

COLLECTIVE AGREEMENT

BETWEEN

THE COLLEGE BOARD OF  
NORTHERN LIGHTS COLLEGE

AND

B.C. GOVERNMENT & SERVICE EMPLOYEES' UNION  
REPRESENTING EMPLOYEES OF

LOCAL 7.10 - NLC SUPPORT

EXPIRY DATE: June 30, 2002

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DEFINITIONS

For the purpose of this agreement:

1. BARGAINING UNIT is the unit for collective bargaining described by the Industrial Relations Act of British Columbia for which the B.C. Government & Service Employees' Union was certified by the Labour Relations Board of British Columbia on October 19, 1976 and includes all the employees of Northern Lights College.
2. For the purpose of this Agreement, the following definitions apply:
  - a) FIXED-LOCATION EMPLOYEES means those employees who spend all or the greater part of their time at a business office where they generally perform their duties on a regular daily shift basis.
  - b) FIELD EMPLOYEES means those employees who spend all or a greater part of their time away from their business office. This term "field employees" is not synonymous to the term "field status" defined in this Agreement.
  - c) BUSINESS OFFICE means the place at which a fixed-location employee normally carries out his/her duties or at which a field employee normally receives his/her office correspondence and work assignments.
  - d) For the purpose of this Agreement, LOCAL WORK AREA will be that area or location mutually determined at the local level. Where agreement cannot be reached, the areas of disagreement shall be placed before the Joint Committee for resolution.
3. CONTINUOUS EMPLOYMENT AND CONTINUOUS SERVICE mean uninterrupted employment in the service of Northern Lights College subject to the provisions of Article 25.03.
4. DAY OF REST in relation to an employee, means a day other than a holiday on which an employee is not ordinarily required to perform the duties of his/her position. This does not include employees on a leave of absence.
5. DEMOTION means a change from an employee's position to one with a lower maximum salary.
6. COLLEGE means Northern Lights College designated under "The Colleges and Provincial Institutes Act".
7. COLLEGE BOARD means the body described in Part 4 of the Colleges and Provincial Institutes Act.
8. EMPLOYEE means a member of the bargaining unit and includes:
  - a) REGULAR EMPLOYEE - means an employee who is employed for work which is of a continuous full-time or continuous part-time nature.
  - b) TEMPORARY EMPLOYEE - meaning an employee who is employed subject to the provisions of Article 26 herein.  
"Employee" does not include:
    - i) persons excluded by the Industrial Relations Act.

- ii) Incumbents of managerial or confidential positions mutually excluded by the parties to this Agreement.

9. EMPLOYER means Northern Lights College.
10. CAMPUS OR LEARNING CENTRE is that area within a radius of twenty (20) miles of where an employee ordinarily performs his/her duties. When employees are transferred the campus or learning centre may be redefined where exceptional circumstances such as unusual road conditions exist.
11. HOLIDAY means the twenty-four (24) hour period commencing at 00.01 hours of a day designated as a paid holiday in this Agreement.
12. HOURS OF OPERATION are the hours established by the Employer to provide adequate service to the public and to fulfil the functions of the work unit.
13. HOURS TRAVELLED means hours spent travelling from point to point on an hourly or daily basis laid down by the Employer and does not include meal breaks, lodging time or time spent other than travelling.
14. LATERAL TRANSFER refers to the movement of an employee from one position to another which does not constitute a demotion or promotion.
15. LEAVE OF ABSENCE WITH PAY means to be absent from duty with permission and with pay. LEAVE OF ABSENCE WITHOUT PAY means to be absent from duty with permission but without pay.
16. PAY means rate of compensation for the job.
17. PRESIDENT of the College is the person whose duties are described in the College and Institute Act.
18. PROBATION shall be 913.5 hours from the date of commencement of employment.
19. PROMOTION means a change from an employee's position to one with a higher maximum salary level.
20. RESIGNATION means a voluntary notice by the employee that he/she is terminating his/her service on the date specified.
21. REST PERIOD is a paid interval which is included in the work day and is intended to give the employee an opportunity to have refreshments or a rest.
22. SEASONAL EMPLOYEES are employees who are employed for a specific season.
23. SHIFT SCHEDULE is the pattern of work hours established through component negotiations to meet the hours of operation.
24. TERMINATION is the separation of an employee from the College for cause pursuant to Articles 26, 28, 29 of this Agreement.
25. TRANSFER refers to the movement of an employee from one geographic location to another.

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26. TRAVEL STATUS with respect to an employee means absence of the employee from his/her campus or learning centre on College business with the approval of the Employer, but travel status does not apply to employees temporarily assigned to a position outside of his/her campus or learning centre.
27. UNION means the B.C. Government & Service Employees' Union.
28. WORK DAY is a period of twenty-four (24) consecutive hours commencing with the starting time of any shift. For the purpose of calculating compensatory overtime rates only, the time worked prior to, but adjoining to a shift, shall be deemed as time worked after a shift.
29. JOINT COMMITTEE means that committee as represented by designated members of Local 7.10 - NLC Support for the Union and designated College Officials for the College.
30. CHILD. Whenever the word child is used in this Agreement it shall be deemed to include a ward of the Superintendent of Child Welfare or a child of a spouse.

ARTICLE 1 - PREAMBLE

1.01 Purpose of Agreement

The parties to this Agreement recognize "The Northern Lights College Mission Statement" (Appendix 2 A):

- a) Accordingly, the purpose of this Agreement is to promote and improve the development, promotion and delivery of the services provided by Northern Lights College.
- b) The terms and conditions contained in the body of this Agreement are designed to promote harmonious relations and to facilitate the peaceful and amicable settlement of disputes and misunderstandings between the parties to this Agreement.

1.02 Future Legislation

In the event that any future legislation renders null and void or materially alters any provision of this Agreement, the remaining provisions shall remain in effect for the term of the Agreement, and the parties hereto shall negotiate a mutually agreeable provision to be substituted for the provision so rendered null and void or materially altered.

1.03 Conflict with Regulations

In the event that there is a conflict between the contents of this Agreement and any regulation made by the Employer, or on behalf of the Employer, this Agreement shall take precedence over the said regulation.

1.04 Notice of Legislative Change

The College Board agrees that they would make no proposal to amend, repeal, or revise the Colleges and Provincial Institutes Act, or regulations made pursuant thereto, which would affect the terms and conditions of employment of employees covered by this Agreement, without first notifying the Union in writing of the nature of the proposal.

1.05 Use of Singular Terms

Wherever the singular is used in this Agreement the same shall be construed as meaning the plural if the context requires unless otherwise specifically stated.

1.06 Human Rights Act

The parties hereto subscribe to the principles of the Human Rights Act of British Columbia.

1.07 Employee Harassment

- a) The Union and the Employer recognize the right of the employees to work in an environment free from harassment, and the Employer and the Union undertake to discipline any person employed by the Employer engaging in the harassment of another employee.
- b) Harassment shall be defined as:

- 1) words, gestures, and actions which tend to annoy, alarm and abuse (verbally) another person and shall include the following:
  - i) a telephone call without purpose of legitimate communication; or
  - ii) insults, taunts or challenges in a manner likely to provoke violent or disorderly response; or
  - iii) makes repeated communications anonymous or at extremely inconvenient hours or in offensively coarse language; or
  - iv) subjects another to an offensive touching; or
  - v) engages in any other course of alarming conduct serving no legitimate purpose.

## ARTICLE 2 - UNION RECOGNITION AND RIGHTS

### 2.01 Bargaining Unit Defined

The bargaining unit shall comprise all employees included in the College bargaining units as defined in this Agreement except those employees in positions mutually agreed to between the parties as managerial and/or confidential exclusions. The parties to this Agreement acknowledge the difficulty in establishing a service wide policy for determining managerial and/or confidential exclusions. The parties further agree that cognizance shall be given to the type of organization and to the degree to which employees, at varying levels, are involved either in the formation of College policy or in the process of employer-employee relations.

The guidelines to be considered in negotiating exclusions shall be:

- a) position incumbents employed for the primary purpose of exercising senior management functions;
- b) position incumbents employed in a confidential capacity in matters relating to labour relations;
- c) a sufficient number of position incumbents to represent management in matters relating to labour relations taking into account both operational and geographical considerations.

Incumbents of new positions established by the Employer shall automatically be included in the bargaining unit unless specifically excluded by mutual agreement.

2.02 Bargaining Agent or Recognition

The Employer recognizes the B.C. Government & Service Employees' Union as the exclusive bargaining agent for all employees to whom the certification issued by the Labour Relations Board on October 19, 1976 applies.

2.03 Correspondence

The Employer agrees that all correspondence between the Employer and the Union related to matters covered in this Agreement shall be sent to the President of the Union or his/her designate.

The Employer agrees that a copy of any correspondence between the Employer or designate and any employee in the bargaining unit covered by this Agreement pertaining to the interpretation or application of any Article in this Agreement shall be forwarded to the President of the Union or his/her designate.

Where the terms of the Agreement call for correspondence to be forwarded by registered mail, in the event of a strike, lockout, or other work stoppage in the Canada Post Office, within British Columbia, this provision shall not apply and the parties shall use a mutually agreeable alternative, such as facsimile transmission.

2.04 No Other Agreement

No employee covered by this Agreement shall be required or permitted to make a written or oral agreement with the Employer or its representatives which may conflict with the terms of this Agreement.

2.05 No Discrimination for Union Activity

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

2.06 Recognition and Rights of Stewards

The Employer recognizes the Union's right to select stewards to represent employees. The Employer and the Union will agree on the number of stewards, taking into account both operational and geographic considerations.

The Union agrees to provide the Employer with a list of the employees designated as stewards for each jurisdictional area. A steward, or his/her alternate, shall obtain the permission of his/her immediate supervisor before leaving his/her work to perform his/her duties as a steward. Leave for this purpose shall be with pay. Such permission shall not be unreasonably withheld. On resuming his/her normal duties, the steward shall notify his/her supervisor. Duties of the stewards shall include:

- a) investigation of complaints of an urgent nature;
- b) investigation of grievances and assisting any employee whom the steward represents in preparing and presenting a grievance in accordance with the grievance procedure;
- c) supervision of ballot-boxes and other related functions during ratification votes;

- d) carrying out duties within the realm of assigned safety responsibilities for stewards who are members of safety committees;
- e) attending meetings called by management.

2.07 Bulletin Boards

The Employer shall provide bulletin board facilities for the exclusive use of the Union, the sites to be determined by mutual agreement. The use of such bulletin board facilities shall be restricted to the business affairs of the Union.

2.08 Union Insignia

- a) A Union member shall have the right to wear or display the recognized insignia of the Union. The Union agrees to furnish to the Employer at least one Union shop card, for each of the Employer's places of operation covered by this Agreement, to be displayed on the premises. Such card will remain the property of the Union and shall be surrendered upon demand.
- b) The recognized insignia of the Union shall include the designation "bcgeu". This designation shall, at the employee's option, be placed on stenography typed by a member of the Union. This designation shall be placed below the signatory initials on typewritten correspondence.

2.09 Right to Refuse to Cross Picket Lines

All employees covered by this Agreement shall have the right to refuse to cross a picket line arising out of a dispute as defined in the Industrial Relations Act or appropriate legislation. Any employee failing to report for duty shall be considered to be absent without pay. Failure to cross a picket line encountered in carrying out the Employer's business shall not be considered a violation of this Agreement nor shall it be grounds for disciplinary action.

2.10 Time Off for Union Business - (See Article 8 - Employer Paid Union Leave - Support Staff Common Agreement)

- a) Without pay - Leave of absence without pay and without loss of seniority will be granted:
  - i) to an elected or appointed representative of the Union to attend conventions of the Union and bodies to which the Union is affiliated;
  - ii) for elected or appointed representatives of the Union to attend to Union business which requires them to leave their general work area;
  - iii) for employees who are representatives of the Union on a bargaining committee to attend meetings of the bargaining committee;
  - iv) to employees called by the Union to appear as witnesses before an arbitration board.
- b) With Pay - Leave of absence with basic pay and without loss of seniority will be granted:
  - i) to four (4) members selected by the local of the Union, who are representatives of the Union on the bargaining committee; however, the local reserves the right to use one (1) additional person for technical information or advice who shall be covered by the provisions of this section.

ii) Time off for joint Union-Employer business. Where employees covered by this Agreement are appointed by the Union as Union representatives to joint Union/Management committees as specified in this Agreement, they shall be granted leave of absence without loss of basic pay to attend such meetings.

c) Union Representatives:

The Employer recognizes, that due to the geographic remoteness of some of the areas served by the College, it may be difficult for the President of the Union or his/her paid Union representative to meet with employees outside normal working hours. It is understood that the aforesaid areas are those areas where an isolation allowance is paid. In such areas, the President of the Union or his/her designate shall submit a request in writing to the appropriate Campus Principal or appropriate Administrator to meet with employees during working hours in their normal place of work. Subject to operational requirements, the Employer shall grant permission for such a meeting, the duration of the length of the meeting to be by mutual agreement between the Campus Principal or appropriate Administrator and the Union representative. Attendance at such meetings shall be considered time worked. The Employer may, upon written request from the President of the Union, or his/her designate, allow reasonable time for a designated representative of the Union on the agenda of any course, training session or seminar sponsored by the Employer for its employees. Such permission will not be unreasonably withheld.

To facilitate the administration of this section when leave without pay is granted, the leave shall be given with basic pay and the Union shall reimburse the Employer for salary and benefit costs, including travel time incurred. Leave of absence granted under this Article shall include sufficient travel time. The Union shall provide the Employer with reasonable notice prior to the commencement of leave under this Article. It is understood that employees granted leave of absence pursuant to this Article shall receive their current rates of pay while on leave of absence with pay. The Employer agrees that any of the above leaves of absence shall not be unreasonably withheld.

#### 2.11 Emergency Services

The parties recognize that in the event of a strike or lock out as defined in the appropriate legislation, situations may arise of an emergency nature. To this end, the Employer and the Union will agree to provide services of an emergency nature.

ARTICLE 3 - UNION SECURITY

- a) All employees in the bargaining unit who on October 19, 1976 were members of the Union or thereafter became members of the Union shall, as a condition of continued employment, maintain such membership (subject only to the provisions of Section 11 of the appropriate legislation).
- b) All employees hired on or after October 19, 1976 shall, as a condition of continued employment, become members of the Union, and maintain such membership upon completion of thirty (30) days as an employee (subject only to the provisions of Section 11 of the appropriate legislation).
- c) Nothing in this Agreement shall be construed as requiring a person who was an employee prior to October 19, 1976 to become a member of the Union.

ARTICLE 4 - CHECK-OFF OF UNION DUES

- a) The Employer shall, as a condition of employment, deduct from the monthly wages or salary of each employee in the bargaining unit, whether or not the employee is a member of the Union, the amount of the regular monthly dues payable to the Union by a member of the Union.
- b) The Employer shall deduct from any employee who is a member of the Union any assessments levied in accordance with the Union Constitution and/or Bylaws and owing by the employee to the Union.
- c) Deductions shall be made semi-monthly and membership dues or payments in lieu thereof shall be considered as owing in the month for which they are so deducted.
- d) All deductions shall be remitted to the President of the Union not later than twenty-eight (28) days after the date of deduction and the Employer shall also provide a list of names as well as components of those employees from whose salaries such deductions have been made together with the amounts deducted from each employee.
- e) Before the Employer is obliged to deduct any amount under section (a) of this Article, the Union must advise the Employer in writing of the amount of its regular monthly dues. The amount so advised shall continue to be the amount to be deducted until changed by further written notice to the Employer signed by the President of the Union. Upon receipt of such notice such changed amount shall be the amount deducted. Notices will become effective in the month following receipt of same by the Employer.
- f) From the date of the signing of this Agreement and for its duration, no employee organization other than the Union shall be permitted to have membership dues or other monies deducted by the Employer from the pay of the employees in the bargaining unit.
- g) The Employer shall report union dues on T-4.
- h) An employee in the bargaining unit, shall, as a condition of continued employment, complete an authorization form providing for the deduction from an employee's monthly wages or

salary the amount of the regular monthly dues payable to the union by a member of the Union.

#### ARTICLE 5 - EMPLOYER AND UNION SHALL ACQUAINT NEW EMPLOYEES

The Employer agrees to acquaint new employees with the fact that a Collective Agreement is in effect and with the conditions of employment set out in the Articles dealing with Union Security and Dues Check-Off. A new employee shall be advised of the name and location of his/her Steward by the Personnel Officer. Whenever the Steward is employed in the same work area as the new employee, the employee's immediate Supervisor will introduce him/her to the Steward. The Employer shall provide all employees with a copy of the Collective Agreement. A pocket shall be attached to the back of the Agreement for pamphlets describing all benefit plans pursuant to this Agreement. New employees shall receive an entire benefit plan pamphlet package.

Where operational requirements permit, the Employer agrees that a Union Steward will be given an opportunity to interview each new employee within regular working hours, without loss of pay, for fifteen (15) minutes sometime during the first thirty (30) days of employment for the purpose of acquainting the new employee with the benefits and duties of Union membership and the employee's responsibilities and obligations to the Employer and the Union.

#### ARTICLE 6 - EMPLOYER'S RIGHTS

The Union acknowledges that the management and directing of employees in the bargaining unit is retained by the Employer except as this Agreement otherwise specifies.

#### ARTICLE 7 - EMPLOYER-UNION RELATIONS

##### 7.01 Representation

No employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper authorization of the Union. To implement this the Union shall supply the Employer with the names of its officers and similarly, the Employer shall supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

##### 7.02 Union Bargaining Committee

A Union Bargaining Committee shall derive from the members of Local 7.10 - NLC Support. The Committee shall consist of up to five (5) persons one of whom shall be the President of the Union or his/her designate, who shall sit on the Committee by right.

##### 7.03 Union Representatives

The Employer agrees that access to its premises will be granted to members of the staff of the Union when dealing or negotiating with the Employer, as well as for the purpose of investigating and assisting in the settlement of a grievance. Members of the Union staff shall notify the excluded

designated supervisory official in advance of their intention and their purpose for entering and shall not interfere with the operation of the College or section concerned.

In order to facilitate the orderly, as well as the confidential, investigation of grievances, the Employer will make available to Union representatives or stewards temporary use of an office or similar facility.

7.04 Technical Information

The Employer agrees to provide to the Union such information that is available relating to employees in the bargaining unit, as may be required by the Union for collective bargaining purposes.

ARTICLE 8 - HOURS OF WORK

8.01 Hours of Work - (See Article 9.01(b) - Work Place Flexibility - Support Staff Common Agreement)

- a) The annual hours of work exclusive of meal periods taken away from the work station but including paid holidays will be 1,827 which is equivalent to an average of thirty-five (35) hours per week.
- b) Except as otherwise provided, the standard work week shall consist of five (5) consecutive days from Monday to Friday, inclusive.
- c) Except as otherwise provided, the work day shall be seven (7) hours duration exclusive of meal period, and these hours shall be scheduled between 8:00 a.m. and 5:00 p.m.

8.02 Work Schedules

- a) Work schedules shall be established by mutual agreement between the Employer's designate and the employees at the local level in accordance with the terms of this Agreement.
- b) Changes in shift scheduling and starting and finishing times shall be established at the local level and shall conform with the provisions of this Agreement. The new schedules, once agreed upon, shall be posted as per Article 9.03. Where new shift schedules or starting and finishing times cannot be agreed upon at the local level to meet changes in the hours of operation, the matter shall be referred by either party to the Joint Committee for consideration and agreement.
- c) The Joint Committee shall meet within four (4) days to consider the matter. Within three (3) days of the initial meeting the Joint Committee shall either resolve the matter or refer it to Step 3 of the Grievance procedure for resolution subject to Definitions 12 and 23.
- d) Pending resolution at the Joint Committee, the Employer may after fourteen (14) days notice, on an interim basis, change starting and finishing times or alter days of rest of existing work schedules to meet hours of operation, providing this does not increase the length of the work day beyond nine (9) hours.
- e) Employees shall be allowed reasonable time during the work day or shift for clean-up purposes.

8.03 Conversion of Hours

a) Lieu Days

Where an employee is granted a lieu day pursuant to Article 11.03 or 11.04 of this Agreement, the time off granted will be seven (7) hours per lieu day for a full-time employee and pro-rated for a part-time employee.

b) Vacation

Where an employee is granted vacation pursuant to Article 12.01 of this Agreement, and where the regularly scheduled work day is greater than seven (7) hours per day, the annual vacation entitlement shall be converted to hours on the basis of a seven (7) hour day and deducted accordingly.

c) Designated Paid Holidays

Where an employee is granted a designated paid holiday pursuant to Article 11 of this Agreement, the time off granted will be seven (7) hours per designated paid holiday for a full-time employee and pro-rated for a part-time employee.

8.04 Rest Periods

All employees shall have two (2) fifteen (15) minute rest periods in each work period in excess of six (6) hours, one (1) rest period to be granted before and one (1) after the meal period. Employees working a shift of three and one-half (3 1/2) hours but not more than six (6) hours, shall receive one (1) rest period during such a shift. Rest periods shall not begin until one (1) hour after the commencement of work or not later than one (1) hour before either the meal period or the end of the shift. Rest periods shall be taken without loss of pay to the employee.

8.05 Stand-By Provisions

No employee shall be required to stand by to be called for duty under conditions which restrict their normal off-duty activities.

8.06 Meal Periods

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

b) An employee shall be entitled to take his/her meal period away from the work station. Where this cannot be done, the meal period shall be considered as time worked.

8.07 Points of Assembly and Work Start Times

a) Starting and finishing times within the standard hours shall be agreed to at the local level. If the starting and finishing times cannot be agreed to at the local level, the matter shall be referred to the Joint Committee. If the Joint Committee cannot reach agreement within ten (10) days, the matter may be referred by either side to the Bargaining Principals. Until the

matter is resolved by the principals, the Employer may introduce interim starting and finishing times after a fourteen (14) day notice period.

- b) Time spent in travel in excess of the time spent in travel from the employee's residence to his/her business office and return shall be considered as time worked.

8.08 Flex-Time

- a) For the purpose of this Agreement, flex-time means the hours worked by an employee or group of employees, who are given authority to:
  - i) choose their starting and finishing times, and
  - ii) choose their length of work day within a stated maximum number of hours, subject to meeting the required annual hours of work in accordance with this Agreement.
- b) The full-time employee on flex-time who has a day of absence, whether with or without pay, will be deemed to be absent for seven (7) hours providing at least seven (7) hours are required to complete the averaging period. If less than seven (7) hours are required to complete the averaging period such number of hours will be deemed to be the hours of absence.
- c) Authorization of flex-time shall be in writing to the employee with a copy to the President of the Union or his/her designate.

8.09 New Employees

- a) A new employee shall receive written notice, on the first day of employment, of the following:
  - i) salary rate
  - ii) probation period
  - iii) classification
  - iv) name of immediate "supervisor".
- b) Upon completion of the probation period the employee shall receive written notice of confirmation of his/her regular status.
- c) In the event that the probation period of a new employee is extended, such extension shall be in writing stating the reasons for the extension together with a copy to the local B.C.G.E.U. office.

