

COLLECTIVE AGREEMENT

Between

**United Way British Columbia
("the Employer")**

And

**Canadian Union of Public Employees
Local 1760
("the Union")**

Term: November 1, 2024 – October 31, 2027

Ratification Date: January 8, 2025

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ARTICLE 1 – PREAMBLE

1.01 WHEREAS it is the desire of both parties to this Agreement:

- a) To maintain and improve the harmonious relations and settled conditions of employment between the Employer and the Union;
- b) To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions and employment;
- c) To encourage efficiency in operation;
- d) To promote the morale, well-being and security of all the employees in the bargaining unit of the Union;
- e) To promote a safe work environment for all employees that is free of harassment and discrimination. Every employee has the right to respect and dignity and we all have a duty to ensure a respectful workplace.

1.02 AND WHEREAS it is now desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in an Agreement.

1.03 NOW THEREFORE the parties agree as follows:

ARTICLE 2 – DEFINITIONS

2.01 Parties

Wherever the work “parties” is used in the Collective Agreement, it shall mean the Union and the Employer.

2.02 Employee

“Employee” shall mean a person who is an ‘employee’ as defined in the Labour Relations Code of British Columbia.

2.03 Support Staff

“Support Staff” shall be those employees performing the functions normally considered as clerical, secretarial or support, and shall include the following:

Receptionist, Data Control Clerks, Secretary, Secretaries designated by department or function, Administrative Secretary, Accounting Clerks, and any other position mutually agreed to as clerical.

2.04 Professional/Technical

- a) “Professional/Technical Staff” shall be all other regular full-time/part-time employees covered by this Certification and shall include the following:

Assistant Directors designated by department or function such as – Research, Finance and Operations, Agency and Community Services, Information Systems, Resource Development and Marketing and Communications – and any other Assistant Director positions mutually agreed.

2.05 Regular Full-time Employees

“Regular Full-time Employees” shall mean a person who is employed on a full-time basis of thirty-five (35) or such other number of weekly hours as is recognized in the Collective Agreement as normal for a particular classification, or for an indefinite period of time.

2.06 Regular Part-time Employees

- a) “Regular Part-time Employee” shall mean a person who is employed on a regular part-time schedule of weekly hours which are less than the number constituting full-time employment, for an indefinite period of time.
- b) Regular part-time employees shall receive the salary rates, conditions of employment, statutory holidays, annual vacations, and other perquisites specified in this Agreement on a pro-rata basis according to their hours of work, unless otherwise specified in the Collective Agreement.

2.07 Temporary Employee

- a) “Temporary Employee” shall mean a person who is employed to:
 - i) Work on a specific project of a reoccurring nature (employed in a position that is filled for a specified period of time on a regular basis every year, due to the season nature of the organization); or
 - ii) Replace regular staff on an approved leave as defined by the Collective Agreement;
 - iii) Fill a grant position as defined in Article 2.08;
 - iv) Augment regular full-time or regular part-time staff for a term of employment of less than three (3) months. Appointments of terms greater than three (3) months shall only be with the mutual agreement of the parties;
 - v) Work on a special project of no longer than three (3) months. (Appointments of terms greater than three (3) months for special projects shall only be with the mutual agreement of the parties).

All temporary positions will have a general start and finish date of which the Union will be advised of in writing.

- b) A temporary employee who completes a period of employment of three (3) consecutive months or more, and is subsequently called back to a second (2nd) term of employment

in the same position within twelve (12) months, will have recall rights, to the same position only, at the completion of the second (2nd) term of employment and will be recalled to the same position, by seniority, if in future the same position becomes available and provided that there is no Regular full-time employee or Regular part-time employee on layoff who is qualified to do the job. In the event a Regular full-time or Regular part-time employee is on layoff and is qualified to do the job, the Regular full-time or Regular part-time employee will be given first option of recall.

