reimbursement will be provided for the costs of courses incurred at an educational institution up to a maximum of \$1,000 (pro-rated for regular part-time employees based on their full-time equivalent);
  - b) Reimbursement will be provided upon presentation of receipts submitted before the expiry of the employee's Collective Agreement recall period; and
  - c) Regular employees who are laid off and who request to be added to one casual list within the Health Authority (as per paragraph 2 (b) above) are not eligible for these funds.
4. Employment with the Contractor: If a regular employee who has been issued a displacement letter due to contracting out is interested in being employed by the Contractor, the Health Employer will facilitate the process.

### **Other Options**

The following options are available for consideration by the Employer at its discretion:

1. Early Retirement Incentives
2. Other options for labour adjustment suggested by the Union, including voluntary recognition of the Union.

Subject only to the variations specified in this Addendum - Part 3, the Facilities Subsector Collective Agreement will apply and prevail.

### **Part 4 – Contract Re-tendering**

Prior to the expiry of the full term of currently contracted services that were provided by the Facilities Subsector Bargaining Association as of January 28, 2002, the Union that previously represented the employees at the Health Employer will be entitled to an opportunity to prepare and present a proposal for the orderly

return of contracted services to the direct control of the Health Employer to the senior designate(s) appointed by the Health Employer. The opportunity for the Union to present a proposal to the Health Employer will be provided sixty (60) days before a Request for Proposals (“RFP”) is issued for the continuing contracting of services. The Health Employer will have the discretion to choose to proceed with the contracting out. The Employer agrees to provide the Union with the details of the work to be performed, including any tendering documents.

### **Part 5 – Transfer of Services**

1. For the purposes of this Addendum, “transfer” means the transfer of services from:
  - a. One Health Authority to a different Health Authority; or
  - b. An Affiliate Employer to a Health Authority; or
  - c. A Health Authority to the Shared Services Organization.
2. This Addendum addresses the consequences for employees of such a transfer of services.

### **Notice**

3. The Employer that intends to transfer services (“the sending Employer”) and the Employer intended to deliver the services in the future (“the receiving Employer”) will provide the Union with Section 54 notice under the *Labour Relations Code* at least 90 days prior to the planned transfer of the Union’s members.

### **Consultation**

4. During this 90 day period, the receiving and sending Employers will provide the Union with an opportunity to discuss and be consulted on the proposed change and its impact on affected employees and to consider the Union’s proposals to manage the impact of the transfer on employees. The receiving Employer will take the lead on behalf of the Employers during the consultation process.
5. During this 90 day period, the receiving and sending Employers will provide the Union with relevant information sufficient to enable an informed labour adjustment discussion of the proposed change.

## **Transfer Agreement And Labour Adjustment Plan**

6. The receiving and sending Employers and the Union will work in good faith to develop a transfer agreement and labour adjustment plan respecting the transfer of employees.
7. All transfers will be consistent with the following terms:
  - (a) Pay and Benefits - Transfers will be seamless with no interruption in pay and benefits;
  - (b) Service Portability - An employee transferred from the sending Employer to the receiving Employer will port her/his service and service-related banks to the receiving Employer;
  - (c) Seniority & Postings:
    - (i) A transferred employee will port her/his seniority to the receiving Employer and thereafter will accumulate seniority and service with that Employer.
    - (ii) Transferred employees may use their seniority ported and accumulated with the receiving Employer to access employment opportunities at the receiving Employer, per the collective agreement.
    - (iii) Transferred employees will also retain their seniority hours with the sending Employer accumulated at the time of transfer.
    - (iv) Transferred employees may use their seniority retained and accumulated with the sending Employer to access employment opportunities at the sending Employer, per the collective agreement.
    - (v) If an employee has not secured a regular position with the sending Employer or regularly worked as a casual with the sending Employer in the five (5) years following the transfer of the employee, their employment rights with the sending Employer will cease.
    - (vi) The onus is on the transferred employee to identify employment opportunities with the sending

Employer. Wherever possible, employees will be able to view electronic postings.

- (d) Re-employment with the sending Employer and Resignation from the receiving Employer

If a transferred employee is re-employed in a regular position with the sending Employer subsequent to the employee's date of transfer and the employee resigns from the receiving Employer, the employee will port service and benefit entitlements pursuant to the Collective Agreement. The employee will also port seniority hours accrued at the receiving Employer since the date of transfer back to the sending Employer limited to the maximum yearly hours of a regular full-time employee.

- (e) Transfer within and beyond 50 km

(i) A regular employee required to transfer to a worksite more than 50 km from her/his current worksite may decline the transfer and elect to receive a displacement notice.

(ii) A regular employee required to transfer to a worksite less than 50 km from her/his current worksite who declines the transfer is not entitled to receive a displacement notice.

- (f) Unique Geographic Challenges

The employer will consider the unique geographic challenges of employees affected by the transfer.

### **Standard Template Transfer Agreement**

8. Within 30 days of ratification of the Collective Agreement HEABC and the FBA will meet to develop a standard template for Transfer Agreements.

The standard template will cover matters such as but not limited to the following:

- Definitions
- Specific seniority issues
- Disclosure of information
- Union Committees/Representation/Leave



- Scheduling and rotations
- Transportation allowance
- Red-circling
- Files - Personnel/Health/Grievance
- Outstanding grievances, job review requests and Section 139 disputes
- OH&S, WorkSafeBC rights and responsibilities
- Job review
- Relocation monies
- Transfer process
- Employee specific detailed information (i.e. job descriptions, classification, status, FTE, hours of work)
- Orientation at the new worksite or to the new employer
- Training and orientation to new methods of operation or equipment
- Casuals
- Employee status at more than one employer
- Employees requiring accommodation
- Employees in temporary/relief postings
- Employees on LTD or other leaves
- Labour adjustment plan
- Local MOA's and superior benefits
- Parking
- Other specific or unique conditions
- Where the service is going to more than one receiving Employer, a broader discussion is needed.

## **ADDENDUM**

### **- Return to Work Programs -**

#### **Preamble**

The parties recognize that prevention of injuries and rehabilitation of injured employees are equally important goals. The parties further recognize that return to work programs are part of a continuum of injury prevention and rehabilitation.

#### **Mutual Commitment**

The Employer and the Union are committed to a voluntary, safe return to work program that addresses the needs of those able to return to work.

Return to work programs will recognize the specific needs of each individual employee who participates.

#### **Voluntary Participation**

Employee participation in an established return to work program is voluntary. Employees may enter, withdraw and re-enter the program, and an employee's participation or non-participation will not be the basis for any disciplinary action. Participation must include the consent of the employee's physician.

Employer creation of a return to work program is voluntary.

#### **Consultation**

Prior to entry into a return to work program, the employer, the employee and the union-designated representative(s) shall discuss the planned program and its duration. The details of the return to work program will be confirmed in writing to the employee and to the union.

#### **Supernumerary**

An employee involved in a return to work program will be employed in a position that is additional to the Employer's regular number of full-time, part-time and casual positions and further will not cause the dismissal, layoff or reduction in hours or period of work of any existing employees of the Employer.

#### **Confidentiality**

The parties jointly recognize the importance of confidentiality and will ensure that full confidentiality is guaranteed.

The Employer shall not have contact with the employee's physician, without the employee's consent.

### **Program Coverage**

The return to work program will be available to WCB claimants, convalescent employees and injured employees.

### **Types of Initiatives**

Return to work programs may consist of one or more of the following:

1. **Modified Return to Work:** Not performing the full scope of duties.
2. **Graduated Return to Work:** Not working regular number of hours.
3. **Rehabilitation:** Special rehabilitation programs.
4. **Ergonomic Adjustments:** Modifications to the workplace.

### **Re-orientation to the Workplace**

A departmental orientation will be provided for the employee, as well as a general facility orientation, if necessary for an employee who has been off work for an extended period of time.

### **Pay and Benefits**

An employee involved in a return to work program will receive pay and benefits as set out below.

Employees participating in a return to work program for fifteen (15) hours or more per week are entitled to all the benefits of the agreement, on a proportionate basis, except for medical, extended health and dental plan coverage, which shall be paid in accordance with Article 38.

Employees engaged in a return to work program will fall into one of three (3) groups although on occasion an employee may, depending on changed circumstances, move from one group to another. Wage entitlement, when participating in the program, will be consistent with the terms of the agreement and are outlined below:

- (a) Employees who have been approved for Leave - Workers' Compensation:  
receive full salary and all benefits pursuant to Article 31.

- (b) Employees who are awaiting approval of a WCB claim or who have been granted paid sick leave and have accumulated sick leave credits:

receive pay and appropriate premiums for all hours worked in the program and receive sick leave pay for hours not worked until accumulated sick leave credits are exhausted. All benefits continue uninterrupted for the duration of the program.

- (c) Employees who have no accumulated sick leave credits and who have been granted an unpaid sick leave and/or who are awaiting acceptance of a WCB claim:

receive pay and appropriate premiums for all hours worked in the program. Medical, dental, extended health coverage, group life and LTD premiums and Municipal Pension Plan payments are reinstated on commencement of the program and all other benefits are implemented when working fifteen (15) hours or more per week.

### **No Adverse Effect on Benefits**

An employee's participation in a return to work program will not adversely affect an employee's entitlements with respect to Workers' Compensation.

The period that the employee is involved in a return to work program shall be considered as part of the recovery process and will not be used or referred to by the Employer in any other proceedings.

### **Return to Work Committee**

The parties agree to form a Return to Work Committee.

# MEMORANDUM OF AGREEMENT

between

**Association of Unions**

and

**Health Employers Association of British Columbia  
("HEABC")**

## **Re: Return to Work Committee**

The parties agree to form a Return to Work Committee consisting of three (3) representatives from the Union and three (3) representatives of the Employer. Employees who are members of the Committee shall be granted leave without loss of pay or receive straight time regular wages to participate in the Committee process.

### **Purpose:**

The purpose of the Committee is to promote the philosophy and encourage the introduction of Return to Work Programs.

### **Role and Function:**

The role and function of the Committee are as follows:

1. Assist in the development of processes and structures for return to work programs in facilities.
2. Act as an advisor to employees and employers on return to work programs in facilities.
3. Request information and provide feedback concerning individual employer return to work programs.
4. Develop and promote industry pilot projects on return to work programs and seek funding to support those pilot projects.
5. Develop and maintain an effective communications system for employees and employers concerning return to work initiatives.
6. The parties will perform regular reviews of the Committee's work. The Committee will report to the parties on an annual basis.

The parties shall meet within one (1) month of the signing of the agreement and at least quarterly thereafter over the term of the agreement.

The expenses of the Committee will be the responsibility of the Employer.

# **MEMORANDUM OF AGREEMENT**

between

**Association of Unions**

and

**Health Employers Association of British Columbia  
("HEABC")**

## **Re: Employer Specific Variations and Attachments**

All variations and attachments are to be reviewed. The parties agree to meet within 90 days of ratification of this agreement to resolve all such issues. Dalton Larson will act as mediator/arbitrator to resolve any outstanding matters.

## MEMORANDUM OF AGREEMENT

between

**Health Employers Association of British Columbia  
("HEABC")**

and

**Facilities Bargaining Association ("FBA")**

### **Re: Trades Apprenticeship Training in Health Care**

The parties recognize that there is value in applying recognized Trades apprenticeship to health care.

The apprenticeship process within health care will be governed first by the provincial and national governing bodies responsible.

Where an Employer intends to engage Apprentices at a worksite a local committee will be struck to develop terms and conditions for the Trades Apprenticeship Training.

It is understood that the terms and conditions for apprenticeship training will include the following:

1. The utilization of Trades apprentices will not result in the lay-off of regular or casual employees.
2. The number and type of Trades apprentices sponsored shall be determined by the Employer following a discussion with the local Unions.
3. Trades apprentices shall be supernumerary to regular Trades positions.
4. Employees shall have the first opportunity over external applicants to apply for apprenticeship training through an internal recruitment notice/Expression of Interest. To be considered, applicants must possess the following qualifications:
  - a) Successful completion of pre-apprentice training program from a recognized educational institution where required by the Industry Training Authority for the applicable Trade;
  - b) Successful completion of BCIT or other recognized educational institution (as approved by the Employer) trades testing and supplemental skills assessment; and



- c) A signed indenture agreement between the apprentice, the Employer, and the Industry Training Authority within thirty (30) days of appointment by the Employer.
5. Apprentices are responsible for all costs of their education provided by the post-secondary institution.
  6. Apprentices shall be considered casual employees except that Sections 1, 2, 3, 4, 7, and 17 of the Addendum - Casual Employees shall not apply.
  7. Regular employees who access the apprenticeship training program will maintain their regular status for all purposes while employed in the program; however, the Employer may post the regular employee's position as a regular on-going vacancy under Article 16.01. The maintenance of regular status will be for no more than four (4) years (or five (5) years for certain Trades where this is a requirement) from the commencement of the apprenticeship training program for the employee. The duration of the maintenance of regular status may be extended by up to one additional year based on exceptional circumstances and mutual agreement.
  8. Seniority will be credited for hours worked under the apprenticeship training programs at all Employer worksites. Employees who are off-site as a result of the apprenticeship training program will be on an unpaid leave of absence consistent with Article 34 (Leave - Unpaid).
  9. Notwithstanding the provisions of the Addendum - Maintenance Agreement and Classification Manual, Trades apprentices shall be compensated based on the following proportion of the applicable Trades start rate:
    - Level I: 60%
    - Level II: 70%
    - Level III: 80%
    - Level IV: 90%
  10. Upon successful completion of the apprenticeship training program, the Employer has the right to appoint an apprentice to an on-going regular full-time vacancy in Trades at any work-

site of the Employer without having to post the vacancy under Article 16.01. A regular employee who accesses the apprenticeship training program and is offered a regular full-time vacancy upon the completion of the program within fifty (50) kilometres of her/his home worksite must accept the offer for a minimum of twelve (12) months or repay two full years of the Employer's costs of health and welfare benefit plan premiums as outlined in paragraph #7 above. An apprentice who is not offered a regular full-time vacancy in Trades at the conclusion of the apprenticeship training program will be considered a casual employee and entitled to access work assignments in accordance with the Addendum - Casual Employees. An employee who had regular status prior to the commencement of the apprenticeship training program and who is unable to complete the program will have first opportunity ahead of internal applicants to bid on any vacant position(s) for which she/he is qualified.

The parties agree that the specific terms of this Memorandum of Agreement can be altered through local agreements to meet the unique circumstances of various Health Authorities.

