

**COLLECTIVE AGREEMENT**

**BETWEEN**

**CANADIAN UNION OF PUBLIC EMPLOYEES**

**LOCAL NO. 391**



**AND**

**THE SECHELT PUBLIC LIBRARY**

**ASSOCIATION BOARD**



**July 1, 2022 – December 31, 2025**

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# **COLLECTIVE AGREEMENT**

**Between**

**The Sechelt Public Library Association Board**

**(the "Employer")**

**And**

**Canadian Union of Public Employees, Local 391 – Sechelt Library Workers**

**(the "Union")**

## **PREAMBLE**

The purposes of this Agreement are to:

- (a) maintain and improve harmonious relations between the Parties;
- (b) establish and maintain the terms and conditions of employment for members of the bargaining unit;
- (c) provide an orderly procedure for the resolution of differences between the Employer and Employees;
- (d) encourage efficiency in operations;
- (e) promote the morale, well-being and security of all the Employees;
- (f) provide the citizens of the Sunshine Coast with the highest standard of Library operations and services.

## **ARTICLE 1: COVERAGE**

### **1.01 Collective Agreement Coverage**

This Agreement is binding on the Employer, the Union and all Employees of the Employer.

## **ARTICLE 2: DEFINITIONS**

### **2.01 Definitions**

- (a) Employee shall mean a person who is an Employee as defined in the Labour Relations Code of BC, who is employed in the bargaining unit for which the Union has been certified, except those that are exempted by agreement of the parties.
- (b) Probationary Employee shall mean any Regular Employee who has not completed their probationary period.
- (c) Regular Employee shall mean an Employee who works in a permanent position with no fixed term of employment, after successful completion of probation.

- (d) Full-time Employee shall mean any Regular Employee who normally works thirty-five (35) hours per week.
- (e) Part-time Employee shall mean any Regular Employee whose normal work assignment is less than thirty-five (35) hours per week.
- (f) Casual Employee shall mean an Employee, who works on an as-needed basis.
- (g) Temporary Employee shall mean an Employee who is employed for a fixed term of employment not to exceed six (6) calendar months [twelve (12) calendar months in the case of pregnancy and parental leave replacement], and/or with no commitment that the appointment is for, nor will lead to, continuous work in a permanent position. The time limit set out above may be extended only by the agreement of the Union in writing, which agreement shall not be unreasonably denied.
- (h) Day shall mean a calendar day unless otherwise specified.
- (i) Promotion shall mean the movement of an Employee to a classification with a higher maximum rate of pay.
- (j) Transfer shall mean the movement of an Employee to a classification with the same maximum rate of pay.
- (k) Demotion shall mean the movement of an Employee to a classification with a lower maximum rate of pay.
- (l) Layoff shall mean an Employer initiated temporary or indefinite cessation of active employment, of a Regular Employee or a reduction of more than twenty percent (20%) in the regular hours of work of a Regular Employee.
- (m)
  - (i) Immediate Family shall mean spouse (including common-law), child (including foster children and step-children), parent (including foster parent **and step-parent**), parent-in-law, guardian, sibling, grandchild, or grandparent of an Employee, or any person who lives with the Employee as a member of the Employee's family.
  - (ii) Extended Family shall mean an Employee's **parent (aunt or uncle), sibling (niece or nephew),** step-sibling, or the spouse of the preceding, **spouse of child,** former foster parent, or former foster child.

It is understood that when the term Family is referenced, it includes both points (i) and (ii) unless otherwise specified.
- (n) Employer shall mean the Sechelt Public Library Association Board.

## **ARTICLE 3: UNION RECOGNITION**

### **3.01 Exclusive Bargaining Agent**

The Employer recognizes the Canadian Union of Public Employees Local 391 – Sechelt Library Workers as the exclusive bargaining agent for all of its Employees, to whom the Certification issued by the Labour Relations Board applies, save and except those excluded by agreement of the Parties, or by the Labour Relations Board.

### **3.02 Exclusions**

Exclusions shall be based on the definition of "Employee" in the Labour Relations Code and as may be agreed by the Parties, or determined by the Labour Relations Board.

### **3.03 No Other Agreements**

No Employee shall be required or permitted to make any written or verbal agreement with the Employer, which conflicts with the terms of this Collective Agreement.

### **3.04 Union Membership**

Newly hired Employees shall, as a condition of employment, become members of the Union within one (1) pay period.

### **3.05**

The Union may place the logo of CUPE Local 391 – Sechelt Public Library Workers at the main library entrance, provided that the contents, appearance and location of such logo is acceptable to the Employer.

## **ARTICLE 4: MANAGEMENT RIGHTS**

### **4.01 GENERAL**

- (a) The Management of the Employer's business is vested exclusively with the Employer in all respects. The Employer continues to have all of the management rights it enjoyed prior to this Agreement coming into force and effect, except as such rights have been limited by the explicit provisions of this Agreement.
- (b) In exercising its management rights, the Employer shall not act in an arbitrary, discriminatory or bad faith matter.

## **ARTICLE 5: UNION DUES**

### **5.01 Deduction of Dues, Assessments, or Equivalent**

- (a) As a condition of employment, each Employee shall provide the Employer with a signed written assignment of wages to the Union, authorizing the Employer to deduct the applicable Union dues (or equivalent), initiation fees and assessments.
- (b) Authorization forms shall be provided to the Employer by the Union. The Employer shall provide the form to each new Employee at the time of hire. A copy of the completed form shall be retained by the Employer and the original shall be sent to the Union by the Employer.

### **5.02 Union to Advise of Amounts**

The Union shall inform the Employer in writing, with a minimum of one month's notice, of any change in the amount of regular dues and assessments to be deducted and the Employer shall deduct at the rate for which it has received most recent notice.

### **5.03 Remittance of Deductions to Union**

- (a) The Employer shall deduct the regular dues and assessments, or equivalent, and shall remit the amounts deducted to the Union by the 15<sup>th</sup> of the month following the month in which the deduction(s) has been made, with a written statement containing the names of Employees from whom deductions were made, the amount deducted from each Employee and the number of hours worked by each Employee in that period.
- (b) The Union agrees to indemnify and save the Employer harmless from any claims which may arise in complying with the provisions of this Article.

### **5.04 Reporting Union Deductions**

All Union dues deducted in the year shall be reported on the Employee's T-4 Form for income tax purposes.

## **ARTICLE 6: LABOUR-MANAGEMENT RELATIONS**

### **6.01 Representation**

- (a) No Employee or group of Employees shall undertake to represent the Union or its members without proper authorization from the Union.
- (b) The Union shall provide the Employer and keep current, in writing, the names of the officers, stewards, and authorized committee members.
- (c) If requested, the Employer shall provide the Union and keep current, in writing, the names of the individuals with whom the Union may be required to transact business.

### **6.02 Advisers and Assistance**

The Union and Employer shall each have the right at any time to have the assistance of advisers when dealing with the other party.

### **6.03 Access to Premises**

The Employer agrees that access to its premises shall be granted to representatives of the Union when dealing with matters arising from this Collective Agreement. The Union representatives shall provide reasonable advance notice to the Employer of their intention and their purpose of entering, and shall indicate the anticipated length of the visit. Permission shall be granted provided such visits shall not interfere with the operation of the Employer's business.

## **ARTICLE 7: DISMISSAL, DISCIPLINE, PERSONNEL RECORDS**

### **7.01 Dismissal, Discipline**

The Employer shall not dismiss or discipline an Employee bound by this Agreement except for just cause, or as provided in the Article 10.02(e) dealing with the termination of Probationary Employees.

## **7.02 Notification**

The Employer shall utilize corrective performance counseling when responding to minor disciplinary infractions prior to applying formal discipline. Written warnings and documentation of suspensions and dismissal, including reasons shall be placed on the Employee's personnel file and shall be provided to the Employee within three (3) working days of the meeting at which the Employee is informed of the reasons for such discipline. The Union shall be copied on all such discipline. The Employee may also respond to such discipline in writing and this response shall also be filed in the Employee's personnel record and attached to such documentation.