8.10 Probation - (See Article 12 - Job Stability - Support Staff Common Agreement)

- a) The probation period for regular employees shall be the first 913.5 hours of employment.
- b) Where an extended period of time for assessment of job performance appears to be of mutual benefit, the probation period may be extended up to an additional 913.5 hours. It is the intent of the employer to limit such extensions as much as possible.
- c) Where a regular Employee is a successful in-service applicant to a posted position he/she shall be placed on trial for a period of 280 hours. Conditional on satisfactory service, the employee shall be declared permanent after the period of 280 hours. In the event the

successful applicant proves unsatisfactory in the position during the trial period, or if the employee is unable to perform the duties of the new job classification, he/she shall be returned to his/her former position, wage or salary rate, without loss of seniority. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to his/her former position, wage or salary rate, without loss of seniority.

8.11 On-The-Job Training

The Employer or its designate shall be responsible for providing job training to employees filling vacant or new positions.

ARTICLE 9 - SHIFT WORK

9.01 Definition of Shift for Shift Premium

- a) Definition of Shift:
  - i) all hours worked on any shift which starts between 4:30 a.m. and 1:59 p.m., inclusive, shall be considered a day shift.
  - ii) all hours worked on any shift which starts between 2:00 p.m. and 8:59 p.m. shall be considered a second (2nd) shift.
  - iii) all hours worked on any shift which starts between 9:00 p.m. and 4:29 a.m. shall be considered a third (3rd) shift.
- b) Shift Premium: (full-time employees)
  - 55¢ per hour for second (2nd) shift
  - 65¢ per hour for third (3rd) shift

9.02 Shift Premium Entitlement

- a) Employees working a second (2nd) or third (3rd) shift as defined in Articles 9.01 (a) (ii) and 9.01 (a) (iii) shall receive a shift premium for all hours worked on the shift.
- b) An employee working a full shift not in receipt of a shift premium pursuant to Article 9.01 (b) and working a shift which begins between 11:00 a.m. and 1:59 p.m. inclusive shall receive the second (2nd) shift premium for all hours worked after 2:00 p.m.
- c) A part-time employee will receive a shift premium of 55 cents per hour for all hours worked on a shift more than half of which is regularly scheduled between 6:00 p.m. and 6:00 a.m., except that an employee regularly scheduled to start between 10:00 p.m. and 2:00 a.m. will receive instead a shift premium of 65 cents per hour.
- d) Employees covered by flex-time and modified work week agreements, who, by their own volition, choose to begin their shift at a time which qualifies them for a shift premium shall not be entitled to the premium. Employees who are required to begin their shift at a time which qualifies them for a shift premium shall receive the appropriate premium in accordance with Article 9.02 of this Agreement.

- e) Shift premiums will apply to overtime hours worked in conjunction with a shift. An employee who is called out between 9:00 p.m. and 4:29 a.m. shall receive the third (3rd) shift premium for each hour worked during the call-out period up to the commencement of his/her regularly scheduled shift.

9.03 Notice of Shift Schedules

Schedules of work for regular employees shall be posted at least fourteen (14) days in advance of the starting day of a new schedule.

- a) In the event that the shift schedule for a regular employee or a temporary employee working a scheduled shift roster is changed without forty-eight (48) hours advance notice and if such change is the result of the actions of another employee covered by this Agreement utilizing the benefits provided for by the provisions of this Agreement, the employee will receive a premium of 40 cents per hour in addition to his/her regular pay, for work performed on the first (1st) shift to which he/she changed.
- b) In the event that an employee's shift is changed without five (5) days advance notice and the change results from causes other than defined in Article 9.03 (a), the employee shall receive pay at the applicable overtime rate for work performed on the first (1st) shift to which he/she changed except that if the change results from no fault of the Employer he/she shall not receive pay at overtime rates but shall receive the premium defined under Article 9.03 (a).
- c) Where the hours of operation require employees to be scheduled for work outside the standard hours listed in Article 8.01, shift schedules shall be established by mutual agreement at the local level. The shift patterns shall be either five (5) days on and two (2) days off or four (4) days on and two (2) days off unless otherwise agreed to by the parties to this Agreement. Once the shift pattern and the length of the meal period have been agreed to, the length of the work day will be required to meet the annual hours outlined in Article 8 of this Agreement.
- d) Allocation of Shifts  
  
Where the parties to this Agreement determine that shifts are to be rotated, such shifts shall be rotated on an equitable basis.
- e) Split Shifts  
  
No shift shall be split for a period longer than the regularly scheduled meal period.
- f) Changes to Work Schedules
  - i) There shall be no change in the established shift schedules except by the mutual agreement of the parties to this Agreement.
  - ii) Where changes in operations result in the need for changes to established shift schedules or in the introduction of shift systems, where none previously existed, work schedules necessary to meet the new requirements shall be negotiated at the local level.
  - iii) The Employer undertakes to give the Union sixty (60) days notice of anticipated changes to shift schedules.

- iv) If agreement cannot be reached at the local level within fifteen (15) days of the Union's receipt of notice, the matter shall be referred to the Bargaining Principals for a resolution which reconciles the hours of operation and scheduling. If the Principals are unable to reach agreement by the end of the notice period, the Employer may, with fourteen (14) days notice, introduce an interim shift schedule. If agreement cannot be reached by the Principals, the matter shall be referred to arbitration under the provisions of Article 32 of this Agreement.
- v) This Article does not apply when the Employer adds a second (2nd) or third (3rd) shift for a period of less than sixty (60) days when such addition does not affect the work schedules of present employees. If the Employer extends this period of time beyond sixty (60) days, the full provisions of this Article will apply.

9.04 Short Changeover

- a) If shifts are scheduled so that there are not twelve (12) hours between the end of an employee's shift and the start of the next shift, overtime rates apply to hours worked on the succeeding shift within the twelve (12) hour period.
- b) Where an employee exercises seniority rights to work shifts, one (1) of which falls within the twelve (12) hour period from the end of the previous shift, the employee shall not be entitled to claim the premium rate referred to in paragraph (a).
- c) The provisions of Article 9.04 (a) shall not apply in the following circumstances:
  - i) where the Employer identifies to the Union specific jobs which require a scheduled short changeover as part of the regular shift schedule, prior to posting of the job, and the Union agrees, and;
  - ii) the job posting specifies such hours, and the applicant is aware of such conditions;
  - iii) or; where the employer, through the Union steward, achieves mutual agreement with an employee to work a regular shift schedule with a short changeover, and confirms such in writing with signatures of employer, member, and steward, copied to the local chairperson. Article 9.04 (c) (iii) shall be a trial provision and remain in effect only until expiry of this Agreement, at which time it shall be reviewed.

9.05 Exchange of Shifts

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.

9.06 Shortfall of Shifts

There shall be no pay back for shortfall of annual working hours in the shift systems determined in this Agreement.

ARTICLE 10 - OVERTIME

10.00 Preamble

It is agreed between the parties that overtime should be avoided but will be permitted under extenuating circumstances.

10.01 Definitions

- a) "Overtime" means work performed by a full-time employee in excess or outside of his/her regular scheduled hours of work.
- b) "Straight time rate" means the hourly rate of remuneration.
- c) "Time and one half" means one and one-half (1 1/2) times the straight time rate.
- d) "Double time" means twice the straight time rate.
- e) "Double time and one half" means two and one-half (2 1/2) times the straight time rate.

10.02 Authorization and Application of Overtime

- a) An employee who is required to work overtime shall be entitled to overtime compensation when:
  - i) the overtime worked is authorized in advance by the Employer; and
  - ii) the employee does not control the duration of the overtime worked, such as an Act of God, an emergency situation, danger to life or property.
- b) Notwithstanding the foregoing, the Employer and the Union recognize that the nature of the work carried out by persons in some classifications is such that it may not be possible for the employee to obtain prior authorization for the necessary overtime work. In such cases the employee shall use his/her discretion in working the overtime and the Employer shall be considered to have authorized the overtime, in advance. However, in order to facilitate a fair and reasonable administration of the Article, the College will draw up regulations defining the circumstances under which an employee may undertake overtime work without prior authorization. Copies of these regulations will be supplied to the Joint Committee.
- c) Overtime authorization by a supervisor and worked by the employee will not be disallowed by management at a later date provided such overtime is properly recorded.

10.03 Overtime Entitlement

- a) An employee will be entitled to compensation for authorized overtime in excess of:
  - i) the scheduled daily hours, or
  - ii) the maximum daily hours for those employees on flex-time, or

- iii) the agreed averaging period.
- b) For the purposes of calculating the hourly rate for overtime, an employee's monthly rate shall be divided by the monthly hours, 152.25.
- c) Overtime shall be compensated in thirty (30) minute increments, however, employees shall not be entitled to any compensation for periods of overtime of less than five (5) minutes per day.

10.04 Recording of Overtime

- a) Employees shall record starting and finishing times for overtime worked in a form determined by the Employer.
- b) The parties hereto agree that overtime records shall be kept at the local level and that designated stewards for the local work area shall upon reasonable notice be given access to the overtime records. Such records shall be retained for a minimum of two (2) years. Notification shall be given to employees so affected.

10.05 Sharing of Overtime

Overtime work shall be allocated on an equitable basis.

10.06 Overtime Compensation

- a) Overtime worked shall be compensated at the following rates:
  - i) time and one-half for the first two (2) hours of overtime on a regularly scheduled work day; and
  - ii) double time for hours worked in excess of (i); and
  - iii) double time for all hours worked on a day of rest.

The compensation of overtime in (i) and (ii) is to be on a daily basis and not cumulative.

- b) An employee who works on a designated holiday which is not a scheduled work day shall be considered to have worked overtime and shall receive his/her regular day's pay, and shall receive additional compensation at the rate of double time for all hours worked; except for Christmas and New Year's when the additional compensation shall be at the rate of double time and one-half for all hours worked.
- c) An employee on travel status who is required to travel on College business outside his/her regular working hours shall be compensated at the applicable overtime rates for all hours travelled. The Employer may determine the means of such travel.
- d) The employee shall have the option of being compensated for overtime as pay or as compensatory time off.
- e) Where the employee opts for payment in cash, the Employer shall make every reasonable effort to make payment by the end of the month following the month in which the overtime was worked.

- f) An employee shall not have more than seventy (70) hours of compensatory time banked at any one time. When an employee opts for compensatory time off, such time off shall be taken at a time mutually agreed to between the Employer and the employee. Such agreement shall not be unreasonably withheld by the Employer. Any compensatory time off remaining at the end of the calendar year shall be paid in cash. However, for compensatory time earned in November or December, it may be mutually agreed to schedule such time off within the first three (3) months of the following year.
- g) Once annually, an employee who has thirty five (35) hours of compensatory time banked as of December 1, may set aside up to thirty five (35) hours to be taken as though it were part of their annual vacation for the following year by requesting such in writing prior to December 15.

10.07 Overtime Meal Allowances

- a) When an employee is required to work a minimum of two and one-half (2 1/2) hours overtime immediately before or after completion of his/her scheduled daily hours, he/she shall be provided with a meal or shall be reimbursed in the amount equivalent to the appropriate standard meal allowance. A meal break of one-half (1/2) hour with pay will be given.
- b) If the employee continues to work overtime beyond three (3) hours, a further meal or allowance and meal break as above shall be provided upon completion of an additional four (4) hours worked, and upon the completion of every three (3) hours worked thereafter.
- c) \* When an employee is not on stand-by and is called out for overtime prior to his/her scheduled shift and it was not possible to give sufficient notice to permit preparation of the meal normally taken to work, the Employer shall provide the meal or pay the overtime meal allowance.
  - \* Sufficient time means one-half (1/2) hour to permit preparation of the meal normally taken to work.
- d) In the case of an employee called out on overtime to work on a rest day, this section will apply only to hours worked outside his/her regular shift times for a normal work day.
- e) Where any of the meals provided under (a), (b), (c), or (d) above duplicate a meal for which an employee is entitled because of travel status or field allowance, then the employee shall receive only one benefit for each meal.

10.08 No Lay-Off to Compensate for Overtime

Employees shall not be required to lay-off during regular hours to equalize any overtime worked.

10.09 Right to Refuse Overtime

All employees shall have the right to refuse to work overtime, except when required to do so in emergency situations, without being subject to disciplinary action for so refusing.

An employee on stand-by shall not have the right to refuse call-out for overtime work.

10.10 Overtime for Part-Time Employees

Part-time employees working less than the normal hours per day of a full time employee, and who are required to work longer than their regular working day, shall be paid at the rate of straight time for the hours so worked, up to and including the normal hours in the working day. Regular overtime rates shall apply after the normal hours in the working day and for all work performed on holidays and regular days off.

10.11 Call-Out Provisions

a) Call-Out Compensation

A regular employee who is called back to work outside his/her regular working hours shall be compensated for a minimum of three (3) hours at overtime rates. He/she shall be compensated from the time he/she leaves his/her home to report for duty until the time he/she arrives back upon proceeding directly to and from work.

b) Call-Out Time Which Abuts the Succeeding Shift

i) If the call-out is for three (3) hours or less, the employee will be required to work the call-out period and the whole of the abutting shift. In this case, compensation shall be overtime rates for the call-out period and straight time rate for the regular shift.

ii) If the call-out is for longer than three (3) hours, the employee will be required to work the call-out period and a portion of the abutting regular shift. The portion of the regular shift which must be worked will be regular shift less the amount that call-out exceeds three (3) hours.

Compensation shall be at overtime rates for the call-out period and straight time for the regular shift without shortfall.

iii) For the purpose of (i) above it is agreed that "call-out" means that the employee has been called out without prior notice.

c) Overtime or Call-Out Which Does not Abut the Succeeding Shift

i) When overtime is worked there shall be an elapsed time of eight (8) hours between the end of overtime and the time the employee reports for duty on the next regular shift with no shortfall out of his/her regular shift.

ii) In a call-out situation where at least three (3) hours which do not abut the succeeding shift are worked in the ten (10) hours preceding the start of the regular shift, there shall be an elapsed time of eight (8) hours between the end of call-out and the time the employee reports for duty on his/her next regular shift with no shortfall out of the regular shift.

iii) If the elapsed eight (8) hour period following results in only two (2) hours or less of their regular shift available for work, an employee shall not be required to report for work on that shift with no shortfall.

d) Time spent by an employee travelling to work or returning to his/her residence before and after call-out shall not constitute time worked but shall be compensated at the overtime rate.

e) Should the employee be required to work that period which is considered free from work in the regular shift, as provided for in Articles 10.11 (b) (ii) and (c) (ii) then that portion of the shift shall be compensated at overtime rates.

10.12 Rest Interval After Overtime

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

ARTICLE 11 - PAID HOLIDAYS

11.01 Paid Holidays

The following have been designated as paid holidays:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
British Columbia Day	

Any other holiday proclaimed as a holiday by the Federal, Provincial, or Municipal Government for the locality in which an employee is working, shall also be a paid holiday.

11.02 Holidays Falling on Saturday, Sunday or Day of Rest

- a) When a paid holiday falls on an employee's day of rest, the employee shall be entitled to a day off with pay in lieu. The scheduling of such lieu day shall be by mutual agreement.
- b) If an employee is called in to work on the day designated as the lieu day pursuant to (a) above, he/she shall be compensated as described in Article 10.06 (b).

11.03 Holiday Falling on a Scheduled Work Day

- a) An employee who works on a designated holiday which is a scheduled work day shall be compensated at the rate of double time for hours worked, plus a day off in lieu of the holiday; except for Christmas and New Year's when the compensation shall be at the rate of double time and one-half for hours worked, plus a day off in lieu of the holiday. The scheduling of the lieu day shall be by mutual agreement.
- b) Pursuant to Articles 11.03 and (a) above, days off in lieu of paid holidays shall be scheduled by mutual agreement and taken within sixty (60) days following the paid holiday.

If the lieu day is not taken within the sixty (60) days, it shall be immediately scheduled on the vacation roster or before December 31 of each year.

This Article does not apply where the days in lieu of paid holidays are built into the shift pattern.

11.04 Holiday Coinciding with a Day of Vacation

Where an employee is on vacation leave and a day of paid holiday falls within that period, the paid holiday shall not count as a day of vacation.

11.05 Christmas or New Year's Day Off

The Employer agrees to make every reasonable effort to ensure that employees required to work shift shall have at least Christmas Day or the following New Year's Day off.

11.06 Paid Holiday Pay

Payment for paid holidays will be made at an employee's basic pay, except if an employee has been working in a higher paid position than his/her regular position for a majority of the sixty (60) working days or four hundred and twenty (420) working hours preceding his/her holiday, in which case he/she shall receive the higher rate.

ARTICLE 12 - ANNUAL VACATIONS

12.01 Annual Vacation Entitlement

Vacation Year - for the purpose of this Article a Vacation Year shall be the calendar year commencing January 1 and ending December 31.

First Vacation Year - the first vacation year is the calendar year in which the employee's first anniversary falls.

a) i) A regular full time employee employed prior to March 31, 1985 who has received at least ten (10) days at straight time rates for each calendar month will have an annual vacation entitlement as follows:

First (1) to eighth (8) vacation years	twenty (20) working days
Ninth (9) vacation year	twenty-one (21) working days
Tenth (10) vacation year	twenty-two (22) working days
Eleventh (11) vacation year	twenty-three (23) working days
Twelfth (12) vacation year	twenty-four (24) working days
Thirteenth (13)	
to nineteenth (19) vacation year	twenty-five (25) working days
Twentieth (20) and thereafter vacation years	thirty (30) working days

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- ii) A regular full time employee employed subsequent to March 31, 1985 who has received at least ten (10) days pay at straight time rates for each calendar month will have an annual vacation entitlement as follows:

First (1) to fifth (5) vacation year	17 working days
Sixth (6) vacation year	18 working days
Seventh (7) vacation year	19 working days
Eighth (8) vacation year	20 working days
Ninth (9) vacation year	21 working days
Tenth (10) vacation year	22 working days
Eleventh (11) vacation year	23 working days
Twelfth (12) vacation year	24 working days
Thirteenth (13) to nineteenth (19)	25 working days
Twentieth (20) vacation year	30 working days

- b) The period between Christmas and New Years not designated as paid holiday in Article 11.01 is considered to be time off with pay. This does not preclude the Employer from making specific arrangements to have skeleton staff work during this period to maintain basic College operations. Employees so scheduled will be given compensatory time off on an hour off for an hour worked basis. Specific arrangements for skeleton staff will be made with as much notice as possible and following consultation with qualified employees.
- c) Employees on staff as of July 1, 1974, who were entitled to special vacation leave shall continue to be entitled to special leave which, in addition to their normal vacation leave, shall not exceed twenty (20) working days.
- d) Conversion of Hours - Where an employee is granted vacation pursuant to this Article, and where the regularly scheduled work day is greater than seven (7) hours per day, the annual vacation entitlement shall be converted to hours on the basis of a seven (7) hour day and deducted accordingly.
- e) Employees engaged on a part-time basis shall be entitled to annual vacation on a pro rata basis as above.

12.02 Vacation Earnings for Partial Years

- a)
  - i) During the first partial year of service a regular employee will earn vacation at the rate of one-twelfth (1/12) of his/her annual vacation entitlement, each month for which he/she earns ten (10) days' pay.
  - ii) Subject to Article 12.07 any unused vacation earned during the first partial year will be paid to the employee at December 31 of that year.
- b) During the first and subsequent vacation years an employee will earn one-twelfth (1/12) of the annual entitlement for each month in which the employee has received at least ten (10) days' pay at straight time rates. Where an employee has taken more vacation than earned on the foregoing basis, the Employer shall recover the unearned portion on December 31 of that year, or on termination.

12.03 Vacation Scheduling

- a) The scheduling and taking of vacations shall be on a calendar year basis.

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- b) The calendar year in which an employee's first anniversary falls shall be the first vacation year. For the purpose of additional leave entitlement, the calendar year in which the eighth (8th) anniversary falls shall be the eighth (8th) vacation year; in which the ninth (9th) anniversary falls, the ninth (9th) vacation year, etc.
- c) An employee earns but is not normally entitled to take vacation leave during the first six (6) months of continuous employment. However, with the approval of the Campus Principal or appropriate Program Director, employees may be permitted to use their accumulated credits.
- d)
  - i) Subject to the provisions of this Article, it is the intent of the parties that no employee shall be restricted in the time of year he/she chooses to take his/her vacation entitlement. However, all employees shall be allowed to take up to (4) four weeks of their vacation entitlement, inclusive of any overtime banked as vacation under Article 10.06 (g) during the period May 1 to September 30 inclusive, which shall be defined as the prime time period.
  - ii) For those employees who have more than four (4) weeks' vacation entitlement, the Employer shall make every reasonable effort to allow such employees to take their complete vacation entitlement during the prime time vacation period if they so desire.
- e) The Union recognizes the importance to the College of bona fide operational requirements. Vacation schedules, once approved by the Employer, shall not be changed, other than in cases of emergency, except by mutual agreement between the employee and the Employer. The Employer shall not be unreasonable in its application of this clause.
- f)
  - i) A Vacation Request Form will be circulated at each work unit by January 31 each year so that employees may indicate their preferred vacation schedule for that year. This Vacation Request Form is to be completed and returned by March 15th. The Vacation Schedule will be developed for each work unit and posted by April 1st.
  - ii) When developing the Vacation Schedule, seniority shall be the basis for determining which employee is able to be scheduled for the time of his/her first choice of vacation period. Where an employee chooses to split his/her vacation, his/her second choice of vacation time shall be made only after all other employees, who submitted their Vacation Request Forms prior to March 15th, have made their initial selection.
  - iii) For employees who submit Vacation Request Forms after March 15th, requests will be granted in order of date received and after the schedule has been developed for those employees complying with (i) above.
  - iv) Regular vacations shall have priority over banked vacation time during the prime time vacation period.
  - v) An employee who transfers to another office or work location, where the vacation schedule has already been completed, will not be entitled to exercise his/her seniority rights for that year only. However, every effort shall be made to grant vacation at the time of the employee's choice.

### 12.04 Vacation Pay

- a) Payment for vacations will be made at an employee's basic pay except if an employee has been working in a higher-paid position for a majority of the sixty (60) working days or four

hundred and twenty (420) working hours preceding his/her vacation, in which case he/she shall receive the higher rate.

- b) When a pay day falls during the employee's vacation, the employee shall be entitled to have the pay statement forwarded to a mailing address supplied by the employee in writing.
- c) Once per calendar year, upon thirty (30) days' written notice, an employee shall be entitled to receive, prior to commencement of a vacation, a payroll advance equivalent to the amount of any regular pay issued during the vacation period. To facilitate normal accounting procedures the advance will normally be requested before and paid, pursuant to Article 21.02, on the last regular pay day preceding the commencement of the vacation period in question.
- d) Regular employees employed on a temporary appointment will be paid for their accrued vacation each pay period.