## **MEMORANDUM OF UNDERSTANDING**

between

### **Health Employers Association of British Columbia ("HEABC")**

on behalf of:

Interior Health Authority, Arrow Lakes Hospital, Nakusp  
Interior Health Authority, Halcyon Community Home, Nakusp  
Interior Health Authority, Slocan Community Hospital and Health  
Care Centre, New Denver  
Interior Health Authority, Victorian Community Health Centre of  
Kaslo, Kaslo  
Northern Health Authority, Acropolis Manor, Prince Rupert  
Northern Health Authority, Bulkley Lodge, Smithers  
Northern Health Authority, Bulkley Valley District Hospital,  
Smithers  
Northern Health Authority, Chetwynd General Hospital  
Northern Health Authority, Dawson Creek and District Hospital  
Northern Health Authority, Fort Nelson General Hospital  
Northern Health Authority, Fort St. John General Hospital and  
Health Centre  
Northern Health Authority, Hudson's Hope Health Centre  
Northern Health Authority, Kitimat General Hospital  
Northern Health Authority, Lakes District Hospital and Health  
Centre, Burns Lake  
Northern Health Authority, Mackenzie and District Hospital  
Northern Health Authority, Northern Haida Gwaii Hospital and  
Health Centre  
Northern Health Authority, McBride and District Hospital  
Northern Health Authority, Mills Memorial Hospital, Terrace  
Northern Health Authority, North Peace Care Centre, Fort St. John  
Northern Health Authority, Peace River Haven, Pouce Coupe  
Northern Health Authority, Prince Rupert Regional Hospital  
Northern Health Authority, Queen Charlotte Islands General  
Hospital, Queen Charlotte City  
Northern Health Authority, Rotary Manor, Dawson Creek  
Northern Health Authority, Stikine Health Centre, Dease Lake  
Northern Health Authority, Stuart Lake General Hospital

Northern Health Authority, Terraceview Lodge, Terrace Northern Health Authority, Tumbler Ridge Health Centre, Tumbler Ridge Northern Health Authority, Valemount Health Centre  
United Church of Canada, Bella Coola General Hospital  
United Church of Canada, R.W. Large Memorial Hospital, Waglisla  
United Church of Canada, Wrinch Memorial Hospital, Hazelton  
Vancouver Island Health Authority, Gold River  
Vancouver Island Health Authority, Port Alice Hospital  
Vancouver Island Health Authority, Port Hardy Hospital  
Vancouver Island Health Authority, Port McNeill and District Hospital  
Vancouver Island Health Authority, St. George's Hospital, Alert Bay  
Vancouver Island Health Authority, Tahsis Hospital  
Vancouver Island Health Authority, Tofino General Hospital

and

### **Association of Unions**

#### **Re: Isolation Allowance**

An isolation allowance of seventy-four dollars (\$74.00) per month or its hourly equivalent shall be applied to all pay rates.

# MEMORANDUM OF UNDERSTANDING

between

**Association of Unions**

and

**Health Employers Association of British Columbia  
("HEABC")**

## **Re: Schedules with Work Days Greater than 7.5 Hours and Up To and Including 8 Hours per Day**

The purpose of this Memorandum of Understanding is to vary or clarify the terms of the 2006-2010 Facilities Subsector Agreement between the parties so that an expanded work day/compressed work week can be introduced.

This Memorandum of Understanding is effective the first pay period between September 30, 2004 and October 13, 2004, for hours worked after this date, and applies to schedules with work days greater than seven and one-half (7.5) hours per day and up to and including eight (8) hours per day.

- (a) It is understood and agreed by the parties that the present position of the Employer and the employees will not be compromised by this Memorandum of Understanding. The employers and employees affected by this Memorandum of Understanding shall not lose or gain any benefit or benefits presently enjoyed under the terms of the Master Agreement.
- (b) It is understood and agreed by the parties that the introduction of this plan shall not work to the detriment of the Employer when related to part-time or casual employees. No employer or employee will receive pay or benefits superior to those negotiated in the Facilities Subsector Agreement for her/his classification and status because of the fact of working an expanded work day/compressed work week.
- (c) It is understood and agreed by the parties that for the purposes of this Memorandum of Understanding, days have been converted into working hours where applicable, so that one (1) day shall equal seven and one-half (7.5) paid hours.

Example: Three (3) days' compassionate leave equals seven and one-half (7.5) hours times three (3) days = 22.5 working hours.

- (d) It is understood and agreed by the parties that regular full-time employees normally receive 1950 hours' pay in the fifty-two (52) week period commencing from the first scheduled shift in January.

For the purposes of calculating days off the employee will receive a minimum of one hundred and fifteen (115) days off (two (2) days per week plus a minimum of eleven (11) statutory holidays) in a fifty-two (52) week period commencing with the first scheduled work shift in January.

It is further understood and agreed that an employee may work a shift on the three hundred and sixty-fifth (365th) day or three hundred and sixty-sixth (366th) day (in a Leap Year) of the work year which commences with the first scheduled shift in January. If such shift is regularly scheduled then overtime shall not apply for same.

For the purposes of calculating the employees' hourly pay rate, the following formula shall apply:

$$\text{Hourly rate} = \frac{\text{monthly rate} \times 12}{1950}$$

It is understood and agreed by the parties that the attached clause revisions are for administrative clarity and indicate the way which the expanded work day/compressed work week will be implemented. These revisions may be modified or expanded upon to comply with the philosophy expressed in Section (a) of this Memorandum of Understanding.

Revisions to the Facilities Subsector Agreement for the purposes of this Memorandum are as follows:

## **Article 14.12 - Portability**

### **14.12.02 Portable Benefits**

- (c) Sick Leave

The employee shall be credited with any unused accumulation of sick leave from her/his previous employment up to a

maximum of eleven hundred and seventy (1170) working hours, and shall be entitled to sick leave in accordance with the provisions of Article 31 commensurate with her/his accumulated seniority.

### **Article 21 - Overtime**

**21.03** If an employee works overtime on a Statutory Holiday which calls for a premium rate of pay as provided at Article 27, the employee shall be paid overtime at the rate of time and one-half (1.5) times the premium Statutory Holiday rate for all hours worked beyond the normally scheduled hours for that day.

### **Article 27 - Statutory Holidays**

**27.02** If an employee is required to work on Good Friday, Labour Day or Christmas Day, the employee shall be paid at the rate of time and one-half (1.5) plus straight time for all hours worked. In addition, each regular employee will receive seven and one-half (7.5) paid hours off.

**27.05** If an employee is required to work on one of the Government proclaimed Statutory Holidays listed in Article 27.01 other than Super Stats, the employee shall be paid at the rate of double time for all hours worked, and in addition, will receive seven and one-half (7.5) paid hours off.

### **Article 28 - Vacations**

#### **28.01 Vacation Entitlement**

(b) Employees with one (1) or more years of continuous service shall have earned the following vacation with pay:

- 1 year's continuous service – 135 working hours' vacation
- 2 years' continuous service – 135 working hours' vacation
- 3 years' continuous service – 135 working hours' vacation
- 4 years' continuous service – 135 working hours' vacation
- 5 years' continuous service – 142.5 working hours' vacation
- 6 years' continuous service – 150 working hours' vacation
- 7 years' continuous service – 157.5 working hours' vacation
- 8 years' continuous service – 165 working hours' vacation
- 9 years' continuous service – 172.5 working hours' vacation
- 10 years' continuous service – 180 working hours' vacation
- 11 years' continuous service – 187.5 working hours' vacation
- 12 years' continuous service – 195 working hours' vacation

13 years' continuous service	– 202.5 working hours' vacation
14 years' continuous service	– 210 working hours' vacation
15 years' continuous service	– 217.5 working hours' vacation
16 years' continuous service	– 225 working hours' vacation
17 years' continuous service	– 232.5 working hours' vacation
18 years' continuous service	– 240 working hours' vacation
19 years' continuous service	– 247.5 working hours' vacation
20 years' continuous service	– 255 working hours' vacation
21 years' continuous service	– 262.5 working hours' vacation
22 years' continuous service	– 270 working hours' vacation
23 years' continuous service	– 277.5 working hours' vacation
24 years' continuous service	– 285 working hours' vacation
25 years' continuous service	– 292.5 working hours' vacation
26 years' continuous service	– 300 working hours' vacation
27 years' continuous service	– 307.5 working hours' vacation
28 years' continuous service	– 315 working hours' vacation
29 years' continuous service	– 322.5 working hours' vacation

This provision applies when the qualifying date occurs before July 1st in each year.

## **28.02 Supplementary Vacations**

- (a) Upon reaching the employment anniversary of twenty-five (25) years of continuous service, employees shall have earned an additional thirty-seven and one-half (37.5) working hours' vacation with pay. This provision applies when the qualifying date occurs before July 1 in each year.
- (b) Upon reaching the employment anniversary of thirty (30) years of continuous service, employees shall have earned an additional seventy-five (75) working hours' vacation with pay. This provision applies when the qualifying date occurs before July 1 in each year.
- (c) Upon reaching the employment anniversary of thirty-five (35) years of continuous service, employees shall have earned an additional one-hundred and twelve point five (112.5) working hours' vacation with pay. This provision applies when the qualifying date occurs before July 1 in each year.
- (d) Upon reaching the employment anniversary of forty (40) years of continuous service, employees shall have earned an addi-



tional one hundred and twelve point five (112.5) working hours' vacation with pay. This provision applies when the qualifying date occurs before July 1 in each year.

- (e) Upon reaching the employment anniversary of forty-five (45) years of continuous service, employees shall have earned an additional one-hundred and twelve point five (112.5) working hours' vacation with pay. This provision applies when the qualifying date occurs before July 1 in each year.

#### **28.04 Splitting of Vacation Periods**

Annual vacations for employees with less than seventy-five (75) working hours' vacation shall be granted in one (1) continuous period.

### **Article 29 - Compassionate Leave**

**29.01** Compassionate Leave of Absence of twenty-two and one-half (22.5) working hours with pay shall be granted to a regular employee at the time of notification of death upon application to the Employer in the event of a death of a member of the employee's immediate family. This shall include parent (or alternatively step-parent or foster parent), spouse, child, step-child, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, legal guardian, ward and relative permanently residing in the employee's household, or with whom the employee permanently resides.

### **Article 30 - Special Leave**

**30.01** Special leave credits may be used for the following reasons:

1. Marriage Leave - thirty-seven and one-half (37.5) working hours.
2. Paternity Leave - seven and one-half (7.5) working hours.
3. Serious household or domestic emergency including illness in the immediate family of an employee, and when no one at the employee's home other than the employee can provide for the care of the ill immediate family member - up to fifteen (15) working hours at one time.
4. Leave of seven and one-half (7.5) working hours may be added to twenty-two and one-half (22.5) working hours' compassionate leave.

5. Leave of twenty-two and one-half (22.5) working hours may be taken for travel associated with compassionate leave.
6. Adoption Leave - seven and one-half (7.5) working hours.

If a regular full-time or regular part-time employee has not earned sufficient Special Leave credits, she/he may request leave of absence without pay.

### **Article 31- Sick Leave, WCB, Injury-on-Duty Leave**

**31.02** Sick leave credits with pay shall be granted on the basis of eleven point two five (11.25) working hours per month, cumulative up to eleven hundred and seventy (1170) working hours.

**31.04** Sick leave pay shall be paid for one (1) scheduled work day or less not covered by the Workers' Compensation Act.

### **Article 34 - Leave - Unpaid**

#### **34.03 Unpaid Leave - Affecting Seniority Benefits**

An employee granted unpaid Leave of Absence totalling up to one hundred and fifty (150) working hours in any year shall continue to accumulate seniority and all benefits and shall return to her/his former job and increment step.

If an unpaid Leave of Absence or an accumulation of unpaid Leaves of Absence exceeds one hundred and fifty (150) working hours in any year, the employee shall not accumulate benefits for any additional hours of unpaid leave, but shall accumulate benefits and receive credit for previously earned benefits upon expiration of the unpaid leave.

#### **34.04 Unpaid Leave - Union Business**

- (a) Short-term leave of absence without pay to a maximum of one hundred and five (105) working hours at one time shall be granted to employees designated by the Union to transact Union business including conventions and conferences unless this would unduly interrupt the operation of the department provided, however, that these designated employees shall be paid by the Employer for the time lost in attending meetings during working hours whenever their attendance is requested by the Employer. The Union shall give reasonable notice to minimize disruption of the department and the Union shall make every effort to give a minimum of seven (7) days' notice.

- (b) Long-term leave of absence without pay shall be granted to employees designated by the Union to transact Union business for specific periods of not less than one hundred and five (105) working hours unless this would unduly interrupt the operation of the department. Employees granted such leaves of absence shall retain all rights and privileges accumulated prior to obtaining such leaves. Seniority shall continue to accumulate during such leaves and shall apply to such provisions as annual vacations, increments and promotions.

## **ADDENDUM**

### **- Long-Term Disability Insurance Plans**

### **- Long-Term Disability Plan**

#### **Section 1- Eligibility**

##### **(B) Seniority and Benefits**

Any employee granted Unpaid Leave of Absence totalling up to twenty (20) working days (which equals one-hundred and fifty (150) hours).

If an Unpaid Leave of Absence or an accumulation of Unpaid Leaves of Absence exceeds twenty (20) working days in any year, the employee shall not accumulate benefits from the twenty-first (21st) day (or the one hundred and fifty-first (151st hour) of the unpaid leave to the last day of the unpaid leave, but shall accumulate benefits and receive credit for previously earned benefits upon expiration of the unpaid leave.

Employees on long-term disability who have exhausted all sick leave credits and in addition have been granted twenty (20) working days (which equals one-hundred and fifty (150) hours) unpaid leave shall be covered by the Medical, Extended Health Care and Dental Plans provided they pay the total premiums for such coverage in advance on a monthly basis.

# MEMORANDUM OF UNDERSTANDING

between

**Association of Unions**

and

**Health Employers Association of British Columbia  
("HEABC")**

## **Re: Manual Lifting**

The Parties agree to establish a goal of eliminating all unsafe manual lifts of patients/residents through the use of mechanical equipment, except where the use of mechanical lifting equipment would be a risk to the well-being of the patients/residents.

The Employer shall make every reasonable effort to ensure the provision of sufficient trained staff and appropriate equipment to handle patients/residents safely at all times, and specifically to avoid the need to manually lift patients/residents when unsafe to do so. If the use of mechanical equipment would be a risk to the well-being of the patients/residents, sufficient staff must be made available to lift patients/residents safely.

The parties agree to take the following immediate steps through the Occupational Health and Safety Agency for Healthcare to achieve this goal throughout the subsector.

- (a) Work in partnership with the Workers' Compensation Board, the Ministry of Health and others to establish a financing framework to make funds available to purchase the necessary mechanical equipment;
- (b) Finalize and distribute clear industry guidelines for safe patients/residents handling;
- (c) Encourage the full participation of the local joint Occupational Health and Safety Committee in the development, implementation and on-going monitoring of this goal;
- (d) Recommend to the Ministry of Health that all new health care facilities be equipped with appropriate lifting equipment; and
- (e) Produce an annual report card on the progress to date including specific recommendations for the coming year.

## **MEMORANDUM OF AGREEMENT**

between

**Health Employers Association of British Columbia  
("HEABC")**

and

**Facilities Bargaining Association ("FBA")**

### **Re: Patient/Resident Handling Techniques**

Health care workers, particularly Care Aides who move and handle patients/residents, experience some of the province's highest rates of musculoskeletal injuries.

Appropriate patient/resident handling techniques have had a positive impact in reducing injury rates.

The parties agree that within three (3) months of the ratification of the Collective Agreement they will establish a joint committee comprised of four (4) representatives each from HEABC and the FBA. The committee will utilize subject matter experts such as OHSAH. Each party will pay its own costs for participation in the joint committee.

The purpose of the committee is to develop strategies and make recommendations to the Joint Engagement Committee on patient/resident handling program(s) with an emphasis on safe techniques for the use of ceiling lifts and other mechanical assisted devices, peer coaching, and mentoring, and an engagement plan for managers and other members of the nursing team to advance the objectives of the program. Improved patient/resident handling techniques will promote a safety culture within the work place.

The joint committee will finalize their recommendations and present them to the Joint Engagement Committee no later than October 31st, 2010.

# **MEMORANDUM OF UNDERSTANDING**

between

**Association of Unions**

and

**Health Employers Association of British Columbia  
("HEABC")**

**Re: Local Discussions Regarding Nursing Shortage  
Solutions**

The Parties recognize that certain non-direct patient care duties performed by registered nurses could also be performed by members of the Health Services and Support Facilities Subsector bargaining unit at various work sites and that this may be an important part of a comprehensive program to deal with the nursing shortage.

In discussions at the local level, the Employer and the Union will consider the feasibility of some non-direct patient care work currently being performed by registered nurses being performed by employees in the Health Services and Support Facilities Subsector bargaining unit. Such discussions will include representatives of any other affected unions.