## **7.03 Union Representation at Discipline or Dismissal Meeting**

When the Employer intends to interview an Employee for disciplinary or dismissal purposes, including investigative meetings to determine whether discipline or dismissal should result, the Employee shall be so informed in advance, and advised that the Employee has the right to have a Union representative present. The Employee may, if the Employee so wishes, be accompanied by a representative of the Union at such meeting, provided this does not result in an undue or unreasonable delay of the meeting, discussion or action to be taken. Time spent by an Employee acting as a Union representative at such meeting, when such Employee (representative) is otherwise scheduled to work, shall be without loss of pay, benefits or seniority.

## **7.04 Employee Records**

- (a) There shall be a single personnel file for each Employee.
- (b) Formal written disciplinary documentation or commendations shall not be entered into an Employee's file without the concerned Employee and the Union being provided with a copy within three (3) days of its issuance.
- (c) An Employee, or other person designated in advance by the Employee in writing, shall have the right to examine the content of the Employee's personnel file, in the presence of an excluded supervisor, at any reasonable time during normal office hours, upon twenty-four (24) hours notice to the Employer. At the request of the Employee (or designate where applicable), copies of any material in the file shall be provided by the Employer.
- (d) Employees may request that disciplinary documents of a minor nature be removed from their personnel files after twenty-four (24) months from the date such document was placed on file, provided that no other disciplinary action of a similar nature has been documented during that period. All requests will be granted, and any disciplinary documents removed will not form part of the Employees disciplinary file.

## **7.05 Grievances Concerning Dismissal or Discipline**

An Employee may grieve any disciplinary or dismissal action. A grievance concerning suspension or dismissal shall be initiated at Step 2 of the Grievance Procedure.

## **7.06 Technical Information**

Subject to the requirements of the Privacy Act, the Employer and the Union agree to exchange information such as job descriptions, wage rates, sick leave usage and description of benefit plans relating to Employees in the bargaining unit. The Employer will provide any such information to the union.

## **ARTICLE 8: GRIEVANCE PROCEDURE**

### **8.01 Grievance Defined**

Any difference arising between the parties to this Agreement concerning the interpretation, application, operation, or any alleged violation of this Agreement, including a question as to whether a matter is arbitrable, shall be resolved without stoppage of work in accordance with the grievance procedure. An earnest effort shall be made to settle the difference as provided in this Article.

### **8.02 Steps in the Grievance Procedure**

#### **(a) Informal Discussion**

The Employee and the **Chief Librarian/Director** shall meet and attempt to settle the concern. The Employee may be accompanied by a Union representative. From the time this process is commenced, they shall have seven (7) calendar days to settle the concern. If the concern is settled to the satisfaction of the Employee, this ends the matter. If the matter cannot be settled, the **Chief Librarian/Director** shall respond to the Employee in writing within fourteen (14) calendar days of the commencement of the informal discussion.

#### **(b) Step 1**

If no settlement is reached in the informal discussion, and if the Union decides to proceed with a grievance, the grievance shall be stated in writing, identified as a grievance, and submitted to the **Chief Librarian/Director**. The Employee, the Employee's Union representative(s), and the **Chief Librarian/Director** shall meet and attempt to settle the grievance. The written grievance shall indicate the alleged breach of the agreement and the proposed resolution. The **Chief Librarian/Director** may be accompanied by one or more representatives. The Employer shall provide a written response to the grievance to the union within fourteen (14) calendar days of the commencement of Step 1.

#### **(c) Step 2**

If no settlement is reached at Step 1, either of the Parties to this Agreement may advance the grievance to Step 2. The grievance shall be discussed by the grievor(s), a grievance committee formed by the Employer for this purpose, and a grievance committee of the Union. The Employer shall provide the Union with a written response to the grievance within thirty (30) calendar days of the commencement of Step 2.

#### **(d) Step 3 – Arbitration**

- (1) If a grievance is not settled at Step 2, the Party initiating the grievance may submit it to arbitration within thirty (30) calendar days of the end of the period allotted to Step 2 when no such response is received. All notifications for arbitration shall be in writing.
- (2) When a notification for arbitration has been given, the Parties shall have fourteen (14) calendar days from receipt of the notification to jointly appoint the single arbitrator to whom the matter shall be submitted. If they cannot agree, either Party may within a further ten (10) days request the Director of the Collective Agreement Arbitration Bureau to make the appointment.

### **8.03 Initiating and/or Advancing Grievance**

- (a) Any grievance must be initiated at the informal step or at the applicable step of the grievance procedure within fourteen (14) calendar days of the time the matter arose, or of when the grievor and/or union should have reasonably become aware of the matter arising. Reasonable requests for an extension to grievance timelines will be considered and shall not be unreasonably denied.
- (b) If advancing an unsettled grievance to the next step of the Grievance Procedure, this must be done, in writing, within twenty-one (21) calendar days of the end of the period allotted for the Employer's written response to the grievance at the previous step.

### **8.04 Code Applies, Powers of Arbitration Board**

- (a) The provisions of the Labour Relations Code with respect to grievance arbitration shall apply.
- (b) A single arbitrator or arbitration board shall not have the power to change, modify, or alter this Agreement in any respect.

### **8.05 Disagreement on Arbitration Decision**

Should the parties disagree as to the meaning of the Arbitrator's decision, either party may apply to the Arbitrator to reconvene to clarify the decision.

### **8.06 Expenses of Arbitration Shared**

The expenses and compensation of the Arbitrator shall be shared equally between the parties.

### **8.07 Time Limits**

It is recognized that timely resolution of grievances is desired. Therefore, the time limits set out in this Agreement are mandatory in all respects, unless varied in writing by the mutual agreement of the Parties, which agreement shall not be unreasonably denied by either party.

### **8.08 Policy Grievance, Employer Grievance**

Where a dispute involving a question of general application or interpretation of this Agreement occurs, or where a group of Employees, or the Union of the Employer has a grievance, such dispute or grievance shall be initiated at Step 2.

## **ARTICLE 9: SENIORITY**

### **9.01 Calculation of Seniority**

- (a) Seniority applies to Regular Employees, who have successfully completed probation, and is accumulated on the basis of each Regular Employee's length of service in the bargaining unit based on accumulated hours actually worked (excluding overtime). Seniority shall include the Employee's probationary period and service with the Employer prior to certification of the Union.
- (b) Seniority shall accrue while a Regular Employee is on pregnancy and parental leave (including adoption), an approved Worker's Compensation wage loss claim subject to section 9.03(f) below, Union leave and any Employer approved leave of absence of less than thirty (30) calendar days. In this case, seniority shall be calculated on the average number of hours worked per week in the previous six (6) months.

- (c) Seniority shall operate on a bargaining-unit-wide basis.
- (d) Casual Employees and Temporary Employees, who post into a regular position, shall have their accumulated casual or temporary service with the Employer (as applicable) credited towards their seniority following such appointment (after successful completion of probation, if and when applicable).

#### **9.02 Seniority List**

- (a) The Employer shall maintain a seniority list showing the date upon which each current Regular Employee's service commenced and the Employee's accumulated seniority. Where two (2) or more Regular Employees have equal seniority, their ranking on the seniority list shall be determined on the basis of earliest start date with the Employer.
- (b) For information purposes only, each current Casual and Temporary Employee shall be listed on the bottom of the seniority list showing the date their service commenced and their accumulated service.
- (c) An up-to-date seniority list shall be sent to the Union and posted on bulletin boards in April of each year, or upon request by the Union in writing.

#### **9.03 Loss of Seniority and Employment**

A Regular Employee shall lose all seniority and shall no longer be an Employee when the Employee:

- (a) is discharged for just cause and not reinstated;
- (b) resigns and does not withdraw the resignation within twenty-four (24) hours;
- (c) is on Layoff and recall rights expire;
- (d) fails to accept a recall or to report after a Layoff, as provided in the section dealing with recall;
- (e) is absent from work without permission and without reasonable cause;
- (f) has been on an approved workers' compensation wage loss claim for two (2) years or until the Employee's wage loss claim comes to an end or WorkSafe BC determines that the Employee is totally disabled, whichever occurs earliest.

### **ARTICLE 10: STAFFING AND STAFF CHANGES**

#### **10.01 Advising Union of Changes**

The Employer shall advise the Union of all changes to staff and staffing in writing.