12.05 Approved Leave of Absence With Pay During Vacation

When an employee is qualified for sick leave, bereavement, or any other approved leave with pay during his/her vacation period, there shall be no deduction from the vacation credits for such leave. The period of vacation so displaced shall be taken at a mutually agreed time.

12.06 Pre-Retirement Leave

An employee scheduled to retire and to receive a superannuation allowance under the applicable Superannuation Act(s), or who has reached the mandatory retiring age, shall be entitled to:

- a) a special paid leave for a period equivalent to fifty percent (50%) of his/her accumulated sick leave credit, to be taken immediately prior to retirement, or
- b) a special cash payment of an amount equivalent to the cash value of fifty percent (50%) of his/her accumulated sick leave credit, to be paid immediately prior to retirement and based upon his/her current rate of pay.

12.07 Vacation Carry-Over

An employee may carry over up to five (5) days vacation leave per vacation year for two (2) consecutive vacation years, to a maximum of ten (10) days which must be taken not later than the third (3rd) consecutive vacation year. Employees in their first (1st) partial year of service, who commenced prior to July 1 of that year, may carry over up to five (5) days vacation leave into their first (1st) vacation year. Except as provided in Article 12.02 (a) (ii), an employee shall not receive cash in lieu of vacation time except upon termination.

12.08 Call Back From Vacation

- a) Employees who have commenced their annual vacation shall not be called back to work, except in cases of extreme emergency.

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- b) When, during any vacation period, an employee is recalled to duty, upon submission of receipts (except for meals) he/she shall be reimbursed for his/her expenses.
- c) Time necessary for travel in returning to his/her place of duty and returning again to the place from which he/she was recalled shall not be counted against his/her remaining entitlement.

### 12.09 Vacation Leave on Retirement

An employee scheduled to retire and to receive a superannuation allowance under the applicable Superannuation Act(s), or who has reached the mandatory retiring age, shall be granted full vacation entitlement for the final calendar year of service.

### 12.10 Vacation Credits Upon Death

Upon termination due to death, earned but unused vacation entitlement shall be made payable to the employee's beneficiary, if any, or in the absence of such beneficiary, to the employee's estate.

## ARTICLE 13 - SHORT-TERM ILLNESS AND INJURY AND LONG-TERM DISABILITY

- a) Employees shall be entitled to coverage for short-term illness and injury in accordance with agreed upon regulations which will be subject to review and revision during the period of this Agreement by negotiations between the parties and included as Appendix 3 to this Agreement.
- b) The Employer agrees to provide a mutually acceptable long-term disability plan.
- c) The cost of these plans will be borne by the Employer.

ARTICLE 14 - SPECIAL AND OTHER LEAVE

14.01 Bereavement Leave

In the case of bereavement in the immediate family an employee not on leave of absence without pay shall be entitled to special leave, at his/her regular rate of pay, from the date of death to and including the day of the funeral with, if necessary, an allowance for immediate return travelling time. Such leave shall normally not exceed five (5) working days. Immediate family is defined as an employee's parent, wife, husband, child, brother, sister, father-in-law, mother-in-law, and any other relative permanently residing in the employee's household or with whom the employee permanently resides.

In the event of the death of the employee's grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, the employee shall be entitled to special leave for one (1) day for the purpose of attending the funeral. If the employee must travel in excess of 200 km to attend the funeral, bereavement leave can be extended up to three (3) days. If an employee is on vacation leave at the time of bereavement, the employee shall be granted bereavement leave and be credited the appropriate number of days to vacation leave credits.

This Article shall apply to common-law spouses and the comparable relatives of a common-law spouse.

14.02 Special Leave

An employee not on leave of absence without pay shall be entitled to special leave at his/her regular rate of pay for the following:

- a) Marriage of the employee three (3) days
- b) Attend wedding of the employee's child one (1) day
- c) Birth or adoption of the employee's child three (3) days
- d) Serious household or domestic emergency one (1) day
- e) Moving household furniture and effects one (1) day
- f) Attend his/her formal hearing to become a Canadian citizen one (1) day
- g) Attend funeral as pall-bearer or mourner one-half (1/2) day
- h) Court appearance for hearing of employee's child one (1) day

Two (2) weeks notice is required for leave under subsections (a), (b), (e), and (f). For the purpose of determining eligibility for special leave under (e) an employee will qualify if he/she is maintaining a self-contained household and if he/she is changing his/her place of residence which necessitates the moving of household furniture and effects during his/her normal working hours, and if he/she has not already qualified for special leave under (e) on two (2) occasions within the preceding twelve (12) months.

14.03 Family Illness

- a) In the case of the illness of an immediate family member of an employee, and when no one at the family member's home other than the employee can provide for the needs of the family member, the employee shall be entitled, after notifying his/her supervisor, to use up to a maximum of two (2) days paid leave at any one (1) time for this purpose.
- b) The Employer may request of the employee a written explanation of the nature of the illness. If a pattern of absences under this provision develops, the Employer may further request a report from a qualified medical practitioner which substantiates the illness.

14.04 Full-Time Union or Public Duties

The Employer shall grant, on written request, leave of absence without pay:

- a) for employees to seek election in a Municipal, Provincial, or Federal election for a maximum period of ninety (90) days;
- b) for employees selected for a full-time position with the Union or any body to which the Union is affiliated for a period of one (1) year;
- c) for employees elected to a public office for a maximum period of five (5) years.

14.05 Leave for Court Appearances

- a) The Employer shall grant paid leave to employees, other than employees on leave without pay, who serve as jurors or witnesses in a court action, provided such court action is not occasioned by the employee's private affairs.
- b) In cases where an employee's private affairs have occasioned a court appearance such leave to attend a court shall be without pay.
- c) An employee in receipt of his/her regular earnings while serving at court shall remit to the Employer all monies paid to him/her by the court, except travelling and meal allowances not reimbursed by the Employer.
- d) In the event an accused employee is jailed pending court appearance, such leave of absence shall be without pay.

14.06 Continuing Professional Development for Support Staff

Preamble

The College and the Union recognize the need for Continuing Professional Development.

Provision for Continuing Professional Development

There are three forms of Continuing Professional Development available to Support Staff:

- 1) Short Courses
- 2) Educational Leave (i.e., extended leave)
- 3) Support Staff Professional Development Fund

1. Short Courses

- a) An employee shall be granted leave with pay to take courses at the request of the Employer. The Employer shall bear the full cost of the course, including tuition fees, entrance or registration fees, laboratory fees, and course-required books, necessary travelling subsistence expenses and other legitimate expenses where applicable. Fees are to be paid by the Employer when due.
- b) A regular employee may be granted leave without pay, or leave with partial pay to take courses in which the employee wishes to enrol.
- c) Employees who participate in a course outside of their regular working hours, when requested to do so by the Employer, shall be granted compensatory time off on a one for one basis.  
  
This provision shall not apply in the case where a skills deficiency (or deficiencies) has been identified upon initial employment, and the employee has been advised to upgrade these skills.
- d) Leave of absence with pay shall be granted to allow employees time to write examinations for courses approved by the Employer.

2. Educational Leave

a) Purpose

Both parties recognize that improved equipment, methods and procedures create changes in job structure of the Bargaining Unit work force. The parties also recognize the need to provide employees with the opportunity for career development by enabling them to prepare for promotional advancement and generally upgrade their present skills. The provisions of this Article are intended to assist regular employees in maintaining and improving skills and/or to assist in preparing them for promotional opportunity.

b) Joint Committee, Subcommittee, Education and Training

The Joint Committee shall provide the College with recommendations and criteria for the evaluation of applications for educational leave and the amount of basic salary and allowances. The Joint Committee may also establish subcommittees on education and training. These subcommittees will be responsible for making recommendations to the Joint Committee regarding in-service training needs and programs and training assistance.

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The Joint Committee shall be the vehicle to recommend programs which will assist employees in:

- i) qualifying for new positions being planned through future Employer expansion or reorganization;
- ii) improving their qualifications and broadening their opportunity for career development;
- iii) being retrained in the event of technological change or new methods of operation;
- iv) maintaining and improving skills utilized by their present occupational grouping.

c) Educational Leave Defined

Educational leave granted by the Employer to regular employees requesting such leave shall be in accordance with the following provisions:

- i) The duration of educational leave granted to regular employees to take advanced or special training which will be of benefit to the employees or the Employer may be for varying periods up to one (1) year, which may be renewed by mutual agreement.
- ii) In certain cases, educational leave may be approved for programs of independent study and/or research when the criteria for evaluating the employee's performance on such leave can be clearly established and can be shown to be of significant benefit to the employee and the Employer.
- iii) Applications for educational leave for periods of four (4) months or longer must be submitted to the Principal or designate six (6) months prior to the beginning of the requested leave period.
- iv) Applications for leave of periods of less than four (4) months should be submitted to the Principal or his/her designate with as much lead time as practical.
- v) After consideration by the Principal or his/her designate, all applications for educational leave of four (4) months or longer shall be forwarded to the Joint Committee for review, together with the decision of the Principal or his/her designate, no later than two (2) months from the date of submission. If the Joint Committee decides that the Principal or his/her designate acted on an application for educational leave in a manner which may be in conflict with the established criteria, it may request that the decision be reconsidered. The employee shall be informed of the decision no later than three (3) months from the date of submission. If an application for leave is denied, the employee shall be given the reasons in writing by the Employer. If an employee wishes to grieve the decision, the grievance shall commence at Step 3 of the grievance procedure.

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- vi) Termination of employment by the employee or by the Employer for just cause will nullify any obligation of assistance by the Employer under this Article.
- vii) If an employee fails to return to work on the prearranged date without reasonable cause, the employee shall be required to repay in full all monies paid under this Article.

### d) Educational Leave with Pay

- i) An employee granted educational leave under Article 14.06 (2) (c) may receive up to one hundred percent (100%) of his/her basic salary.
- ii) An employee granted educational leave under Article 14.06 (2) (d) shall be required to sign a statement with a copy to the effect that, on the completion of the training, he/she will remain in the service of Northern Lights College for a period equivalent to three (3) times the length of his/her educational leave multiplied by the percentage of basic salary.
- iii) Should he/she leave the service of the College before this period expires, he/she shall refund to the College the total cost of his/her training including allowances and expenses on a pro rata basis.
- iv) In the event that an individual receives outside support, such as a scholarship, fellowship or bursary, the total of outside support plus salary support shall not exceed the individual's basic salary for the period of study leave. In the event of such combined support exceeding the basic salary, the excess amount shall be deducted from the employee's salary. It is the responsibility of the employee to report all additional sources of support to the Employer.

### e) Educational Leave Without Pay

An employee granted educational leave without pay shall be required to sign a statement to the effect that on completion of the training, he/she will remain in the service of Northern Lights College for a period equivalent to the leave granted or refund any financial assistance granted under this section on a pro rata basis.

### f) Training Assistance

- i) Employees may be reimbursed for up to one hundred percent (100%) of the tuition for job-related courses approved by the College Board.
- ii) Tuition fees for approved courses which lead to a diploma or a degree shall be reimbursed in the amount of seventy-five (75%) percent.
- iii) Termination of employment will nullify any obligation of assistance by the Employer.

## 3. Support Staff Professional Development Fund

- a) i) The provisions of this Article are intended to assist employees in maintaining and improving skills and knowledge and to improve the quality of service

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offered to the citizens of the College region. It is recognized that both parties benefit from Support Staff Development, the employee who engages in it, and the College which facilitates it.

- ii) The parties recognize that because of the geographical remoteness of the College, special efforts must be made to ensure that priority for support staff development is made available to regular employees.
- iii) The College shall provide and schedule, where mutually agreed upon, a qualified replacement when support staff development is utilized. The Union agrees that the College will not be expected to cover costs in addition to those that would normally be expended to maintain the existing services.

b) Support Staff Development for support staff is defined as training or education that will assist employees in:

- i) qualifying for new positions being planned through future Employer expansion or reorganization;
- ii) improving their qualifications and broadening their opportunity for career development;
- iii) maintaining and improving skills utilized by their present occupational grouping.

Support Staff Development is not:

- i) any program attended at the request of administrative supervisor;
- ii) any course or training needed to meet basic standards required in a designated area and workload for which the person was employed.

c) Forms of Support Staff Development

- i) Short term - requests for support staff development up to two weeks will be deemed short term. Normally the completion of one year's employment with the College is required before short term support staff development can be granted. In unusual situations short term development may be granted to employees with less than one year's service. Before such support staff development is granted, the applicant must satisfy the Committee that he or she will remain with the College for a specified minimum period of time.
- ii) Extended - support staff development requests involving an excess of two consecutive weeks shall be deemed extended support staff development. Normally three years of employment in the College is required before extended support staff development can be granted. Extended support staff development will generally require more documentation and a stronger rationale than other types of support staff development and will require proof of successful completion. An employee taking extended support staff development may be requested to provide a guarantee of continued employment after support staff development has taken place or refund the money provided by the Support Staff Development Fund. Where the application for funds exceeds the funds available for support staff development the seniority and previous support staff development leaves for

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employees applying will be an important criterion for assessment of applications.

Training which produces additional qualifications that are recognized as degrees, professional certificates, etc., are not necessarily considered as support staff development. Partial support may be given for this purpose.

- iii) In-service - imported workshops, lectures, or demonstrations concerned with matters of general interest to the staff.
- iv) Correspondence and local courses - those subjects of interest to staff on an individual basis that fall within the above guidelines.

d) Budget Allocation

Effective April 1, 1997 the College agrees to allocate twelve thousand dollars (\$12,000.00) for each year of this Agreement to the Support Staff Development Fund.

e) Composition of the Committee

- i) The committee shall be composed of a minimum of six (6) members from the Support Staff Component with at least one (1) member or designate from each campus area. A normal term of office is two (2) years. The Committee shall ensure that terms of office shall be staggered to provide continuity.
- ii) Each person covered by the Collective Agreement receives a ballot and a notification of the date of election and the names of the candidates. Any person covered by the Collective Agreement may let his/her name stand for election.
- iii) If a member of the committee resigns, the alternate will serve the remainder of his/her term.
- iv) The College is invited to appoint a liaison to the committee who shall be a non-voting member.
- v) The committee shall elect a chairperson and a recording secretary from among its members.
- vi) When a chairperson resigns in mid-term a new chairperson shall be elected from the remaining members of the committee.
- vii) The chairperson shall not vote at committee meetings unless it is to cast a deciding vote.

f) Committee Guidelines

- i) The Support Staff Development Committee shall establish guidelines to minimally include procedures for the following:
  - a) decision-making process

- b) expenditures
  - c) duties and responsibilities of officers
  - d) annual report
  - e) operating policies
  - f) proposal requirements
  - g) reporting requirements
  - h) budgeting process
  - i) appeal procedures
  - j) priorities
- ii) The guidelines will be distributed to each member of the bargaining unit at the earliest possible time.
  - iii) The guidelines will be subject to the provisions of this Agreement. In the event of a dispute between the committee and the College, the matter will be referred to Joint Committee for recommendation to the Bargaining Principals.
  - iv) Meetings will take place at scheduled times normally via teleconference. Teleconference costs and committee time shall be borne by the Employer, and not by the fund.

14.07 Elections

Any regular or temporary employee eligible to vote in a Federal, Provincial or Municipal election or a referendum shall have four (4) consecutive clear hours during the hours in which the polls are open in which to cast his/her ballot.

14.08 General Leave

Notwithstanding any provision for leave in this Agreement, the Employer may grant leave of absence without pay to an employee requesting such leave for emergency or unusual circumstances. Such request to be in writing and approved by the Employer. Approval shall not be withheld unjustly.

14.09 Leave for Medical and Dental Care

- a) Where it is not possible to schedule medical and/or dental appointments outside regularly scheduled working hours, reasonable time off for medical and dental appointments for employees or for dependent children shall be permitted, but where any such absence exceeds two (2) hours, the full-time absence shall be charged to the entitlement described in Article 14.11.
- b) Employees in areas where adequate medical and dental facilities are not available shall be allowed to deduct from their credit described in Article 14.11 the necessary return travelling time to receive personal or immediate family medical and dental care at the nearest medical centre. The Employer may request a certificate of a qualified medical or dental practitioner, as the case may be, stating that treatment could not be provided by facilities or service available at the employee's place of residence.

14.10 Political Activity

a) Municipal and School Board Offices

Employees may seek election to municipal and school board offices provided that:

- i) the duties of the municipal or school board office other than regular council or board meetings do not impinge on normal working hours as a College employee.
- ii) there is no conflict of interest between the duties of the municipal or school board office and the duties of the College position.

Where municipal council or school board meetings are held during the employee's normal working hours, the College shall grant leave without pay to attend such meetings. Before employees may receive remuneration in municipal or school board offices they must seek approval of the College Board.

b) Federal and Provincial Offices

There are no restrictions on employees engaging in political activities on their own time as campaign workers. If an employee is nominated as a candidate for election the employee shall be granted leave without pay in accordance with Article 14.04 (a) to engage in the election campaign. If elected, the employee shall be granted leave of absence in accordance with Article 14.04 (c). If not elected, the employee shall be allowed to return to his/her former position.

14.11 Maximum Leave Entitlement

Leave taken under Articles 14.02, 14.03, and 14.09 shall not exceed a total of nine (9) work days per calendar year unless additional special leave is approved by the Employer.

14.12 Personal Illness

In any one calendar year, regular employees shall be entitled, after notifying his/her supervisor, to a maximum of six (6) working days at one hundred (100) percent of pay for absences due to personal illness. Employees who exhaust all or part of their six (6) working days entitlement at one hundred (100) percent of pay in a calendar year shall have it reinstated in the following calendar year upon return to work.

14.13 Other Religious Observances

- a) Employees who are members of non-Christian religions are entitled to up to two (2) days leave without pay per calendar year to observe spiritual or holy days. Such leave shall not be unreasonably withheld.
- b) A minimum of two (2) weeks notice is required for leave under this provision.
- c) Employees granted leave under this provision may utilize or reschedule unused vacation or lieu days.

14.14 Donor Leave

An employee shall be granted the necessary leave of absence without pay for the purpose of donating bone marrow or an organ.

14.15 Leave of Absence for College Committees - (See Article 7 - Leave of Absence for College Committees - Support Staff Common Agreement)

ARTICLE 15 - MATERNITY, PARENTAL AND ADOPTION LEAVE

15.01 Maternity Leave

A pregnant employee shall qualify for maternity leave upon completion of the initial probation period.

- a) Upon request the employee will be granted leave of absence without pay for a period of not more than twenty-six (26) consecutive weeks. Should the employee opt for parental leave under Article 15.04, this period of twelve (12) weeks shall be included in the twenty-six (26) week period.
- b) The period of maternity leave without pay shall commence on a date determined by the employee, but no sooner than eleven (11) weeks prior to, and no later than, the estimated date of birth of the child(ren).
- c) The request to take maternity leave must be made in writing and supported by a doctor's certificate stating she is pregnant, at least four (4) weeks prior to the proposed commencement of the leave, and include the probable date of birth of the child(ren).
- d) Maternity leave shall be extended for up to an additional twenty-six (26) weeks for health reasons where a doctor's certificate is presented.

15.02 Adoption Leave

Upon request an employee shall be granted a leave of absence without pay for up to twenty-six (26) weeks following the adoption of a child. The employee shall have to furnish proof of adoption.

15.03 Care and Nurturing

If a regular employee terminates as a result of a decision to raise a dependent child or children, and is re-employed on application, he/she shall be credited with the length of service accumulated at the time of termination for the purposes of benefits based on service seniority. The following conditions shall apply:

- a) The employee must have been a regular employee with at least three (3) years of service seniority at the time of termination;
- b) The resignation must indicate the reason for termination is to raise a dependent child or children;
- c) During the employee's break in service, which is not to exceed six (6) years, the employee must not have engaged in full-time remunerative employment for any period in excess of thirteen (13) weeks;
- d) The previous length of service shall not be reinstated until successful completion of the probationary period on re-employment.

15.04 Parental Leave

- a) Both mothers and fathers, natural and adopting, are entitled, upon completion of the initial probation period (waived for adopting parents), to parental leave without pay providing a written request is submitted to the Employer no later than four (4) weeks prior to the commencement of the leave. Such a request must be accompanied by:
  - i) a certificate from a medical practitioner or other evidence stating the date, or probable date, of birth of the child(ren) if a leave has not been requested under Article 15.01; or
  - ii) a letter from the agency placing the child(ren) providing evidence of adoption of the child(ren) if such documentation has not been provided under Article 15.02.

If four (4) weeks' notice is not possible due to unforeseeable circumstances, the request must be submitted immediately after the need for leave becomes known. A natural mother who plans to take both maternity and parental leave must give notice of both leaves, but the two notices may be submitted together.

- b) An employee will be entitled to a leave of up to twelve (12) consecutive weeks' duration in a period commencing:
  - i) with the week in which a newborn child(ren) arrives in the employee's home; or,
  - ii) with the week a child(ren) is placed in the employee's home for the purposes of adoption;

and ending fifty-two (52) weeks after the week referred to in (i) and (ii) above.

- c) Where both parents are employees of the Employer, the employees shall determine the apportionment of parental leave between them and shall work with their respective program director(s) to accommodate the leave request(s).

While an employee is on maternity/adoption/parental leave, 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 to a maximum period of twenty-six (26) weeks.

Maternity leave for employees with less than 913.5 hours of employment with the College shall be in accordance with the Employment Standards Act.

15.05 Seniority Rights Upon Re-employment

- a) An employee on leave under Article 15 shall earn seniority during the period of such leave.
- b) An employee shall be deemed to have resigned on the date upon which leave under Article 15 commenced if an application for re-employment is not made four (4) weeks prior to the expiration of the leave or if he/she does not return after having applied for re-employment.
- c) On return from leave granted under this Article, an employee shall be placed in his/her former position or in a position of equal rank and salary.

ARTICLE 16 - OCCUPATIONAL HEALTH AND SAFETY

16.01 a) Conditions

The Union and the Employer agree that regulations made pursuant to the Workers' Compensation Act, the Factories Act or any other Statute of the Province of British Columbia pertaining to the working environment, shall be fully complied with. First aid kits shall be supplied in accordance with this section.

b) Supply and Maintenance of Equipment

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

c) Working Hazards

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

16.02 Safety Committee

The Employer and the Union agree to establish formal Occupational Health and Safety Committees at the Fort St. John and Dawson Creek Campuses consisting of a minimum of one (1) Local 7.10 -NLC

Support member and one (1) Local 7.10 - NLC Instructors member appointed by the Union, matched by an equal number of Management appointees. These committees will meet monthly during regular working hours to make recommendations on unsafe, hazardous, or dangerous conditions, with the aim of preventing and reducing risk of occupational injury and illness. Copies of the minutes shall be sent to the Union, WCB, Employer, and posted on all bulletin boards. Less formal health and safety meetings pursuant to the WCB Industrial Health and Safety Regulations (4.02 (3)) shall be conducted on other College work sites. Committee members shall continue to receive the rate of pay they would have been receiving had they not been attending such meetings.