## MEMORANDUM OF AGREEMENT

between

Health Employers Association of British Columbia  
(“HEABC”)

and

Facilities Bargaining Association (“FBA”)

### Re: Joint Benefits Review Committee

WHEREAS the Ministry of Health and Health Authorities have identified to the Facilities Bargaining Association the impact of the rising costs of health and welfare benefits;

AND WHEREAS it is in the parties’ best interests to protect the long term sustainability of the benefits plans;

AND WHEREAS the FBA recognizes that the present system, if left unchanged, affects choices in other areas of compensation as the costs of benefits continue to rise;

NOW THEREFORE the parties agree to establish a Joint Benefits Review Committee within sixty (60) days of the ratification of the Collective Agreement which will include representation from each party. Each party will be limited to five (5) representatives.

The Committee will review the terms of the benefit plans as described in Articles 38 and 40 of the Collective Agreement including:

- Extended Health Care
- Dental Plan, and
- Group Life Insurance and Accidental Death and Dismemberment.

The Committee will identify opportunities for making the benefit plans more cost effective and develop recommendations for implementing these opportunities. The Committee will also identify a cost containment model that will be implemented to ensure the long term sustainability of the benefit plans.

## **Reports and Recommendations**

The recommendations of the Joint Benefits Review Committee regarding options will be provided according to the following schedule:

A preliminary report on September 1, 2013 will set out the interim changes that will be implemented to assist with managing the increasing cost of Health and Welfare benefits.

A final report on December 31, 2013 will set out the plan design recommendations.



## MEMORANDUM OF AGREEMENT

between

Health Employers Association of British Columbia  
(“HEABC”)

and

Facilities Bargaining Association (“FBA”)

### **Re: Enhanced Disability Management Program**

The parties recognize that the personal and financial costs associated with absences from work as a result of illness or injury has an adverse impact on the lives of individuals and the delivery of health care services. The parties are committed to the joint implementation and administration of a comprehensive, seamless, cost-effective system for providing early intervention, long-term disability and return to work programs.

The parties agree to adopt the following principles of the Enhanced Disability Management Program (the “EDMP”):

- The FBA shall have proportionate representation on the Provincial Steering Committee;
- The FBA shall have equal representation on implementation and working groups;
- Disability management is intended to facilitate effective rehabilitation, stay at work and early return to work programs,
- Will reasonably address all barriers to return to work (i.e., medical, personal, vocational and/or workplace),
- Emphasis will be placed on developing a program that responds in a timely manner. The earliest possible return to work is in the best interest of an employee who is disabled,
- Prevention and disability management processes will be evidence based, continuous and integrated,
- Rehabilitation processes will potentially apply to all incidents of inability to work as a result of illness, injury, disability or impairment,
- Regular employees are required to participate in the program unless the employee has a bona fide reason to decline,
- Confidential medical information will be protected, including recognition of appropriate privacy protocols and employee access to her/his disability file,

- Disability management is most effective when delivered as close to the workplace as possible,
- An effective system-wide evaluation will be conducted,
- Effective disability management is intended to reduce costs and should recognize that a cost/benefit analysis of individual situations may be required,
- There are unique aspects to Affiliate Employers that must be taken into account in the design of the program; and
- The program will be administered by employers in a manner consistent with the principles outlined above.
- The parties agree to appoint Vince Ready to mediate/adjudicate, within 90 days of ratification, the matter of appropriate consent forms.

The parties agree that from the date of implementation an annualized amount of \$1,500,000 will be allocated between Regional Representation and Administration. Regional Representatives shall be appointed in conjunction with the implementation of the EDMP.

The parties agree that the EDMP will be implemented no later than April 1, 2013.

The parties agree to review and consider the impact of EDMP in the next round of collective bargaining. The review will commence on October 1, 2013. The parties agree to establish terms of reference for the review.

# **MEMORANDUM OF UNDERSTANDING**

between

**Association of Unions**

and

**Health Employers Association of British Columbia  
("HEABC")**

## **Re: Standardization of Non-Monetary Provisions to New Certifications**

The Parties agree that within three (3) months of the ratification of the collective agreement, HEABC and the Association of Unions will meet to discuss the development of a template agreement for the application of the non-monetary provisions of the collective agreement to new certifications. In the event that the parties are unable to agree on a template agreement, the issue shall be referred to Vince Ready who shall act as an expedited arbitrator to finalize the template agreement.

## LETTER

June 5, 1998

Mr. Chris Allnutt  
Health Services and Support Association of Unions

Dear Chris,

**Re: Termination of Health and Welfare Benefits**

This letter is to confirm our mutual understanding, as discussed in the course of negotiations, that upon termination of employment, all health and welfare benefits (except MSP) to which an employee is entitled shall terminate.

Yours truly,

(Signed) Hugh MacLeod  
On behalf of the Employer's Bargaining Team

**MEMORANDUM OF AGREEMENT**

**between**

**Health Employers Association of British Columbia**  
**("HEABC")**

**and**

**Facilities Bargaining Association ("FBA")**

**Re: Keyboarding, Computer Software and Medical Terminology Testing**

Where an employee has met a specific standard on keyboarding, computer software, or medical terminology test, the results of that test will stand for a period of twenty-four (24) months. Further, where an employee is working in a position requiring a specific standard of keyboarding speed, computer software, or medical terminology the employee will be deemed to satisfy that standard if applying for another position that requires the same or lesser standard.

## LETTER OF UNDERSTANDING

between

**Association of Unions**

and

**Health Employers Association of British Columbia  
("HEABC")**

### **Re: Programmer Analysts**

WHEREAS the Parties recognize the increasing importance of information technology in the healthcare system;

AND WHEREAS the growth in demand for information technology has created strong competitive pressures in the recruitment of employees with the skills to perform programmer analyst services;

AND WHEREAS significant retention and recruitment pressures include the issues of compensation and work schedules;

AND WHEREAS employees performing these services tend to have irregular work demands and work in a self-directed environment, where work is performed in concentrated periods and time off is taken when it does not interfere with system operations;

AND WHEREAS employees performing these services may prefer and require flexible work arrangements;

AND WHEREAS certain existing collective agreement provisions do not provide for flexible work arrangements and therefore do not take into account the unique nature of the work, work flow and preferences of employees with the skills to perform programmer analyst services;

THEREFORE the Parties at the Local level will develop a work schedule by mutual agreement taking into consideration the specific needs of both the employer and the employees.

## LETTER OF UNDERSTANDING

between

**Health Employers Association of British Columbia  
("HEABC")**

and

**Association of Unions**

### **Re: Scheduling for Union Activity**

WHEREAS the Parties recognize that there may be some benefit in scheduling a reasonable amount of paid time off for union members who are engaged in union activity resulting from collective agreement obligations such as, involvement with the OH & S Committee, Labour Adjustment Committee and the Labour Management Committee;

AND WHEREAS the Parties recognize that the amount of time which would be considered reasonable varies depending upon a number of circumstances, including the size of the employer, the nature of the operation and day to day circumstances of the facility;

AND WHEREAS the parties recognize that the purpose of scheduling a reasonable amount of paid time off is to ensure the efficient operation of the Employer's business, the promotion of harmonious labour relations and to ensure that union representatives on such committees are prepared for and productively participate in such meetings;

NOW THEREFORE the Parties agree as follows:

The Parties agree at the local level to meet and discuss the need to designate a reasonable amount of scheduled paid time for employees who act as union representatives on the OH & S Committee, Labour Adjustment Committee and the Labour Management Committee.

**LETTER OF UNDERSTANDING**

between

**Facilities Bargaining Association (“FBA”)**

and

**Health Employers Association of BC  
 (“HEABC”)**

**Re: Worksite Union Representation**

The parties agree to meet within 30 days of ratification to resolve issues relating to union representation resulting from changes such as multi-employer worksites and multi-site Employers.



## MEMORANDUM OF AGREEMENT

between

**Health Employers Association of British Columbia  
("HEABC")**

and

**Facilities Bargaining Association ("FBA")**

### **Re: Occupational Health, Safety and Violence Prevention Committee**

Whereas an Enhanced Disability Management Program ("EDMP") will be incorporated into the collective agreement for the purpose of facilitating an employee centered, proactive, appropriate and customized disability management program for employees with occupational and non-occupational illness/injury;

Therefore,

A joint provincial Occupational Health, Safety and Violence Prevention Committee ("Committee") will be created.

Upon ratification, the parties agree to establish a sub-committee to discuss and make recommendations to the parties on a governance structure for this committee. The subcommittee will provide their recommendations to the parties on or before March 31, 2013.

Health Employers will provide \$500,000 to support the activities of the Committee.

# MEMORANDUM OF AGREEMENT

between

**Health Employers Association of British Columbia  
("HEABC")**

and

**Facilities Bargaining Association ("FBA")**

## **Re: Implementation of a Premium to Address Recruitment/Retention Concerns**

HEABC and its member Employers and the Facilities Bargaining Association and its members recognize the importance of attracting, retaining, and motivating a highly skilled workforce to provide health care and allied services to the residents of the province of British Columbia. To the extent reasonably possible, the parties want to ensure that Employers can retain the intellectual property, knowledge, and experience that exist in employees in the Health Sector.

The parties have identified the following job classifications will receive a recruitment/retention market adjustment premium:

- Air Conditioning Mechanic;
- Boiler Operator;
- Boiler Operator, Supervising;
- Carpenter;
- Chief Power Engineer 2;
- Chief Power Engineer 3;
- Chief Power Engineer 4;
- Computer Technical Support I;
- Computer Technical Support II;
- Electrician;
- Fitter;
- Fitter/Gas Fitter B (Cross Connection);
- Head Air Condition Mechanic;
- Head Carpenter;
- Head Electrician;
- Head Fitter;
- Head Laundry Mechanic;

- Head Machinist;
- Head Painter;
- Head Plasterer;
- Head Plumber;
- Head Refrigeration Mechanic;
- Head Welder;
- Laundry Mechanic;
- Machinist;
- Maintenance Supervisors who: (a) hold a TQ ticket as a requirement of their job; and (b) supervise Trades;
- Painter;
- Plasterer;
- Plumber;
- Plumber/Gas Fitter B (Cross Connection);
- Power Engineer 2;
- Power Engineer 3;
- Power Engineer 4;
- Programmer/Systems Analyst I;
- Programmer/Systems Analyst II;
- Programmer/Systems Analyst III;
- Programmer/Systems Analyst IV;
- Refrigeration Mechanic;
- Supervising Power Engineer 2;
- Supervising Power Engineer 3;
- Supervising Power Engineer 4; and
- Welder.

In order to address the recruitment/retention concerns and pay-related skill shortages for the above classifications, the parties agree to the implementation of a market adjustment premium amount in accordance with the following process:

1. Each of the classifications listed above will receive an hourly market adjustment premium amount of \$4.00 for every hour paid effective on April 1, 2006. Effective on April 1, 2007, the hourly market adjustment premium amount will increase by an additional \$0.50 per hour. The hourly market adjustment premium amount will be applied after the general wage increases set out in Article 48.04.

2. The market adjustment premium amount will apply to all regular and casual employees in the eligible classifications.
3. The market adjustment premium amount will not be retroactive. Employees shall be eligible for the market adjustment premium amount if they are employed on or after the effective date of this Memorandum of Agreement.
4. The market adjustment premium amount will apply to employees in eligible classifications whose current wage rate is red-circled; however, such employees will only receive the difference between their red-circled wage rate and the base wage rate for their job including the market adjustment premium amount. If an employee's red-circled wage rate exceeds the base wage rate for their job by the amount of the market adjustment premium amount or greater, the employee will not receive any amount of the market adjustment premium amount.
5. The market adjustment premium amount is considered wages for the purposes of the application of the federal *Income Tax Act*, and any other applicable statutory deductions. The market adjustment premium amount is also subject to Union dues in accordance with the formula specified by the constituent Union.
6. The market adjustment premium will have no effect on the Pay Equity process under Article 49.

All of which is agreed this 16th day of March, 2006.

Signed on behalf of the FBA:

Signed on behalf of HEABC:

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## MEMORANDUM OF AGREEMENT

between

**Health Employers Association of British Columbia  
("HEABC")**

and

**Facilities Bargaining Association ("FBA")**

**Re: Professional Responsibility for Licensed Practical Nurses**

In the interest of safe patient/resident care and safe nursing practice, the parties agree to the following problem-solving process to address employee concerns relative to patient/resident care including:

- A. Nursing practice conditions;
- B. Safety of patients/residents and Licensed Practical Nurses; and
- C. Workload.

### **Step One:**

*Health Authorities and Affiliate Employers:* A Licensed Practical Nurse with a concern will discuss the matter with her/his excluded supervisor or designate with the objective of resolving the concern. At her/his request, the employee may be accompanied by a shop steward.

### **Step Two:**

*Health Authorities (and Providence Health Care Society):* If the matter is not resolved to her/his satisfaction, the Licensed Practical Nurse may submit the LPN Professional Responsibility Complaints Form to her/his excluded supervisor or designate and the Senior Nurse Leader at the worksite within fourteen (14) calendar days of her/his discussion with her/his excluded supervisor or designate. The excluded supervisor or designate and the Senior Nurse Leader at the worksite shall meet with the Licensed Practical Nurse to discuss resolution of the concern. At her/his request, the employee may be accompanied by a shop steward. The Senior Nurse Leader at the worksite shall respond to the Licensed Practical Nurse in writing within fourteen (14) calendar days of the meeting with the employee.

*Affiliate Employers:* If the matter is not resolved to her/his satisfaction, the Licensed Practical Nurse may submit the LPN Professional Responsibility Complaints Form to her/his excluded supervisor or designate and the Head of Nursing within fourteen (14) calendar days of her/his discussion with her/his excluded supervisor or designate. The excluded supervisor or designate and the Head of Nursing shall meet with the employee to discuss resolution of the concern. At her/his request, the employee may be accompanied by a shop steward. The Head of Nursing shall respond to the Licensed Practical Nurse in writing within fourteen (14) calendar days of the meeting with the employee.

**Step Three:**

*Health Authorities (and Providence Health Care Society):* If the matter is not resolved to the Licensed Practical Nurse's satisfaction, the employee may re-submit the LPN Professional Responsibility Complaints Form to the Chief Operating Officer (or functional equivalent) or designate, a Senior Nurse Leader, and the Union. The Chief Operating Officer (or functional equivalent) or designate and/or a Senior Nurse Leader or a designate from nursing shall meet with the Licensed Practical Nurse to discuss resolution of the concern. At her/his request, the employee may be accompanied by a shop steward. The Chief Operating Officer (or functional equivalent) or designate and/or a Senior Nurse Leader or a designate from nursing shall respond to the Licensed Practical Nurse in writing within fourteen (14) calendar days of the meeting with the employee.

*Affiliate Employers:* If the matter is not resolved to the employee's satisfaction, the Licensed Practical Nurse may re-submit the LPN Professional Responsibility Complaints Form to the Administrator, the Head of Nursing, and the Union. The Administrator and/or the Head of Nursing or a designate from nursing shall meet with the Licensed Practical Nurse to discuss resolution of the concern. At her/his request, the employee may be accompanied by a shop steward. The Administrator and/or Head of Nursing or a designate from nursing shall respond to the Licensed Practical Nurse in writing within fourteen (14) calendar days of the meeting with the employee.

## **MEMORANDUM OF AGREEMENT**

between

**Health Employers Association of British Columbia  
("HEABC")**

and

**Facilities Bargaining Association ("FBA")**

### **Re: Shift Scheduling and Rotations**

The parties agree there is value in Employers considering the preferences of employees during the development of shift schedules and rotations which promote quality health care together with employee job satisfaction. The Employer and Union will identify and work to reduce six (6) consecutive shift rotations.

Accordingly, Employers shall consider the preferences of employees in the development of schedules and rotations that address employee concerns, that enhance patient/resident care and service delivery, and that meet operational requirements.