#### **10.02 Probation**

- (a) Regular Full-time Employees shall serve a probationary period of three (3) months actually worked after being appointed to a regular full-time position. The probationary period may be extended by mutual agreement between the Parties in writing for good and sufficient reason for up to a maximum of three (3) further months.

- (b) Regular Part-time Employees shall serve a probationary period of sixty-five (65) shifts or three hundred (300) hours actually worked, whichever occurs first. The probationary period may be extended by mutual agreement between the Parties in writing for good and sufficient reason for up to a maximum of sixty-five (65) shifts or three (3) months, whichever occurs first.
- (c) Casual and Temporary Employees shall be on probation for their first six (6) months of their employment or until they have actually worked eight hundred and fifty (850) cumulative straight-time hours, whichever occurs first. Casual and Temporary Employees who complete probation under this section (c) shall not be required to complete another probation period, if and when they are appointed to a regular position.
- (d) Casual and Temporary Employees who have not completed probation and who are appointed to a regular position, shall complete one-half (1/2) of the probationary period normally required in such regular position.
- (e) The Employer may terminate any Probationary Employee whom it determines to be unsuitable for further employment.

### **10.03 Posting and Filling Vacancies**

- (a) When the Employer intends to fill a vacancy in a regular bargaining unit position or it creates a new regular position in the bargaining unit, or it intends to fill a temporary position in the bargaining unit that is expected to be longer than three (3) months, the Employer shall post notice of the vacancy on the bulletin board for seven (7) days so that all Employees may be made aware and may apply. In addition, the Employer shall notify all Employees that the vacancy exists by email, using the email address which the Employer has on file. It will be the Employee's responsibility to keep their email addresses current.
- (b) Such notice shall contain, but need not be limited to, the following information:
  - qualifications required;
  - skill, knowledge, ability, and experience required;
  - current rate of pay;
  - current hours and days of work, which may be subsequently changed without reposting;
  - whether the position is regular or temporary;
  - In the case of temporary assignments, the expected length of such assignment (subject to change);
  - deadline for applications
- (c) **The Employer may initiate an external recruitment process concurrently with the posting notice provisions of 10.03(a).**

### **10.04 Selection**

- (a) Subject to subsection (b) below, when filling vacancies posted under article 10.03, qualifications, experience, skill and ability shall be the primary considerations. When the qualifications, experience, skill and ability of two (2) or more current Employees is relatively equal, seniority [or length of service where applicable – see subsections (d) and (e) below] shall be considered and shall be the determining factor.
- (b) Recognizing the value of providing promotional opportunity to existing Employees, the Employer shall give preference to current Employees when filling posted vacancies, as follows, provided the Employee receiving preference has completed probation and has the required qualifications, experience, skill and ability.

The following order of preference shall apply:

- Current Regular Employees shall receive preference over all other applicants.
  - Current Casual and Temporary Employees, who have completed probation, shall receive preference over external applicants provided their qualifications, experience, skill and ability is relatively equal to those of the applicable external applicant.
- (c) All current Employees who have completed probation and who apply for a posted position shall be interviewed, provided they meet the threshold tests established in section (b) above.
- (d) When the qualifications, experience, skill and ability of two (2) or more Casual and/or Temporary Employees are relatively equal in the selection process under section (a) above, length of accumulated service shall be considered and shall be the determining factor.
- (e) Seniority (or length of accumulated service, as applicable) of candidates shall be calculated as of the date of closing for a position.

#### **10.05 Trial Period**

- (a) Regular Full-time Employees, who are appointed (whether by Promotion, Demotion or Transfer) to fill a regular position, shall be placed on trial in the new position for a period of three (3) months.
- (b) Regular Part-time Employees, Casual Employees and Temporary Employees, who are appointed (whether by Promotion, Demotion or Transfer) to fill a regular position, shall be placed on trial in the new position for a period of three (3) months, or three hundred (300) hours, whichever comes first. This shall be conditional on satisfactory performance and suitability for the position, the Employee shall be confirmed in the new position upon completion of that trial period.
- (c) During the trial period, in the event the Employee chooses to return to the Employee's former position, or is judged to be unable to perform the duties of the new classification or to be unsuitable, except in the case of disciplinary Demotion, the Employee shall be returned to the Employee's former position. However, if the trial period results from bumping, the Regular Employee in question shall be laid-off. Any other Employee promoted or transferred as a result of the appointment, shall also be returned to the Employee's former position, and any Employee who was hired as a result may be terminated without notice.

#### **10.06 Temporary Assignments**

Regular Employees who accept temporary positions shall be returned to their previous positions at the end of the temporary assignment.

### **ARTICLE 11: LAYOFF AND RECALL**

#### **11.01 Layoff and Layoff Order**

When it is necessary to reduce the complement of Regular Employees the order of Layoff shall be in reverse order of bargaining unit wide seniority, provided the Employees to be retained have the qualifications, experience, skill and ability to perform the work after a brief period of familiarization.

### **11.02 Severance Pay**

A Regular Employee who is laid off and who elects to resign rather than bump another Employee or be placed on the recall list, shall be entitled to severance pay as follows, provided the Employee makes such election within seven (7) calendar days of receiving Layoff notice:

- (a) After three (3) consecutive months of employment, one (1) week's wages
- (b) After twelve (12) consecutive months of employment, two (2) week's wages
- (c) After three (3) consecutive years of employment, three (3) weeks' wages plus one (1) additional week's wages for each additional year of continuous employment, to a maximum of eight (8) weeks' wages.

Employees who receive severance pay under this Article (11.02) are deemed terminated in all respects and thereafter have no claim of any kind against the Employer arising out of the Employee's employment with the Employer.

### **11.03 Bumping Rights**

A Regular Employee who has been given Layoff notice, instead of being laid off may bump an Employee who has less seniority. The Employee exercising the bump must do so within three (3) working days of having received the Layoff notice and must have the required qualifications, skill and ability to work in the position into which the Employee is bumping. The Employer shall provide the bumping Employee with familiarization and orientation in the new position.

### **11.04 Recall-to-Employment**

- (a) A Regular Employee who has successfully completed probation, who has been employed for less than six (6) months, and who has been laid-off and does not elect to take severance pay under article 11.02, shall have recall-to-employment rights for six (6) months from the effective date of the Layoff. If the Regular Employee has been employed for six (6) months or more, the recall-to-employment rights shall be for one (1) year from the effective date of the Layoff.
- (b) During that period, such Employee shall have the right to be recalled, in the order of seniority, to any posted position with the Employer, provided the recalled Employee has the required qualifications, skill and ability to work in the applicable position. The Employer shall provide the recalled Employee with familiarization and orientation in the new position.

### **11.05 Recall Procedure**

- (a) It shall be the responsibility of the laid off Employee with recall-to-employment rights to keep the Employer informed of the Employee's current telephone number and postal address. Laid off Employees who have complied with the foregoing procedure and who are being recalled, shall be notified by the Employer, either personally or by personal telephone conversation (or by certified mail at their last known address if not able to contact personally or by telephone), of the date on which they are to report to work.
- (b) The Employee shall indicate acceptance or rejection of the recall, to the Employer, within twenty-four (24) hours of being notified. If the Employee rejects the recall, or if the Employee fails to report for work and the reporting date is at least fourteen (14) days later than the date of notification (unless because of illness or other just cause), the Employee loses all recall rights.

- (c) Notwithstanding the above, if the recall is to a position that is in a lower paid classification and/or has fewer hours, the Employee may:
  - (1) decline without losing recall rights; or
  - (2) accept and retain recall rights.

#### **11.06 Grievances Concerning Layoffs and Recalls**

Grievances concerning Layoffs and recalls shall be initiated at Step 2 of the Grievance Procedure.

### **ARTICLE 12: HOURS OF WORK AND OVERTIME**

#### **12.01 Work Week Defined**

For payroll purposes, the work week shall commence at 12:01 a.m. Monday.