16.03 Unsafe Work Conditions

a) No employee shall be disciplined for refusal to work on a job which in the opinion of:

- i) a member of a Safety Committee, or
- ii) a person designated by a Safety Committee, or
- iii) a safety officer

after an on-site inspection and following discussion with a representative of the Employer, does not meet the standards established pursuant to the Workers' Compensation Act. A worker may refuse to perform work where he/she has reasonable grounds to believe and does believe that the particular work is dangerous to his/her health and safety, or the health and safety of another worker or another person. Where a worker refuses to do such work, no other worker may be asked to perform that job until the matter has been investigated by the Health and Safety Committee and satisfactorily settled. The Employer or any person acting on behalf of the Employer shall not take or threaten any discriminatory action against any employee or employees for refusing to do such work.

b) Putting Equipment into Operation

No new equipment shall be put into operation which in the opinion of the local Occupational Health and Safety Committee does not meet the standards established pursuant to the Workers' Compensation Act.

c) Dangerous Goods, Special Wastes, Pesticides and Harmful Substances

Where employees are required to work with or are exposed to any Dangerous Goods, Special Waste, Pesticide or Harmful Substance, the Employer shall ensure that the employees are adequately trained in the identification, safe handling, use, storage, and/or disposal of same.

16.04 Injury Pay Provision

An employee who is injured on the job during working hours and is required to leave for treatment or is sent home for such injury, shall receive payment for the remainder of his/her shift, without deduction from sick leave.

16.05 Transportation of Accident Victims

Transportation to the nearest physician or hospital for employees requiring medical care as a result of an on-the-job accident shall be at the expense of the Employer.

16.06 Pollution Control

The Employer and the Union agree to limit all forms of environmental pollution.

16.07 Investigation of Accidents

The Occupational Health and Safety Committees, as provided in Article 16.02, shall be notified of each accident or injury and shall investigate and report to the Union and Employer on the nature and cause of the accident or injury. In the event of a fatality the College shall immediately notify the President of the Union or his/her designate of the nature and circumstances of the accident.

16.08 Occupational First Aid Requirements

- a) The Union and the Employer agree that First Aid Regulations made pursuant to the Workers' Compensation Act shall be fully complied with.
- b) Where the Employer requires an employee to perform first aid duties in addition to the normal requirements of the job, the cost of obtaining and renewing the Occupational First Aid Certificate shall be borne by the Employer and leave to take the necessary courses shall be granted with pay.
- c) An additional payment shall be granted to employees on the basis of the type of Occupational First Aid Certificate they are required to possess under this Article, as follows:

Upon ratification:

Occupational First Aid Certificate, Class "3"	\$85 per month
Occupational First Aid Certificate, Class "2"	\$70 per month
Occupational First Aid Certificate, Class "1"	\$55 per month

OFA allowances will be pro-rated for part-time employees.

16.09 Occupational Health and Safety Courses

- a) There shall be established a committee composed of two (2) representatives of the Employer and two (2) representatives of the Union. The Committee, in consultation with the Worker's Compensation Board, shall develop a training program for Occupational Health and Safety Committee members dealing with the objectives and duties of Occupational Health and Safety Committees.
- b) Those employees who by the nature of their employment are required to work in remote isolated areas shall be given the opportunity to take a Survival First Aid Course at the Employer's expense. Any disputes arising from the application or interpretation of this article shall be referred to the Committee for resolution.

16.10 Video Display Terminals

When employees are required to monitor video display terminals which use cathode ray tubes, then:

## NLC SUPPORT AGREEMENT

- a) When a majority of an employee's daily work time requires monitoring such video display terminals, such employees shall have their eyes examined by an optometrist of the employee's choice at the nearest community where medical facilities are available prior to initial assignment to VDT equipment and after six (6) months, a further test and annually thereafter if requested. The examination shall be at the Employer's expense where costs are not covered by insurance. Where requested, the Employer shall grant leave of absence with pay.
- b) Employees who are required to operate VDTs on a continuous basis shall be entitled to two (2) additional ten (10) minute rest breaks per work day to be scheduled by agreement at the local level.
- c)
  - i) Pregnant employees shall have the option not to continue monitoring video display terminals which use cathode ray tubes.
  - ii) When a pregnant employee chooses not to monitor such video display terminals, if other work at the same or lower level is available within the offices of the College within her campus or learning centre, she shall be reassigned to such work and paid at her regular rate of pay.
  - iii) Where work reassignment in (ii) above is not available, a regular employee will be considered to be on leave of absence without pay until she qualifies for maternity leave.
- d) Where employees are on leave of absence pursuant to (c) above, and opt to maintain coverage for medical, dental, extended health, group life, and long term disability plans, the Employer will continue to pay the Employer's share of the required premiums.
- e) The Employer shall ensure that new equipment shall: (1) have adjustable keyboards and screens; (2) meet radiation emission standards established by the Ministry of Labour.

The Joint Committee shall review and make recommendations to ensure that the lighting and the above standards recommended by the Ministry of Labour, Occupational Environment Branch, as outlined in the publication "Working with Video Display Terminals" are being met.

## ARTICLE 17 - TECHNOLOGICAL CHANGE

### 17.01 Definition

For the purpose of this Agreement, the term "technological change" shall be understood to mean technical changes introduced by the College in the manner in which it carries out educational operations and services where such change or changes significantly affects the terms and conditions or security of employment of members of the bargaining unit or alters significantly the basis on which this Agreement was negotiated. Such technical changes as anticipated above shall include the following:

- a) The introduction, because of technological change or development, of equipment, material, or processes different in nature, type or quantity from that previously utilized.

- b) A technological change, related to the introduction of this equipment, material or process, in the manner in which the College carries out its educational objectives and operations which affects one or more employees.
- c) A technological change that results in a change of location at which the College operates.

17.02 Notice

When the College intends to introduce a technological change:

- a) The College agrees to notify the Union and the affected employees as far as possible in advance of its intention and to update the information provided as new developments arise and modifications are made.
- b) The foregoing notwithstanding, the College shall provide the Union, at least ninety (90) days before the term in which an introduction of a technological change is intended, with a detailed description of the change it intends to carry out, disclosing all foreseeable effects and repercussions on employees.

17.03 Data to be Provided

The notice mentioned in Article 17.02 shall be given in writing and shall contain pertinent data, including:

- a) The nature of the technological change.
- b) The date on which the College proposes to effect the technological change.
- c) The approximate number, type and location of employees likely to be affected by the technological change.
- d) The effects the technological change may be expected to have on the employee's working conditions and terms of employment.
- e) All other pertinent data relating to the anticipated effects on employees.
- f) Draft changes and additions to the Collective Agreement (see Article 17.06).

17.04 Consultations

- a) Where the College has notified the Union of its intention of introducing a technological change, the parties undertake to meet within the next thirty (30) days and to hold constructive and meaningful consultations in an effort to reach agreement on solutions to the problems arising from this intended change and on measures to be taken by the College to protect the employees from any adverse effects. The College and the Union agree to bargain in good faith on all aspects of the intended technological change.
- b) Where notice of technological change has been given pursuant to Article 17.02 and notwithstanding Article 17.04 (a):
  - 1) Regular employees who are assigned by the Employer to work with new technology shall receive a period of training and familiarization. Employees involved in training

under this Article shall receive their basic pay for the period of training. Where the employee cannot meet job requirements upon completion of the training and familiarization period, the employee shall be offered either the vacancy options, early retirement or severance pay provisions of Article 28.

- 2) To absorb those regular employees who are not assigned by the Employer to work with the new technology or who are displaced because of such technological change, the College will endeavour to utilize normal turnover of employees within the geographic location in which the change occurs, to the extent that turnover occurs during the period in which a technological change is being implemented.
- 3) When necessary to reduce staff due to technological change, it will be done as provided for in Article 26 or 28 as appropriate.

17.05 Resulting Agreements

Where the parties agree to appropriate solutions to the problems arising out of intended technological change, the solutions shall be prepared as a Letter of Agreement between the parties and such Letters of Agreement shall have the same effect as the provisions of the existing Collective Agreement and shall be subject to the grievance procedure, up to and including arbitration.

17.06 Failure to Agree

Where the parties do not reach agreement within sixty (60) days after the date on which the Union has received notification from the College of its intention of introduction of the technological change, and various matters remain unresolved, the parties shall refer such matters to arbitration within twenty-one (21) calendar days of failure to agree.

17.07 Effect of Dispute Resolution on Introduction of Technological Change

Ninety (90) days from the date of notification, the College may proceed with the planned technological change pending resolution by agreement or by arbitration of the dispute.

**ARTICLE 18 - CONTRACTING OUT - (See Article 10 - Additional Limitation on Contracting Out - Support Staff Common Agreement)**

The Employer agrees not to contract out any work presently performed by employees covered in this Agreement which would result in the laying off of such employees or the failure to recall employees which are qualified in performing the work to be contracted out.

**ARTICLE 19 - HEALTH AND WELFARE**

19.00 Preamble

- a) The College shall give each new employee the opportunity to complete the applications for benefit coverage and advise of the effective date of coverage for all negotiated benefit plans prior to commencement of any other duties with the College. Without limiting the generality of the foregoing, these plans shall include the following:

- i) Medical Services Plan
  - ii) Extended Health Care Plan
  - iii) Dental Plan, Parts A, B, and C
  - iv) Group Life Insurance
  - v) Accidental Death, Dismemberment, and loss of sight.
- b) The actual terms, conditions and detailed benefit levels shall be made available to employees, upon request, from the plan carrier.
  - c) The parties to this Agreement are not liable for provision of the negotiated benefits except as provided by this Collective Agreement.
  - d) All benefit plan coverage, terms, conditions and specific eligibility requirements are provided solely for the purpose of explaining the principal features of the plans. All rights with respect to the benefits of the plans will be governed by the policies issued by the carriers.
  - e) Enrollment in any of the benefit plans is not completed until the employee has completed an application form and the application has been accepted by the carrier.
  - f) In the event that any claim by an employee is denied or delayed because of the failure of the College to properly and expeditiously process the employee's application, then the College will be liable for the claim.
  - g)
    - i) An information package will be made available to any employee eligible for coverage who so requests.
    - ii) Copies of the actual plan contracts will be provided to the Union upon request.

19.01 Basic Medical Insurance

All regular employees, whether full-time or part-time, may choose to be covered by the Medical Plan, for which the Medical Services Plan of B.C. is the licensed carrier. The Employer will pay one hundred percent (100%) of the regular premium.

19.02 Extended Health Care Plan - (See Article 13.1(d) - Cost Shared Benefits - Support Staff Common Agreement)

The Employer shall pay the monthly premium for regular employees entitled to coverage under a mutually acceptable extended health care plan as described in Appendix 5.

19.03 Dental Plan - (See Article 13.1(b) - Dental Plan - Support Staff Common Agreement)

The Employer shall pay the monthly premium for regular full-time and regular part-time employees entitled to coverage under a mutually acceptable plan which provides:

- a) Plan A - 100% coverage
- b) Plan B - 50% coverage

- c) Plan C - 50% coverage

An employee is eligible for orthodontic services under Plan C after the equivalent of six (6) months participation in the plan. Orthodontic services are subject to a lifetime maximum payment of \$2,000 per patient.

19.04 Group Life - (See Article 13.1(d) - Cost Shared Benefits - Support Staff Common Agreement)

- a) The Employer shall provide a mutually acceptable group life plan with benefits equivalent to twice an employee's annual salary, with a \$40,000 minimum. The Employer shall pay one hundred percent (100%) of the premium.
- b) Employees shall, as a condition of employment, enrol in the group life plan and shall complete the appropriate payroll deduction authorization forms.
- c) The Employer shall pay the monthly premium for employees entitled to coverage under a mutually acceptable accidental death, dismemberment and loss of sight benefit plan, as described in Appendix 5.

19.05 Workers' Compensation Board Claim

Where a regular employee is on a claim recognized by the Workers' Compensation Board, while the employee was on the Employer's business, the employee shall be entitled to leave, at his/her regular rate of pay, up to a maximum of one hundred thirty (130) days for any one (1) claim. Where an employee elects to claim leave with pay under this Article, the compensation payable by the Workers' Compensation Board shall be remitted to the Employer.

19.06 Employment Insurance

Employment insurance coverage will be provided during the life of this Agreement for regular and temporary employees who would, if employed by a private employer, be eligible for such coverage under the provisions of the Employment Insurance Act.

19.07 Medical Examination

Where the Employer requires an employee to submit to a medical examination or medical interview, it shall be at the Employer's expense and on the Employer's time, other than a medical exam required under Appendix 3, Section 1.04.

19.08 Legislative Changes

If the premiums paid by the Employer for any employee benefit covered by this Agreement is reduced as a result of any legislative or other action, the amount of the saving shall be used to increase other benefits available to the employees, as may be mutually agreed between the parties.

19.09 Alcohol and Drug Abuse Program

Joint Committee shall make recommendations to the Principals to this Agreement regarding the establishment of a preventative and treatment program on health services.

19.10 Long-Term Disability

Any employee who has banked sick leave arising from previous agreements shall at the termination of the Short-Term Sickness Plan utilize any remaining banked sick leave prior to the implementation of the Long-Term Disability Plan. Payment will be made in such fashion to ensure one hundred percent (100%) of pay until banked leave is exhausted.

## ARTICLE 20 - WORK CLOTHING

### 20.01 Protective Clothing

The Employer shall provide, upon presentation of receipts, an annual allowance of up to \$250, for protective clothing required for use in designated positions.

- a) This shall normally include smocks, laboratory coats, or coveralls where the employee's clothes may be soiled due to the work situation, and/or where work is to be performed outdoors in inclement weather, shall include the necessary rain wear, parkas, gloves, or footwear.
- b) Designated positions shall include: farm worker, facilities worker, mechanical services worker, tool crib attendants, daycare supervisor and daycare worker.

### 20.02 Maintenance of Clothing

- a) It shall be the Employer's responsibility to ensure that uniforms and clothing issues are properly cleaned, maintained, and repaired. The Employer shall bear all costs of such cleaning, maintenance and repairs.
- b) Where special circumstances require an employee to maintain, clean, or repair the uniform or clothing issued to him/her, he/she shall receive a clothing allowance of ten dollars (\$10) per month for such maintenance, cleaning and repair.

### 20.03 Union Label

Upon depletion of existing stocks, whenever possible all uniforms and clothing issued by the Employer shall bear a recognized union label.

### 20.04 Uniforms

- a) The Employer shall provide the appropriate uniform or wearing apparel to any employee who is required to wear a uniform.
- b) The type of uniform or wearing apparel to be provided shall be determined by joint Union-Employer committees.
- c) The Employer agrees to replace individual items of the uniform upon presentation of the worn-out issue.

### 20.05 Lockers

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

ARTICLE 21 - PAYMENT OF WAGES AND ALLOWANCES

21.01 Equal Pay

The Employer shall not discriminate between male and female employees by employing a person of one (1) sex for any work at a rate of pay that is less than the rate of pay at which a person of the other sex is employed for similar or substantially similar work.

21.02 Pay Days

- a) Employees shall be paid semi-monthly with pay days being on the 15th and the last day of each month. In the event the 15th or last day of the month falls on a Saturday, Sunday, or paid holiday, the pay day shall be the preceding regularly scheduled work day.
- b) The employee will be required to have his/her pay deposited electronically in a chartered bank, a trust company or credit union of the employee's choice by the Employer on or before the appropriate pay day.
- c) Each pay statement shall detail all payments, allowances and deductions.
- d) If the pay is not available on the pay day the Employer shall arrange for the employee to be provided with an adequate advance on his/her salary.

21.03 Rates of Pay

- a) Employees shall be paid in accordance with the rates of pay negotiated by the parties to this Agreement. For information purposes the applicable rates of pay are recorded as an appendix to this Agreement.
- b) The distribution of pay statements shall be done in such a manner that the details of the pay shall be confidential.

21.04 Substitution Pay

- a) When an employee temporarily substitutes in, or performs the principal duties of a higher-paying position, he/she shall receive the rate for the job where a single rate is established. If a salary range is established, he/she shall receive the minimum rate of the new salary range or the rate in the new salary range which is the closest step to eight percent (8%) above his/her current rate, whichever is greater, but not more than the top of the new salary range.
- b) Substitution pay is not payable when an employee has not been designated by the Employer to substitute, or where an employee's current position normally requires periodic substitution in the higher position as defined in the functional job description.
- c) Selection and Pay of Substitutes

- i) In the event of substitution, regular employees in the department shall be offered the position, in order of seniority, if qualified.
- ii) Where normal supervisory staff are not available, it shall be the normal practice that a substitute be designated.

d) Vacation and Long Term Illness Relief

Where vacation or long term illness relief is required, the Employer shall give qualified regular employees in the same geographic location opportunity to substitute in higher paying positions and arrange for staff replacement at the lowest paying category.

21.05 Rate of Pay on Reclassification and Promotion

Upon promotion or reclassification an employee shall be paid at the rate specified for the new position.

21.06 Pay on Temporary Assignment

A regular employee temporarily assigned by the Employer to a position with a rate of pay lower than his/her regular rate of pay shall maintain his/her regular rate of pay.

21.07 Reclassification of Position

- a) An employee shall not have his/her salary reduced by reason of a change in the classification of his/her position that is caused other than by the employee.
- b) Any employee whose salary has been protected by a provision of any Component Agreement at any time before July 31, 1977, or whose salary has been protected by any agreement between the Employer and the Union since July 31, 1977, or whose position classification is changed to one with a lower maximum salary through no fault of his/her own, shall receive fifty percent (50%) of the negotiated salary increase applicable to the employee's new classification. Such employee shall receive the full negotiated salary increase when the maximum salary of his/her classification equals or exceeds the salary which he/she is receiving.

21.08 Vehicle Allowance

Vehicle allowance for all kilometres travelled on College business shall be paid to employees required to use their own vehicles in the performance of their duties. The allowance shall cover kilometres to and from the employee's place of residence only when the employee is required to have his/her vehicle at work for use in the performance of his/her duties. Rates and regulations shall be established and subject to review and revision during the life of this Agreement by negotiations between the parties.

Rates:

\$.32 per km, effective April 1, 1998

21.09 Meal Allowances

Employees on travel status away from their campus or learning centre shall be entitled to a meal allowance for the time spent away from the campus or learning centre. The allowance paid shall be:

Effective April 1, 1998 - \$36.50 per day

Breakfast	\$ 8.00
Lunch	\$10.00
Dinner	\$18.50

21.10 Isolation Allowance

An isolation allowance shall be paid to each eligible employee. For purposes of calculating the hourly rate an employee's monthly rate shall be divided by 152.25 hours. The basis of the payment shall be as follows during the term of the contract.

Atlin	\$206/month
Chetwynd	\$ 90/month
Fort Nelson	\$ 96/month
Tumbler Ridge	\$132/month
Hudson's Hope	\$ 96/month
Dease Lake	\$162/month

To be effective the first of the month following the date of signing of this Agreement.

21.11 Transportation for Employees

a) Transportation will be provided to employees who are required to work other than their normal working hours and who must travel to or from their homes during the hours between 1:00 a.m. and 6:00 a.m. An employee shall be reimbursed for the actual cost of commercial transportation upon presentation of a receipt, upon the understanding that prior approval for this transportation has been obtained.

b) Travel Conditions

The Employer shall consult with the employee whose duties require him/her to be absent from his/her campus or learning centre for extended periods, and subject to operational requirements, shall allow the employee to travel at a time convenient to the employee.

c) Travel Advance

Regular employees who are required to travel shall be provided with an adequate travel advance. The amount of advance will be determined by such factors as time away from the campus or learning centre and the frequency of reimbursement.

21.12 Cashier Policy

Employees who perform duties as cashiers shall not be penalized for cash errors. Cashiers who do make excessive or too frequent cash errors shall be:

a) provided with further training as a cashier; or

- b) provided retraining with a view to relocation in a more suitable position; or
- c) liable for disciplinary action provided there was no success in (a) or (b).

21.13 Abnormal Working Conditions

Premium rates for abnormal working conditions shall be in accordance with the provisions of this Agreement.

21.14 Upgrading Qualifications

Where the Employer requires an employee to upgrade his/her skills or qualifications in order to operate or maintain new equipment the cost of training, and normal living and travel expenses as laid down in this Agreement will be borne by the Employer.

21.15 Accommodation, Board and Lodging

Accommodation, board and lodging allowances for employees required to work away from their campus or learning centre shall be paid in accordance with the agreed upon established regulations which shall be subject to review and revision during the period of this Agreement by negotiations between the parties.

21.16 Transfer Expenses

Employees who have to move from one geographic location to another after winning a competition, or at the Employer's request, shall be entitled to transfer expenses in accordance with the agreed upon established regulations which shall be subject to review and revision during the period of this Agreement by negotiations between the parties.

21.17 Payment to Dependents on Death

Where an employee dies while in the College service, amounts as described in Appendix 5 shall be paid to the employee's beneficiary.

21.18 Retirement Allowance

Upon retirement from service, an employee who has completed twenty (20) years of continuous service and who, under the provisions of the applicable Superannuation Act(s) is entitled to receive a superannuation allowance on retirement, is entitled to an amount equal to his/her salary for one (1) month, and for each full year of service exceeding twenty (20) years but not exceeding thirty (30) years, is entitled to an additional amount equal to one-fifth (1/5) of his/her monthly salary. It is understood that this benefit is not payable in addition to that provided by Section 49 (2) of the Public Service Act.

21.19 Salary Rate Upon Employment

The hiring rate of pay for a new employee shall not be higher than the rate of pay for an existing employee in the same classification with similar work experience, training and education.

21.20 Telephone Allowance

Employees on travel status who are required to obtain overnight accommodations shall be entitled to claim for one three (3) minute telephone call home for every night away.

21.21 Salary Rate on Demotion

When an employee is demoted the employee shall receive the rate for the position.

21.22 Hourly, Daily and Partial Month Calculations

a) Hour-Rated Employees:

The rate of pay for employees that are normally paid by the hour shall be calculated by dividing the monthly salary by 152.25.

The daily rate shall be determined by multiplying the number of regularly scheduled hours in the employee's daily shift by the hourly rate.

b) Salary-Rated Employees - Partial Monthly Pay:

The formula for paying a partial month's salary to employees paid on a monthly basis is:

$$\text{Adjusted monthly salary} = \frac{\text{hours worked} + \text{paid holidays} \times \text{monthly salary}}{\text{hours scheduled} + \text{paid holiday}^*}$$

\* paid holiday = seven (7) hours

21.23 Trades Certificates

All individuals listed below who are required to hold a Certificate of Competency and perform duties related to those certificates shall be paid a monthly premium in addition to their salary:

- Barry Evans - Boiler Certificate - \$25
- Yvon King - Boiler Certificate - \$25
- Sam Minhas - Boiler Certificate - \$25
- Sam Minhas - Gasfitter Class B Certificate - \$40

Any employee who has left or resigns from the employ of the College shall be deemed to have his/her name removed from the list.