In support of this agreement, HEABC will communicate the results of the FBA/RSS Pilot Project (including the responsive shift scheduling Resource Binder) and facilitate the sharing of practices and sample rotations with all Employers.

# **MEMORANDUM OF AGREEMENT**

between

**Health Employers Association of British Columbia  
("HEABC")**

and

**Facilities Bargaining Association ("FBA")**

## **Re: Workload**

WHEREAS the parties recognize the importance of promoting a work environment that is safe and productive and that provides high quality safe patient/resident care and a sustainable and affordable health system;

WHEREAS the parties recognize that there are many factors that contribute to workload;

THEREFORE the parties agree to the following:

1. For Health Authorities (and Providence Health Care Society), the Employer and the Union(s) will meet at the regional level in one joint meeting to discuss workload issues and seek appropriate resolution(s). For Affiliate Employers, the discussion will occur at the local level. The parties will meet twice per year at a mutually agreeable time for the purposes of engaging in the discussion contemplated by this Memorandum of Agreement. The parties can schedule two (2) additional meetings per year if there is mutual agreement such additional meetings are necessary. The parties will meet for the first time within one hundred and twenty (120) days of the ratification of the renewal Facilities Subsector Collective Agreement.
2. The parties agree that for the purposes of the discussion contemplated by this Memorandum of Agreement, they will have equal representation not to exceed four (4) representatives per party.
3. In order to facilitate the above discussion, the Employer shall provide to the Union(s) upon request, the following data where available within a reasonable period of time following March 31 and September 30 of each year:



- Hours worked in the previous year;
- The number of unfilled vacancies in the previous year;
- Overtime hours worked by classification in the previous year;
- Sick leave hours in the previous year;
- FTEs by classification;
- The number and status of referrals under Article 37.01 (c);
- Number of full-time, part-time, and casual employees by classification; and
- Staff separation of employment by classification.

The Employer will provide the above data at a cost centre level where applicable and where possible.

4. Employers are not required to create administrative systems in order to generate the above data.
5. The Employer and the Union(s) shall make every effort to exchange a written agenda at least two (2) weeks prior to a meeting called under this Memorandum of Agreement.

## **MEMORANDUM OF AGREEMENT**

between

**Health Employers Association of British Columbia  
("HEABC")**

and

**Facilities Bargaining Association ("FBA")**

**Re: Additional Savings from Changes to Vacation  
Provisions**

The Parties agree that the changes to vacation provisions agreed to by the Parties as part of these negotiations may result in savings beyond the term of this Agreement that are not already allocated to fund costs of the collective agreement. As at March 31, 2012 and every March 31 thereafter, HEABC and the FBA will determine the annual value of any extra savings in the previous collective agreement year not already allocated to fund costs of the collective agreement, and the FBA will determine how the savings will be allocated in support of employment related initiatives for the employees covered by the Collective Agreement to improve terms and conditions for employees covered by the FBA collective agreement.

## **MEMORANDUM OF AGREEMENT**

between

**Health Employers Association of British Columbia  
("HEABC")**

and

**Facilities Bargaining Association ("FBA")**

### **Re: Consolidation of Seniority Lists**

At Vancouver Coastal Health Authority; Vancouver Island Health Authority; Fraser Health Authority; Interior Health Authority; Northern Health Authority; Provincial Health Services Authority; Providence Health Care; and Shared Services Organization.

Each Health Authority/Healthcare Organization Employer will create and maintain one merged dovetailed seniority list per Health Authority/Healthcare Organization covering all members of the FBA employed within the Health Authority/Healthcare Organization.

The Consolidation of seniority lists will be completed by December 31, 2010 and will be implemented the first pay period of 2011. Paid hours at multiple work locations will not be combined for overtime calculation purposes until March 31, 2012.

The parties agree to facilitate the creation and administration of single dovetailed seniority lists as follows.

The Health Authority/Healthcare Organization is deemed, as the successor Employer to the previous Employers listed within their Health Authority/Health Organization as 'Facilities Party to the Collective Agreement' from page 240 through to 251 inclusive of the 2006-2010 Health Services and Support Facilities Subsector Collective Agreement.

The parties will identify the work location/municipality and applicable unions for each Health Sector Employer covered under this MOA no later than 30 days from the date of ratification. Appendix 1 is attached as a sample means of identifying Health Authority or Healthcare Organization work locations.

## **Terms**

### **1) Seniority Dovetailed**

- a) Individual seniority lists for each Health Authority or Healthcare Organization work site will be merged into one new FBA single seniority list covering all employees under the Collective Agreement for that Health Authority or Healthcare Organization effective the first pay period in 2011. This will be done by “dovetailing” on the basis of overall seniority accumulated at all work locations within the Health Authority or Healthcare Organization provided that the seniority accumulated does not exceed full-time equivalency which would have been accrued in any one (1) calendar year. Dovetailing means placing employees on a list in descending order of seniority;
- b) Employees will receive (payroll) information utilized to create adjusted seniority date/hours. The FBA will also be provided with this information a minimum of sixty (60) days prior to the implementation (first pay period of January 2011) of the dovetailed seniority list;
- c) The work locations within each Health Authority or Healthcare Organization (see sample Appendix I) together shall constitute a single Employer for the purposes of the application of the Collective Agreement except as amended by this Memorandum of Agreement. Each Union shall continue to represent the positions it currently represents at each work location;

### **2) Vacancy Posting**

- a) Vacancies will be posted at all work locations across Health Authority/Healthcare Organization and all employees shall be entitled to apply at the same time. Postings shall specify the work location.
- b) Where the vacancy is a multi-work location position, the posting shall specify “home work location” and additional details regarding which work locations (e.g. specific sites or geographic locations such as Vancouver, North Shore, etc.) that position will cover.

- c) Employees will not be eligible for relocation expenses where they post or access work across work locations. Any employee required to travel to another work location during the course of their workday will be entitled to reimbursement for such travel costs pursuant to the Collective Agreement.
- d) In cases of geographically-isolated locations and small programs that experience challenges with recruiting and retaining casual employees, the parties will meet to discuss, review and develop a plan to address such specific staffing needs. Any such arrangement will be confirmed in writing and will be without prejudice to this Agreement.
- e) The Health Authorities and Healthcare Organization may implement electronic job postings and electronic employee applications for job postings in place of or in conjunction with paper postings. Where a Health Authority or Healthcare Organization utilizes electronic job postings only, a copy of each new electronic job posting for each work location will be forwarded to the appropriate Union and Local for that site, either electronically or on paper at the choice of the Union/Local. Employees will have reasonable access and training for the use of electronic posting information and employment application systems.
- f) Where the Health Authority or Healthcare Organization intends to amalgamate services that are provided at more than one work location, the parties will meet and review the impact of this change on the employees and their rights under the Collective Agreement and this Memorandum.

### **3) Bumping**

- a) Displaced employees shall exercise their right to bump first at their work location and where there are no “comparable” bump options within the above, they shall be eligible to select bump options across their Health Authority or Healthcare Organization seniority unit.

#### **4) Employee Status**

- a) Each employee shall be restricted to one status: regular full-time, regular part-time or casual effective the first pay period of January 2011;
- b) Casual employees and regular part-time employees who wish to access work through the casual addendum may register to work at a second work location within their Health Authority or Healthcare Organization, by registering on the department list, subject to:
  - possessing required qualifications, and;
  - an operational need to increase the number of employees on the department casual list.
- c) A Health Authority or Healthcare Organization reserves the right to create single Department casual list(s) that covers two or more work locations under Appendix 1.
- d) Casual employees and regular part-time employees currently registered to work in multiple work locations at the time of implementation of this Agreement shall retain their registration at the applicable work location(s);
- e) Employees who have regular status at one work location and have casual status at a different work location shall inform their Health Authority or Healthcare Organization no later than 60 days prior to the implementation (first pay period of January 2011) of this Agreement of which status they wish to retain and, subsequently, which they wish to relinquish.

#### **5) Seniority and Benefits**

- a) Employees will retain all related benefit entitlements, including but not limited to vacation, special leave, sick leave and service for severance entitlement, subject to not exceeding the entitlement that would accrue to a full-time equivalent per year.
- b) Employees who have multiple benefit entitlement dates will retain the most favorable entitlement on record. The

intent is not to provide employees with benefits that exceed their current entitlements on record.

- c) Employees who work in multiple regular positions shall receive the aggregate total of banks not to exceed the maximum in the Collective Agreement except for vacation as outlined herein. Employees in multiple benefit plans will be informed of single plan coverage and receive coverage under one health plan. If employees who work in multiple regular positions have more than a full-time vacation credit at the time of aggregating benefits, such vacation credits over the full-time equivalent, shall, at the option of the employee, be either paid out or scheduled as paid vacation on a one-time-only basis.
- d) Employees' who work in multiple work location(s) shall be paid and accrue benefits and seniority based on all hours worked across their Health Authority or Healthcare Organization. Employees shall not accrue seniority or benefits that exceed 1.0 FTE per annum.
- e) If at the date of March 31, 2012, employees possess positions at multiple work locations, whose aggregate hours exceed one full time equivalent, the employee may elect to relinquish positions until the aggregate hours required to perform the multiple-site positions equal or are less than one (1) full-time equivalent. Positions chosen by the employee to be relinquished shall be subsequently posted as per the Collective Agreement and this Memorandum. The employee must make their election by January 31, 2012.
- f) Employees upon request shall have access to their personnel files at their work location.

## **6) Committees**

- a) All current worksite committees established pursuant to the Collective Agreement and/or applicable legislation/regulations shall continue to operate on a work-location basis. This includes, but not limited to, Labour Management and Occupational Health and Safety Committees.

- b) Either party may call a meeting to review the administration of this Agreement.
- c) Union representation as provided under the Collective Agreement will continue to apply to work locations as they applied prior to the consolidation.

### **Implementation**

- a) Health Authority or Healthcare Organization will provide a reasonable amount of Employer-paid Union leave for stewards to facilitate the implementation of this Agreement at all locations. Copies of this Agreement shall be made available to employees and management.
- b) The FBA and HEABC (on behalf of the Health Authorities and Healthcare Organizations) will make a joint application to the Labour Relations Board to ensure that this Agreement is reflected in the Consolidated Facilities Certification.
- c) Any dispute arising out of the interpretation or implementation of this Agreement or reconciliation of existing consolidation agreements which cannot be resolved by the parties, shall be referred to Vince Ready as an expedited arbitrator per article 10.

### **FBA COLLECTIVE AGREEMENT**

- a) Subject only to variations specified in this Agreement, the FBA Collective Agreement will apply and prevail. This Agreement shall not be used to interpret any aspect of the FBA Collective Agreement, and is only implemented for the purposes of applying that Agreement to a Health Authority or Healthcare Organization-wide seniority unit, nor shall it be referred to for any other purposes. Where there are future changes to the FBA Collective Agreement that affect this Agreement, the parties will meet and review necessary changes to this Agreement.



## SAMPLE APPENDIX

### Appendix 1

#### Health Sector Employer – Vancouver Coastal Health - Facilities Bargaining Association

<b>Work Location/ Municipality</b>	<b>Union</b>
Cedarview Lodge (North Vancouver)	HEU
Dogwood Lodge (Vancouver)	HEU
G.F. Strong Rehabilitation (Vancouver)	HEU
Vancouver Hospital 12th and Oak Pavilions/Vancouver Hospital	HEU IUOE
UBC Pavilions (Vancouver)	HEU IUOE
George Pearson Centre (Vancouver)	BCGEU

## LETTER

March 21, 2006

Ms. J. Darcy  
Secretary-Business Manager  
Hospital Employees' Union

Dear Ms. Darcy:

**Re: Article 19.01 (a)(iii)**

This will confirm our discussion today regarding the above-noted Article where we agreed to the following:

1. Article 19.01 (a)(iii) is intended to apply where an employer is seeking to revise the work schedule(s) of a particular department or unit.
2. Impacted regular employees must select a line in the new rotation, by seniority, where the FTE is within 0.2 FTE of their current posted job (note that this can include a change in status). However, an impacted regular employee may voluntarily select any line available to them if they choose to do so. If no line within 0.2 FTE is available to the impacted employee, and the employee does not voluntarily choose another line, she/he shall be issued displacement notice at the end of the seven day line selection period.

Sincerely,

(Signed) Tony Collins  
Senior Vice President  
On behalf of the Health Employers Association of British Columbia

## TRANSFER AGREEMENT

between

The Ministry of Health

and

Facilities Bargaining Association (“FBA”)

November 23, 2012

Bonnie Pearson  
Secretary-Business Manager  
Facilities Bargaining Association  
5000 N Fraser Way  
Burnaby BC V5J 5M3

Michael Marchbank  
President and Chief Executive Officer  
Health Employers Association of BC  
200-1333 W Broadway  
Vancouver BC V6H 4C6

Dear Ms. Pearson and Mr. Marchbank:

**Re: Grant to the Facilities Bargaining Association  
Education Fund**

I am pleased to advise you that the Health Authorities have agreed to provide a grant to the Facilities Bargaining Association (FBA) Education Fund in the amount of \$1.25 million. The purpose of this grant is for education and training for regular and casual employees of Health Authorities for continuing careers in the health sector particularly in areas of need.

The contributing Health Authorities will provide the funds to the FBA Education Fund consistent with each Health Authority’s fiscal plan during the period of March 31, 2012, to April 1, 2013.

On behalf of the Ministry and the Health Authorities, I wish to commend the FBA for effective operation of the FBA Education Fund on behalf of its members and for the positive outcomes achieved

through the Fund for both FBA members and health sector employers.

Sincerely,

Sandra Carroll  
Associate Deputy Minister and Chief Operating Officer

pc: Umar Sheikh, Director of Labour Relations and Special  
Initiatives

## **LETTER OF AGREEMENT**

between

**Ministry of Health Services (the “Ministry”)**

and

**Fraser Health Authority  
Interior Health Authority  
Northern Health Authority  
Provincial Health Services Authority  
Vancouver Coastal Health Authority  
Vancouver Island Health Authority  
(the “Health Authorities”)**

and

**Facilities Subsector Bargaining Association (the “FBA”)**

**Re: Joint Engagement Committee**

1. The parties agree to create a senior-level Joint Engagement Committee (the “Committee”) that will adopt a collaborative approach to reviewing and addressing issues between the parties that will foster an engaged workplace. This collaborative approach will involve the parties in constructing opportunities to create engagement, optimize savings and increase productivity.
2. The Committee will bring together senior level representatives from Facilities Bargaining Association, Health Authorities and the Ministry to develop an agenda to implement cost-effective and sustainable system wide improvements and constructive changes across the health care system resulting in increased employee engagement and productivity.
3. In constructing its agenda, the Committee will establish priorities and the sequence of work in respect of key areas identified by agreement of the parties. Areas for consideration will include, but are not limited to: health and safety (injury prevention); optimal utilization of diverse occupations and role definitions; improved productivity and efficiency; using resources from gain sharing for training and leadership opportunities; and education.
4. The parties agree that focusing on methods to engage, educate and optimize utilization of Licensed Practical Nurses, Care

Aides, and Unit Clerks within their training and competencies as an integral part of the care team is of significant importance to the ability of Health Employers to provide high performing workplaces and high quality health care services to British Columbians now, and into the future. The parties further agree the engagement of non-clinical teams such as Trades and Maintenance workers complements the above stated goals. The parties also agree that a healthy and safe workplace and quality of work life are important elements with respect to optimal patient care.