#### **12.02 Regular Day and Week – Full-time, Part-time**

- (a) The normal workday for a Full-time Employee shall be seven (7) hours, plus an unpaid meal period of not less than thirty (30) minutes and not longer than sixty (60) minutes, scheduled by the Employer near the middle of the Employee's shift.
- (b) The normal work week for a Full-time Employee shall be thirty-five (35) hours exclusive of meal periods.
- (c) The normal work pattern for a Full-time Employee shall provide five (5) workdays and two (2) days off each week, which for overtime calculation purposes shall be considered to be in the same work week. The Employer shall make every reasonable effort, subject to operational requirements, to schedule Regular Full-time Employees to work five (5) consecutive work days each week, followed by two (2) consecutive days off.
- (d) The normal work pattern for Part-time Employees shall provide for at least two (2) consecutive days off each week, operational requirements permitting.
- (e) Regular Full-time Employees, who are required by the Employer to work five (5) consecutive regularly scheduled shifts in one work week shall normally have two (2) consecutive rest days off before commencing work on their regularly scheduled shifts in the next (subsequent) work week. When the Employer does not provide this two (2) day rest period, the rate of time and one half (1Y2X) shall apply on the first shift worked in the subsequent work week when the Employee should have been at rest [and double time (2X) on the second day worked in the subsequent week when the Employee should have been at rest, if applicable].

#### **12.03 Meal Period**

An Employee who is on duty for more than five (5) hours on a day is entitled to an unpaid meal period of a maximum of thirty (30) minutes, which shall be scheduled by the Employer at an appropriate time. Such meal period shall not be included in calculating regular work hours.

**12.04 Rest Breaks**

- (a) Each Employee, who is on duty for five (5) hours or more on a day, shall have two (2) fifteen (15) minute rest breaks during the work day, scheduled by the Employer one (1) in the first half of the shift, the other in the second half of the shift.
- (b) Each Employee, who is on duty for less than five (5) hours on a day shall have one (1) fifteen (15) minute rest break during the work day, scheduled by the Employer.
- (c) The time for such breaks shall be included as part of the regular hours of work.

SHIFT	REST BREAK	MEAL BREAK
Less than 5 hours	15 mins	n/a
5 hours	2 -15 mins	n/a
5.25 – 7 hours	2 – 15 mins	30 mins (unpaid)

**12.05 Change of Shifts**

- (a) The Employer shall attempt to provide twenty-four (24) hours notice to Employees, of change of start time. (This does not apply to initial establishment of start time).
- (b) Failure to provide at least twelve (12) hours rest between shifts which are being changed shall result in payment of a premium (at overtime rates) for any hours worked during such normal rest period.

**12.06 Overtime and Overtime Rates**

- (a) Overtime shall mean authorized time worked after seven (7) hours in a day, or more than thirty-five (35) hours in a week.
- (b) Overtime must be authorized in advance by the **Chief Librarian/Director**, or designate.
- (c) Employees who work overtime shall be paid as follows:

Daily Overtime: One and one-half times (1 ½ X) the Employee's basic rate for all hours worked in excess of seven (7) straight-time hours in any day, Double time (2X) the applicable basic rate of all hours actually worked in excess of ten (10) straight-time hours in any day.

Weekly Overtime: Weekly Overtime only applies after an Employee has worked more than thirty-five (35) straight-time hours in the week. Only the first seven (7) straight-time hours worked in each day of the week shall be counted for purposes of determining whether weekly overtime applies.

Weekly Overtime Rate: One and one-half times (1 ½ X) the Employee's basic rate for all hours worked in excess of thirty-five (35) straight-time hours in the week. Double time (2X) the applicable hourly rate of pay for all hours actually worked in excess of forty-two (42) hours in any week.

### 12.07 Time Off in Lieu

- (a) An Employee who works overtime may choose to be paid or when submitting the overtime pay slip may request compensatory time off equivalent to the overtime pay. Such compensatory time-off must be taken within six (6) months of the date the overtime was worked and at a time mutually agreed by the Employee and the **Chief Librarian/Director**. Unused compensatory time that is not taken within this six (6) month period shall be paid out at the rate at which it was earned, unless an extension of the period in which the compensatory time must be taken is granted at the discretion of the **Chief Librarian/Director**.
- (b) The maximum accumulation of compensatory time is one (1) week based upon the number of hours normally worked by that Employee in a week. Compensatory time off is payable at the rate at which the time was earned.
- (c) Any unused compensatory time that is outstanding shall be paid out at the rate at which it was earned, when an Employee leaves the employ of the Employer.

### 12.08 Call-In Shifts

- (a) For the purposes of this sub-section, "Call in shifts" shall be defined as extra hours of work becoming available or shifts not regularly scheduled.
- (b) Call-in shifts shall be offered to available Employees in the following order of preference, provided to receive such work an Employee must have the required qualifications, experience, skill and ability and provided further that no overtime results from so doing:
  1. Regular Part-time Employees wishing to avail of such work, in seniority order.
  2. Casual and Temporary Employees wishing to avail of such work, on an equitable basis among the entire group of Casual and Temporary Employees.

### 12.09 Work Schedules

The Employer shall post a weekly work schedule at least one (1) week in advance.

### 12.10 Casual Availability

Casual Employees who do not perform any work for the Employer in any three (3) month period may, at the Employer's discretion, be removed from the Casual Employee list. The parties agree that an Employee will not be removed from the casual list as a result of the Employer's inability to offer them work.

### 12.11 Sunday Openings

If the Employer is considering whether to open for normal business on Sunday, it shall give the Union at least sixty (60) days advance notice pursuant the BC Labour Code. The Employer will meet with the Union, at the Union's request, to discuss the matter so that the Union's concerns and the Employees' interests are made known to the Employer before a final decision is taken on the subject.

If a decision is taken to open on Sundays, the Employer **will offer available shifts by seniority to all qualified Employees who will have the right of first refusal. Should any Sunday hours remain unfilled, the required hours will be posted.**

Employees who work a Sunday shift shall be paid a premium of one dollar (\$1.00) per hour for each straight-time hour so worked.

## ARTICLE 13: GENERAL HOLIDAYS

### 13.01 Definition

The following shall be observed as paid general holidays for bargaining unit Employees:

New Year's Day  
Family Day  
Good Friday  
Easter Monday  
Victoria Day  
Canada Day  
British Columbia Day  
Labour Day  
**National Day for Truth and Reconciliation**  
Thanksgiving Day  
Remembrance Day  
Christmas Day  
Boxing Day

**And any other day proclaimed or declared by the Federal and/or Provincial governments as a general holiday. If any of these days are no longer proclaimed as General Holidays, they will not be paid general holidays.**

### 13.02 Pay for General Holidays

- (a) Employees shall be eligible for the above listed general holidays and general holiday pay after completing thirty (30) days on continuous employment.
- (b) Eligible Regular Full-time Employees, who do not work on any of the above listed holidays, shall receive a normal days straight-time pay for the day.
- (c) Eligible Regular Part-time Employees, Casual Employees and Temporary Employees, who do not work on any of the above listed holidays, shall receive a pro-rated amount of pay for the day in accordance with the formula for calculating the amount of pro-rated statutory holiday pay established in the B.C. Employment Standards Act.
- (d) If a general holiday falls on or is observed on a day **that** an eligible Regular Employee is not scheduled to work, and the Employee is **normally** scheduled to work four (4) or five (5) days in the applicable week, such Employee may elect to receive an additional day off without pay, in addition to the general holiday pay received. This unpaid day off shall be taken on the Employee's working day immediately following the general holiday, or if operational requirements do not permit the Employee to be off on that day, on another day mutually determined by the Employee and the **Chief Librarian/Director**.
- (e) **Eligible Regular Part-time and Temporary Employees who work less than fifteen (15) days of the last thirty (30) days before a general holiday, and the general holiday falls on or is observed on a day that the Employee would normally have been scheduled to work, as per their set or fixed schedule, shall receive pay for the hours that the Employee would have normally worked on that day.**

### 13.03 Payment for Working on a General Holiday

An Employee, who is eligible for the general holidays listed above and who works on a general holiday, shall be paid at time and one-half (1 ½ X) the Employee's basic rate for the time worked. This payment is in addition to the Employee being given another working day off with pay in lieu of the holiday (the pay determined in accordance with this Article). The working day off with pay shall be mutually determined by the Employee and the Chief Librarian/Director.

### 13.04 General Holiday During Annual Vacation: Regular Employees

A general holiday that falls during a Regular Employee's annual vacation shall not count as part of the annual vacation.