ARTICLE 22 - GENERAL CONDITIONS

22.01 Child Care Facilities

The Employer and the Union agree that the Joint Committee shall investigate the availability and/or establishment of facilities and equipment for child care centres for children of employees covered by this Agreement.

22.02 Parking

Adequate parking and plug-ins shall be provided to all employees at no cost to employees.

22.03 Tool Allowances

Where specific tools and equipment are required in order to perform the work, the Employer shall supply such tools and equipment and shall replace them on a one for one basis at no cost to the employee.

22.04 Comprehensive Insurance

The Employer agrees to provide comprehensive insurance covering tools, reference texts and instruments owned by the employees and required to be used in the performance of their duties at the request of the Employer.

22.05 Indemnity

a) Civil Actions

Except where the Joint Committee considers that there has been flagrant or willful negligence on the part of an employee, the Employer agrees not to seek indemnity against an employee whose actions result in a judgment against the Employer. The Employer agrees to pay any judgment against an employee arising out of the performance of his/her duties. The Employer also agrees to pay any legal costs incurred in the proceedings including those of the employee.

b) Criminal Actions

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

22.06 Payroll Deductions

An employee shall be entitled to have deductions from his/her salary assigned for the purchase of Canada Savings Bonds and/or a College sponsored Registered Savings Plan.

22.07 Copies of Agreement

a) The cover of the Agreement should read as follows:

Collective Agreement

between

The College Board of  
Northern Lights College

and

B.C. Government & Service Employees' Union  
Representing Employees of

LOCAL 7.10 - SUPPORT

Expiry Date: June 30, 2002

- b) This Agreement shall be printed in a Union shop and bear a recognized Union Insignia.
- c) The Employer will provide the following: 3 copies for the Union, 3 copies for each campus (to be retained by Union Steward), 1 copy for each campus library, one copy for each employee, and sufficient copies for Employer use. Printing of copies for employee use (beyond those required above) will be the responsibility of the Union.

22.08 Transfer of Employees Out of the College Bargaining Units

When the parties are made aware that employees will be transferred out of the College bargaining units to a corporation, board, agency or commission, the Joint Committee shall immediately be established. The Committee shall be established to facilitate the orderly transfer of employees. This Article does not cover secondment of employees.

22.09 Positions Temporarily Vacant

- a) The Employer agrees that, except in the case of emergency, an employee's work load will not be increased as a result of positions being temporarily vacant due to illness, vacation, leave of absence, or any other reason.
- b) In such instances, the Employer shall give regular employees the opportunity to substitute in higher-paying positions and arrange for staff replacements at the lowest-paying category.

22.10 Personal Duties

It is understood by both parties that work not related to the business of the College should not be performed on the Employer's time. Where either party directly involved feels a problem exists in this area, the Union or Employer may take the matter to the Joint Committee which will attempt to resolve the dispute.

22.11 Emergency Survival Techniques

The Employer shall provide booklets or manuals teaching the essentials of emergency survival techniques for all employees who may be required to work under isolated field conditions or who may

travel by road to other Centres under winter conditions. The Employer shall provide survival equipment under both sets of working conditions, and shall make every effort to provide an emergency survival techniques course at no cost to the employee. Such courses shall be available on an annual basis prior to the winter season.

22.12 Reorganization

- a) The parties recognize that it is in the best interest of employees for consultation to take place with the Union regarding the effect of major reorganization on the employees.
- b) In the event of any substantial reorganization in the College approved by the Board which results in redundancy, relocation outside the existing community or reclassification, the matter shall be referred to the Joint Committee in order for the Employer to consult with the Union.
- c) In the event that the Joint Committee cannot agree on an appropriate resolution the matter may be referred to Step 3 of the grievance procedure.

22.13 Security Arrangements

The Employer agrees to provide appropriate, adequate facilities for the safekeeping of personal possessions of employees in such areas as deemed appropriate by the Joint Committee.

22.14 Employee Fitness and Ergonomics

The Employer and the Union agree to work towards creating a better working environment for all members of the Bargaining Unit. The parties therefore agree that the Joint Committee shall make recommendations with reference to the working environment and shall investigate the feasibility of establishing a fitness program for employees of the College. The Joint Committee may also identify possible areas for the purpose of establishing pilot projects for ergonomically designed work places.

22.15 Copyright Language

Employees who are requested to reproduce material shall do so only when copyright authorization has been provided with the request.

ARTICLE 23 - SECONDMENT

23.01 Definition

A process by which the Employer may assign an employee to another agency, board, society, commission or employer.

23.02 Notice of Secondment

The Employer agrees to make every effort to provide an employee with four (4) weeks written notice of secondment. Where possible, the written notice of secondment shall indicate the term of secondment.

23.03 Provisions of B.C.G.E.U. Agreements to Apply

The provisions of the applicable current Union-Employer collective agreements will apply to seconded employees.

The agency, board, society, commission or employer to which the employee is seconded will receive written notice of this Article and will be provided with copies of relevant agreements.

23.04 Employer's Representative Designated to Handle Grievances at the Second Step

The Employer will inform the employee of the Employer's representative designated to handle grievances at the second step. Where a seconded employee has a grievance the employee will discuss the grievance with the supervisor to whom he/she is seconded. Failing resolution, the employee may submit a written grievance, through a steward nominated by the Union, to the second step of the grievance procedure.

ARTICLE 24 - JOB EVALUATION

24.00 Preamble

The Employer and the Union recognize the need to maintain the principles of Pay Equity to evaluate jobs in the bargaining unit. The parties also agree to apply the BCGEU Gender Neutral Job Evaluation Plan in accordance with those principles to all bargaining unit positions using the factors and degrees in the Plan.

The Job Evaluation Plan will be used to evaluate positions in the bargaining unit and to determine their appropriate factor ratings.

The evaluation and placement of jobs on the salary scale shall be in accordance with the Joint Job Evaluation Plan (JJEP) Manual supplemental to this Collective Agreement. One copy of the Manual will be catalogued in the library of each of the College's campuses and learning centres, and at least one copy will be held in each of the College and the Union Regional Offices.

24.01 Job Descriptions

- a) The Employer shall provide to each employee a copy of his/her current job description.
- b) The Employer agrees to supply the Staff Representative and the Bargaining Unit Chair with the job descriptions for those classified in the bargaining unit.

24.02 Joint Job Evaluation Committee

- a) The Employer and the Union shall designate in writing to each other their representatives for a Joint Job Evaluation Committee, which will handle job descriptions and classifications through the required stages. It is agreed that there shall be two (2) representatives from the Employer and two (2) from the Union. The Union representatives will suffer no loss of seniority or remuneration otherwise payable by the College when such meetings are held during working hours. The Employer and the Union shall each designate a referee for the purpose of dispute resolution. Additionally, and included in such designation, the Parties

shall agree and name a person to act as an arbitrator that is knowledgeable of job descriptions. The Joint Job Evaluation Committee shall be governed by the Job Evaluation Manual.

- b) The Committee has the responsibility to arrive at an agreement on each position's job description, evaluation and reasons for classification. The signatures of the Committee Co-chairs confirm their agreement on each job description and classification.
- c) The Parties agree to recognize and incorporate the standards and criteria used by the former Technical Committee.

24.03 Documents for Committee

The Joint Job Evaluation Committee is responsible for the maintenance of all documentation including evaluation results, job specifications, and individual ratings of all jobs, and shall be supplied with all relevant documentation for making position ratings. The documentation information is contained in the Joint Job Evaluation Plan Manual.

24.04 Changes in Classification

Changes in classification may occur as a result of:

- a) a decision of the Employer, consistent with an assigned change in the duties of the position;  
or
- b) a request by an employee, following an assigned change in the duties of the position; or
- c) where the employee can demonstrate the duties of the position have changed or evolved and where those duties are required in the position since the last review; or
- d) a decision of the Arbitrator following a referral.

24.05 Classification Review Process

- a) An employee who feels his/her position is incorrectly classified or the job description is outdated may request through his/her immediate excluded supervisor a copy of his/her current job description and classification. The employee shall obtain and complete the Exhibit "A" to outline his/her current duties and responsibilities and discuss these with his/her immediate excluded supervisor.
- b) The employee shall submit a written request for a job classification review and a copy of the Exhibit "A" to the Employer and Union Co-chairs of the Joint Job Evaluation Committee.
- c) The Joint Job Evaluation Committee will review and, where necessary, prepare an updated job description and classification.
- d) Reviews will be adjudicated by the Joint Job Evaluation Committee in accordance with the process outlined in the Joint Job Evaluation Plan Manual.
- e) When the Joint Job Evaluation Committee is in agreement with regard to a decision under Clause 24.5, that decision shall be final and binding.

24.06 Reclassification

Reclassification requests approved by the Joint Job Evaluation Committee shall be retroactive to the date the request was filed with the excluded supervisor or another earlier date that can be verified by the Joint Job Evaluation Committee.

24.07 No Delay

The procedure set out above is not intended to interfere with or delay the posting or filling of new positions, as the new rate ultimately settled on will be made retroactive to the date the position was first filled by the employee.

ARTICLE 25 - SENIORITY

25.01 Seniority Defined

For the purpose of this Agreement:

- a) Service Seniority shall mean the length of continuous service as a regular employee of the College. Regular employees in the former B.C. Vocational School in Dawson Creek as of March 31, 1976 who have continued with the college shall be credited with service seniority equivalent to their length of continuous service as a permanent employee or their length of service as a continuous temporary employee with the Employer prior to that date.
- b) Classification Seniority for a regular employee shall be from that date upon which an employee is last appointed to his/her present classification with the status of a regular employee.
- c) Notwithstanding the provisions of Article 25.01 (b), a regular employee who is demoted shall have time previously spent at the level to which he/she is demoted included in his/her classification seniority, other than in cases where an employee takes a voluntary demotion in accordance with Article 27.05 or 27.06 of this Agreement or is demoted through no fault of his/her own. In the latter cases, the employee shall have classification seniority equivalent to all time previously spent at the level to which he/she is demoted together with all time spent in any higher classification within the same classification series or related series.

25.02 Seniority List

The Employer shall maintain, post and update annually at each campus and learning centre, a service seniority list showing the date each regular employee commenced employment with the College. An up-to-date service seniority list shall be sent to the President of the Union once per year.

25.03 Loss of Seniority

A regular employee on leave of absence without pay, other than leave of absence for an elected or appointed position of the Union, shall not accrue seniority for any leave taken after the first thirty (30) calendar days.

A regular employee who is on leave of absence without pay in an elected or appointed position of the Union, shall continue to accrue seniority without benefits during the leave period, provided that upon

returning, the employee shall accept the first available position in his/her original classification at the work location nearest his/her residence.

An employee shall lose his/her seniority as a regular employee in the event that:

- a) he/she is discharged for just cause;
- b) subject to Article 25.04, he/she voluntarily terminates his/her employment or abandons his/her position;
- c) he/she is on lay-off for more than one year;
- d) he/she becomes a temporary employee;
- e) an employee on a claim recognized by the WCB shall be credited with service seniority equivalent to what he/she would have earned had he/she not been absent and had been able to work;
- f) he/she is employed on a temporary appointment and declines three (3) separate offers to temporary work on three (3) separate occasions in a six (6) month period.

The refusal of work for the following reasons shall not have the decline count as an occurrence as noted above:

- i) absence on WCB
- ii) maternity, parental or adoption leave
- iii) bereavement leave
- iv) illness, proof of illness may be required if the illness is expected to be greater than five (5) days
- v) illness of a child or inability to obtain child care
- vi) absent on Union leave
- vii) jury duty
- viii) medical or dental appointments
- ix) any single offer of work which is less than thirty five (35) hours

#### 25.04 Re-employment

A regular employee who resigns his/her position and within sixty (60) days is re-employed as a regular employee shall be granted a leave of absence without pay covering those days absent and shall retain all provisions and rights in relation to seniority and other fringe benefits, provided he/she has not withdrawn his/her superannuation contributions.

#### 25.05 Calculation of Seniority

Upon successful completion of the probationary period, seniority shall be counted from the first day of regular employment with the College.

### ARTICLE 26 - TEMPORARY EMPLOYEES

- a) An employee will be considered to be temporary if he/she is employed to work for a duration of less than 1522.5 hours.

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- b) A temporary employee will receive a temporary appointment clearly stating his/her expected term of appointment and classification. Such term not to exceed 1522.5 hours.
- c) If any temporary employee is employed longer than 1522.5 hours in a two year period he/she will automatically be considered to be a regular employee with ten (10) months regular service seniority. Each temporary job is subject to the standard probation period as defined elsewhere in this Agreement.
- d) Temporary employees will not have the benefit of the regular employee lay-off provisions of the Collective Agreement. These employees would cease employment at the end of their fixed term of employment.
- e) Temporary employees will not accumulate regular service seniority except as noted in (c) above. However, a temporary employee will accumulate temporary seniority only after having completed a qualifying period of thirty (30) working days of temporary employment within any two (2) year period. Such temporary seniority will lapse if the employee was unavailable for or declined any two separate offers of temporary work on two separate days, or if he/she received no offers of work within a one (1) year period. Temporary employees who have completed the qualifying period will be subject to recall to temporary work based upon their temporary seniority and qualifications for the work, by geographic location.

A temporary employee will lose temporary seniority if he/she:

- i) is terminated for just cause, or
  - ii) abandons his/her position.
- f) Notwithstanding Article 26 (e) above, regular employees who are on lay-off pursuant to Article 28 shall be given priority in order of their service seniority in recall to temporary employment. Time spent in temporary employment shall count as temporary employee seniority and shall not accrue to service seniority pursuant to Article 25.
  - g) Except as otherwise noted in this Article, the provisions of Articles 11, 12, 13, 14, 15, 19, 25 and 28 of this Agreement do not apply to temporary employees. The provisions of other Articles of this Agreement apply to temporary employees, except as otherwise indicated. Temporary employees shall be entitled to bereavement leave, however, such leave shall be without pay.
  - h) Temporary employees are not entitled to accumulate vacation credits or sick leave credits but will be paid the equivalent of six percent (6%) of their earnings in lieu of vacation credits.
  - i) Temporary employees shall receive compensation of fifty cents (\$.50) per hour worked in lieu of health and welfare benefits.
  - j) i) Temporary employees who work the day before and the day after a paid holiday, or who have worked fifteen (15) of the previous thirty (30) days, shall be compensated for the holiday. This section shall not apply to employees who have been terminated and are not on lay-off status.

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- ii) A temporary employee who is qualified in (i) to receive compensation for the holiday and who is required to work on that day shall be compensated at the same rate as regular employees in the same situation, as outlined in Article 10 of this Agreement.
- k) Court actions arising from employment which requires a temporary employee's attendance at court shall be with pay.

ARTICLE 27 - SERVICE CAREER POLICY

27.01 Postings

- a) Vacancies for bargaining unit positions to be filled shall be posted within thirty (30) calendar days. Such postings shall be throughout the College as deemed necessary by the College Board. The Joint Committee may recommend to the College Board the appropriate area of competition for each classification or group of classifications.
- b)
  - i) A person who occupies a part-time regular position where the hours are increased permanently shall be offered the increased hours up to a maximum of full time. In the event the additional hours are not accepted, those additional hours shall be posted pursuant to (a) above.
  - ii) A person who occupies a part-time regular position where the hours are increased on a temporary basis for less than ninety (90) calendar days shall be offered the increased hours up to a maximum of full time. In the event the additional hours are not accepted, those additional hours shall be offered to qualified employees in order of seniority within the campus or learning centre.
- c) A temporary position which becomes regular, or a temporary position of thirty (30) calendar days or more, shall be posted pursuant to Article 27.01 (a). This clause shall not apply if an incumbent has successfully competed for an identical position in the preceding twelve (12) months.
- d) This notice of postings shall contain the following information:  

Nature of position, qualifications, skills, whether shift work is involved, wage or salary rate or range and where applicable, specific location. Such qualifications may not be established in an arbitrary or discriminating manner.
- e) Notices shall be posted on the appropriate bulletin board at least seven (7) working days prior to the closing date of the competition, except as recommended by the Joint Committee referred to in Section (ii) above and except as provided for in Article 30.04 of this Agreement.
- f) In order that all employees have an equal opportunity to apply on vacant or new bargaining unit positions, employees shall be allowed to submit a "Letter of Preference" indicating which position/classification they wish to apply on. Letters of Preference shall remain valid for three (3) months.

27.02 Union Observer

An in-service applicant may request that the President of the Union or his/her designate sit as an Observer on a selection panel for positions in the College Bargaining Units. The Observer shall be a disinterested party.

This section shall not apply to excluded positions.

27.03 Notification

Unsuccessful in-service applicants to posted positions will be notified by telephone of the name and classification of the successful applicant. The unsuccessful applicants shall be notified in writing of the reasons why they were unsuccessful if they request such reasons within two (2) working days of receiving notification of the name and classification of the successful applicant. Where no such requests have been received within two (2) working days of receiving notification, the appointment of the successful applicant may be confirmed.

27.04 Right to Appeal

Where an employee feels he/she has been aggrieved by any decision of the Employer relating to promotion, demotion, or transfer, the employee may grieve the decision at Step 3 of the grievance procedure within three (3) working days of being notified (not including the day of notification) of the reasons why he/she was unsuccessful. Where a grievance has been filed, no permanent transfers or placements shall take place until the grievance has been resolved by the grievance procedure as outlined in Article 31 of this Agreement.

27.05 Transfers

It is understood by the parties that as a general policy employees shall not be required to transfer from one geographic location to another against their will. However, the Employer and the Union recognize that in certain cases transfers may be in the interests of the College and/or the employee. In such cases, an employee will be fully advised of the reason for his/her transfer, as well as the possible result of refusal to be transferred.

Should a regular employee choose not to relocate, the employee may elect:

- a) For those employees with three (3) or more years of service seniority:
  - i) Vacancy selection pursuant to Article 28.02 (c);
  - ii) Severance pay pursuant to Article 28.02 (h).
- b) For those employees with less than three (3) years of service seniority:
  - i) The options outlined in Article 28.01.

27.06 Screening Committee

The Employer acknowledges an obligation to maintain on payroll regular employees who have completed their probationary period and who, through advancing years, are unable to perform their regular duties. A Screening Committee shall be established to review cases of such employees. The Committee shall consist of two (2) members appointed by the Employer, two (2) members appointed by the Union, and a Medical Doctor who shall act as chairperson. The Screening Committee may make recommendations to the College Board to retain the employee in a less arduous position and/or to recommend what retraining the Committee deems advisable.

Where the Screening Committee is unable to recommend that the employee be placed in a less arduous position or to be retrained, the particular case shall be referred to the principals to this Agreement for final disposition.

27.07 Transfers Without Posting

Lateral transfers or voluntary demotions may be granted, without posting, for:

- a) compassionate or medical grounds to regular employees who have completed their probationary period;
- b) all employees who have become incapacitated by industrial injury or industrial illness.

In such cases the Screening Committee outlined in Article 27.06 shall consider any applications or requests presented to the Committee. Each request for special consideration shall be judged solely on its merit.

27.08 Interview Expenses

An in-service applicant for a posted position who is not on leave of absence without pay and who has been called for a panel interview shall be granted leave of absence with base pay and shall have his/her authorized expenses paid. An employee granted leave under this section shall notify his/her supervisor as soon as he/she is notified of his/her requirement to appear for an interview.

27.09 Administrative Provisions

Notifications, requests, and appeals shall be deemed to be delivered, presented, or received in accordance with the postmark.

27.10 Notification of Applicants

In-service applicants for posted positions who are due to be interviewed shall be notified of the time, date and location of the interview not less than three (3) days prior to the interview.

In the event that it becomes necessary to postpone the interview, the applicant will be advised as soon as possible of any new arrangements but notice will be deemed to have been served.

ARTICLE 28 - LAY-OFF AND RECALL

28.00 Pre-Lay-off Canvass - (See Article 3 - Labour Adjustment - Support Staff Common Agreement)

- a) Where the Employer identifies a need to proceed with a lay-off of regular employee(s), under Article 28.01 or 28.02 of the Collective Agreement, the Employer shall notify the Union, in writing, prior to issuing any lay-off notices.
- b) If the Union requests, the Employer will meet with the Union, within five (5) days of the notice, to discuss the need to proceed with a lay-off, the scope of the pre-lay-off canvass and any related matter including a review of the Letter of Understanding #5.
- c) It is understood that employees selecting severance under this provision shall not be entitled to bumping or recall rights. A voluntary resignation and severance payment or early retirement must prevent a lay-off of an employee who would be entitled to lay-off notice or severance pay under the Collective Agreement.
- d) Employees who are canvassed and who voluntarily respond to the canvass must do so in writing within fourteen (14) calendar days of receipt of the notice.

- e) When the number of employees responding is greater than the reduction number identified by the Employer, the employee(s) with the most service seniority will be granted their pre-lay-off option.
- f) The Employer will confirm the employee's option with the employee and the Union, in writing, within seven (7) calendar days. This selection is final and binding.
- g) If no employee(s) voluntarily choose the pre-lay-off options, the Employer will proceed with lay-off notice as per the Collective Agreement.

Lay-off

In the event of the need to lay-off an employee(s), which shall include, by definition, a reduction in the regular hours of work as defined in this Agreement, or terminate employment for reasons including decreased student enrollment, program redundancy or program elimination, reduction, or change; or budget limitation, the following provisions shall apply.

28.01 Lay-off and Recall

In the event of a lay-off, the following shall apply to regular employees with less than five (5) years service:

- a) Lay-off C Less than five (5) years service seniority
  - 1) Lay-off of regular employees with less than five (5) years service seniority, shall be in reverse order of seniority, within a classification, within the College campus geographic location.
  - 2)
    - i) A regular employee designated for lay-off who has been promoted may opt to use Article 28.02 (c) (2) (i) and (ii) providing the employee exercising such an option has the qualifications to meet the requirements of the job.
    - ii) If there are no vacancies available an employee promoted from another position may opt to displace the employee currently filling the position originally held by the employee designated for lay-off, providing the employee exercising such a displacement option has greater seniority and is qualified and able to perform the job after a period of familiarization.
    - iii) The employee displaced pursuant to (ii) shall have the options contained in (i).
  - 3) Upon lay-off, a regular employee will have the option of going onto the "temporary" recall list for the campus geographic location, pursuant to Article 26 (f).
  - 4) Notwithstanding (1), (2), and (3) above, regular employees to be retained shall be qualified and able to perform the work which is available after a period of familiarization.
- b) The College shall notify regular employees, who are to be laid off, twenty (20) work days prior to the effective date of lay-off. If the employee has not had the opportunity to work twenty

(20) full days after notice of lay-off, he/she shall be paid in lieu of work for that part of the twenty (20) days during which work was not made available.