5. In its operations, the Committee will:
  - support existing work occurring within the system at the provincial, regional and local levels; and
  - identify appropriate avenues for addressing issues that require further clarification and/or input (e.g. consultation, facilitated meeting, working groups, etc.).
6. In developing its agenda, the Committee will incorporate the work product of the Joint Policy Committees that operated from 2006 to 2010 and build on the positive initiatives from the LPN/Care Aide Joint Policy Committee and Residential Care Policy Committee and findings from the follow-up report.
7. The Committee will meet no more than eight times per year and will have equal membership from the Ministry of Health Services/Health Authorities and the FBA.
8. Any working groups established by the Committee will be:
  - time limited (e.g. using a 90-day research and development cycle);
  - targeted towards specific outcomes; and
  - make recommendations to the Committee for approval and/or further action.

Priority areas for working groups include increasing leadership opportunities for Care Aides and LPNs; and development of provincial competencies and training for acute Care Aides.

9. Each party will pay the costs of its own participation in the Committee and Working Groups and any joint costs will be shared equally.

## MEMORANDUM OF AGREEMENT

### **Re: Moratorium on Contracting Out**

1. Despite any other provision of the collective agreement or any addendums to the collective agreement, the parties agree that no employer covered by this collective agreement will enter into a new contract for services that results in the lay off of any employee covered by this collective agreement.
2. This Memorandum will be effective the date of ratification and expires on March 30, 2014.
3. This moratorium does not apply to retendering of services that were contracted out prior to the effective date of this Memorandum or to services where the employer issued layoff notices to affected employees prior to the date of ratification of this Memorandum.

## FACILITIES PARTY TO THE COLLECTIVE AGREEMENT

- as at May 1, 2013 -

*(Legal name, followed by common site name(s) and location(s); followed by Facilities union certification at the specific sites.)*

*The following list of Employers is for information purposes only and may vary from the list of employers attached to the Facilities Subsector consolidated certifications issued by the Labour Relations Board, as amended from time to time. If there is an inconsistency between the two lists, the LRB certification lists and case law will apply. The following list was generated as of May 2013.*

4 All Seasons Retirement Lodge Ltd., Ladysmith Lodge on 4th	HEU
4347 Investments Ltd. Point Grey Private Hospital	HEU
577681 B.C. Ltd. Lakeshore Care Centre, Coquitlam	HEU
Adventist Health Care Home Society Rest Haven Lodge	BCNU
Age Care Investments (B.C.) Ltd. Harmony Court Care Centre and Estate	HEU
Alberni-Clayoquot Continuing Care Society Echo Village	HEU
	Fir Park Village, Port Alberni HEU
Aldergrove Lions Seniors Housing Society Jackman Manor, Aldergrove	HEU
Arcan Developments Ltd. West Vancouver Care Centre, West Vancouver	HEU
Arrowsmith Health Care (2011) Society Arrowsmith Lodge, Parksville	HEU
Arthritis Society, The - La Societe D'Arthrite	HEU



Arvand Investment Corporation Britannia Lodge, Vancouver	BCGEU
Baptist Housing Care Homes Society, The Central Care Home, Victoria Mt. Edwards Court Care Home, Victoria	HEU IUOE
Beckley Farm Lodge Society Beckley Farm Lodge, Victoria	HEU
Bishop of Victoria St. Joseph's General Hospital, Comox	HEU
British Columbia Cancer Agency Branch Abbotsford Cancer Centre Animal Technicians at the Animal Resource Centre Centre for the North Fraser Valley Cancer Centre, Surrey Sindi A. Hawkins Centre for the Southern Interior Vancouver Cancer Centre, Vancouver Vancouver Island Cancer Centre, Victoria	HEU HEU HEU HEU HEU HEU HEU
British Columbia Emergency Health Services BC Ambulance Service	CUPE 873 <sup>1</sup> , BCGEU <sup>2</sup>
Broadway Pentecostal Care Association Broadway Pentecostal Lodge, Vancouver	HEU
Burquitlam Care Society Burquitlam Lions Care Centre, Coquitlam	BCGEU

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<sup>1</sup> The applicable collective agreement terms are reproduced separately as the CUPE 873 and BC Emergency Health Services (BC EHS) BC Ambulance Service appendix – being the agreement between the EHSC and CUPE 873, expiring March 31, 2005, the Memorandum of Agreement of September 11, 2004, and the 2012-2014 negotiated pharmacare tie-in, Joint Benefits Review Committee, and wage increases of 2% effective January 1, 2013, and 1% effective April 1, 2013.

<sup>2</sup> The applicable collective agreement terms are reproduced separately as the BC Government Service and Employees' Union (BCGEU) BC Emergency Health Services (BC EHS) appendix – being the agreement between the EHSC and the BCGEU, expiring March 31, 2010, and the 2012-2014 negotiated pharmacare tie-in, Joint Benefits Review Committee, and wage increases of 2% effective January 1, 2013 and 1% effective April, 2013.

Calling Foundation Blenheim Lodge, Vancouver	HEU
Canadian Blood Services, The/Societe Canadienne du Sang (Kelowna, Nanaimo, Prince George, Surrey, Vancouver, Victoria)	HEU
Cedarhurst Private Hospital Ltd. Amherst Private Hospital, Vancouver	IUOE
Cerwydden Care Ltd. Cerwydden Care Centre, Duncan	BCGEU
Children's and Women's Health Centre of British Columbia Branch British Columbia Children's Hospital, Vancouver	HEU, PPWC
British Columbia Women's Hospital and Health Centre, Vancouver	HEU, PPWC
Heartwood Centre, Vancouver	HEU
Sunny Hill Health Centre for Children, Vancouver	HEU
City Centre Care Society Central City Lodge, Vancouver	HEU
Cooper Place Intermediate Care Facility, Vancouver	HEU
Columbus Long Term Care Society Columbus Residence, Vancouver	HEU
CPAC (Carlton Gardens) Limited Partnership Carlton Lodge, Burnaby	IUOE
Carlton Private Hospital, Burnaby	IUOE
CPAC (Malaspina Gardens) Limited Partnership Malaspina Gardens, Nanaimo	HEU
Craigdarroch Care Home Ltd., Victoria	BCGEU
Cumberland Regional Hospital Laundry Society Cumberland Laundry, Cumberland	HEU
Dania Home Society, Burnaby	HEU
Deaf Children's Society of B.C., Burnaby	HEU
Evergreen Baptist Care Society Evergreen Baptist Home, White Rock	HEU

Fair Haven United Church Homes, The	
Fair Haven United Church Homes - Burnaby	IUOE
Fair Haven United Church Homes - Vancouver	IUOE
Finnish Canadian Rest Home Association, The	
Finnish Home, Vancouver	HEU
Finnish Manor, Burnaby	HEU
Fleetwood Place Holdings Ltd.	
Fleetwood Place, Surrey	HEU
Fraser Health Authority	
Abbotsford Regional Hospital, Abbotsford	HEU
Burnaby Hospital, Burnaby	HEU, IUOE
Chilliwack General Hospital, Chilliwack	HEU
Delta Hospital, Delta	HEU
Eagle Ridge Hospital and Health Care Centre, Port Moody	HEU
Fellburn Care Centre, Burnaby	HEU
Fraser Canyon Hospital, Hope	HEU
Heritage Village, Chilliwack	HEU
Langley Memorial Hospital, Langley	HEU
Lower Mainland Pharmacy Services	HEU
Mission Memorial Hospital, Mission	HEU
Parkholm Place, Chilliwack	HEU
Peace Arch Hospital, White Rock	HEU
Queen's Park Care Centre, New Westminster	HEU
Ridge Meadows Hospital and Health Care Centre, Maple Ridge	HEU
Royal Columbian Hospital, New Westminster	HEU, PPWC
Support Services Facility, Langley	HEU
Surrey Memorial Hospital, Surrey	HEU
Fraserview Intermediate Care Lodge Co. Ltd	
Fraserview Intermediate Care Lodge	HEU
George Derby Care Society, Burnaby	
George Derby Centre, Burnaby	HEU, IUOE
German-Canadian Benevolent Society of B.C.	
German Canadian Care Home, Vancouver	HEU
Glacier View Lodge Society, Comox	HEU

Governing Council of the Salvation Army in Canada Buchanan Lodge, New Westminster	HEU
Governing Council of the Salvation Army in Canada Sunset Lodge, Victoria	HEU
Greenwoods Eldercare Society Greenwoods, Salt Spring Island	HEU
Haro Park Centre Society Haro Park Centre, Vancouver	HEU
Hurst Management Ltd. Sidney Intermediate Care Home, Sidney	BCGEU
Inglewood Private Hospital Ltd. Inglewood Private Hospital, Lodge and Manor, West Vancouver	HEU
Interior Health Authority	
100 Mile District Hospital, 100 Mile House	HEU, PPWC
Arrow Lakes Hospital, Nakusp	HEU
Ashcroft and District General Hospital, Ashcroft	HEU
Barriere and District Health Centre, Barriere	HEU
Bastion Place, Salmon Arm	HEU
Boundary Hospital, Grand Forks	HEU
Brookhaven Care Centre, Kelowna	HEU
Cariboo Memorial Hospital, Williams Lake	HEU, PPWC
Castlegar and District Community Health Centre, Castlegar	HEU
Columbia View Lodge, Trail	HEU
Coquihalla House/Gillis House, Merritt	HEU
Cottonwoods Extended Care, Kelowna	HEU
Creston Valley Hospital and Creston Mental Health Centre, Creston	HEU
David Lloyd-Jones Home, Kelowna	IUOE
Dr. F.W. Green Memorial Home, Cranbrook	HEU
Dr. Helmcken Memorial Hospital, Clearwater	HEU
East Kootenay Regional Hospital, Cranbrook	HEU
Elk Valley Hospital, Fernie	HEU
Elkford Health Care Centre, Elkford	HEU
Gateby Care Facility, Vernon	BCGEU

Golden & District General Hospital, Golden	HEU
Halcyon Community Home, Nakusp	HEU
Hardy View Lodge, Grand Forks	HEU
Henry M. Durand Manor, Golden	HEU
Invermere and District Hospital	HEU
Kelly Care Centre, Summerland	HEU
Kelowna General Hospital, Kelowna	HEU
Kimberley Special Care Home, Kimberley	HEU
Kootenay Boundary Regional Hospital, Trail	HEU, USW
Kootenay Lake Regional Hospital	HEU, IUOE
Lillooet Hospital and Health Centre, Lillooet	HEU
Logan Lake Health Centre, Logan Lake	HEU
Logan Lake Medical Clinic, Logan Lake	HEU
Moberly Park Manor, Revelstoke	HEU
Mountain View Lodge, Lillooet	HEU
Nelson Jubilee Manor	HEU
Nicola Valley Health Centre, Merritt	HEU
Noric House, Vernon	HEU
Overlander Extended Care Hospital, Kamloops	HEU
Parkview Place, Armstrong	HEU
Penticton Regional Hospital, Penticton	HEU, IUOE
Pleasant Valley Health Centre, Armstrong	HEU
Pleasant Valley Manor, Armstrong	HEU
Ponderosa Lodge, Kamloops	HEU
Princeton General Hospital and Ridgewood Lodge, Princeton	HEU
Queen Victoria Hospital, Revelstoke	HEU, IUOE
Royal Inland Hospital, Kamloops	HEU
Salmon Arm Pioneer Lodge, Salmon Arm	HEU
Shuswap Lake General Hospital, Salmon Arm	HEU
Slocan Community Health Centre, New Denver	BCGEU
South Okanagan General Hospital, Oliver	HEU
South Similkameen Health Centre, Keremeos	HEU
Sparwood Health Centre, Sparwood	HEU
St. Bartholomew's Hospital, Lytton	HEU
Summerland Health Centre, Summerland	HEU
Sunnybank Centre, Oliver	HEU
Swan Valley Lodge, Creston	HEU

Three Links Manor, Kelowna	BCGEU
Trinity Care Centre, Penticton	HEU
Vernon Jubilee Hospital, Vernon	HEU
Victorian Community Health Centre of Kaslo	HEU
Jewish Home for the Aged of British Columbia	
Louis Brier Home and Hospital, Vancouver	HEU
KinVillage Association	
KinVillage West Court, Delta	HEU
Kiwanis Care Society (1979) of New Westminster	
<i>Kiwanis Care Centre</i>	HEU
Langley Care Society	
Langley Lodge, Langley	BCGEU
Little Mountain Residential Care & Housing Society	
Adanac Park Lodge, Vancouver	HEU
Little Mountain Place, Vancouver	HEU
Luther Court Society, Victoria	HEU
Lutheran Senior Citizens Housing Society	
Zion Park Manor, Surrey	BCGEU
M. Kopernik (Nicolaus Copernicus) Foundation	
Kopernik Lodge, Vancouver	BCGEU
Maplewood Seniors Care Society	
Maplewood House	HEU
M.S.A. Manor	HEU
Marie Esther Society, The	
Mount Saint Mary Hospital, Victoria	HEU
Mennonite Benevolent Society	
Menno Hospital, Abbotsford	HEU
Mennonite Intermediate Care Home Society of Richmond	
Pinegrove Place	HEU
Morgan Place Holdings Ltd.	
Morgan Place, Surrey	HEU
Nanaimo District Senior Citizens' Housing Development Society	
Kiwanis Village Lodge, Nanaimo	HEU

Nanaimo Travellers Lodge Society, Nanaimo	HEU
New Vista Society, The New Vista Care Home, Burnaby	HEU
North Shore Private Hospital (1985) Ltd. Lynn Valley Care Centre, North Vancouver	HEU
Northern Health Authority	
Acropolis Manor, Prince Rupert	HEU
Bulkley Lodge, Smithers	BCGEU
Bulkley Valley District Hospital, Smithers	HEU
Chetwynd General Hospital, Chetwynd	HEU
Dawson Creek and District Hospital, Dawson Creek	HEU
Dunrovin Park Lodge, Quesnel	BCGEU
Fort Nelson General Hospital, Fort Nelson	HEU
Fort St. John Hospital and Peace Villa, Fort St. John	HEU, IUOE
Fraser Lake Diagnostic & Treatment Centre, Fraser Lake	HEU
G.R. Baker Memorial Hospital, Quesnel	HEU
Hudson's Hope Health Centre, Hudson's Hope	BCGEU
Kitimat General Hospital, Kitimat	HEU, IUOE
Lakes District Hospital and Health Centre, Burns Lake	HEU
Mackenzie and District Hospital, MacKenzie	HEU
McBride and District Hospital, McBride	HEU
Mills Memorial Hospital, Terrace	HEU, PPWC
Northern Haida Gwaii Hospital, Masset	HEU
Parkside Intermediate Care Home, Prince George	HEU
Prince Rupert Regional Hospital, Prince Rupert	HEU, IUOE
Queen Charlotte Islands General Hospital, Queen Charlotte City	HEU
Rainbow Intermediate Care Home, Prince George	HEU
Rotary Manor, Dawson Creek	HEU
St. John Hospital, Vanderhoof	HEU
Stikine Health Centre, Dease Lake	HEU
Stuart Lake General Hospital, Stuart Lake	HEU
Stuart Nechako Manor, Vanderhoof	HEU
Terraceview Lodge, Terrace	BCGEU
Tumbler Ridge Health Centre	HEU
University Hospital of Northern BC, Prince George	HEU
Valemount Health Centre, Valemount	HEU