## ARTICLE 14: ANNUAL VACATIONS

### 14.01 Definitions

For purposes of this Article (14):

**"Calendar Year" and "Vacation Year" means the year from January 1 to December 31.**

**"Year of Service"** means the twelve (12) continuous month period from an Employee's anniversary date to the Employee's next anniversary date.

**"Week of Vacation"** means a Regular Employee's vacation time-off entitlement that is based upon each Regular Employee's normally and regularly scheduled workweek.

### 14.02 Basis of Calculations

Annual vacations shall be based on each Regular Employee's continuous service with the Employer since the date of hire as a Regular Employee.

### 14.03 Entitlement and Taking Annual Vacation Time – Regular Employees

- (a) Regular Employees shall be entitled to and shall take annual vacations on the following basis:
- (i) In the first (1<sup>st</sup>) year of service: two (2) weeks vacation with pay at the Employee's normal and regular basic rate of pay, prorated based upon the percentage of normal full-time hours that the applicable Employee actually works in that first year.
  - (ii) After completing one (1) year of continuous service as a Regular Employee up to and including five (5) years of continuous service: three (3) weeks of vacation with pay at the Employee's normal and regular basic rate of pay.
  - (iii) After completing five (5) years of continuous service as a Regular Employee up to and including **thirteen (13) years of continuous service**: four (4) weeks of vacation with pay at the Employee's normal and regular basic rate of pay.
  - (iv) After completing **thirteen (13) years of continuous service as a Regular Employee up to and including twenty (20) years of continuous service**: five (5) weeks of vacation with pay at the Employee's normal and regular basic rate of pay.
  - (v) **After completing twenty (20) years of continuous service as a Regular Employee and in each year of continuous service: six (6) weeks of vacation with pay at the Employee's normal and regular basic rate of pay.**

- (b) The annual vacation entitlement shall be prorated in those years in which an eligible Employee actually works less than a full year based upon the percentage (%) of normal full-time hours the Employee actually works in the year. Regular Part-time Employees shall receive a prorated vacation entitlement on this basis.
- (c) **Annual vacation time shall be taken during the calendar year in which it was earned, except that Employees may defer up to one (1) week per year to a maximum accumulation of two (2) weeks in total.**

#### **14.04 Vacation Pay On Termination**

- (a) Employees shall be paid for vacation pay that is earned but not taken at the time of termination of their employment, irrespective of reason, as soon as is practicable following the termination.
- (b) When the Employer advances vacation pay and the applicable Employee's employment terminates, irrespective of reason, before such vacation pay is subsequently earned by the Employee, the Employer has the authority to collect such overpayment at the time of the termination from any moneys owing to the Employee.

#### **14.05 Vacation Scheduling**

- (a) On or before **March 1<sup>st</sup>** of each calendar year, Regular Employees shall submit their requests for annual vacation dates **for the period March 16<sup>th</sup> to December 31<sup>st</sup>. A final vacation schedule, as approved by the Employer, shall be posted by March 15<sup>th</sup>.**
- (b) A list shall be posted on which each Regular Employee shall indicate **their** choice of vacation dates.
- (c) If two or more Employees cannot be granted the same vacation dates, the Employees involved shall attempt to determine which Employee(s) shall be scheduled for those dates and if the matter cannot be resolved, the vacation shall be scheduled based on seniority.
- (d) **For annual vacation requests for the period of January 1<sup>st</sup> – March 15<sup>th</sup>, approval will be provided on a first come first basis.**
- (e) Approved vacation dates shall not be changed except by mutual agreement of the Employer and the Employee involved, or unless operational requirements are such that the Employer has no reasonable alternative other than to cancel an Employee's vacation.
- (f) Vacation time not scheduled, upon the request of the Employee can be taken on a first-come-first-served basis, subject to the approval of the Employer.
- (g) All vacation time, which is not deferred, shall be taken during the calendar year, and if not scheduled by September 30<sup>th</sup>, the Employer shall schedule the vacation time, which shall be taken before December 31<sup>st</sup>.

#### **14.06 Vacation Pay and Time – All Other Employees**

- (a) Temporary Employees and Casual Employees shall receive vacation pay, on each pay cheque, in accordance with the provisions of the Employment Standards Act of BC. These Employees may be granted equivalent time-off without pay, at the discretion of the **Chief Librarian/Director** subject to operational requirements, up to the maximum equivalent time off that is equal to the vacation pay they have received in each year (the amount of such time being calculated as follows: vacation pay received divided by the average hourly rate upon which such vacation pay is calculated).

## ARTICLE 15: SICK LEAVE

### 15.01 Sick Leave Defined

Sick leave shall mean the period of time that a Regular Employee or Temporary Employee is eligible to be absent from work with full pay by virtue of being sick or disabled, exposed to a contagious disease, or under examination or treatment of a physician or dentist.

### 15.02 Sick Leave Amount

- (a) Regular Full-time Employees shall earn sick leave at the rate of one-and-a-half (1.5) days per complete month actually worked to a maximum of eighteen (18) days in each calendar year (Jan. – Dec.). Regular Part-time Employees, Temporary Employees and Casual Employees shall earn sick leave stated in hours, at the rate of seven percent (7.0%) of their hours actually worked, to a maximum of one hundred and twenty-six (126) hours in each calendar year (Jan. – Dec.).
- (b) Sick leave earned after January 1, **2023** may be accumulated to a maximum of **ninety (90) days [six hundred and thirty (630)]** hours in the case of Regular Part-time Employees, Temporary Employees, and Casual Employees]. Accumulated sick leave, which is not used for the reasons for taking sick leave set out in article 15.01, shall not be compensated in monetary or other form.
- (c)
  - (i) Although earned, paid sick leave shall not be taken during the probationary period, except as follows:
  - (ii) Regular Employees and Temporary Employees, who are on probation and who have completed thirty (30) calendar days of continuous service, shall be entitled to an advance of the sick leave that will be earned, to a maximum of five (5) days of sick leave during their probation period.
  - (iii) **Casual Employees who are on probation and who have completed ninety (90) calendar days of continuous service, shall be entitled to a one time advance of the sick leave they will earn, to a maximum of five (5) days of sick leave during their probation period.**
  - (iv) **Notwithstanding Article 15.02, Casual Employees are entitled to the minimum Employer paid sick leave per the Employment Standards Act of B.C.**
- (d) In order to receive sick leave, eligible Employees must, if possible, notify the Employer that they are requesting such leave prior to the beginning of their working day.

### 15.03 Medical Certificate

- (a) The Employer may require any Employee who is requesting sick leave to provide proof satisfactory to the Employer that the Employee is legitimately unable to carry out **their** duties for any of the reasons for taking sick leave set out in article 15.01.
- (b) The Employer may request a certificate from a qualified medical practitioner confirming fitness to return to work following any illness or accident or disability. The cost of obtaining this Return To Work Medical Clearance shall be paid by the Employer.

### 15.04 Sick Leave Records

An accumulated sick leave record shall be maintained for each eligible Employee.

## ARTICLE 16: LEAVES OF ABSENCE

### 16.01 Leave for Union Business

(a) General Condition

Leaves of absence without pay, loss of seniority or benefits for Union business shall be granted, as set out below, provided that reasonable advance notice is given of the dates and duration of such leave.

(b) Short-term Leave Without Pay

- (1) Official representatives of the Union shall be granted leave of absence without pay, loss of seniority or benefits to attend Union conventions or to perform other functions on behalf of the Union and its affiliates. The Employer shall make every reasonable effort to grant leave under this section, subject to operational requirements, provided further that sufficient advance notice is given of the dates and duration of such leave.
- (2) To facilitate the administration of this clause, when short-term leave without pay is granted, the Employee shall continue to be paid as if at work and the Union shall reimburse the Employer for salary and benefit costs (including vacation pay and general holiday pay) upon receipt of an invoice. The Union may request that this arrangement not be carried out in any specific case.

(c) Long-term Leave Without Pay

A Regular Employee who obtains a full-time position with the Union or anybody with which the union is affiliated, shall be granted leave of absence without pay or loss of seniority for a period of up to one (1) year, and which may be renewed each year, on request, during the Employee's absence.