- c) An employee shall not accumulate seniority while on lay-off.
- d) Notwithstanding (a) (4) above, a regular employee with service seniority of less than five (5) years and who is laid off, will be placed on a recall list for a period of one (1) year, for the purposes of recall to a regular position within the campus geographic location.
- e) Recall of regular employees shall be in order of service seniority providing the employee is qualified and able to perform the work which is available after a period of familiarization. An employee who declines an offer pursuant to this paragraph shall be deemed to have declined placement in the College and shall claim severance pay.
- f) Severance Pay
  - 1) An employee may opt for severance pay on the date the lay-off was scheduled to occur, in which case he/she shall be deemed to have resigned.
  - 2) A regular employee who has elected severance pay pursuant to this Article shall be entitled to severance pay pursuant to Article 28.02 (h).

28.02 Lay-off C With five (5) or more years service seniority

In the event of a lay-off of employees with five (5) or more years seniority, the following shall apply:

- a) Where the employee's position is relocated, he/she shall be offered the position in the new location. An employee may decline an offer pursuant to this Article.
- b) The Employer shall notify employees affected by Article 28.02 twenty (20) days prior to the effective date.
- c) An affected employee subject to lay-off shall have the right to fill vacancies and to displace employees in the following manner and sequence:
  - 1) The employee to be laid off shall be the employee with the least service seniority in the same campus geographic location.
  - 2) The employee shall be placed on the basis of seniority to a vacancy in accordance with (i) through (vi) below.

	<u>Fill Vacancy</u>	<u>Classification</u>	<u>Geographic Location</u>
i)	Vacancy	Same	Same
ii)	Vacancy	+ -Comparable	Same
iii)	Vacancy	Other	Same
iv)	Vacancy	Same	Other
v)	Vacancy	+ -Comparable	Other
vi)	Vacancy	Other	Other

- 3) An employee subject to lay-off who has been placed in accordance with (2) above, shall have the right to displace employees. The Employer will identify the least

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senior employee pursuant to subsections (i) to (vi) below, and the identified position will be offered to the employee in accordance with, and in sequence of (i) through (vi) below.

	<u>Displace Junior Employee</u>	<u>Classification</u>	<u>Geographic Location</u>
i)	Displace	Same	Same
ii)	Displace	-Comparable	Same
iii)	Displace	Other	Same
iv)	Displace	Same	Other
v)	Displace	-Comparable	Other
vi)	Displace	Other	Other

- 4) For purposes of this Article, an employee may only displace a junior employee with less than five (5) years seniority.
- 5) "Comparable" includes a job with a salary range of minus (-) fifteen percent (15%) or plus (+) ten percent (10%) of the employee's original classification.
- 6) The displacement option pursuant to Article 28.02 (c) (3) shall be voluntary.
- 7) Notwithstanding (2) and (3) above, an employee may choose to take the options available to employees with less than five (5) years seniority as outlined in Article 28.01, rather than the options available to an employee with greater than five (5) years seniority.
- 8) In the event that an employee is not placed pursuant to any of the above options he/she shall claim (7) above or severance pay.

d) Job Offers pursuant to (c) above:

- 1) If an employee refuses one (1) job offer in the same geographic location, and with a salary or maximum step pay range comparable to his/her existing position, he/she shall claim severance pay as outlined in Article 28.02. For the purposes of this Article, comparable means the same or ten percent (10%) higher salary than his/her present position.
- 2) If an employee refuses a maximum of two (2) job offers in the same geographic location wherein the salary or maximum step in the range is not more than fifteen percent (15%) less than his/her present position he/she shall claim severance pay as outlined in Article 28.02.  
Where an employee is offered a position(s) pursuant to Article 28.02 (c) (2) (iii) to (vi), such employee may decline the offer(s) and proceed to Article 28.02 (c) (3), unless a vacancy exists in the comparable subsection in Article 28.02 (c) (2) (Same location where applicable).
- (3) An employee who fails to elect severance pay in (1) and (2) above shall be paid severance pay as outlined in Article 28.02.

e) In all cases, the regular employee must possess the qualifications, as determined by the Joint Committee, to perform the work available.

f) Retraining and Adjustment Period

Employees who assume a new position pursuant to this Article will receive job orientation, including, where deemed appropriate by the Joint Committee current in-service training, and shall be allowed a reasonable time to familiarize himself/herself with his/her new duties.

Probation shall be waived if the employee is transferred to a similar position which has related duties.

g) Pay Out of Sick Leave

When an employee age fifty-five (55) or older opts for severance pay he/she will also qualify in accordance with Article 12.06 (a), for an amount equal to fifty percent (50%) of accumulated sick leave credits on the date of severance.

h) Severance Pay

Within thirty (30) days of receipt of notice of lay-off, or of refusing job offers in accordance with Article 28.02 (d), a regular employee will be entitled to severance pay based upon years of service as follows:

2 years' service but less than 3 years' service - 6 weeks' pay  
3 years' service but less than 4 years' service - 8 weeks' pay  
4 years' service but less than 5 years' service - 10 weeks' pay  
5 years' service but less than 6 years' service - 12 weeks' pay  
6 years' service but less than 7 years' service - 16 weeks' pay  
7 years' service but less than 8 years' service - 18 weeks' pay  
8 years' service but less than 9 years' service - 20 weeks' pay  
9 years' service but less than 10 years' service - 22 weeks' pay  
10 years' service and over - 24 weeks' pay

Severance pay will be paid out in a lump sum.

If transferred to another campus and the employee chooses not to relocate his/her residence, he/she may opt to have the money that would have been used for relocation to be applied to a mileage allowance as outlined in Article 21.08 of the Collective Agreement. The mileage allowance shall be paid up to the amount of money that would normally have been used for relocation under Appendix 6 - Board and Lodging and Transfer Regulations.

This does not preclude the employee from cancelling the above-mentioned arrangement at a later date and using whatever amount of money that is left for the purpose of relocating to his/her new position.

i) All individuals listed below shall receive severance pay as per present Article 28.01 (a). In addition, those individuals listed shall receive the equivalent number of weeks in notice.

Any employee who has left or resigns from the employ of the College shall be deemed to have his/her name removed from the list:

SUPPORT - Prior to April, 1976

GERWIEN, Lyle72-12-18

28.03 Joint Committee

- a) The Joint Committee shall provide for continuing consultation and cooperation between the parties with respect to the relocation, training and placement of employees who are subject to lay-off.
- b) The Union and the Employer representatives on the Committee shall have the authority to waive by mutual agreement any portion of Article 28 where it is considered by them to be fair and equitable, provided such waiver is also with agreement of the employee who is seeking placement via the Joint Committee.
- c) The Employer will make available to the Committee a list of vacant positions and a list of the employees issued notices, laid off, retired, received severance pay, or placed pursuant to Article 28, by classification and location.
- d) The Joint Committee shall establish a schedule of comparable classifications.
- e) The Employer agrees to supply the Joint Committee with as much notice as possible of employees expected to be designated for lay-off.
- f) The Committee shall form the Committee specified in Article 22.13 and may recommend a plan to deal with multiple lay-offs resulting from major or extraordinary closures, reorganizations or program terminations.

ARTICLE 29 - DISCIPLINE, SUSPENSION, AND DISMISSAL

29.01 Burden of Proof

In all cases of discipline, the burden of proof of just cause shall rest with the Employer.

29.02 Dismissal

The President may dismiss any employee for just cause. Notice of dismissal shall be in writing and shall set forth the reasons for dismissal.

29.03 Suspension

Any College official specifically authorized by the President may suspend an employee for just cause. Notice of suspension shall be in writing and shall set forth the reasons for the suspension.

29.04 Dismissal and Suspension Grievance

All dismissals and suspensions will be subject to formal grievance procedure under Article 31 of this Agreement. A copy of the written notice of dismissal or suspension shall be forwarded to the President of the Union and to the local B.C. Government & Service Employees' Union Area Office within five (5) days of the action being taken.

29.05 Right to Grieve Other Disciplinary Action

Disciplinary action which may be grieved by the employee shall include written censures, letters of reprimand and adverse reports or performance evaluation. 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 his/her file, he/she shall be entitled recourse through the grievance procedure and the eventual resolution thereof shall become part of his/her personnel record. Upon the employee's request 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. 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.

29.06 Performance Appraisal

It is recognized that the performance appraisal of all employees is the responsibility of the Employer.

Where a formal appraisal of an employee's performance is carried out, the employee shall be given five (5) calendar days after the interview to read and review the appraisal. Provision shall be made on the performance appraisal form for an employee to sign it. The form shall provide for the employee's signature in two places; one indicating that the employee has read and accepts the appraisal, and the other indicating that the employee has read and disagrees with the appraisal. The employee shall sign in one of the places provided. No employee may initiate a grievance regarding the contents of a performance appraisal unless the signature indicates disagreement with the appraisal. An employee shall, upon request, receive a copy of this performance appraisal at time of signing. A performance appraisal 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 procedures of the Agreement.

29.07 Personnel File

- a) An employee shall be permitted to review his/her personnel file in the presence of the Personnel Secretary or his/her designate, upon written request, with two (2) working days notice.
- b) In order to facilitate the investigation of a grievance or appeal, an employee shall be entitled upon reasonable notice to review his/her personnel file. The employee may authorize, in writing, the President of the Union or his/her designate to review the file on his/her behalf. The Union shall give reasonable written notice of its intention to review the file in question.
- c) Such files shall include both paper and electronic files where applicable.

29.08 Right to Have Steward Present

- a) An employee shall have the right to have his/her steward present at any discussion with supervisory personnel which the employee believes might be the basis of disciplinary action. Where a supervisor intends to interview an employee for disciplinary purposes the supervisor shall make every effort to notify the employee in advance of the purpose of the interview in order that the employee may contact his/her steward, providing that this does not result in an undue delay of the appropriate action being taken. Where an interview with a supervisor develops into a disciplinary action without advance notice, the employee has the right to terminate the interview until a shop steward is present.
- b) A steward shall have the right to consult with a staff representative of the Union and to have a local Union representative present at any discussion with supervisory personnel which the steward believes might be the basis of disciplinary action against the steward providing that this does not result in an undue delay of the appropriate action being taken.

29.09 Rejection During Probation

The College President may reject any probationary employee for just cause. A rejection during probation shall not be considered a dismissal for the purpose of Article 29.04 of this Agreement. The test of just cause for rejection shall be a test of suitability of the probationary employee for continued employment in the position to which he/she has been appointed, provided that the factors involved in suitability could reasonably be expected to affect work performance.

Where an employee feels he/she has been aggrieved by the decision of the Employer to reject the employee during the probationary period, he/she may grieve the decision at Step 3 of the grievance procedure as outlined in Article 31.06 of this Agreement within ten (10) working days of the date on which the rejection occurred or within ten (10) working days of the employee receiving notice of rejection.

29.10 Abandonment of Position

An employee who fails to report for duty for three (3) consecutive working days without informing the Employer of the reason for his/her absence will be presumed to have abandoned his/her position. An employee shall be afforded the opportunity to rebut such presumption and demonstrate that there were reasonable grounds for not informing the Employer.

ARTICLE 30 - JOINT COMMITTEE

30.01 Joint Committee

There shall be established for the College at least one (1) Joint Committee composed of members equal in numbers for the Union and the College. The Joint Committee shall consist of Union appointed representatives from Local 7.10 - NLC Support and Local 7.10 - NLC Instructors. The minimum size of this committee shall be two (2) representatives from Local 7.10 - NLC Support and two (2) representatives from Local 7.10 - NLC Instructors and four (4) representatives from the College. This committee may call upon additional representatives for technical information or advice.

The committee may establish sub-committees or ad hoc Committees as it deems necessary and shall set guidelines and operating procedures for such committees.

30.02 Meetings of Committee

The Joint Committee shall meet at least once every sixty (60) days or at the call of either party at a mutually agreeable time and place. Employees shall not suffer any loss of basic pay for the time spent on this committee.

30.03 Chairperson of Committee

An Employer representative and a Union representative shall alternate in presiding over meetings.

30.04 Responsibilities of Committee

The committee shall not have jurisdiction over wages or any other matter of collective bargaining including the administration of this Agreement. The committee shall not supersede the activities of any other committee of the Union or of the Employer and shall not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions.

The committee shall have the power to make recommendations to the Union and the Employer on the following general matters:

- a) reviewing matters, other than grievances, relating to the maintenance of good relations between the parties.
- b) correcting conditions causing grievances and misunderstandings.
- c) Immediate responsibilities of Committee:

The committee shall submit recommendations to the Bargaining Principals on the following areas of concern:

- i) Jurisdictional areas, numbers of stewards, and bulletin boards pursuant to Article 2 of this Agreement.
- ii) Recommendations pursuant to Article 14.06 of this Agreement.
- iii) Such other matters referred to the committee by this Agreement.

30.05 Recommendations of Committee

- a) Once recommendations pursuant to Article 30.04 of this Agreement have been reached at the level of the Joint Committee, these recommendations shall be referred within thirty (30) days to the Bargaining Principals, who shall meet and negotiate pursuant to the recommendations. Agreements negotiated by the Bargaining Principals shall be implemented within thirty (30) days or a mutually agreed time.
- b) If the Joint Committee is unable to reach agreement on any issue referred to it under Article 30.04 of this Agreement, the issue under dispute shall be submitted to the Bargaining Principals, who shall meet to attempt to resolve the dispute within thirty (30) days.

## ARTICLE 31 - GRIEVANCES

### 31.00 General

It is the mutual desire of the parties hereto that grievances of employees shall be resolved as quickly as possible in order to promote harmonious relationships between the Employer and the employees.

### 31.01 Grievance Procedure

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 or Arbitral Award, including a question as to whether or not a matter is subject to arbitration; or
- b) the discipline, suspension, rejection, or dismissal of an employee bound by this Agreement. The procedure for resolving a grievance shall be the grievance procedure in this Article. The employee should attempt to resolve any dispute with the local supervisor before starting the grievance procedure.

### 31.02 Step 1

In the first step of the grievance procedure every effort shall be made to settle the dispute with the immediate excluded supervisor. The aggrieved employee shall have the right to have his/her steward present at such a discussion. If the dispute is not resolved orally, the aggrieved employee may submit a written grievance, through the Union steward, to Step 2 of the grievance procedure.

### 31.03 Time Limits to Present Initial Grievance

An employee who wishes to present a grievance at Step 2 of the grievance procedure, in the manner prescribed in Article 31.04, must do so no later than ten (10) working days after the date:

- a) on which he/she was notified orally or in writing, of the action or circumstances giving rise to the grievance;

- b) on which he/she first became aware of the action or circumstances giving rise to the grievance.

31.04 Step 2

- a) Subject to the time limits in Article 31.03, the employee may present a grievance at this level by:
  - i) recording this grievance on the appropriate grievance form, setting out the nature of the grievance and the circumstances from which it arose;
  - ii) stating the Article or Articles of the Agreement infringed upon or alleged to have been violated, and the remedy or correction required; and
  - iii) transmitting this grievance to the designated local supervisor through the Union steward.
- b) The local supervisor shall:
  - i) forward the grievance to the representative of the Employer authorized to deal with grievances at Step 2;
  - ii) provide the employee with a receipt stating the date on which the grievance was received.

31.05 Time Limit to Reply at Step 2

The representative designated by the Employer to handle grievances at Step 2 shall reply in writing to an employee's grievance within ten (10) working days of receiving the grievance at Step 2.

31.06 Step 3

The President of the Union, or his/her designate, may present a grievance at Step 3:

- a) within ten (10) working days after the decision has been conveyed to him/her by the representative designated by the Employer to handle grievances at Step 2;
- b) within ten (10) working days after the Employer's reply was due.

31.07 Time Limit to Reply at Step 3

The representative designated by the Employer to handle grievances at Step 3 shall reply in writing to the grievance within ten (10) working days of the grievance at Step 3.

31.08 Failure to Act

If either party to this Agreement does not present a grievance to the next higher level within the prescribed time limits, the grievance will be deemed to be abandoned. However, the parties shall not be deemed to have prejudiced their position on any future grievance.

31.09 Time Limit to Submit to Arbitration

Failing satisfactory settlement at Step 3, and pursuant to Article 32, either party may inform the other in writing of his/her intention to submit the dispute to arbitration within:

- a) ten (10) working days after Step 3 decision has been received;
- b) ten (10) working days after the Step 3 decision was due.

31.10 Administration Provisions

- a) Grievances and replies at Step 3 of the grievance procedure and notification to arbitrate shall be by registered mail.
- b) Grievances, replies and notification shall be deemed to be presented on the day on which they are registered, and received on the day they were delivered to the appropriate office of the Employer or the Union.

31.11 Suspension or Dismissal Grievance

- a) In the case of a dispute arising from an employee's suspension and/or dismissal, the grievance may commence at Step 3 of the grievance procedure within ten (10) working days of the date on which the suspension and/or dismissal occurred or within ten (10) working days of the employee receiving notice of suspension and/or dismissal.
- b) The grievance shall be heard by an Arbitration Board (or a single arbitrator if mutually agreed) within ten (10) working days of the date the Step 3 decision was due. The Chairman or single Arbitrator, shall be selected from a mutually agreed list on the basis of the person who is available to hear the case within ten (10) days.
- c) The parties may each name a nominee to the Board, but the nominees must be available on the date acceptable to the Chairman.
- d) The Arbitration Board shall announce its decision orally or by letter within ten (10) working days of the hearing, with written reasons to follow.

31.12 Deviation from Grievance Procedure

The Employer agrees that after a grievance has been initiated by the Union, the Employer's representatives will not enter into discussion or negotiation, with respect to the grievance, either directly or indirectly with the aggrieved employee without the consent of the Union.

In the event that after having initiated a grievance through the grievance procedure, an employee endeavours to pursue the same grievance through any other channel, then the Union agrees that pursuant to this Article, the grievance shall be considered to have been abandoned.

31.13 Policy Grievance

Where either party to this Agreement disputes the general application, interpretation, or alleged violation of an Article of this Agreement, the dispute shall be discussed initially with the President or his/her designate or the Union as the case may be, within forty (40) working days of the occurrence.

Where no satisfactory agreement is reached, either party may submit the dispute to Step 3 of the grievance procedure.

31.14 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 an 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.

31.15 Effective Date of Settlements

Settlements reached at any step of the grievance procedure in this Article, other than Article 31.13, shall be applied retroactively to the date of the occurrence of the action or situation which gave rise to the grievance, but not prior to the effective date of the Agreement in effect at the time of the occurrence or the date set by a board of arbitration.

31.16 Amending of Time Limits

The time limits fixed in this grievance procedure may be altered by mutual consent of the parties, but the same must be in writing.

31.17 Investigator

a) Where a difference arises between the parties relating to the discipline, suspension or dismissal 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 terms of the Collective Agreement, Ms. J. Korbin, or a substitute agreed to by the parties, shall at the request of both parties:

- i) investigate the difference;
- ii) define the issue in the difference; and
- iii) make written recommendations to resolve the difference within thirty (30) days of the date of receipt of the request and for those thirty (30) days from that date, time does not run in respect of the grievance procedure.

b) Option For Binding Recommendation:

While the grievance investigation process is intended to yield only non-binding recommendations, the parties may agree that the recommendations will represent a binding award, in the manner of an arbitration award. Such agreement must be made in advance of the appointment of the investigator.

ARTICLE 32 - ARBITRATION

32.01 Notification

Where a difference arising between the parties relating to the interpretation, application, or administration of this Agreement, including any question as to whether a matter is arbitrable or where an allegation is made that a term or condition of this Agreement has been violated, either of the parties may, after exhausting the grievance procedure in Article 31, notify the other party within fifteen (15) working days of the receipt of the reply at the 3rd step, of its desire to submit the difference or allegations to an arbitration.

32.02 List of Arbitrators

The arbitrators agreed to in Appendix 10 shall serve on a rotating basis. If none of these arbitrators is available to act within a reasonable period, the Parties shall select another arbitrator to hear the grievance and failing agreement between the Parties either Party may request that the Minister of Labour appoint an arbitrator to hear the grievance.

32.03 Decision of the Arbitrator

The decision of the arbitrator shall be final, binding, and enforceable on the Parties. The arbitrator shall have the power to dispose of a grievance by any arrangement deemed just and equitable. However, the arbitrator shall not have the power to change this Agreement by altering, modifying or amending any provision.

32.04 Costs

The Parties to this Agreement shall jointly bear the cost of the arbitrator and each of the Parties shall bear the cost of its own representatives and witnesses.

32.05 Amending Time Limits

The time limits fixed in the arbitration procedure may be altered by mutual consent of the Parties but the same must be in writing.

32.06 Witnesses

At any stage of the grievance or arbitration procedure, the Parties may have the assistance of the employee(s) concerned as witnesses. All reasonable arrangements will be made to permit the concerned Parties or the arbitrator(s) to have access to the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.

ARTICLE 33 - TERM OF AGREEMENT

33.01 Duration

This Agreement shall commence July 1, 1998 and be binding and remain in effect to midnight June 30, 2002.

33.02 Notice to Bargain

- a) This Agreement may be opened for collective bargaining by either party giving written notice to the other party on or after April 1, 2002 but in any event not later than April 30, 2002.

- b) Where no notice is given by either party prior to April 30, 2002 both parties shall be deemed to have been given notice under this section on April 30, 2002 and thereupon Article 33.03 of this Agreement applies.
- c) All notices on behalf of the Union shall be given by the President of the Union and similar notices on behalf of the Employer shall be given by the President or his/her designate.

33.03 Commencement of Bargaining

Where a party to this Agreement has given notice under Article 33.02 of this Agreement, the parties shall, within fourteen (14) days after the notice was given, commence collective bargaining.

33.04 Changes in Agreement

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

33.05 Agreement to Continue in Force

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

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33.06 Effective Date of Agreement

All provisions, except as otherwise noted, will be effective as of the date of signing.

SIGNED ON BEHALF OF  
THE UNION BY:

SIGNED ON BEHALF OF  
THE EMPLOYER BY:

\_\_\_\_\_  
George Heyman, President, BCGEU

\_\_\_\_\_  
Bernice Greengrass, College Board

\_\_\_\_\_  
Linda Hayward, Bargaining Chairperson

\_\_\_\_\_  
Greg Larsen, VP Finance & Administration

\_\_\_\_\_  
Brian George

\_\_\_\_\_  
Lorraine Sumners, Personnel Administrator

\_\_\_\_\_  
Lorraine Gerwing

\_\_\_\_\_  
Robert Davidson, Campus Principal

\_\_\_\_\_  
Barbara Offen, BCGEU Staff Rep

\_\_\_\_\_  
Thomas Weegar, Campus Principal

DATED: \_\_\_\_\_

\_\_\_\_\_

APPENDIX 1 - EXCLUDED CLASSES

President

Vice President

Campus Principal

Assistant Principal

Executive Assistant

Personnel Administrator

Registrar/Director Educational Support Services

Benefits Administrator

Confidential Secretary to the Vice President

Stikine Administrator

Contract Services Coordinator

Financial Services Manager

Information Systems Manager

Manager Regional Facilities

Director of Records

Administrative Assistant

APPENDIX 2 - INFORMATION

The following are present administrative policies of the College and are included for information purposes only and do not form part of a collective agreement.