Norwegian Old People's Home Association	
Normanna Rest Home, Burnaby	HEU
Oak Bay Kiwanis Health Care Society	
Oak Bay Kiwanis Pavilion, Victoria	BCGEU
Pleasant View Housing Society 1980	
Pleasant View Care Home, Mission	HEU
Port Coquitlam Senior Citizens' Housing Society	
Hawthorne Care Centre, Port Coquitlam	BCGEU
Providence Health Care Society	
Holy Family Hospital, Vancouver	HEU
Lower Mainland Biomedical Engineering	HEU
Lower Mainland Health Information Management	HEU
Mount Saint Joseph Hospital, Vancouver	HEU, IUOE
St. Paul's Hospital, Vancouver	HEU, IUOE
St. Vincent's Hospital (Brock Fahrni Pavilion), Vancouver	HEU
St. Vincent's Hospital (Langara), Vancouver	HEU
Vancouver Community Dialysis Unit	BCGEU
Youville Residence, Vancouver	HEU
Provincial Health Services Authority, Corporate Services Unit	
Health Shared Services BC (HSSBC)	HEU
Information Management Information Technology Systems (IMITS)	HEU
Lower Mainland Pathology and Laboratory Medicine Services	HEU
Residences for Independent Living Society	
False Creek Residence, Vancouver	HEU
Steveston Residence, Richmond	HEU
Richmond Intermediate Care Society	
Rosewood Manor, Richmond	HEU
Royal Arch Masonic Homes Society	
Royal Arch Masonic Home	HEU
Royal Ascot Care Centre Ltd., Vancouver	HEU
S.U.C.C.E.S.S. Multi-Level Care Society	
Simon K.Y. Lee Care Home	BCNU



Shelmarie Rest Home (1994) Inc., Victoria	HEU
Societe du Foyer Maillard	
Foyer Maillard, Maillardville	HEU
St. Jude's Anglican Home, Vancouver	HEU
St. Michael's Centre Hospital Society, Burnaby	HEU
Three Links Care Society, The	
Three Links Care Centre, Vancouver	HEU
United Church Health Services Society	
Bella Coola Valley Health Services, Bella Coola	HEU
R.W. Large Memorial Hospital, Waglisla	HEU
Wrinch Memorial Hospital, Hazelton	HEU
Vancouver Coastal Health Authority	
Cedarview Lodge, North Vancouver	HEU
Dogwood Lodge (Vancouver)	HEU
G.F. Strong Rehabilitation Centre, Vancouver	HEU
George Pearson Centre	BCGEU
Integrated Medical Imaging	HEU
Kiwanis Care Centre, North Vancouver	HEU
Lions Gate Hospital/Evergreen House, North Vancouver	HEU, PPWC
Olive Devaud Residence, Powell River	HEU
Pemberton Health Centre, Pemberton	HEU
Powell River General Hospital/Evergreen Extended Care, Powell River	HEU
Richmond Hospital/Minoru Residence, Richmond	HEU, IUOE
Richmond Lions Manor, Richmond	HEU
Shorncliffe, Sechelt	HEU
Squamish General Hospital/Hilltop House, Squamish	HEU
St. Mary's Hospital/Totem Lodge, Sechelt	HEU
Sumac Place	HEU
Vancouver Hospital – 12 & Oak Pavilions, Vancouver	HEU, PPWC
Vancouver Hospital – UBC Pavilions, Vancouver	HEU, IUOE

Vancouver Island Health Authority	
Aberdeen Hospital, Victoria	HEU
Campbell River and District General Hospital, Campbell River	HEU
Chemainus Health Care Centre, Chemainus	HEU
Cormorant Island Community Health Centre, Alert Bay	HEU
Cowichan District Hospital, Duncan	HEU
Cowichan Lodge, Duncan	HEU
Cumberland Health Centre, Cumberland	HEU
Eagle Park Health Care Facility, Qualicum	HEU
Glengarry Hospital, Victoria	HEU
Gold River Health Clinic, Gold River	HEU
Gorge Road Hospital, Victoria	HEU
Lady Minto Gulf Islands Hospital, Salt Spring Island	HEU
Ladysmith Community Health Centre, Ladysmith	HEU
Mount Tolmie Hospital, Victoria	HEU
Nanaimo Regional General Hospital, Nanaimo	HEU, IUOE
Port Alice Hospital, Port Alice	HEU
Port Hardy Hospital, Port Hardy	HEU
Port McNeill Hospital, Port McNeill	HEU
Priory Hospital, Victoria	HEU
Queen Alexandra Centre, Victoria	HEU
Royal Jubilee Hospital, Victoria	HEU, IBEW, IUPAT, UAJAPP, UBCJA
Saanich Peninsula Hospital, Saanichton	HEU
Tahsis Hospital, Tahsis	HEU
Tofino General Hospital, Tofino	HEU
Trillium Lodge, Parksville	HEU
Victoria General Hospital, Victoria	HEU
West Coast General Hospital, Port Alberni	HEU, PPWC
Yucalta Lodge, Campbell River	HEU
Victoria Chinatown Care Society	
Victoria Chinatown Care Centre, Victoria	HEU
Villa Cathay Care Home Society, Vancouver	HEU
West Coast Native Health Care Society	
Tsawaayuus-Rainbow Gardens	HEU

West Shore Laylum Management Ltd. West Shore Laylum, Delta	HEU
Whalley & District Senior Citizens' Housing Society Kinsmen Place Lodge, Surrey	BCGEU
Willingdon Care Centre Willingdon Park Care Centre	HEU
Windermere Care Centre Inc., Vancouver	HEU
Yaletown House Society, Vancouver	HEU

## WAGE SCHEDULES - BENCHMARKS

Class Title	Grid
<b>Clerical</b>	
Administrative Assistant	35
Administrative Secretary ( <i>previously Secretary</i> )	24
Clerk, General ( <i>previously Clerk, Housekeeping</i> )	14
Clerk, Laboratory	14
Clerk I	7
Clerk I, Messenger	7
Clerk II, Finance ( <i>previously Clerk II, Business Office</i> )	8
Clerk II, Food Services	8
Clerk II, Information	8
Clerk II, Health Records ( <i>previously Clerk II, Medical Records</i> )	8
Clerk II, Receptionist ( <i>previously Clerk II, Receptionist/Stenographer</i> )	8
Clerk II, Timekeeping	8
Clerk III, Accounts Receivable, Accounts Payable	11
Clerk III, Admitting	11
Clerk III, Cashier	11
Clerk III, Invoice	11
Clerk III, Health Records ( <i>previously Clerk III, Medical Records</i> )	11
Clerk III, Payroll	11
Clerk III, Postal	11
Clerk III, Receptionist ( <i>previously Clerk III, Receptionist/Stenographer</i> )	11
Clerk IV, Accounts Payable	17
Clerk IV, Accounts Receivable	17
Clerk IV, Admitting (Out-Patient Booking) ( <i>previously Clerk IV, Admitting</i> )	16
Clerk IV, Admitting (Bed Booking)	16
Clerk IV, Head Cashier	16
Clerk IV, Staffing ( <i>previously Clerk IV, Nursing Staffing</i> )	16
Clerk IV (Outpatient Supervisor)	16
Clerk IV, Admitting (O.R. Booking)	16
Clerk IV, Payroll	17

<b>Class Title</b>	<b>Grid</b>
Clerk IV, Purchasing	16
Clerk IV (Sponsorship Clerk)	16
Clerk IV (Statistics)	16
Clerk IV(a), Admitting (Out-Patient Booking)	17
	(awaiting final determination)
Clerk V, Accounting	22
Clerk V, Accounts Payable	22
Clerk V, Admitting	21
Clerk V, Admitting (Autopsy Arrangement)	21
Clerk V, Admitting (Bed Booking)	21
Clerk V, Clerical Supervisor	21
Clerk V, Staffing ( <i>previously Clerk V, Nursing Staffing</i> )	21
Clerk V, Admitting (O.R. Booking)	21
Clerk V, Accounts Receivable (Patient Billing)	22
Clerk V, Patient Relations	21
Clerk V, Purchasing	21
Clerk V, Supervisor	21
Clerk VI, Accounting	24
Clerk VI, Accounts Payable	24
Clerk VI, Admitting	24
Clerk VI, Admitting (Bed Booking)	24
Clerk VI, Clerical Supervisor	24
Clerk VI, Staffing ( <i>previously Clerk VI, Nursing Staffing</i> )	24
Clerk VI, Admitting (O.R. Booking)	24
Clerk VI, Accounts Receivable (Patient Billing)	24
Clerk VI, Purchasing	24
Computer Operator II	SC13
Computer Operator III	SC18
Computer Operator IV	SC23
Data Entry/Keypunch Operator I	10
Data Entry/Keypunch Operator II	15
Data Processing Supervisor	19
Fire and Safety Officer	23
Inventory Analyst	21
Lead Data Entry/Keypunch Operator III	18
Medical Transcriptionist ( <i>previously Medical Steno I</i> )	18

<b>Class Title</b>	<b>Grid</b>
Medical Transcriptionist Supervisor I <i>(previously Medical Steno Supervisor I)</i>	18
Medical Transcriptionist Supervisor II <i>(previously Medical Steno Supervisor II)</i>	24
Medical Transcriptionist Supervisor III <i>(previously Medical Steno Supervisor III)</i>	29
Nursing Secretary	15
Nursing Unit Assistant	SD16(A)
Payroll Supervisor I	22
Payroll Supervisor II	25
Payroll Supervisor III	27
Personnel Secretary	13
Printer I	12
Printer II	16
Printer III	18
Secretary <i>(previously Administrative Secretary)</i>	15
Staffing Co-ordinator <i>(previously Nursing Staffing Co-ordinator)</i>	28
Switchboard Operator	17
Switchboard Supervisor I	20
Switchboard Supervisor II	29
Switchboard Supervisor III	34
Supervisor, Admitting	33
Supervisor (Bed Booking)	33
Supervisor (O.R. Booking)	33
<b>Food Services</b>	
Baker I	19
Baker II	21
Baker III	22
Cook I	17
Cook II	18
Cook III	19
Cook IV	21
Cook V	22
Cook VI	26
Cook VII	31

<b>Class Title</b>	<b>Grid</b>
Food Service Supervisor I	29
Food Service Supervisor II	32
Food Service Supervisor III	36
Food Service Supervisor IV	42
Food Service Worker I	7
Food Service Worker II (Cashier)	8
Food Service Worker II (Checker)	8
Food Service Worker II (Cook's Helper)	8
Food Service Worker II (Nourishment Aide)	8
Food Service Worker II (Pot Washer)	8
Food Service Worker II (Supervisor)	8
Food Service Worker III	9
<b>Housekeeping</b>	
Building Security Officer	12
Cleaner	10
Custodial Attendant	12
Housekeeping Aide	10
Housekeeping Supervisor I	17
Housekeeping Supervisor 2	19
Housekeeping Supervisor 3	22
Housekeeping Supervisor 4	25
<b>Laundry</b>	
Laundry Worker I	9
Laundry Worker II	12
Laundry Worker III	14
Laundry Worker IV	16
Laundry Worker V (Charge)	19
Laundry Worker VI (Charge)	27
Sewing Machine Operator I	12
Sewing Machine Operator II	14

<b>Class Title</b>	<b>Grid</b>
<b>Maintenance</b>	
Electronics Instrument Control Technician (EIC) 1	43
Electronics Instrument Control Technician (EIC) 2	48
Groundskeeper 2	13
Groundskeeper 3	16
Groundskeeper 4	20
Groundskeeper 5	23
Maintenance Supervisor I	28
Maintenance Supervisor II	MA32
Maintenance Supervisor III	MA37
Maintenance Supervisor IV	MA42
Maintenance Worker I	9
Maintenance Worker II	13
Maintenance Worker III	16
Maintenance Worker IV (Charge)	20
Maintenance Worker IV (Plant System Repairs)	20
Maintenance Worker V	23
Power Engineer 5 ( <i>previously Boiler Operator</i> )	MA17
Power Engineer 4	MA21
Power Engineer 3	MA29
Power Engineer 2	MB35
Chief Power Engineer 4	MA27
Chief Power Engineer 3	MA37
Chief Power Engineer 2	MB42
Supervising Power Engineer 5 ( <i>previously Boiler Operator, Supervising</i> )	MA20
Supervising Power Engineer 4	MA23
Supervising Power Engineer 3	MA31
Supervising Power Engineer 2	MB37



<b>Class Title</b>	<b>Grid</b>
<b>Patient Care</b>	
Activity Worker I	20
Activity Worker II	22
Program Coordinator I (Recreation) <i>(previously Activity Worker III)</i>	27
Program Coordinator II (Recreation) <i>(previously Activity Worker IV)</i>	30
Certified Dental Assistant	21
Coordinator of Volunteers I	23
Coordinator of Volunteers II	27
Dental Assistant	17
Licensed Practical Nurse	SA26
Nursing Assistant I	22
Nursing Assistant I (Therapy Aide)	16
Nursing Assistant I (CPR Equipment Attendant)	16
Nursing Assistant I (Sterile Supply)	SD16
Nursing Assistant II (Anaesthetic Aide)	17
Nursing Assistant II (Respiratory)	19
Nursing Assistant II (Sterile Supply)	SD19
Nursing Assistant III (Sterile Supply)	SD22
Nursing Assistant III (Supervisor)	SA29
Nursing Assistant IV (Sterile Supply)	SD25
Orthopaedic Technologist <i>(previously Nursing Assistant (Orthopaedic Technician)</i>	SA25
Operating Room - Licensed Practical Nurse	SA29
Porter/Patient (No Benchmark)	16
Rehabilitation Assistant <i>(previously Nursing Assistant II (Rehabilitation Assistant)</i>	25
Social Service Assistant I	22
Social Service Assistant II	30
Social Service Assistant III	32
X-Ray Assistant I	16
X-Ray Assistant II	17

<b>Class Title</b>	<b>Grid</b>
<b><u>Patient Care Technical</u></b>	
<u>Cardiac Ultrasound Technician</u>	<u>26</u>
<u>ECG Assistant</u>	<u>15</u>
<u>EEG Assistant</u>	<u>18</u>
<u>Lab Assistant I</u>	<u>SD15</u>
<u>Lab Assistant II</u>	<u>SD15</u>
<u>Lab Assistant II (A)</u>	<u>SD18</u>
<u>Lab Assistant III</u>	<u>SD15</u>
<u>Lab Assistant IV</u>	<u>SD21</u>
<u>Ophthalmic Technician I</u>	<u>23</u>
<u>Ophthalmic Technician II (Imaging/Visual Field)</u>	<u>29</u>
<u>Ophthalmic Technician III</u>	<u>33</u>
<u>Pathology Attendant I</u>	<u>26</u>
<u>Pathology Attendant II (Tissue Bank)</u>	<u>31</u>
<u>Pathology Attendant II (Supervisor)</u>	<u>31</u>
<u>Pathology Attendant III</u>	<u>35</u>
<u>Perfusionist Assistant</u>	<u>25</u>
<u>Pharmacy Technician</u>	<u>32</u>
<u>Pharmacy Technician I</u>	<u>SB18</u>
<u>Pharmacy Technician I (A)</u>	<u>SB20</u>
<u>Pharmacy Technician II</u>	<u>SB23</u>
<u>Pharmacy Technician II (A)</u>	<u>SB25</u>
<u>Physiological Laboratory Technologist I</u>	<u>26</u>
<u>Physiological Laboratory Technologist II</u>	<u>29</u>
<u>Renal Dialysis Technician I</u>	<u>23</u>
<u>Renal Dialysis Technician II</u>	<u>26</u>
<u>Renal Dialysis Technican III</u>	<u>33</u>
<b>Stores</b>	
Stores Attendant I	4
Stores Attendant II	10
Stores Attendant III	12
Stores Attendant IV	15
Stores Attendant IV (Receiver)	15
Stores Attendant V (Supervisor)	19

<b>Class Title</b>	<b>Grid</b>
<b>Technical</b>	
Accountant I	SD34
Accountant II	SD39
Accounting Supervisor	SD34
Buyer	SD27
Buyer Supervisor	SD34(A)
Computer Technical Support I	MB23
Computer Technical Support II	MB32
Health Records Technician ( <i>previously Medical Records Technician</i> )	18
Programmer/Systems Analyst I	MB21
Programmer/Systems Analyst II	MB25
Programmer/Systems Analyst III	MB34
Programmer/Systems Analyst IV	MB43
<b>Trades</b>	
Carpenter	MA27
Electrician	MA31
Fitter	MA29
Fitter/Gas Fitter B (Cross Connection)	MA29
Head Carpenter	MA30
Head Electrician	MA35
Head Fitter	MA33
Head Machinist	MA33
Head Millwright (Industrial Mechanic)	MA33
Head Painter	MA27
Head Plumber	MA33
Head Refrigeration/Air Conditioning (R/AC) Mechanic	MA35
Head Welder	MA33
Laundry Mechanic	MA25
Machinist	MA29
Millwright (Industrial Mechanic)	MA29
Painter	MA23
Plumber	MA29
Plumber/Gas Fitter B (Cross Connection)	MA29
Refrigeration/Air Conditioning (R/AC) Mechanic	MA31
Welder	MA29