- c) Temporary employees shall accrue seniority as per Article 14.04 and once they complete a total period of employment of six (6) months or more and have successfully completed a probationary period as per Article 15, calculated retroactively to their original date of hire for the purposes of recall rights and job postings. However, Temporary employees hired prior to the ratification of this Agreement who do not already have established seniority will have a seniority date effective as of ratification, provided they otherwise qualify.
- d) If the position filled by a Temporary employee is subsequently posted and the temporary employee is the successful candidate, their probationary period shall be reduced by the length of their tenure in the temporary position.
- e) Temporary employees shall be employed at rates of pay listed in the Collective Agreement. If a position and/or rate of pay is not presently in the Agreement, such description/rate of pay will be determined by the provision in Article 31 Job Classification and Job Descriptions.
- f) Placement on salary scales – Temporary employees will be hired at Step 1. Temporary employees on recall will be paid at Step 2. Temporary employees will be eligible to move to Step 2 where they have successfully completed a probationary period as per Article 15.
- g) Temporary employees are intended to work for a specific term of employment. Not all of the provisions will apply to Temporary employees for this reason. Temporary employees will not participate in the Hospitality Fund, be eligible to serve as First Aid Attendants in accordance with Article 32.05, or be covered under Articles 23, 24.01, 24.02, 24.07, 25, 26, 33.02, 33.03, and/or Long-Term Disability.
- h) Temporary employees who have not completed a period of employment of six (6) months will receive thirteen percent (13%) in lieu of vacation and all benefits, excluding Articles 20, 24, 10, and 29.

Once a Temporary employee completes a period of employment of six (6) total months or more, they shall instead receive the following options:

- i. Thirteen percent (13%) in lieu; or
- ii. Fifteen (15) days vacation per annum and seven percent (7%) in lieu of benefits; or
- iii. Fifteen (15) days vacation per annum and EHC and Dental benefits, provided their total temporary term is for one (1) year or longer. Employees who are eligible for benefits have a one-time, irrevocable option which must be

exercised within one month of being advised of eligibility, which will be made in writing and copied to the Union.

Temporary employees may use up to ten (10) sick days per year and are not covered under Article 21. Sick days will have no monetary value upon completion of employment term.

- i) Temporary employees will be members of CUPE Local 1760.
- j) The Employer agrees that no temporary employee will replace regular employees and that no employee will be laid off as a result of hiring Temporary employees.

2.08 Grant Positions

- a) Temporary employees filling Grant positions are hired for three (3) months or more pursuant to specific projects being undertaken when the Employer applies for and receives, grant moneys from Government, Foundations, etc. or;

Where United Way grants the money on a limited basis to test a new position for a period not to exceed twelve (12) months, it will become a Regular Full-time, or Regular Part-time position within the bargaining unit and will be posted in accordance with Article 16.

All projects will have a definite start and termination date and will be discussed in advance at a Labour/Management Committee meeting.

- b) All terms of Article 2.07 – Temporary employees apply to Temporary employees filling Grant positions.
- c) The Employer agrees that no employees shall be laid off as a result of filling Grant positions.

2.09 Casual Employees

- a) “Casual Employees” shall be persons employed to work full or part-time shifts on an intermittent basis in the following capacities: Sickness Relief, Vacation Relief, Leave of Absence with/without pay, Relief pending a regular employee appointment in accordance with Article 16: Promotion and Staff Changes.
- b) If employed directly by United Way, casual employees shall be paid in accordance with the rate of pay for the position.
- c) If employed through a personnel agency, remuneration and benefits are as fixed in the contract with such agency.
- d) Casual employees will not be utilized to fill vacancies which exceed ninety (90) calendar days continuous employment in the same position. This period may be extended by mutual agreement.

2.10 Bargaining Unit

- a) "Bargaining Unit" shall be those employees included in the certification notice, with the following exceptions:

President	Casual Staff
Chief Officers	Director Digital and Data
Executive Assistant to the CEO / SLT	Data Scientist
Senior Directors	P&C Advisor
Directors (Regional & Functional)	P&C Coordinator
Manager, Major Gifts	P&C Manager
Finance Managers	

- b) Employees added through merger or amalgamation with other organizations shall be included in the bargaining unit and covered by the Collective Agreement, unless excepted by Article 2.10 a), already represented by another bargaining agent, excluded by the B.C. Labour Relations Code, or otherwise agreed by the Union to be excluded from the bargaining unit.

2.11 Members of Immediate Family

Member of the immediate family for the purpose of this Agreement shall be spouse, partner, child, parent, sibling, grandparents, grandchild, and spouse's immediate family. All definitions of immediate family shall include in-law, step, foster and spouse/partner shall include same sex. Also included are other relatives who are resident in the employee's home. Consideration will be given to other relatives in special circumstances.