APPENDIX 2 A - MISSION STATEMENT

Northern Lights College provides and promotes opportunities for lifelong learning.

APPENDIX 2 B - APPOINTMENT POLICY

1. Appointments

All appointments to the College shall be based on merit.

2. Determination of Merit

The factors used to determine merit shall be education, skills, knowledge, experience, years of continuous employment in the College, and any other matters which are necessary or desirable, having regard to the nature of the duties to be performed and consistent with the classification concerned.

The Joint Committee will recommend the procedures to be followed in considering the factors used to determine merit.

3. Selection Panels

Selection panels shall be convened in accordance with the established practice of the College Board. The chairperson of all selection panels shall be appointed by the College President.

APPENDIX 3 - SHORT-TERM DISABILITY

1.01 Eligibility

- a) Regular employees shall be covered by the short term illness and injury plan upon completion of 913.5 hours of service with the Employer and up to age 65. Regular part-time employees must be working in a position that requires at least half-time work on a regularly scheduled basis and must have completed the equivalent of 913.5 hours active service in such a position.
- b) Regular employees with less than 913.5 hours of service who are unable to work because of an illness or an injury are entitled to six (6) days coverage at full pay or pro-rated if a part-time employee, on the part-time percentage of time at date of hire.
- c) Regular employees with 457 hours but less than 913.5 hours of service will be entitled to fifteen (15) weeks (75 working days) of coverage, consisting of the above six (6) days, or what remains of the six (6) days entitlement, at full pay and the remainder of the fifteen (15) weeks at sixty-six and two-thirds percent (66 2/3%) of pay to the Employment Insurance Commission maximum weekly sickness benefit level.
- d) Notwithstanding (a), (b), and (c) above where a regular employee is on claim recognized by the Workers' Compensation Board, while the employee was on the Employer's business, he/she shall be entitled to leave at his/her regular rate of pay, up to a maximum of 130 days for any one claim, in lieu of Short-Term Plan benefits as outlined in Section 1.02. In such cases the compensation payable by the Workers' Compensation Board shall be remitted to the Employer.

1.02 Short-Term Plan Benefit

In the event an employee is unable to work because of an illness or injury he/she will be entitled to a benefit of up to twenty six (26) weeks of short term disability at seventy five (75) percent of pre-disability income, to a maximum of twelve hundred dollars (\$1,200) per week. This benefit commences on the sixth (6th) consecutive calendar day of disability. Personal illness leave (Article 14.12) will be applied to the waiting period. Employees who have accumulated sick leave credits under the old sick leave plan will have their accumulated sick leave credits frozen but will supplement their seventy five (75) percent of pay benefit under the new plan by using twenty five (25) percent of a days accumulation under the old sick leave plan for each day of absence under the new plan. Before becoming eligible for long-term disability plan benefits employees must use all sick leave accumulated under the old sick leave plan.

1.03 Recurring Disabilities

Employees who return to work after being absent because of illness or injury and within five (5) working days again become unable to work because of the same illness or injury, will have their 130 day maximum benefit period reduced by all previous periods of absence because of that illness or injury which were not separated by at least five (5) days of work. Subsequent absences due to illness or injury unrelated to the illness or injury that caused the previous absence will entitle the employee to a further 130 days of short-term benefits.

1.04 Doctor's Certificate of Inability to Work

The Employer may require an employee who is unable to work because of an illness or injury to provide a statement from a qualified medical practitioner providing medical evidence of the employee's inability to work when it appears that a pattern of consistent or frequent absence is developing. The Employer may request a statement from a qualified medical practitioner if the absence is for more than five (5) days. The cost of obtaining the report shall be paid by the employee and will be reimbursed by the Employer upon production of a satisfactory receipt. This payment does not apply to examination required for the continuance of benefits under any of the benefit packages referred to in this Agreement.

1.05 Integration with Other Disability Income

Short-term benefits will be reduced by all other disability income benefits to which the absent employee is entitled except disability income which was being received prior to the illness or injury resulting in the employee being absent from work and which is unrelated to the illness or injury causing the current absence and the one quarter (1/4) day accumulation from the old sick leave plan that is being used to supplement the new plan. Other disability income benefits will include:

- a) Any amount the absent employee receives from any group insurance, wage continuation or pension plan of the Employer.
- b) Any amount of disability income provided by any compulsory act or law, except Employment Insurance sickness benefits and W.C.B. benefits payable in accordance with Section 1.01 (d).
- c) Any periodic benefit payment from the Canada or Quebec pension plan or other social security plan of any country.

1.06 Benefits not paid during Certain Periods

Benefits will not be paid when an employee is:

- a) receiving designated paid holiday pay;
- b) engaged in an occupation for wage or profit;
- c) on strike or is locked out unless the strike or lockout occurred after the illness or injury resulting in the employee being absent from work;
- d) serving a prison sentence;
- e) on leave of absence including maternity leave;
- f) on suspension without pay.

1.07 Exclusion from Benefits

Benefits will not be paid when the illness or injury causing the employee to be absent from work results from:

- a) intentionally self-inflicted injuries or illness;
- b) active service in any naval, military or air force, after the commencement of this plan;

- c) voluntary participation in a riot or civil commotion except while in the course of performing his/her regular occupation.

1.08 Employee to Inform Employer

The employee shall inform the Employer as soon as possible of his/her inability to report to work because of illness or injury. The employee shall inform the Employer of the date of return to duty, in advance of that date, in order that relief scheduled for that employee can be notified.

1.09 Entitlement

For the purpose of calculating six (6) days per calendar year, one day shall be considered to be one day regardless of the regularly scheduled work day. Calculation for part-time employees and partial pays will be on a pro-rated basis.

1.10 E.I Premium

The parties agree that the complete reduction from the Employment Insurance Commission premium accruing through the improved illness and injury plan will be returned to the Employer.

1.11 Short-Term Illness Plan

Employees who become ill or disabled while on leave of absence without pay shall be entitled to their normal coverage of the short-term illness and injury plan on the date which they were scheduled to return to work.

APPENDIX 4 - LONG TERM DISABILITY

1.01 Eligibility

- a) Regular full-time employees shall be covered by the Long Term Disability Plan upon completion of 913.5 hours active employment with the Employer. To be covered by the Plan, a regular part-time employee must be working in a position that requires at least half-time work on a regularly scheduled basis, and must have completed 913.5 hours active service in such a position.
- b) An employee who is not actively at work because of illness or injury on the work day coincident with, or immediately preceding, the date he/she would otherwise have become eligible for coverage under the Plan, will not be eligible for coverage until the date the employee returns to active employment.
- c) Coverage in the plan is a condition of employment.

1.02 Long Term Disability Benefit

In the event an employee, while covered under this plan, becomes totally disabled as a result of an accident or a sickness, then, after the employee has been totally disabled for six (6) months, including periods approved in Section 1.03 (a) and (c), he/she shall be eligible to receive a monthly benefit as follows:

- a) While the employee has a sick bank balance to be used on a day for day basis, full monthly earnings will continue until the sick bank is exhausted, and Section 1.06 will not apply.
- b) When an employee has no sick bank, or after it is exhausted, the employee shall receive a monthly benefit equal to the sum of:
  - i) Sixty-six and two-thirds percent (66 2/3%) of the first three thousand (\$3,000) dollars of monthly earnings, and
  - ii) Fifty percent (50%) of the monthly earnings above three thousand (\$3,000) dollars.
  - iii) The amount of the sum of (i) above and (ii) above shall not exceed \$8,200.

For the purposes of the above, earnings shall mean basic monthly earnings as at the date of disability as determined by the Employer.

The basic monthly earnings as at the date of disability shall be the salary in effect for the last month of the Short Term Plan period, or equivalent six (6) month period, taking into consideration any retroactive adjustments. The date of disability for determining the commencement of the first two years of disability shall be the day following the last month of the Short Term Plan period, or an equivalent six (6) month period.

- c) The Long Term Disability benefit payment will be made so long as an employee remains totally disabled in accordance with Section 1.03, and will cease on the date the employee recovers, or at the end of the month in which the employee reaches age sixty-five (65), or resigns or dies, whichever occurs first.

- d) An employee in receipt of long term disability benefits will be considered an employee for purposes of superannuation and will continue to be covered by group life, extended health, dental, and medical plans. Employees will not be covered by any other portion of the Collective Agreement but will retain the right of access to the Screening Committee and will retain seniority rights when they return to employment within six (6) months following cessation of benefits.
- e) When an employee is in receipt of the benefit described in (b) above, contributions required for benefits plans in (d) above and contributions for Superannuation will be waived by the Employer.
- f) An employee engaged in rehabilitative employment with the Employer and who is receiving partial Long Term Disability benefit payments will have contributions required for benefit plans in (d) above and contributions for Superannuation waived by the Employer, except that Superannuation contributions shall be deducted from any salary received from the Employer to cover the period of rehabilitative employment.

1.03 Total Disability

- a) Total disability, as used in this Plan, means the complete inability because of an accident or sickness of a covered employee to perform all the duties of his/her own occupation for the first two (2) years of disability. Thereafter, employees able by reason of education, training or experience to perform the duties of a gainful occupation for which the rate of pay is not less than seventy-five percent (75%) of the current rate of pay of their regular occupation at date of disability will not be considered totally disabled and will therefore not be eligible for benefits under this Long Term Disability Plan.
- b) 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, except that an employee who is totally disabled as a result of a mental or nervous disorder and who has received twenty-four (24) months of Long Term Disability Plan benefit payments must be confined to a hospital or mental institution or where they are at home, under the direct care and supervision of a medical doctor, in order to continue to be eligible for benefit payment.

During a period of total disability an employee must be under the regular and personal care of a legally qualified doctor of medicine.

- c) i) If an employee becomes totally disabled and during this period of total disability engages in rehabilitative employment, the regular monthly benefit from this plan will be reduced by twenty-five percent (25%) of the employee's earnings from such rehabilitative employment. In the event that income from rehabilitative employment and the benefit paid under this Plan exceeds eighty-five percent (85%) of the employee's earnings at date of disability, the benefit from this Plan will be further reduced by the excess amount.

"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 Employer.

The rehabilitative employment of a disabled employee will continue until such time as the employee's earnings from rehabilitative employment exceed eighty-five percent

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(85%) of the employee's earnings at the date of disability but in no event for more than twenty-four (24) months from the date benefit payments commence.

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 of as rehabilitative employment by his/her doctor and the Employer, then the regular monthly benefit from the Plan will be reduced by one hundred percent (100%) of such earnings.

- ii) In the event that an employee has been classified as totally disabled for all occupations and engages in approved rehabilitative employment, the provisions of (i) above apply except that the rehabilitative employment may continue for twenty-four (24) months from the date rehabilitative employment commenced.
- iii) In the case where rehabilitative employment has been approved while an employee is receiving a benefit under the provisions of Section 1.02 (a), the provisions of Section 1.03 (c) (i) shall not apply until the employee is receiving a benefit under Section 1.02 (b).

### 1.04 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 after the commencement of this plan;
- b) voluntary participation in a riot or civil commotion except while an employee is in the course of performing the duties of his/her regular occupation;
- c) intentionally self-inflicted injuries or illness;
- d) pregnancy, childbirth, miscarriage or abortion except severe complications following termination of pregnancy; (intention is no coverage for normal pregnancy);
- e) a disability known to the Employer and which was specifically taken into account by the Employer at time of hiring.

### 1.05 Pre-existing Conditions

An employee shall not be entitled to Long Term Disability benefits from this Plan if his/her total disability resulted from an accident, sickness or mental or nervous disorder with respect to which medical treatment, services or supplies were received in the ninety (90) day period prior to the date of hire unless he/she has completed twelve (12) consecutive months of service after the date of hire during which time he/she has not been absent from work due to the aforementioned accident, sickness or mental or nervous disorder with respect to which medical treatment, services or supplies were received. This clause does not apply to present employees who have been continuously employed since April 15, 1978.

### 1.06 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 will be reduced by one hundred percent (100%) of such other disability income.

Other disability income shall include, but not necessarily be limited to:

- a) any amount payable under the 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 or retirement income; and
- c) any amount of disability income provided by any 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 he would be entitled if his/her 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 or subscribe.

The amount by which the disability benefit from this Plan is reduced by other disability income will normally 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 will not further reduce the benefit from this Plan.

Notwithstanding the above, in the case of ICBC weekly indemnity payments or, in the case of personal insurance coverage, integration will apply to the extent that the combination of Plan benefits and ICBC weekly indemnity payments or, personal insurance disability income benefits exceed either:

- 1) one hundred percent (100%) of basic pay; or
- 2) the applicable benefit percentage of the individual average total monthly income in the twelve (12) month period immediately preceding commencement of the disability, whichever is the greater. Where this provision is to apply the employee will be required to provide satisfactory evidence of his/her total monthly income.

This Section does not apply to a war disability pension paid under an Act of the Governments of Canada or other Commonwealth countries.

#### 1.07 Successive Disabilities

If, following a period of total disability with respect to which benefits are paid from this Plan, an employee returns to work on a full-time basis for a continuous period of six (6) months or more, any subsequent total disability 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 in accordance with the provisions of this Plan. 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 in accordance with the provisions of this Plan as though he/she had not returned to work.

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 in accordance with the provisions of this Plan.

1.08 Cessation of Plan Coverage

An employee shall cease to be covered by this Plan at the earliest of the following dates:

- a) on the date that is six (6) months prior to his/her sixty-fifth (65th) birthday;
- b) on the date of commencement of paid absence prior to retirement;
- c) on the date of termination of employment with the Employer.

Cessation of active employment as a regular employee shall be considered termination of employment except when an employee is on authorized leave of absence with or without pay.

1.09 Leave of Absence

Employees on leave of absence without pay may opt to retain coverage under the plan and shall pay the full premium, except when on approved Maternity Leave. Coverage will be permitted for a period of eighteen (18) months of absence without pay except that if the leave is for educational purposes the maximum period will be extended to two (2) years. If an employee on leave of absence without pay or with partial pay, who has elected coverage under this Plan, becomes disabled, benefits under this Plan will be based upon monthly earnings immediately prior to the current leave of absence.

1.10 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.

1.11 Contributions

The cost of this Plan will be borne by the Employer.

1.12 Waiver of Contributions

Employee contributions to 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.

1.13 Claims

Long Term Disability claims will be adjudicated and paid by a Plan carrier to be appointed by the Employer. 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 his/her claim reviewed by a mutually acceptable external committee. Written notice of a disputed claim or an appeal under this Plan shall be sent to the Plan carrier.

Written notice of an appeal must be submitted within six (6) months from the date the Plan carrier rejected the claim.

Where an employee has disputed the decision of the Plan carrier and is awaiting the outcome of a review or an appeal, the employee will be considered to be on leave of absence without pay during the portion of the waiting period when he/she is not receiving pay or benefit allowance. During the waiting period an employee will continue to be covered by group life, extended health, dental and medical plans.

1.14 Physical Examination

The Employer, at its own expense, shall have the right and be given the opportunity to have a medical doctor appointed by the Employer examine, as often as it may reasonably require, any employee whose injury, sickness, mental or nervous disorder is the basis of claim upon this Plan.

1.15 Canadian Currency

All monies payable to or from this plan shall be payable in Canada in Canadian currency.

1.16 Administration

The Employer will be the administrator of the plan as that function relates to provision of the plan, registration of employees, and related administrative duties.

1.17 Implementation by Regulation

The provisions of this Plan shall be considered part of the Collective Agreement between the parties.

**APPENDIX 5 - HEALTH AND WELFARE - (See Article 13.1(a) - Extended Health Benefit - Support Staff Common Agreement)**

1.01 Extended Health Care Plan - Vision Care Option

The employee will pay one hundred percent (100%) of the premium for a vision care benefit that will reimburse the actual purchase cost of corrective lenses or frames up to a maximum of \$250 per twenty-four (24) month period per covered person when prescribed by a physician or optometrist.

1.02 Transportation Option

Where such transportation is advised by a physician and when in the opinion of the physician adequate treatment is not available locally, return fare for transportation of a patient by ambulance, railroad, boat, or airplane from the College Region to the nearest physician or surgeon and/or hospital equipped to provide the required and recommended treatment within British Columbia or such other jurisdiction as approved in advance by Maritime Life including up to \$30 per day for a maximum of three days for hotel and meal expense and the return fare of one escort where necessary to provide care for the patient during transport.

Expenses for the following are not eligible:

- 1) Transportation expenses in excess of the cost of airfare from the College Region to Vancouver, British Columbia and return plus public limousine cost from Vancouver International Airport to Vancouver General Hospital; and
- 2) Any expenses incurred two months after the date of referral by the attending physician.

The following guidelines should be used in interpreting this option:

- 1) Transportation is to the nearest physician or surgeon and/or hospital equipped to provide the required and recommended treatment within British Columbia;
- 2) Expenses including up to \$30 per day for a maximum of three days for hotel and meals are interpreted as limited to commercial facilities;
- 3) When a car is a reasonable alternative to public transport, 32¢ per mile or 20¢ per km will be allowed. Expenses for automobile transportation shall not exceed the equivalent cost of public transportation.
- 4) Expenses for the return fare of one escort are only allowed when necessary to provide care for the patient during transport.
- 5) All expenses must be supported by receipts.
- 6) The co-insurance and deductible provisions of the basic Extended Health Benefit plan will be applied.

1.03 Group Life

- i) If death, dismemberment or loss of sight of an employee results from accidental injury within 365 days after the accident, payment will be made as follows:

NLC SUPPORT AGREEMENT

Life (paid to beneficiary)	The Principal Sum
Both Hands or Both Feet or Sight of Both Eyes	The Principal Sum
One Hand and One Foot	The Principal Sum
One Hand and Sight of One Eye	The Principal Sum
One Foot and Sight of One Eye	The Principal Sum
One Arm or One Leg	3/4 Principal Sum
One Hand or One Foot or Sight of One Eye	1/2 Principal Sum
Thumb and Index Finger or at Least Four Fingers of One Hand	1/4 Principal Sum
All Toes on One Foot	1/8 Principal Sum

- ii) Payment of this benefit is in addition to the life insurance benefit, if any. Occupational injuries are covered. The Principal Sum is the maximum payable for all injuries resulting from any one accident.
- iii) Death, dismemberment or loss of sight caused by the following are not covered: suicide; self-inflicted injury; war; insurrection; participation in a riot; illness or disease; commission of a crime by the insured; service in the armed forces; air travel except as provided.
- iv) Subject to the Air Travel Maximum Limit of Indemnity (\$1,000,000), coverage is provided for passenger flight in aircraft not owned, leased or rented by the Employer.

1.04 Payment to Dependents on Death

Where an employee dies while in the College service the following amounts shall be paid to the employee's beneficiary as designated under the Group Life Plan, if any, or in the absence of such beneficiary, to the employee's estate:

- a) if the employee has completed one continuous year in the service of the College, one month's salary;
- b) if the employee has completed two continuous years in the service of the College, two month's salary;
- c) if the employee has completed three continuous years in the service of the College, three month's salary;
- d) if the employee has completed four continuous years in the service of the College, four month's salary;
- e) if the employee has completed five continuous years in the service of the College, five month's salary;
- f) if the employee has completed six or more continuous years in the service of the College, six month's salary.

It is understood that this benefit is not payable in addition to that provided in Section 53 of the Public Service Act.

APPENDIX 6 - BOARD AND LODGING AND TRANSFER REGULATIONS

The above regulations remain unchanged at date of signing except that effective the 1st of the month following the signing of this Agreement, except where otherwise noted:

Mileage allowance will be: 32¢ per km

Meal allowances will be:

Breakfast	\$ 8.00
Lunch	\$10.00
Dinner	\$18.50

Transfer Regulations

1.01 Policy

- a) Transfer expenses will apply:
  - i) to employees who have to move from one campus or learning centre to another after completing their probation period and after winning an in-service competition where the position is permanently located at another campus or learning centre,
  - ii) to employees who have to move from one campus or learning centre to another at the Employer's request to fill a position which is permanently located at another campus or learning centre.
- b) Transfer expenses will not apply, but instead the applicable travelling, living, and moving expenses provided under the Board and Lodging Regulations will apply to the following groups of employees who will not be considered to be on transfer:
  - i) To employees whose normal duties require moves from one campus or learning centre to another.
  - ii) To employees who are the successful applicant for a posted position, where such position is not permanently located at one campus or learning centre.
  - iii) To apprentice employees when there is a pre-programmed change in their campus or learning centre.
- c) To employees entitled to transfer expenses, the Employer will pay travelling, living, and moving expenses or transfer in accordance with the following regulations.

1.02 Travel Expenses on Transfer

- a) Initial trip to seek new accommodation:

The Employer shall grant, with no loss of base pay, prior to transfer, at a time mutually agreeable to Employer and employee, up to three (3) days plus reasonable travel time, to an employee being transferred and shall reimburse the employee for travel expenses for the

employee and his/her spouse in accordance with the current regulations. Any time beyond the specified time may be charged against the employee's annual vacation credits; however, expenses will not be payable. This leave must be for the specific purpose of locating accommodation, with the intent, in as many instances as possible, that furniture and household effects may be delivered directly to the new residence.

b) Travelling expenses moving to new location:

For the purpose of definition, dependents are spouse, dependent children, and anyone for whom the employee claims exemption on his/her Federal Income tax return. The Employer shall reimburse the employee for travel expenses incurred during the transfer for him/herself and dependents, for the actual travel time, plus up to seven (7) days at new location, where the employee is unable to move into his/her new accommodation, such expense allowances to be in accordance with current regulations.

Meals: Adults - full rate.

Children 12 and under - half rate.

Motel or Hotel - On production of receipts.

Private lodging at old or new location at current rate.

1.03 Living Expenses Upon Transfer at New Location

After the first seven (7) days has expired at the new location and the employee can establish to the satisfaction of the Employer that there is no suitable housing available, then:

- a) the Employer shall pay an employee with no dependents a living allowance of \$12 per day up to a maximum of thirty (30) days, or
- b) the Employer shall pay an employee with dependents a living allowance of \$15.50 per day up to a maximum of sixty (60) days.

1.04 Moving of Household Effects and Chattels

On transfer, the Employer shall arrange and pay for the following:

- a) Moving of household effects and chattels up to 7,000 kg, including any item(s) which the contracted mover will accept as part of a load which includes boats, outboard motors, washer, deepfreeze, and refrigerators.
- b) Comprehensive insurance to adequately protect the employee's household effects and chattels during the move up to a maximum of \$25,000.
- c) Where necessary, insured storage, up to two months, upon production of receipts.
- d) The packing and unpacking of the employee's household effects and chattels.