<b>Class Title</b>	<b>Grid</b>
<b>Transportation</b>	
Transportation Attendant I	10
Transportation Attendant II	11
Transportation Attendant III	14
Transportation Attendant IV	15
Transportation Attendant (Charge)	17
<b>Miscellaneous</b>	
Construction Co-ordinator	28
Elevator Operator	9
Engineering Technician I	27
Engineering Technician II	36
Media Services Technician I	10
Media Services Technician II	15
Media Services Technician III	23
Media Services Technician IV	27
Media Services Technician V	31
Technical Assistant I	10
Technical Assistant II	15
Technical Assistant II (A)	15
Technical Assistant III	20
Technical Assistant IV	23

## WAGE SCHEDULES - GRIDS

### General Wage Schedule

*This Schedule applies to all classifications, except those expressly identified in the Market Adjustment or Special Adjustment Wage Schedules.*

Grid	January 1, 2013		April 1, 2013	
	Monthly	Hourly	Monthly	Hourly
1	2441	15.02	2465	15.17
2	2497	15.37	2522	15.52
3	2555	15.72	2581	15.88
4	2609	16.06	2635	16.22
5	2665	16.40	2692	16.57
6	2724	16.76	2751	16.93
7	2781	17.12	2809	17.29
8	2837	17.46	2865	17.63
9	2894	17.81	2923	17.99
10	2952	18.17	2982	18.35
11	3010	18.52	3040	18.71
12	3065	18.86	3096	19.05
13	3120	19.20	3151	19.39
14	3179	19.56	3211	19.76
15	3235	19.91	3267	20.11
16	3293	20.26	3326	20.46
17	3352	20.63	3386	20.84
18	3407	20.97	3441	21.18
19	3465	21.32	3500	21.53
20	3523	21.68	3558	21.90
21	3579	22.02	3615	22.24
22	3637	22.38	3673	22.60
23	3692	22.72	3729	22.95
24	3751	23.08	3789	23.31
25	3806	23.42	3844	23.65
26	3865	23.79	3904	24.02
27	3920	24.12	3959	24.36
28	3978	24.48	4018	24.72

<b>Grid</b>	<b>January 1, 2013</b>		<b>April 1, 2013</b>	
	<b>Monthly</b>	<b>Hourly</b>	<b>Monthly</b>	<b>Hourly</b>
29	4034	24.83	4074	25.07
30	4091	25.17	4132	25.43
31	4148	25.53	4189	25.78
32	4205	25.88	4247	26.14
33	4265	26.24	4308	26.51
34	4320	26.58	4363	26.85
35	4378	26.94	4422	27.21
36	4434	27.29	4478	27.56
37	4493	27.65	4538	27.93
38	4547	27.98	4592	28.26
39	4603	28.33	4649	28.61
40	4661	28.68	4708	28.97
41	4721	29.05	4768	29.34
42	4776	29.39	4824	29.69
43	4833	29.74	4881	30.04
44	4891	30.10	4940	30.40
45	4949	30.46	4998	30.76
46	5007	30.81	5057	31.12
47	5061	31.15	5112	31.46
48	5118	31.50	5169	31.81
49	5174	31.84	5226	32.16
50	5234	32.21	5286	32.53
51	5289	32.55	5342	32.88
52	5346	32.90	5399	33.23
53	5402	33.24	5456	33.58
54	5460	33.60	5515	33.94
55	5516	33.95	5571	34.29

## WAGE SCHEDULES – GRIDS

### Market Adjustment Schedule

***This schedule ONLY applies to jobs matched to the Programmer/Systems Analyst, Computer Technical Support, Trades, Power Engineers and Maintenance Supervisor II, III and IV Benchmarks.***

Benchmark Classification	Grid Code	January 1, 2013 Monthly	January 1, 2013 Hourly	April 1, 2013 Monthly	April 1, 2013 Hourly
Carpenter	MA27	4715	29.02	4762	29.31
Electrician	MA31	4943	30.42	4992	30.72
Fitter	MA29	4828	29.71	4876	30.01
Fitter/Gas Fitter B (Cross Connection)	MA29	4828	29.71	4876	30.01
Head Carpenter	MA30	4886	30.07	4935	30.37
Head Electrician	MA35	5173	31.83	5225	32.15
Head Fitter	MA33	5060	31.14	5111	31.45
Head Machinist	MA33	5060	31.14	5111	31.45
Head Millwright (Industrial Mechanic)	MA33	5060	31.14	5111	31.45
Head Painter	MA27	4715	29.02	4762	29.31
Head Plumber	MA33	5060	31.14	5111	31.45
Head Refrigeration/Air Conditioning Mechanic	MA35	5173	31.83	5225	32.15
Head Welder	MA33	5060	31.14	5111	31.45
Laundry Mechanic	MA25	4601	28.32	4647	28.60
Machinist	MA29	4828	29.71	4876	30.01
Millwright (Industrial Mechanic)	MA29	4828	29.71	4876	30.01
Painter	MA23	4488	27.62	4533	27.90
Plumber	MA29	4828	29.71	4876	30.01
Plumber/Gas Fitter B (Cross Connection)	MA29	4828	29.71	4876	30.01
Refrigeration/Air Conditioning Mechanic	MA31	4943	30.42	4992	30.72

Benchmark Classification	Grid Code	January	January	April 1,	April 1,
		1, 2013 Monthly	1, 2013 Hourly	2013 Monthly	2013 Hourly
Welder	MA29	4828	29.71	4876	30.01
Chief Power Engineer 2	MB42	5585	34.36	5641	34.71
Chief Power Engineer 3	MA37	5289	32.55	5342	32.88
Chief Power Engineer 4	MA27	4715	29.02	4762	29.31
Power Engineer 2	MB35	5173	31.83	5225	32.15
Power Engineer 3	MA29	4828	29.71	4876	30.01
Power Engineer 4	MA21	4375	26.92	4419	27.19
Power Engineer 5	MA17	4147	25.52	4188	25.77
Supervising Power Engineer 2	MB37	5298	32.60	5351	32.93
Supervising Power Engineer 3	MA31	4943	30.42	4992	30.72
Supervising Power Engineer 4	MA23	4488	27.62	4533	27.90
Supervising Power Engineer 5	MA20	4318	26.57	4361	26.84
Maintenance Supervisor II *	MA32	5001	30.77	5051	31.08
Maintenance Supervisor III *	MA37	5289	32.55	5342	32.88
Maintenance Supervisor IV *	MA42	5571	34.28	5627	34.62
Computer Technical Support I	MB23	4776	29.39	4824	29.69
Computer Technical Support II	MB32	5321	32.74	5374	33.07
Programmer/Systems Analyst I	MB21	4583	28.20	4629	28.48
Programmer/Systems Analyst II	MB25	5069	31.19	5120	31.51
Programmer/Systems Analyst III	MB34	5696	35.05	5753	35.40
Programmer/Systems Analyst IV	MB43	6226	38.31	6288	38.69

**\*RATES ONLY APPLY TO** Maintenance Supervisor II, III and IV that hold:

1) Trades Qualifications, and 2) supervise Trades and/or Power Engineers.



## WAGE SCHEDULES – GRIDS

### Special Adjustments

#### SCHEDULE A

This Schedule ONLY applies to the following Benchmark Classifications: Licensed Practical Nurse, Operating Room – Licensed Practical Nurse, Orthopaedic Technologists, Nursing Assistant III (Supervisor).

<b><u>Effective January 1, 2013</u></b>							
<b>Benchmark Classification</b>	<b>Wage Grid</b>	<b>Start<sup>1</sup></b>		<b>1 Year</b>		<b>2 Year</b>	
		<b>Monthly</b>	<b>Hourly</b>	<b>Monthly</b>	<b>Hourly</b>	<b>Monthly</b>	<b>Hourly</b>
Orthopaedic Technologist	SA25 <sup>2</sup>	3969	24.42	4091	25.17	4214	25.93
Licensed Practical Nurse	SA26	3980	24.49	4103	25.25	4227	26.01
Nursing Assistant III (Supervisor)	SA29	4152	25.55	4281	26.35	4409	27.13
Operating Room – Licensed Practical Nurse	SA29	4152	25.55	4281	26.35	4409	27.13

<b><u>Effective January 1, 2013</u></b>							
<b>Benchmark Classification</b>	<b>Wage Grid</b>	<b>4 Year</b>		<b>6 Year</b>		<b>8 Year</b>	
		<b>Monthly</b>	<b>Hourly</b>	<b>Monthly</b>	<b>Hourly</b>	<b>Monthly</b>	<b>Hourly</b>
Orthopaedic Technologist	SA25 <sup>2</sup>	4298	26.45	4340	26.71	4382	26.97
Licensed Practical Nurse	SA26	4312	26.53	4353	26.79	4396	27.05
Nursing Assistant III (Supervisor)	SA29	4497	27.67	4542	27.95	4586	28.22
Operating Room – Licensed Practical Nurse	SA29	4497	27.67	4542	27.95	4586	28.22

<b><u>Effective April 1, 2013</u></b>							
<b>Benchmark Classification</b>	<b>Wage Grid</b>	<b>Start<sup>1</sup></b>		<b>1 Year</b>		<b>2 Year</b>	
		<b>Monthly</b>	<b>Hourly</b>	<b>Monthly</b>	<b>Hourly</b>	<b>Monthly</b>	<b>Hourly</b>
Orthopaedic Technologist	SA25 <sup>2</sup>	4009	24.67	4132	25.43	4256	26.19
Licensed Practical Nurse	SA26	4020	24.74	4144	25.50	4269	26.27
Nursing Assistant III (Supervisor)	SA29	4194	25.81	4324	26.61	4453	27.40
Operating Room – Licensed Practical Nurse	SA29	4194	25.81	4324	26.61	4453	27.40

**Effective April 1, 2013**

Benchmark Classification	Wage Grid	4 Year		6 Year		8 Year	
		Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Orthopaedic Technologist	SA25 <sup>2</sup>	4341	26.71	4383	26.97	4426	27.24
Licensed Practical Nurse	SA26	4355	26.80	4397	27.06	4440	27.32
Nursing Assistant III (Supervisor)	SA29	4542	27.95	4587	28.23	4632	28.50
Operating Room – Licensed Practical Nurse	SA29	4542	27.95	4587	28.23	4632	28.50

<sup>1</sup> Start Rate applies only to: 1) newly hired and newly licensed LPNs, or 2) to employees who do not already possess a related clinical licensure, registration or certification and who are newly engaged in in-house training to become Orthopaedic Technologists.

<sup>2</sup> Wage rates for the Orthopaedic Technologist benchmark were derived from Grid 30, per the Benchmark Review Settlement Agreement dated October 20, 2009.

## WAGE SCHEDULES - GRIDS

### Special Adjustments

#### SCHEDULE B

This schedule ONLY applies to Pharmacy Technicians

Benchmark Classification	Wage Grid	January 1, 2013		April 1, 2013	
		Monthly	Hourly	Monthly	Hourly
Pharmacy Technician I	SB18	3509	21.59	3544	21.81
Pharmacy Technician I(A)	SB20	3630	22.34	3666	22.56
Pharmacy Technician II	SB23	3804	23.41	3842	23.64
Pharmacy Technician II(A)	SB25	3921	24.13	3960	24.37

#### SCHEDULE C

*This schedule ONLY applies to Computer Operators*

Benchmark Classification	Wage Grid	January 1, 2013		April 1, 2013	
		Monthly	Hourly	Monthly	Hourly
Computer Operator II	SC13	3180	19.57	3212	19.77
Computer Operator III	SC18	3484	21.44	3519	21.65
Computer Operator IV	SC23	3982	24.50	4022	24.75

## SCHEDULE D

***This schedule ONLY applies to Accountant I, Accountant II, Accounting Supervisor, Buyer, Buyer Supervisor, Lab Assistant I, II, II(A), III and IV, Nursing Assistant I, II, III, IV (Sterile Supply), Nursing Unit Assistant***

Benchmark Classification	Wage Grid	January 1, 2013		April 1, 2013	
		Monthly	Hourly	Monthly	Hourly
Accountant I	SD34	4385	26.99	4429	27.26
Accountant II	SD39	4673	28.75	4720	29.04
Accounting Supervisor	SD34	4385	26.99	4429	27.26
Buyer	SD27	4099	25.22	4140	25.47
Buyer Supervisor	SD34(A)	4518	27.81	4563	28.08
Lab Assistant I	SD15	3383	20.82	3417	21.03
Lab Assistant II	SD15	3383	20.82	3417	21.03
Lab Assistant II(A)	SD18	3562	21.92	3598	22.14
Lab Assistant III	SD15	3383	20.82	3417	21.03
Lab Assistant IV	SD21	3742	23.03	3779	23.26
Nursing Assistant I (Sterile Supply)	SD16	3342	20.56	3375	20.77
Nursing Assistant II (Sterile Supply)	SD19	3517	21.64	3552	21.86
Nursing Assistant III (Sterile Supply)	SD22	3691	22.72	3728	22.95
Nursing Assistant IV (Sterile Supply)	SD25	3863	23.77	3902	24.01
Nursing Unit Assistant	SD16(A)	3443	21.19	3477	21.40

## SIGNATURES FOR THE ASSOCIATION OF UNIONS

### Signed on behalf of: HOSPITAL EMPLOYEES' UNION

Per: \_\_\_\_\_  
Carol Bathgate,  
Kiwanis Village Lodge Local

Per: \_\_\_\_\_  
Joyce Beddow,  
Ashcroft Local

Per: \_\_\_\_\_  
Donisa Bernardo,  
Financial Secretary

Per: \_\_\_\_\_  
Mike Cartwright,  
Prince George Local

Per: \_\_\_\_\_  
Mark Crawford,  
Vancouver General Local

Per: \_\_\_\_\_  
Debbie Dyer,  
Royal Columbian Local

Per: \_\_\_\_\_  
Victor Elkins,  
President

Per: \_\_\_\_\_  
Ruby Kandola,  
Surrey Local

Per: \_\_\_\_\_  
Jim Kelly,  
Vancouver General Local

Per: \_\_\_\_\_  
Tommy Liu,  
Richmond Local

Per: \_\_\_\_\_  
Bonnie Pearson,  
Secretary-Business Manager

Per: \_\_\_\_\_  
Debbie Quesnel,  
Creston Local

Per: \_\_\_\_\_  
Tracy Struck,  
Kitimat Local

Per: \_\_\_\_\_  
Delores Willoughby,  
Penticton Local

**Signed on behalf of:  
CUPE 873, AMBULANCE  
PARAMEDICS OF BC**

Per: \_\_\_\_\_  
Bronwyn Barter,  
President

**Signed on behalf of:  
BRITISH COLUMBIA  
GOVERNMENT AND  
SERVICE UNION**

Per: \_\_\_\_\_  
Cindy Gale, Local 406  
Dunrovin Park Lodge

Per: \_\_\_\_\_  
Tracey Payne, Local 403  
Emergency Health Services

**Signed on behalf of:  
BRITISH COLUMBIA  
NURSES' UNION**

Per: \_\_\_\_\_  
Sandi McManus

**Signed on behalf of:  
INTERNATIONAL UNION  
OF OPERATING ENGINEERS,  
LOCAL 882-882H**

Per: \_\_\_\_\_  
Saundra Taylor,  
Business Manager

**Signed on behalf of:  
INTERNATIONAL  
BROTHERHOOD  
OF ELECTRICAL WORKERS,  
LOCAL 230**

Per: \_\_\_\_\_  
Len Rousseau,  
Business Representative

**Signed on behalf of:  
INTERNATIONAL UNION  
OF PAINTERS & ALLIED  
TRADES DISTRICT  
COUNCIL 38**

Per: \_\_\_\_\_  
Maureen Allen,  
Business Agent

**Signed on behalf of:  
PAPER, PULP AND WOOD  
WORKERS OF CANADA,  
LOCAL 5**

Per: \_\_\_\_\_  
John Folkers,  
Union Counsellor

**UNITED ASSOCIATION OF  
PLUMBERS &  
PIPEFITTERS,  
LOCAL 324**

Per: \_\_\_\_\_  
Dale Dhillon,  
Business Manager

**UNITED BROTHERHOOD  
OF CARPENTERS AND  
JOINERS  
LOCAL 1598**

**UNITED STEEL  
WORKERS,  
LOCAL 9705**

Per: \_\_\_\_\_  
Wayne Cox,  
Executive Secretary Treasurer

Per: \_\_\_\_\_  
Chuck Macklon,  
President

Dated this 21st day of December, 2012



## SIGNATURES FOR THE EMPLOYER

Signed on behalf of the

### **Health Employers Association of British Columbia**

Per: \_\_\_\_\_  
Michael Marchbank, President  
& Chief Executive Officer

Per: \_\_\_\_\_  
Mark Slobin, HEABC  
(Chief Spokesperson)