(d) Leave Without Loss of Pay

- (i) Representatives of the Union shall be granted leave of absence without loss of pay, seniority or benefits when required, during their scheduled straight-time working hours, to deal with the Employer during the grievance procedure with respect to a grievance or with meetings of joint committees established by agreement of the Union and the Employer.
- (ii) Up to two (2) Employee representatives of the Union shall be granted leave of absence without loss of pay, seniority or benefits when required to leave work during their otherwise scheduled straight-time working hours to meet with the Employer for purposes of collective bargaining. The Employer shall fund a grand total of forty-two (42) straight-time hours under this subsection (ii) for the negotiation of any one collective agreement, irrespective of the time spent by either or both Employee Union representatives in so doing. The Employer will consider, on a case by case basis, any request made by the Union for payment of more than the above amount, subject to the approval of the Library's Board of Directors, at its discretion.

### 16.02 Bereavement Leave

In the event of a death in the family, of a Regular or Temporary Employee, the Employee, upon notifying the **Chief Librarian/Director**, shall be granted leave of absence without loss of pay, seniority or benefits, for up to three (3) previously scheduled work days.

- (a) **In the case of the death of a spouse or child of a Regular or Temporary Employee, the Employee, upon notifying the Chief Librarian/Director, shall be granted bereavement leave, without loss of pay, seniority or benefits, for up to five (5) previously scheduled work days.**
- (b) Where the **service** occurs outside the Province, the Employee may apply for up to an additional two (2) previously scheduled working days of leave without loss of pay, seniority or benefits. These additional days may be granted by the Employer at its discretion.
- (c) Where the death **or service** occurs outside the Country, the Employee may apply for up to an additional two (2) weeks of leave without pay or benefits, but without loss of seniority. These additional days may be granted by the Employer at its discretion. Employees may, at their discretion, use banked or vacation time owed for this purpose.

### **16.03 Mourners' Leave**

Subject to the operational requirements and at the Employer's discretion, leave of absence to attend a **service** as a mourner may be granted to a Regular or Temporary Employee without loss of pay, seniority or benefits. Such leave shall be up to **one (1) day for a service. Mourners' leave cannot be used to extend Bereavement Leave.**

### **16.04 General Leave**

- (a) A Regular Employee may request a leave of absence without pay. The request must be made in writing, at least four (4) weeks prior to the expected date of the commencement of the leave to minimize disruption of staff. Requests for general leave under this section (16.04) may be approved at the discretion of the Employer, subject to operational requirements and the availability of a replacement suitable to the Employer. Any request submitted shall not be unreasonably denied.
- (b) When a Regular Employee is granted a leave of absence without pay under this section (16.04), and the Employee is on the Employee Benefits Plan (Article 19) at the time the leave commences, the Employee receiving the leave must pay one hundred percent (100%) of the premiums' costs starting from the first day of the leave. Costs shall be pro-rated as required.

### **16.05 Jury Duty/Witnesses**

Regular and Temporary Employees subpoenaed by the Crown for jury duty or as witnesses for the Crown in any court shall continue to be paid the basic wages they would have otherwise earned had they not so served. Any compensation received by the Employee (with the exception of compensation for travel and food) shall be paid to the Employer.

### **16.06 Maternity Leave, Parental Leave (including Adoption)**

The maternity (**pregnancy**) leave and parental leave provisions (including adoption) of the Employment Standards Act of B.C. shall apply.

### **16.07 Family Responsibility Leave**

**An Employee, in accordance with the applicable provisions of the Employment Standards Act of BC, is entitled up to five (5) days of unpaid leave during each employment year to meet responsibilities relating to:**

- a. **The care, health or education of a child in the Employee's care**
- b. **The care or health of any member of the Employee's Immediate Family**

#### **16.08 Compassionate Care Leave**

Employees are eligible to receive compassionate care leave pursuant to section 52.1 of the BC Employment Standards Act.

#### **16.09 Special Leave**

- (a) Where an Employee needs to attend to an unanticipated, urgent matter where only the Employee could reasonably attend to it, **they are** entitled to use up to two (2) days of leave with pay from scheduled work on any one (1) occasions, up to two (2) times per calendar year.
- (b) The leave outlined above may also be used for purposes that may include, but are not limited to, actual travel time to/from attendance at a funeral as a mourner, providing care or support to Extended Family members, dealing with matters of serious financial consequence, and/or other circumstances such as travel plan cancellations not under the control of the Employee.
- (c) The Employee, upon request from the Employer, agrees to provide proof or evidence in support of the claim.
- (d) Where an Employee needs to care for Immediate Family, the Employee may, on up to 12 occasions of up to 35 hours in total in a calendar year use time from their accrued sick leave for that purpose.
- (e) **At the discretion of the Employer, additional hours may be accessed from the sick accrual bank. The bank will not fall under the thirty (30) days two-hundred and ten (210) hours for this specific leave. This shall only apply to (a) and (d) above.**

#### **16.10 Domestic or Sexual Violence Leave**

**The Employer and Union recognize that Employees sometimes face situations of violence or abuse in their personal life. The domestic or sexual violence provisions of the Employment Standards Act of B.C. shall apply.**

### **ARTICLE 17: PAYMENT OF WAGES**

#### **17.01 Schedule of Rates, Pay Days**

- (a) The Employer shall pay wages in accordance with Schedule "A" attached and forming part of this Agreement.
- (b) Employees shall be paid bi-weekly on Thursday.
- (c) On each payday each Employee shall be provided with an itemized statement of wages, deductions, etc.

#### **17.02 Minimum Guarantee**

- (a) Any Employee who reports for work on a regularly scheduled straight-time shift, who does not commence work, shall be paid for a minimum of two (2) hours at the Employee's regular basic rate of pay, unless the Employee's condition is such that the Employee cannot perform the Employee's duties, or the Employee has failed to comply with the Regulations under WorkSafe BC, provided the Employee has not been contacted by the Employer before reporting and told not to report.

- (b) An Employee who reports for work on a regularly scheduled shift at straight time, and who actually commences work, shall be paid the Employee's applicable basic rate of pay, with a minimum of four (4) hours.

### **17.03 Acting Temporary Capacity**

When an Employee is temporarily required to perform the duties of a higher paying position for five (5) consecutive work days or longer and the performance of such Temporary work is not covered by the Employee's job description, the Employee shall be paid for the time worked in the position as if promoted to it. If the temporary assignment is to a lower paid position, the Employee shall continue to be paid at the Employee's regular rate.

## **ARTICLE 18: JOB DESCRIPTIONS AND CLASSIFICATIONS**

### **18.01 Bargaining Unit Classifications**

The classifications that apply to the bargaining unit shall be as listed in Schedule "A".

### **18.02 New and Changed Jobs**

#### **(a) Job Descriptions**

The Employer shall prepare and maintain job descriptions for each bargaining unit classification. The descriptions in place as at **March 14<sup>th</sup>, 2022** are deemed to be the recognized descriptions, subject to subsequent amendments by the Employer.

#### **(b) New and/or Changed Classifications**

- (1) When a new bargaining unit classification is established by the Employer after **March 14, 2022**, or the Employer makes a substantial permanent change to an established classification after **March 14, 2022**, a new/changed classification description shall be **evaluated using the current mutually agreed upon job evaluation process, which occurs between the Unit Chair and the Chief Librarian/Director. This process shall be used to determine the wage scale. Any change to the method of evaluation will be mutually agreed upon by the Employer and Union.**
- (2) Should the Union wish to comment on or to have input into the new/changed job description, it must do so, in writing, within fourteen (14) days of its receipt of the new/changed description. The Employer shall finalize the applicable description after receiving the Union's comments and input, or after the fourteen (14) day period has expired, considering the Union's comments and input as the Employer considers appropriate.
- (3) When the Union believes that the wage rate intended by the Employer is inappropriate, it must object in writing to the Employer within thirty (30) days of its receipt of new/changed classification description, otherwise the Employer's intended wage rate is deemed established and is no longer subject to further dispute.
- (4) If the Parties fail to agree on the wage rate to apply within fourteen (14) calendar days after the Employer received the Union's objection, either party may refer the matter to arbitration under this Agreement for resolution.
- (5) The jurisdiction of the arbitrator under this Article 18.02 (b), is limited to establishing the wage rate to apply to new or substantially changed jobs based primarily upon internal relativity.