2.12 Students

The parties acknowledge that students may, from time to time, gain work experience by fulfilling tasks to provide learning opportunities. This work experience shall not replace the work performed by CUPE 1760 members. Students may be paid or unpaid. Where paid, students will receive the "Students" pay rate as per Schedule A or higher and shall be members of CUPE 1760.

ARTICLE 3 – RECOGNITION AND NEGOTIATIONS

3.01 Bargaining Agent Recognition

The Employer recognizes the Canadian Union of Public Employees, Local 1760, as the sole and exclusive collective bargaining agency for all of its employees within the bargaining unit and hereby consents and agrees to negotiate with the Union, or any of its authorized committees, concerning all matters covered by this Agreement, looking towards a peaceful and amicable settlement of any differences that may arise between them.

3.02 Correspondence

A copy of any correspondence between the Employer, or their designate and any employee in the bargaining unit, pertaining to the interpretation, administration, or application of any part of this Agreement shall be forwarded to the Secretary of the Union or their designate.

3.03 No Other Agreement

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

ARTICLE 4 – MANAGEMENT RIGHTS

4.01 Function of Management

The management and control of the Employer's operations and the direction of the working force shall remain the exclusive function of management, provided that such management and direction does not contravene the express provisions of this Agreement.

4.02 New Rules and Amendments

From time to time the Employer may make or alter rules and regulations to be observed by its employees (such rules and regulations shall observe the provisions of this Agreement). New rules and amendments will be discussed with the Union prior to implementation.

ARTICLE 5 – UNION SECURITY

5.01 Union Membership

- a) All employees will become and remain members in good standing of the Union as a condition of continued employment.
- b) Application for Union membership shall be made within thirty (30) days of date of hire.

5.02 New Employees

The Employer agrees to acquaint new employees with the fact that a Union Agreement is in effect, and with the conditions of employment set out in the Articles dealing with Union security and dues check-off.

5.03 Interviewing Opportunity

A representative of the Union shall be given an opportunity to interview each new employee within regular working hours, without loss of pay, for a maximum of thirty (30) minutes during the first month of employment for the purpose of acquainting the new employee with the benefits and duties of Union membership and responsibilities and obligations to the Employer and the Union.

ARTICLE 6 – CHECK OFF OF UNION DUES

6.01 Check Off

The Employer agrees to the check-off of all Union dues, fees and assessments levied in accordance with the Constitution and/or By-Laws of the Union. The Union agrees to advise the Employer of the amounts of such Union dues and/or assessments as may be determined from time to time by the said Union. The Employer, upon receipt of such advice from the Union, shall thereupon deduct from the earnings of the employees such dues, fees and assessments and shall forward to the Union the total of such amounts deducted, together with a list of those employees from whom such deductions were made, such deductions to be remitted to the Union Treasurer not later than the fifteenth (15th) day of the following month.

6.02 Schedule of Dues

It is agreed that the Union shall provide the Employer with the schedule of dues, fees and assessments and changes thereto prior to the 20th day of the month of implementation.

ARTICLE 7 – HUMAN RIGHTS.

7.01 Equal Rights

In keeping with the overall philosophy and the organization's core values, the Employer will strive to reflect the cultural diversity of British Columbia in all aspects of its operation. In this regard, the Employer agrees that:

- a) Every member has the right to respect and dignity, to equal benefit, equal protection and equal treatment under this Collective Agreement without discrimination and, in particular, without discrimination based on age, colour, ancestry, place of origin, political belief, religion, marital status, family status, mental or physical disability, sex, sexual orientation, gender identity or expression, social and economic status, or age of that person or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person.
- b) This does not preclude any program or activity that has as its objective the amelioration of conditions and disadvantaged members or groups of members, including those that are disadvantaged because of age, colour, family status, gender, marital status, mental

or physical disability, national or ethnic origin, political affiliation, religion, sexual orientation or social and economic status.

7.02 Freedom from Sexual Harassment

- a) The Employer and the Union recognize the right of employees to work in an environment free from sexual harassment and agree to co-operate in attempting to resolve, in a confidential manner, any complaints of sexual harassment which may arise in the workplace. The Employer will take appropriate action, including disciplinary action, against any person employed by the Employer, found, pursuant to the complaint investigation process, to have or be engaging in the sexual harassment of another employee.
- b) Sexual harassment shall be defined as any sexually oriented conduct of a sexual nature that has a negative effect on the employee, and/or undermines an employee's healthy job performance, or workplace relationships, or endangers an employee's employment status or potential. It shall include, but not be limited to; unnecessary touching or patting; suggestive remarks or verbal abuse; leering at a person's body; compromising situations; demands for sexual favours; or physical assault.