Per: \_\_\_\_\_  
Trish Barber, HEABC  
(Spokesperson)

Per: \_\_\_\_\_  
Dean Levangie, HEABC  
(Spokesperson)

Dated this 21st day of December, 2012

## APPENDIX #1

### - Information - Extended Health Care Plan - SUMMARY OF HEALTHCARE BENEFIT TRUST'S COVERAGE

#### Extended Health Benefit - Article 38.03

##### *Preamble*

Please note that this document is only a summary and is presented FOR INFORMATION PURPOSES ONLY subject to errors and omissions. All benefits for employees covered by the HBT plan or by another mutually agreed agent are subject to the Collective Agreement, the Pacific Blue Cross Extended Health Care Plan, and the Healthcare Benefit Trust's Plan Document or the plan document of another mutually agreed agent.

##### *Amount of Benefit*

There is a \$100 calendar year deductible for this benefit per person or family. Receipts exceeding \$100 in a calendar year will be reimbursed as follows:

- 80% of eligible expenses under \$1,000 in a calendar year
- 100% of eligible expenses over \$1,000 in a calendar year
- 100% of eligible out-of-province/out-of-country emergency expenses.

The maximum lifetime amount payable per person is unlimited.

*Note: If, in a calendar year, eligible expenses do not exceed the deductible, expenses during the last three (3) months of that year may be applied against the deductible for the next calendar year.*

##### Eligible Expenses

This Extended Health benefit covers the following expenses when incurred by the employee or dependants as a result of the necessary treatment of an illness or injury.

Visits to paramedical practitioners eligible under the BC Medical Services Plan will only be reimbursed based on a percentage of the applicable user (patient visit) fee.

*Out-of-Province/Out-of-country Emergencies* - In the event of an emergency while travelling outside of BC/outside of Canada, the Extended Health benefit covers:

1. Reasonable charges for physician's services, less any amounts paid or payable by BC Medical Services Plan.
2. Hospital room charges, less any amounts paid or payable by BC Hospital Programs. This benefit included charges for private or semi-private rooms (if actually occupied and if a ward room is not available, or if required by a physician) and short stays as well as hospital co-coverage, but not including rental of TV, telephone, etc.
3. Worldwide Emergency Medical Assistance (MediAssist) emergency referral services for travellers.

Note: Emergencies and non-emergency referrals to other provinces (except Quebec) are covered by the BC Medical Services Plan as if the expenses had been incurred in BC.

*Acupuncturist* - Fees of an approved licensed acupuncturist up to \$100\* per person per year when services are obtained in BC.

*Ambulance* - Cost of an ambulance in an emergency from the place where the sickness or injury occurs to the nearest acute care hospital with adequate facilities to provide the required treatment (including transportation by railroad, boat or airplane - or air-ambulance in an acute emergency). This benefit also covers the round trip fare for one attending person (doctor, nurse, first aid attendant) where necessary.

*Chiropractor* - Fees of a chiropractor up to \$200\* per person per year, but not including the cost of x-rays taken by a chiropractor.

*Dentist* - Fees of a dentist for repairs, including replacement, of natural teeth which have been injured accidentally while the person is insured under this Extended Health benefit. The treatment needed must be obtained within one (1) year of the date of the accident. Orthodontic services are not covered under this Extended Health benefit, neither are any amounts paid or payable by a dental benefit or any charges which exceed the Pacific Blue Cross Dental Fee Schedule No. 2.

*Diabetic Supplies* - Testing equipment, including glucose meters for management of diabetes.

*Employment Medicals* - Charges of a physician for a medical examination required by a statute or regulation of government for employment purposes, providing such charges are not payable by the Employer.

*Hearing Aids* - Cost of purchasing hearing aids when prescribed by a certified Ear, Nose and Throat specialist. The maximum of \$600\* per person in each 48 month period. This benefit includes repairs, but does not include payment for maintenance, batteries, re-charging devices or other such accessories.

*Hospital Room Charges* - Charges for occupying a private or semi-private room in a BC acute care hospital, but not including rental of TV, telephone, etc.

*Massage Therapist* - Fees of a registered massage therapist.

*Medical Referral Transportation* - Cost of travel for an employee or eligible dependant for medical treatment by a physician, where it is determined by the attending physician that adequate treatment is not available locally, up to limits specified by Pacific Blue Cross.

*Naturopathic Physician* - Fees of a naturopathic physician up to \$200\* per person per year, but not including the costs of x-rays by a naturopathic physician.

*Orthopaedic Shoes* - Defined as “*shoes which are not available for general purchase and which are intended to modify, or correct, a disability*”. Includes orthotics. One (1) pair per person, with replacements covered only when required due to normal wear. Must be prescribed by a physician or podiatrist.

*Paramedical Items and Prosthetic Devices* - Oxygen, blood, blood plasma, artificial limbs or eyes, crutches, splints, casts, trusses, braces, ostomy and ileostomy supplies.

*Physiotherapist* - Fees of a registered physiotherapist.

*Podiatrist* - Fees of a registered podiatrist up to \$200\* per person per year, but not including the costs of x-rays taken by a podiatrist.

*Prescription Drugs* - Cost of prescription drugs purchased from a licensed pharmacy. Reimbursement of eligible drugs and medicines are subject to Pharmacare's low cost alternative and reference based pricing payment policies. This benefit does not include lifestyle drugs and medicines as determined by Pacific Blue Cross. This benefit does not cover drugs for contraceptive purposes, erectile dysfunction drugs, vitamin injections, food supplements, drugs which can be bought without a prescription, medications used to treat or replace an addiction or habituation, or drugs which have not been approved under the Food and Drugs Act for sale and distribution in Canada.

The eligible prescription dispensing fees is capped at \$9.00 per transaction. (NOTE: This benefit cap is effective April 1, 2010.)

*Prescription Drug Direct Pay Card "BlueNet"* - In the administration of the extended health care plan a prescription drug direct pay card will be provided to apply to pharmacies on-line with Pacific Blue Cross. For those pharmacies that are not on-line and for claims incurred prior to the implementation of the direct pay system, employees must submit claims manually to the benefit carrier.

*Registered Nurse* - Fees of a Registered Nurse (who is not related to the employee) for special duty nursing in acute cases where the service is recommended by a physician. If the service is performed in a hospital, this benefit does not cover the fees of a Registered Nurse who is employed by the hospital.

*Rental of Medical Equipment* - Rental costs, unless purchase is more economical, of durable medical equipment including hospital beds. Wheelchairs or scooters are eligible expenses only if a physician certifies that these appliances are the sole means of mobility. Electric wheelchairs are covered only when the physician certifies that the patient cannot operate a manual chair.

*Speech Therapist* - Fees of a speech therapist when referred by a physician, up to \$100\* per person per year.

*Surgical Stockings and Brassieres* - Two (2) pairs of stockings per person per year; one (1) brassiere per person per year when required as a result of treatment for injury or illness.

*Vision Care* - Cost of prescription eyeglasses and/or frames, or prescribed contact lenses, up to a maximum of \$350\* per person every 24 months. (NOTE: the change in maximum is effective April 1, 2010).

*Wigs or Hairpieces* - Cost of wigs or hairpieces when required as a result of medical treatment or injury, up to a lifetime maximum of \$500\* per person.

\* The employee will be reimbursed up to 80% of this maximum (after the \$100 deductible has been satisfied for the calendar year).

## **EXCLUSIONS**

The Extended Health benefit does not cover the following:

1. Charges for benefits, care or services payable by or under the BC Medical Services Plan, Pharmacare, Hospital Programs, or any public or tax supported agency. This applies in all cases, whether a claim is made or not.
2. Charges for benefits, care or services payable by or under any other authority such as ICBC, travel coverage plans, etc. This applies in all cases, whether a claim is made or not.
3. Charges for a physician except as described in Eligible Expense for out-of-province/out-of-country emergencies.
4. Charges for dental services except as described in Eligible Expense for Dentist.
5. Expenses contributed to, or caused by, occupational disabilities which are covered by the Workers' Compensation Board.
6. Charges of a registered psychologist.
7. Charges for services and supplies of an elective (cosmetic) nature.
8. Expenses resulting from war or an act of war; participation in a riot or civil insurrection; commission of an unlawful act.
9. Expenses resulting from injury or illness which was intentionally self-inflicted, while sane or insane.

10. Any portion of a specialist's fee not allowable under the BC Medical Services Plan due to non-referral, or any amount of fees charged by any practitioner in excess of the recognized fees for such service.
11. Charges for batteries and re-charging devices.
12. Expenses relating to the repatriation of a deceased employee and/or dependent.
13. Expenses incurred by a pregnant person while travelling outside of Canada within twenty-one (21) days of expected delivery date.

## APPENDIX #2

### **- Information - Extended Health Care Dental Plan – SUMMARY OF HEALTHCARE BENEFIT TRUST'S COVERAGE**

#### **Dental Plan - Article 38.02**

##### *Preamble*

Please note that this document is only a summary and is presented FOR INFORMATION PURPOSES ONLY subject to errors and omissions. All benefits for employees covered by the HBT plan or the plan of another mutually agreed agent are subject to the Collective Agreement, the Pacific Blue Cross Dental Plan, and the Healthcare Benefit Trust's Plan or another mutually agreed agent's Document.

##### *Amount of Benefit*

This dental benefit will reimburse the dentist for the following:

- 100% Services (Part "A")
- 60% of Major Reconstruction Services (Part "B")
- 60% of Orthodontic Services (Part "C"); lifetime maximum is \$2,750 per eligible employee or dependant

##### *Eligible Expenses*

This dental benefit covers those services which are routinely provided to eligible employees and dependents in offices of general practicing dentists in BC.

The amounts paid for such services are set out in the Pacific Blue Cross Fee Schedule No. 2. When performed by a specialist (on referral by a general practicing dentist), the fee paid is the amount paid to a general practicing dentist plus 10%.

Eligible expenses under this dental benefit are as follows:



## **PART “A” - BASIC SERVICES**

Part A covers those services required to maintain teeth in good order and to restore teeth to good order.

The Plan will pay 100% of:

### *Diagnostic Services*

Procedures to determine the dental treatment required, including the following:

1. Examinations and consultations;
2. Two (2) standard examinations per calendar year;
3. One (1) complete examination in any three (3) year period, provided that no other examination has been paid by this Plan on the employees behalf in the preceding six (6) months;
4. X-rays, up to the maximum established by Pacific Blue Cross for the calendar year;
5. Full mouth x-rays once in any three (3) year period.

### *Endodontic Services*

- Root canals
- Major Restorative Services
- Inlays, onlays and gold foils, but only when no other material can be used satisfactorily. Pre-approval by Pacific Blue Cross is recommended. If gold is used whether another material can be used, the employee will be responsible for additional costs.

### *Periodontic Services*

Procedures for the treatment of gums and bones surrounding and supporting the teeth, but not including tissue grafts.

### *Preventive Services*

Procedures to prevent oral disease, including the following:

1. Cleaning and polishing of teeth (prophylaxis) twice in any calendar year.
2. Fluoride application twice in any calendar year.
3. Space maintainers intended to maintain space but not to obtain more space.

4. Sealants (pits and fissures); limited to once per tooth within a two (2) year period.

#### *Repairs to Bridges and Dentures (Prosthetics)*

Procedures for the repair of bridges, as well as the repair or reline of dentures by either a dentist or a licensed dental mechanic. Relines will not be covered more often than once in any two (2) year period. Costs of temporary dentures are not eligible for payment.

#### *Restorative Services*

- Procedures for filling teeth, including stainless steel crowns.
- If the employee chooses to have white fillings in back teeth, she/he will be responsible for any additional costs.

#### *Surgical Services*

Procedures to extract teeth as well as other surgical procedures performed by a dentist.

### **PART “B” - MAJOR RECONSTRUCTION**

Part B covers those services required for major reconstruction or replacement of deteriorated or missing teeth. A service provided under Part B is eligible for payment only once in any five (5) year period.

The Plan will pay 60% of:

#### *Crowns*

Rebuilding natural teeth where other basic material cannot be used satisfactorily. Certain materials will not be authorized for use on back teeth. Pre-approved by Pacific Blue Cross is recommended.

#### *Dentures (Removable Prosthetics)*

The artificial replacement of missing teeth with dentures: full upper and lower dentures or partial dentures of basic, standard design and materials. Full dentures may be obtained from either a dentist or licensed dental mechanic. Partial dentures may only be obtained from a dentist.

#### *Crowns and Bridges (Fixed Prosthetics)*

The artificial replacement of missing teeth with a crown or bridge.

## **PART “C” - ORTHODONTICS**

Part C covers those services required to straighten abnormally arranged teeth. Pre-approval by Pacific Blue Cross is necessary.

The Plan will pay 60% of:

### *Braces*

Up to a lifetime maximum of \$2,750 per person. Costs of lost or stolen braces are not eligible for payment.

To be eligible for orthodontic services, the employee must have been enrolled in this dental benefit for twelve (12) months.

## **EXCLUSIONS**

The dental plan benefit does not cover the following:

1. Cosmetic dentistry, temporary dentistry, oral hygiene instruction, tissue grafts, drugs and medicines.
2. Treatment covered by the Workers' Compensation Board, BC Medical Services Plan, or other publicly supported plans.
3. Services required as a result of an accident for which a third Party is responsible.
4. Charges for completing forms.
5. Implants.
6. Fees in excess of the Pacific Blue Cross Dental Fee Schedule No. 2, or fees for services which are not set out in the Dental Fee Schedule.
7. Expenses resulting from war or an act of war; participation in a riot or civil insurrection; commission of an unlawful act.
8. Expenses resulting from intentionally self-inflicted injuries, while sane or insane.
9. Charges for unkept appointments.
10. Charges necessitated as a result of a change of dentist, except in special circumstances.
11. Room charges and some anaesthetics.
12. Expenses incurred prior to eligibility date or following termination of coverage.

13. Charges for services related to the functioning or structure of the jaw, jaw muscle, or temporomandibular joint.

If the employee is eligible for coverage under more than one (1) dental plan, Pacific Blue Cross will coordinate the benefits so that total payments received will not exceed the expenses actually incurred.

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