- (6) The Union shall notify the Employer in writing to initiate a classification review, when it or an Employee believes a substantial permanent change has been made to an established classification warranting a wage increase after July 8, 2010.
- (i) If the parties can agree that a substantial permanent change has been made to an existing job in the case of a Union initiated classification review, they shall then discuss the wage rate that is to apply. If they fail to agree within fourteen (14) calendar days after the Employer received the Union's request for a classification review, either party may refer the matter to arbitration for resolution. The jurisdiction of the arbitrator in such cases is limited in accordance with subsection (5) above.
  - (ii) If the parties cannot agree whether a substantial permanent change has been made to an established job in the case of a Union-initiated classification review, that particular question may be submitted to arbitration for resolution. If the arbitrator agrees that a substantial permanent change has been made to an established job and such change warrants a wage increase, the arbitrator may establish the wage rate to apply in accordance with subsection (5) above.
  - (iii) In the case of Union initiated classification reviews under this subsection (6), the rate of pay established for the substantially changed classification shall be retroactive to no earlier than the date that the Employer received the Union's written notification under this subsection (6).

#### **ARTICLE 19: EMPLOYEE BENEFITS**

- (a) Regular Employees who are normally and regularly scheduled to work twenty (20) hours or more per week shall be eligible for the following insured benefits on the first (1<sup>st</sup>) day of the month following the month in which they successfully complete probation.
  - (i) Medical Services Plan (MSP)
  - (ii) Extended Health Benefits (including Dental Plan)
- (b) The Employer will arrange with a carrier, as applicable, for the provision of the above benefits for eligible Employees. The terms and conditions governing the provision of these benefits pursuant to the contract that the Employer has entered into with the carrier shall apply in all respects, provided that the benefits and benefit levels provided under the above plans as of July 8, 2010, **and any subsequent dates agreed upon**, shall not be changed without the Union's agreement, which agreement shall not be unreasonably denied provided the changed benefit or benefit levels are substantially similar to those existing before the change. The Employer will not change benefit carriers without discussing the change with the Union in advance.
- (c) Where there is a conflict between the information described in this Agreement and the contracts entered into by the Employer with the carrier, the carrier's contract shall apply and take precedence in all respects.
- (d) The Employer shall pay one hundred percent (100%) of the premium cost for the above benefit plans in effect as of July 8, 2010.
- (e) Those Employees who are covered by the Municipal Pension Plan as at July 8, 2010 shall continue to be eligible for coverage under such Plan, provided they maintain the eligibility requirements required by the Plan.

- (f) Employees, who are otherwise eligible for benefits coverage under this Article (19), who are on unpaid leave or Layoff, or whose normal and regularly scheduled hours or work temporarily fall below the twenty (20) hours per week qualification requirement, may apply to retain their benefits coverage during the period when they are not working or their scheduled hours are temporarily below the required level. The retention of benefit coverage in such circumstances cannot result, either directly or indirectly, in additional costs to the Employer and each such application shall be subject to approval by both the carrier and the Employer. Employees, if any, who are approved by the Employer and the carrier for retention of benefits coverage under this subsection (d), must pay one hundred percent (100%) of the cost of maintaining such coverage, in advance to the Employer for the period(s) in question.

## **ARTICLE 20: JOINT CONSULTATION**

### **20.01 Joint Labour-Management Consultation Committee**

A Joint Labour-Management Consultation Committee shall be established and maintained. It shall be composed of two (2) representatives named by the Union and two (2) representatives named by the Employer. The Committee shall meet within five (5) days, upon the request of either Party.

### **20.02 Purpose of Committee**

The Joint Labour-Management Consultation Committee is established for the purpose of enabling the Parties, during the term of this Agreement, to discuss issues relating to the workplace that affect the Parties or any Employee bound by this Agreement.

### **20.03 Grievances Excluded**

The Joint-Labour Management Consultation Committee shall not deal with grievances.

## **ARTICLE 21: JOB SECURITY**

No Regular Employee shall be laid off or suffer a reduction in **their** normally and regularly scheduled straight-time working hours, as a result of the Employer contracting-out bargaining unit work.

## **ARTICLE 22: GENERAL**

### **22.01 No Strikes or Lockouts**

There shall be no strike or lockout during the term of this Agreement.

### **22.02 Copies of Collective Agreement**

- (a) The Parties, as soon as practicable after execution of this Agreement, shall provide each member of the bargaining unit with a copy.
- (b) The Parties shall be jointly responsible for preparing the Agreement, and having it printed in a union shop. Costs of economical printing shall be shared equally between the Parties.

### **22.03 Information to Prospective and New Employees**

- (a) The Employer shall acquaint each prospective Employee with the fact that a collective agreement is in effect, and with the conditions set out in the Articles dealing with Union Recognition and Union Dues.
- (b) On commencing employment, the Employer shall introduce each new Employee to the Shop Steward or Union President, who shall provide the new Employee with a copy of the Collective Agreement.

### **22.04 Picket Lines**

No Employee, except in emergency conditions, shall be required to cross a picket line when such picket line is a legal picket line established under the Labour Relations Code of BC or the Labour Code of Canada. Failure to cross such a picket line shall not be grounds for disciplinary action.

### **22.05 Effect of Legislation**

In the event that future legislation, proclamation or regulation invalidates any provision of this Agreement, all other provisions shall remain in effect for the term of this Agreement. New provisions to supersede provisions so affected shall be renegotiated at the request of either party.

### **22.06 Job Related Professional Development**

- (a) The Employer encourages Regular Employees to continue their professional development through attendance at conferences, seminars, **webinars, meetings** and workshops concerned with **the Employees' job-related areas of expertise and interest.**
- (b) Approval for such activities shall be requested before the event and requires approval by the **Chief Librarian/Director.**
- (c) Costs and compensation must be agreed between the Parties before the event, subject to the professional development funding that the Employer may or may not, at its discretion, budget for in any year; and such agreed upon amount(s) shall be reimbursed upon completion of the event.
- (d) The Employer shall provide on-the-job training to Employees, provided such training is required in order to meet operational requirements, and provided further that such training is subject to the training funding that the Employer may or may not, at its discretion, budget for in any year.
- (e) Any Employee that has not worked for a considerable period of time may request or be offered a training session designed to provide a review and update of job tasks, workplace task or position updates, technological changes and/or any other updates required. Upon mutual agreement of the parties, such session may be held prior to the Employee's return to work which may include the same day of their first shift back.

## **ARTICLE 23: HUMAN RIGHTS/DISCRIMINATION/HARASSMENT**

### **23.01 General Principles**

All Employees are entitled to a work environment that is free from any form of harassment **or bullying.** The Employer shall make every reasonable effort to ensure that no Employee engages in harassment **or bullying,** or is harassed **or bullied,** in the workplace, in accordance with the B.C. Human Rights Code. Substantiated cases of harassment **or bullying** may be cause for disciplinary action.

### **23.02 Dealing with Discrimination or Harassment**

- (a) Everyone at the worksite has a responsibility to report discrimination or harassment, immediately on becoming aware of it, to the **Chief Librarian/Director**, or the Chair of the Sechelt Public Library Association Board, if the **Chief Librarian/Director** is the alleged harasser.
- (b) The Employer shall deal with situations of discrimination and harassment immediately and seriously on becoming aware of them, whether or not there has been a complaint.
- (c) The Employer and the Union agree to cooperate in a timely manner to resolve situations that involve or affect members of the bargaining unit.
- (d) Subject to the grievance procedure, discrimination, harassment or intentional false allegations may result in discipline up to and including dismissal.
- (e) The Parties and all those involved shall not disclose information about a complaint except as necessary to investigate the complaint, or to take disciplinary action, or as required by law.

### **23.03 Grievances**

Any discrimination or harassment complaint involving a member of the bargaining unit can be dealt with using the grievance procedure in this Collective Agreement, provided that:

- 1) The Employer's investigation of the complaint has been completed, including implementation of resolution actions, if any; or
- 2) The grievance procedure may not be invoked when the mutually agreed upon third party harassment investigator has investigated the matter and issued final and binding recommendations.

## **ARTICLE 24: JOINT OCCUPATIONAL HEALTH AND SAFETY**

### **24.01 Composition**

There shall be a Joint Occupational Health and Safety Committee consisting of the **Chief Librarian/Director**, and a representative of Employees in the bargaining unit elected by the Union.