1.05 Moving of Mobile Homes

On transfer, the Employer shall arrange and pay for the following:

## NLC SUPPORT AGREEMENT

- a) Moving of mobile trailer or home up to sixteen (16) feet wide, or as permitted under the Highways Act or applicable legislation, including any skirting, cabanas or attachments.
- b) Comprehensive insurance to adequately protect the employee's household effects, chattels, and trailer during the move up to a maximum of \$25,000.
- c) The setting-up and levelling of a mobile home or double wide at the new location to a maximum of \$500 upon production of receipts.
- d) The packing and unpacking of the employee's household effects and chattels, if required.

### 1.06 Moving of Personal Vehicles Upon Transfer

The Employer shall reimburse the employee for the costs of transporting one personal vehicle and one trailer towed by the personal vehicle. The vehicle and trailer, where applicable, may be driven, in which case current mileage rates for the vehicle only will apply, or vehicle and trailer, where applicable, may be shipped by rail or boat, in which case the cost of the least expensive method will be paid. In addition, the Employer will pay for any additional transportation charges, such as ferry fares, for the vehicle and trailer with or without load.

### 1.07 Cost of New Services Upon Transfer

The Employer shall reimburse the employee upon production of receipts on the following:

- a) The cost of connections for plumbing, gas, and electrical appliances to existing facilities.
- b) The cost of alterations or modifications required to the existing facilities to allow hook up of plumbing, gas, and electrical appliances up to a maximum of \$100.

### 1.08 Incidental Expenses on Transfer

The Employer shall pay to the employee upon transfer only one of the following amounts to cover incidental expenses on transfer, and having claimed one allowance, no alternative further claim may be made:

- a) When an employee purchases a private dwelling house in the new location: \$425.00
- b) When an employee is moving to rental accommodation in the new location: \$175.00
- c) When the employee is moving with a mobile home: \$125.00
- d) When the employee is moving to room and board: \$75.00

The application for incidental expenses on transfer must be made by the employee on the appropriate form within sixty (60) days of the employee's arrival at the new location, unless there is no available suitable housing, in which case application must be made within sixty (60) days of suitable housing becoming available.

Failure to apply within sixty (60) days will not obviate payment but will result in that payment being made that coincides with the payment that would have been made had application been made on time.

1.09 Notice to Employee Upon Transfer

It is understood and agreed that the Employer will provide the employee with reasonable notice of the transfer effective date and, where possible, at least one month's notice shall be given. Where less than one month's notice is given, or the transfer date is altered either earlier or later than the transfer effective date given which directly results in duplication of rent costs to the employee, then the Employer agrees to reimburse the employee, upon production of receipts, to the duplicate rent payments at new location.

1.10 Requested Transfer by Employee

The following are some of the expenses which will be the responsibility of the employee upon transfer:

- a) Advertising for accommodation at new location.
- b) House cleaning at new and old location.
- c) All laundry and dry cleaning costs.
- d) Personal telephone connections.
- e) Moving of animals and pets.
- f) Television hook up.

1.12 Real Estate and Legal Fees

On transfer, or within one year of the effective date of transfer, an employee who purchases and/or sells his/her private dwelling house will be entitled to claim for the following expenses upon production of receipts:

- a) Reimbursement of fees to a maximum of \$3,000 charged by a real estate agency for the selling of the employee's private dwelling home in which he/she resided immediately prior to transfer.
- b) Reimbursement of legal fees encumbered upon the employee because of the sale of his/her private dwelling home in which he/she resided prior to transfer and/or reimbursement of legal fees encumbered upon the employee because of the purchase of his/her private dwelling house in which he/she lives after transfer.

Acceptable and unacceptable expenses and services for reimbursement under the term "legal fees" are:

- i) acceptable expenses:
  - registration of deed,
  - land registry searches,
  - registration of mortgages,
  - certificate of encumbrances,
  - photocopies,

## NLC SUPPORT AGREEMENT

- telephone,
- filing fees,
- miscellaneous office expenses;

ii) acceptable services:

- solicitor's fee in respect of an agreement for sale where the new dwelling house is purchased,
- solicitor's fee in respect of discharge of encumbrances against the former residence,
- solicitor's fee in respect of financing the new dwelling house (e.g., first mortgage, second mortgage),
- where the employee buys or sells a multiple dwelling (duplex, triplex, etc.) the fees are to be pro-rated;

iii) unacceptable expenses and services:

- solicitor's fee and disbursements in respect of an agreement for sale (includes land registry fees and searches) where the former residence is sold (these items are the responsibility of the purchaser),
- appraisal fees in respect of establishing a fair market value on the purchase of the new dwelling house,
- survey fees in respect of establishing proper boundaries on the purchase of the new dwelling house,
- disbursements for interest penalty in discharging a mortgage,
- legal expenses incurred in the sale of the former residence or the purchase of the new residence where, due to financing, legal, or other unforeseen problems, the deal is not completed (fees and expenses are only paid for the completed deal),
- the employee's dwelling house contains revenue-producing living accommodations which entail extra legal costs or fees (extra costs are not payable or total cost is pro-rated in proportion to the floor area involved).

APPENDIX 7 - JOINT JOB EVALUATION PLAN MANUAL

(Separate Document)

APPENDIX 8 - CLASSIFICATION SCHEDULE

<u>Classification</u>	<u>Position</u>	<u>Location</u>	
4	Invigilator	Various	
	Invigilator/Events Arranger	FJ	
	Janitor	FJ(3)	
	Key Marker	Various	
5	Food Services Assistant	DC(2)	
	Student Records File Clerk	RO	
6	Administration Clerk	DC(3), FJ (2), FN, TR, CH	
	AHCOTE Clerk	DC, FJ	
	Campus Security/Maintenance	DC(2)	
	Community Employment Clerk	CH	
	Continuing Education Clerk	CH, FN, FJ, DL, DC	
	Early Childhood Education Clerk	FJ	
	Financial Aid Support Clerk	FN	
	Food Services Clerk	DC	
	Instructional Support Clerk	DC, FJ, FN	
	Instructional Support/Library/Reception/ Financial Aid Support	CH	
	Instructional Support/SRS Clerk	FN	
	Library Clerk	DC, FJ, FN	
	Library Clerk/Acquisitions	DC	
	Library Clerk/Evening	FJ	
	Prior Learning Assessment Clerk	RO	
	Reception/Switchboard	FJ, DC	
	Registrar Secretary	RO	
	Trades & Technology Office Clerk	FJ	
	7	Accounts Payable/Overload Clerk	FJ
		Accounts Receivable Clerk	RO
Bookstore Retailer		FJ, CH, FN, DL	
Campus Clerk		DL	
Day Care Aid		FJ	
ECE/TAT Clerk		FJ	
Facilities Assistant		FJ	
Payroll Clerk		RO	
Registration Clerk		FJ(2), FN, DC(3)	
Student Attendant/Assistant		Various	
Student Services Clerk		CH, FJ, FN	
TAT/ECE Clerk		FJ	
8	Tool Attendant - AME	DC	
	Accounts Payable Clerk	RO	
	AHCOTE Regional Secretary	FJ	
	Community Relations Assistant	RO	
	Day Care Assistant	FJ	
	Senior Bookstore Retailer	DC	
	Tool Attendant - Welding	DC	

<u>Classification</u>	<u>Position</u>	<u>Location</u>
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NLC SUPPORT AGREEMENT

9	ASE Aide/Practicum Assistant	DC
	Classroom Assistant	FJ
	Facilities Maintenance Worker	DC(2)
	International Education Clerk	FJ
	Practicum Assistant	Various
	Trades & Technology Department Clerk	FJ
10	ABE Tutor	FN
	Building Maintenance Worker	FN
	Cafeteria Manager/Practicum Assistant	FJ
	Community Employment Assistant	CH
	Facilities Worker	CH
	Financial Aid Clerk/Campus	DC, FJ, FN
	Financial Aid Clerk/Regional	RO
	Library Technician/Regional	RO
11	Benefits/Payroll Assistant	RO
	Day Care Supervisor	FJ
	Facilities Electrical Worker	DC
12	Mechanical Services Worker	FJ
	Visual Language Interpreter	Various
13	Computer Technician	FJ, TR, FN
14	Applications Support Analyst	RO
	Senior Maintenance Worker	FJ
15	Campus Secretary	CH, TR, DC, FN, FJ
16	Computer Systems Support Analyst	RO
17	Assistant Mechanical Services Worker	DC
	Facilities Coordinator	DC
	Residence Manager	DC
	Senior Mechanical Services Worker	DC
Code	CH - Chetwynd	
	DC - Dawson Creek	
	HH - Hudson's Hope	
	FN - Fort Nelson	
	FJ - Fort St. John	
	ST - Stikine	
	TR - Tumbler Ridge	

LETTER OF UNDERSTANDING #1

between

NORTHERN LIGHTS COLLEGE

and

B.C. GOVERNMENT & SERVICE EMPLOYEES' UNION

LOCAL 7.10 - NLC SUPPORT

Integration with the University of Northern British Columbia

Northern Lights College shall not contract out work regularly performed by its support staff to the University of Northern British Columbia without mutual agreement from the Union.

SIGNED ON BEHALF OF  
THE UNION BY:

\_\_\_\_\_  
George Heyman, President, BCGEU

\_\_\_\_\_  
Linda Hayward, Bargaining Chair

\_\_\_\_\_  
Brian George

\_\_\_\_\_  
Lorraine Gerwing

\_\_\_\_\_  
Barbara Offen, BCGEU Staff Rep

DATED: \_\_\_\_\_

SIGNED ON BEHALF OF  
THE EMPLOYER BY:

\_\_\_\_\_  
Bernice Greengrass, College Board

\_\_\_\_\_  
Greg Larsen, VP Finance & Administration

\_\_\_\_\_  
Lorraine Sumners, Personnel Administrator

\_\_\_\_\_  
Robert Davidson, Campus Principal

\_\_\_\_\_  
Thomas Weegar, Campus Principal

\_\_\_\_\_

LETTER OF UNDERSTANDING #2

between

NORTHERN LIGHTS COLLEGE

and

B.C. GOVERNMENT & SERVICE EMPLOYEES' UNION

LOCAL 7.10 - NLC SUPPORT

The Union and the Employer recognize the need for a procedure for employees who are required to work alone outside of regular college hours. The Parties further agree to discuss the matter at Joint Committee within ninety (90) calendar days from execution of the Collective Agreement to explore various methods with a view to implementing a procedure as soon as possible.

SIGNED ON BEHALF OF  
THE UNION BY:

SIGNED ON BEHALF OF  
THE EMPLOYER BY:

\_\_\_\_\_  
George Heyman, President, BCGEU

\_\_\_\_\_  
Bernice Greengrass, College Board

\_\_\_\_\_  
Linda Hayward, Bargaining Chairperson

\_\_\_\_\_  
Greg Larsen, VP Finance & Administration

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Brian George

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Lorraine Sumners, Personnel Administrator

\_\_\_\_\_  
Lorraine Gerwing

\_\_\_\_\_  
Robert Davidson, Campus Principal

\_\_\_\_\_  
Barbara Offen, BCGEU Staff Rep

\_\_\_\_\_  
Thomas Weegar, Campus Principal

DATED: \_\_\_\_\_

\_\_\_\_\_

LETTER OF UNDERSTANDING #3

between

NORTHERN LIGHTS COLLEGE

and

B.C. GOVERNMENT & SERVICE EMPLOYEES' UNION

LOCAL 7.10 - NLC SUPPORT

**Labour Force Adjustment - (See Article 3 - Labour Adjustment - Support Staff Common Agreement)**

The following clauses are supplemental to the Common Agreement.

1. To minimize lay-offs, the following menu of labour force adjustment strategies will be considered, and whenever possible, offered by Northern Lights College at the appropriate time in the employee reduction process set out in the Collective Agreement.
  - a) Fill existing vacancies.
  - b) Job sharing.
  - c) Reduced hours of work through partial leaves.
  - d) Transfers to other areas within the Bargaining Unit subject to available work and meeting qualifications, with minimal training required.
  - e) Paid and unpaid leaves of absence to seek alternate employment or retraining.
  - f) Voluntary severance payment.
  - g) Purchasing past pensionable service.
  - h) Early retirement incentives pursuant to HRAP Document.
  - i) Agreed secondment.
  - j) Retraining.
  - k) Continuation of MSP, Extended Health and Dental benefits.
  - l) Combinations and variations of the above or other alternatives
  
2. Early Retirement Incentive
  - a) The College may make a written offer of an early retirement incentive to permanent employees, age fifty-five (55) or over, and have a minimum of ten (10) years' contributory pensionable service.
  - b) The offer will advise the employee of the right to consult his or her Union, the early retirement date, the specific amount of the incentive, the payment schedule, any financial counselling being offered to the employee at the expense of the institution, and the availability of any continuation of medical, extended health or other benefits in a group of the institutions employees or retirees.
  - c) Acceptance or rejection must be communicated in writing by the employee within thirty (30) days of the date of the offer, unless this period is extended by mutual agreement.
  - d) The amount of the incentive will be based on regular salary, without inclusion of premium rates or the employee's experience earning premium rates of pay, in the following amounts:

NLC SUPPORT AGREEMENT

Full Years to Retirement

- 1
- 2
- 3
- 4
- 5 or more

Incentive

- Up to 20% of annual salary
- 21% up to 40% of annual salary
- 41% up to 60% of annual salary
- 61% up to 80% of annual salary
- 81% up to 100% of annual salary

SIGNED ON BEHALF OF  
THE UNION BY:

SIGNED ON BEHALF OF  
THE EMPLOYER BY:

\_\_\_\_\_  
George Heyman, President, BCGEU

\_\_\_\_\_  
Bernice Greengrass, College Board

\_\_\_\_\_  
Linda Hayward, Bargaining Chairperson

\_\_\_\_\_  
Greg Larsen, VP Finance & Administration

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Brian George

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Lorraine Sumners, Personnel Administrator

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Lorraine Gerwing

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Robert Davidson, Campus Principal

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Barbara Offen, BCGEU Staff Rep

\_\_\_\_\_  
Thomas Weegar, Campus Principal

DATED: \_\_\_\_\_

\_\_\_\_\_

LETTER OF UNDERSTANDING #4

between

NORTHERN LIGHTS COLLEGE

and

B.C. GOVERNMENT & SERVICE EMPLOYEES' UNION

LOCAL 7.10 - NLC SUPPORT

**Employee and Family Assistance Program**

The Employer and the Union are committed to the future implementation of a mutually acceptable Employee and Family Assistance Program. To this end, the Joint Labour/Management Committee will recommend by October 31, 2000 an acceptable plan for implementation.

SIGNED ON BEHALF OF  
THE UNION BY:

SIGNED ON BEHALF OF  
THE EMPLOYER BY:

\_\_\_\_\_  
George Heyman, President, BCGEU

\_\_\_\_\_  
Bernice Greengrass, College Board

\_\_\_\_\_  
Linda Hayward, Bargaining Chair

\_\_\_\_\_  
Greg Larsen, VP Finance & Administration

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Brian George

\_\_\_\_\_  
Lorraine Sumners, Personnel Administrator

\_\_\_\_\_  
Lorraine Gerwing

\_\_\_\_\_  
Robert Davidson, Campus Principal

\_\_\_\_\_  
Barbara Offen, BCGEU Staff Rep

\_\_\_\_\_  
Thomas Weegar, Campus Principal

DATED: \_\_\_\_\_

\_\_\_\_\_

LETTER OF UNDERSTANDING #5

between

NORTHERN LIGHTS COLLEGE

and

B.C. GOVERNMENT & SERVICE EMPLOYEES' UNION

LOCAL 7.10 - NLC SUPPORT

**Supplement Wage Initiative**

The Parties agree that any money received under Supplement Wage Initiative or similar programs shall be designated for Professional Development purposes for those workers covered.

In the event that employees have left the College, the funds will remain in the Professional Development account for those persons employed in the applicable area.

SIGNED ON BEHALF OF  
THE UNION BY:

SIGNED ON BEHALF OF  
THE EMPLOYER BY:

\_\_\_\_\_  
George Heyman, President, BCGEU

\_\_\_\_\_  
Bernice Greengrass, College Board

\_\_\_\_\_  
Linda Hayward, Bargaining Chair

\_\_\_\_\_  
Greg Larsen, VP Finance & Administration

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Brian George

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Lorraine Sumners, Personnel Administrator

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Lorraine Gerwing

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Robert Davidson, Campus Principal

\_\_\_\_\_  
Barbara Offen, BCGEU Staff Rep

\_\_\_\_\_  
Thomas Weegar, Campus Principal

DATED: \_\_\_\_\_

\_\_\_\_\_

LETTER OF UNDERSTANDING #6

between

NORTHERN LIGHTS COLLEGE

and

B.C. GOVERNMENT & SERVICE EMPLOYEES' UNION

LOCAL 7.10 - NLC SUPPORT

**Job Share**

Approvals for job sharing will be done on an individual basis after consultation with the Union. In each case, a written approval will be issued which will include the start and end date of the arrangement and an explanation of what will happen if one party leaves or wants to terminate the arrangement. Job shares will not result in any increased cost to the Employer for benefits or any other substantial items. No Employee shall be adversely affected as a result of any job sharing agreement.

SIGNED ON BEHALF OF  
THE UNION BY:

SIGNED ON BEHALF OF  
THE EMPLOYER BY:

\_\_\_\_\_  
George Heyman, President, BCGEU

\_\_\_\_\_  
Bernice Greengrass, College Board

\_\_\_\_\_  
Linda Hayward, Bargaining Chairperson

\_\_\_\_\_  
Greg Larsen, VP Finance & Administration

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Brian George

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Lorraine Sumners, Personnel Administrator

\_\_\_\_\_  
Lorraine Gerwing

\_\_\_\_\_  
Robert Davidson, Campus Principal

\_\_\_\_\_  
Barbara Offen, BCGEU Staff Rep

\_\_\_\_\_  
Thomas Weegar, Campus Principal

DATED: \_\_\_\_\_

\_\_\_\_\_

MEMORANDUM OF AGREEMENT #1

between

B.C. GOVERNMENT & SERVICE EMPLOYEES' UNION - LOCAL 7.10 - NLC SUPPORT

and

NORTHERN LIGHTS COLLEGE

Student Employment

Work Study Program and Seasonal Student Employment

1. Students hired to carry out the principal duties of a job covered by an existing classification specification shall be classified accordingly and paid according to the rate established for that position, except that no student shall be employed for such duties while qualified and available members of the bargaining unit are on lay-off status.
2. Students hired to carry out special jobs not normally carried out by employees in the bargaining unit shall be entitled to the rates of pay outlined in Appendix "A" to this memorandum.
3. "Seasonal" means a period not to exceed four (4) consecutive months (sixteen (16) weeks).
4. In the event there is a dispute as to whether a student hired under this program should be classified in accordance with Points 1 or 2 preceding, the dispute shall be dealt with through the grievance procedure in the Collective Agreement.
5. In the event the dispute is not resolved by the completion of Step 3 of the grievance procedure, either of the parties may refer the dispute to arbitration in accordance with the Collective Agreement, or the parties may, by mutual agreement refer the dispute to the "Investigator" pursuant to Article 31.17 of the Collective Agreement.
6. The parties agree that students employed and paid as per this Agreement will be considered "temporary employees" and receive the appropriate benefits as per the Collective Agreement. Temporary employees hired pursuant to this Agreement shall be considered terminated for cause upon completion of the program and shall not retain seniority.
7.
  - a) The standard or maximum hours of work for Work Study students will be no more than 10 hours per week. A student must be a student of Northern Lights College.
  - b) The standard hours of work for seasonal Student Employment students will be 7 hours per day and 35 hours per week. These standard hours of work may be varied by mutual agreement between the Union and the Employer provided that no employee works more than 10 hours in one day and 70 hours in a bi-weekly period.
8. This agreement shall be effective from date of signing to 98-06-30.

NLC SUPPORT AGREEMENT

9. This agreement shall form part of the Collective Agreement between the B.C. Government & Service Employees' Union - Local 7.10 - NLC Support and Northern Lights College.

SIGNED ON BEHALF OF  
THE UNION BY:

SIGNED ON BEHALF OF  
THE EMPLOYER BY:

\_\_\_\_\_  
George Heyman, President, BCGEU

\_\_\_\_\_  
Bernice Greengrass, College Board

\_\_\_\_\_  
Linda Hayward, Bargaining Chairperson

\_\_\_\_\_  
Greg Larsen, VP Finance & Administration

\_\_\_\_\_  
Brian George

\_\_\_\_\_  
Lorraine Sumners, Personnel Administrator

\_\_\_\_\_  
Lorraine Gerwing

\_\_\_\_\_  
Robert Davidson, Campus Principal

\_\_\_\_\_  
Barbara Offen, BCGEU Staff Rep

\_\_\_\_\_  
Thomas Weegar, Campus Principal

DATED: \_\_\_\_\_

\_\_\_\_\_

APPENDIX "A" to MEMORANDUM OF AGREEMENT #1

SALARY SCHEDULE - STUDENT EMPLOYMENT

STUDENT:  
Grade 12 or below \$7.15/hour

STUDENT:  
Completed first or second year  
post-secondary, or one or two  
years work experience for youth \$7.63/hour

STUDENT:  
Completed third or fourth year  
post-secondary, or three or  
four years work experience for youth \$8.57/hour

A supervisory allowance of \$50 per month will be paid if the position requires supervisory duties.

APPENDIX 9 - SALARY SCHEDULE - SUPPORT SERVICES

All new hires shall be paid at the probationary rate during the probationary period as defined in Article 8.10 (a).

<u>Classification</u>	<u>Apr 1/99 Regular</u>	<u>Dec 31/99 Regular</u>	<u>Mar 31/00 Regular</u>	<u>Mar 31/00 Hourly</u>	<u>Apr 1/00 Hourly</u>
1	2126	2126	2126	13.96	
2	2181	2181	2179	14.31	
3	2236	2236	2234	14.67	
4	2290	2290	2290	15.04	15.50
5	2345	2345	2347	15.42	15.87
6	2399	2399	2406	15.80	16.26
7	2454	2454	2466	16.20	16.65
8	2509	2509	2528	16.60	17.05
9	2563	2563	2591	17.02	17.46
10	2618	2618	2656	17.44	17.88
11	2672	2672	2722	17.88	18.32
12	2727	2727	2790	18.33	18.76
13	2782	2782	2860	18.78	19.21
14	2836	2836	2931	19.25	19.68
15	2891	2891	3005	19.74	20.16
16	2945	2945	3080	20.23	20.65
17		3000	3157	20.73	21.15

Service Increment

In recognition of length of service to the College, the Employer agrees to pay each employee who has reached the accumulated service levels below, additional compensation for time worked in each subsequent pay period at the following rates:

- 9,137.5 hours \$0.15 per hour
- 18,275.0 hours .30 per hour
- 27,412.5 hours .45 per hour
- 36,550.0 hours .60 per hour

Formula:      Hourly Rate:      Monthly rate divided by 152.25  
                  Daily Rate:      Hourly rate x 7  
                  Annual Rate:      Monthly rate x 12

APPENDIX 10 - LIST OF ARBITRATORS

(See Article 32.02)

S. Kelleher  
R. Keras  
C. Taylor