### **24.02 Duties**

The general duties of the Occupational Health and Safety Committee shall be as directed by the Workers' Compensation Act and Regulations pursuant to it.

## **ARTICLE 25: DURATION AND RENEWAL**

### **25.01 Duration and Renewal**

This Agreement shall be binding and remain in effect from **July 1, 2022 until December 31, 2025**. However, it shall not terminate on **December 31, 2025**, but shall continue in effect from year to year thereafter, unless either Party, at any time within four (4) months immediately preceding the expiry of this Agreement, by written notice requires the other Party to commence collective bargaining. If such notice is given, all terms


and conditions remain in effect until a new Agreement is ratified or until legal strike notice or legal lockout notice is given.

**25.02 Section 50(2) and 50(3) of Labour Code Excluded**

The parties agree that the operation of Section 50(2) and 50(3) of the Labour Relations Code is hereby specifically excluded.

Signed in the District of Sechelt, B.C. this 15th day of July 2023.

**FOR THE UNION:**


  
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Liza Saayman

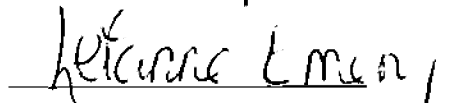
  
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CLAIRE DEVRIES

**FOR THE EMPLOYER:**

  
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Pat Harvey

  
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Leianne Emery

**SCHEDULE "A" – CLASSIFICATIONS & HOURLY WAGE RATES**

<b>CLASSIFICATION</b>	<b>January 1, 2022</b>	<b>November 20, 2022</b>	<b>January 1, 2023</b>	<b>January 1, 2024</b>	<b>January 1, 2025</b>
		<b>\$1.40</b>	<b>3%</b>	<b>3%</b>	<b>3%</b>
Technical Services Supervisor	32.75	34.15	35.17	36.23	37.32
Public Services and Interlibrary Loan Supervisor	29.75	31.15	32.08	33.04	34.03
Information Services Librarian	28.78	30.18	31.09	32.02	32.98
Library Technician – Accessibility	28.25	29.65	30.54	31.46	32.40
Library Technician – Research	28.25	29.65	30.54	31.46	32.40
Technology Education Coordinator	28.25	29.65	30.54	31.46	32.40
Accounting and Administrative Assistant	28.25	29.65	30.54	31.46	32.40
Children’s Services Coordinator	28.25	29.65	30.54	31.46	32.40
Adult Program Coordinator	26.75	28.15	28.99	29.86	30.76
Public Services and Interlibrary Loan Assistant	26.75	28.15	28.99	29.86	30.76
Public Services Assistant – Part time	23.75	25.15	25.90	26.68	27.48
Public Service Assistant – Casual	23.75	25.15	25.90	26.68	27.48

**LETTER OF UNDERSTANDING #1**

between

**The Sechelt Public Library Association Board**  
(the "Employer")

and

**Canadian Union of Public Employees, Local 391 – Sechelt Library Workers**  
(the "Union")

**RE: Grant Employees**


This Letter of Understanding is appended to and forms part of the 2014-2018 collective agreement between the parties and expires automatically with the expiry of that agreement unless the parties renew this Letter and append it to the renewal agreement.

The Parties agree to the following conditions of employment for Employees hired through government grant programs:

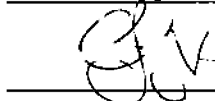
- 1) Grant Employees including students hired through Government grants shall be considered Temporary Employees.
- 2) Those hired shall become members of the Union.
- 3) The work performed by grant Employees shall be work that would not otherwise be done by regular staff within the applicable time frame.
- 4) Grant Employees shall be employed on special projects not exceeding five hundred and sixty (560) cumulative working hours in duration, unless the Union agrees otherwise, which agreement shall not be unreasonably denied.
- 5) These Employees shall be paid at a rate established by the parties at the time any such Employee is hired, plus vacation and holiday pay pursuant to the BC Employment Standards Act.
- 6) Any variation to the foregoing shall not be implemented without the mutual agreement of both Parties in writing.

Signed in the District of Sechelt, B.C. this 15 day of July 2023.

**FOR THE UNION:**

  
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Liza Saayman

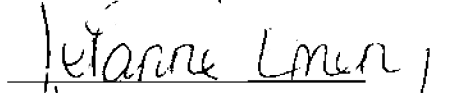
  
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Claire DEVRIES

**FOR THE EMPLOYER:**

  
\_\_\_\_\_

Pat Harvey

  
\_\_\_\_\_

Jeanne Lamer

  
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**LETTER OF UNDERSTANDING #2**

between

**The Sechelt Public Library Association Board**  
(the "Employer")

and

**Canadian Union of Public Employees, Local 391 – Sechelt Library Workers**  
(the "Union")

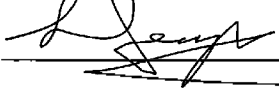
**RE: Volunteers**

This Letter of Understanding is appended to and forms part of the 2014-2018 collective agreement between the parties and expires automatically with the expiry of that agreement unless the parties renew this Letter and append it to the renewal agreement.

- (a) It is agreed volunteers have a role for the Employer and are an important link to the community being served.
- (b) A volunteer is a person who performs tasks for the Employer without receiving wages, benefits, or compensation of any kind. Volunteers enhance and extend the services of the Employees, and are not Employees.
- (c) The use of volunteers shall not result in the Layoff of any Regular Employee or the reduction of hours of any Regular Employee and no established regular position shall be left unfilled as the result of the use of volunteers.
- (d) Volunteers shall not be used to perform the work that would otherwise be performed by Temporary Employees, who are Employees of record at the time in question.
- (e) Volunteers may perform the following duties:
  - Daily shelving of books;
  - Book repairs, gluing broken spines, taping torn pages and covers;
  - Processing new materials: stamping library name and date, taping spines and covers, attaching jackets;
  - Any other duties of a similar nature agreed to by the Union, which agreement shall not be unreasonably denied.
- (f) The Employer shall not use volunteers to perform bargaining unit work when the Union is legally on strike or during a legal lockout.

Signed in the District of Sechelt, B.C. this 15th day of July 2023.

**FOR THE UNION:**

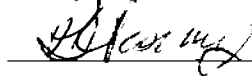
  
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Liza Saayman

  
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CLAIRE DEVRIES

**FOR THE EMPLOYER:**

  
\_\_\_\_\_

Pat Harvey

  
\_\_\_\_\_

Leianne Emery

**LETTER OF UNDERSTANDING #3**

between

**The Sechelt Public Library Association Board**  
(the "Employer")

and

**Canadian Union of Public Employees, Local 391 – Sechelt Library Workers**  
(the "Union")

**RE: Flex Time**


This Letter of Understanding is appended to and forms part of the 2018-2022 collective agreement between the parties and expires automatically with the expiry of this agreement unless the parties renew all, parts, or an adjusted version for appending into a renewal agreement.

The parties agree that notwithstanding Article 12, Employees may request to flex their schedule without impact to the above reference article. Such request shall be made to the **Chief Librarian/Director** or their designate for authorization and approval will be subject to operational requirements. Such authorization will not be unreasonably denied. The request and authorization will be made in writing, or by email and the **Chief Librarian/Director** or their designate will provide a copy of both to the union. It is understood that the intent is not to avoid overtime nor increase or decrease the anticipated weekly scheduled hours or work of an individual. Request for flex scheduling provisions may include the following:

- (a) To work a schedule that provides for four (4) days off in a period of two (2) work weeks provided that the Employee has at least thirty-two (32) consecutive hours free from work each work week.
- (b) To work a maximum of nine (9) hours in a day. Additional hours worked will result in a shorter shift/shifts on a subsequent day/days and such information shall be included in the original request. Overtime shall apply to hours worked in excess of seventy (70) hours in a period of two (2) work weeks.


Signed in the District of Sechelt, B.C. this 15th day of July 2023.

**FOR THE UNION:**



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Liza Saayman



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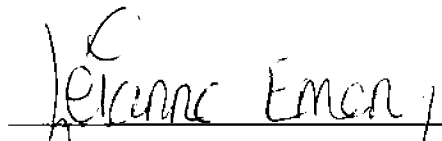
Carole Devries

**FOR THE EMPLOYER:**



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Pat Harvey



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Kerianne Emery

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