All complaint(s) covered by this Clause shall be resolved through the grievance procedure commencing at Step 3.

- c) The Employer and the Union may mutually agree to use a process other than the grievance/arbitration procedure to resolve disputes under this Article. The terms of reference for an alternate procedure will be mutually established.

7.03 Freedom from Personal and/or Psychological Abuse/Harassment

- a) The Employer and the Union recognize the right of employees to work in an environment free from psychological and/or verbal abuse/harassment and agree to co-operate in attempting to resolve, in a confidential manner, any complaints of psychological and/or verbal abuse/harassment, which may arise in the workplace. The Employer will take appropriate action, including disciplinary action, against any person found to have engaged in the psychological, physical and/or verbal abuse/harassment of another employee.
- b) Psychological, physical and/or verbal abuse/harassment is defined as offensive comments or action, or physical assault or action maliciously and repeatedly made and/or actions specifically designed to demean, disparage, or belittle an individual and/or to cause personal harm or degradation and/or fear for personal or psychological or emotional safety.
- c) Cases of psychological, physical and/or verbal abuse/harassment shall be eligible to be processed as a grievance. Step one (1) will be bypassed if the complaint is against the employee's Department Head.

- d) Where a complaint is determined to be a frivolous, vindictive or vexatious nature, the Employer may take appropriate action. Such action shall only be for just cause and may be grieved pursuant to the Collective Agreement.
- e) The Employer and the Union may mutually agree to use a process other than the grievance/arbitration procedure to resolve disputes under this Article. The terms of reference for an alternate procedure will be mutually established.

7.04 Family Friendly Workplace

In recognition of the work/family challenges faced by employees, the Employer agrees to take steps to help employees manage their work and family responsibilities. In this regard, the Employer shall continue to work with the Union on an ongoing basis to establish policies which will meet emerging family/workplace needs.

7.05 Equal Pay for Work of Equal Value

The principle of equal pay for work of equal value shall apply, regardless of gender.

7.06 Employment Standards Act of BC

The intent of the parties is not to negotiate below the *Employment Standards Act* or *Human Rights Code of BC*, should either statute conflict with the Collective Agreement when viewed in totality then superior provision(s) shall prevail.

ARTICLE 8 – UNION MANAGEMENT RELATIONS

8.01 Representation

No individual employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper authorization of the Union. The Union will advise the Employer in writing by May 1st of each year of its authorized Union representatives (i.e. Executive, Job Stewards and Grievance Committee) and the Employer, if requested, will advise the Union of its authorized representatives.

8.02 Representative of CUPE

The Union shall have the right to have assistance of representatives of CUPE. Such representatives shall have access to the Employer's premises during normal business hours to assist the Union and shall notify the Employer upon arrival, or in advance if possible.

8.03 Officers of the Union

The Parties agree that Officers of the Union will conduct Union business such as Union meetings, Executive Board meetings, Shop Steward meetings, etc. and other meetings which deal with internal Union business on their own time, where possible. This includes preparation time pursuant to collective bargaining.

Where such time is needed, the Parties agree that Officers of the Union will be granted leave of absence with pay and without loss of seniority or benefits while conducting business arising from the Collective Agreement. This includes attendance at arbitration or other forums arising from Article 10 – Grievances or Article 11 – Arbitration for the grievor, Article 9 – Labour Management Committee meetings, and any other Union business as arises from the application of this Collective Agreement, but does not include preparation time with Union Officers or the CUPE National Representative or their delegate.

8.04 Use of the Employer’s Equipment

The Parties agree that the current practice of the Union being allowed to utilize the Employer’s email system, photocopying, postage, etc. will continue. The Union agrees to reimburse the Employer for costs of photocopying and postage as billed by the Employer.

8.05 Technical Information

The Employer shall make available to the Union, on request, information required by the Union such as job description, positions in the bargaining unit, job classifications, salary and wage scales, financial and actuarial information pertaining to pension and welfare plans. The information requested under this Article shall be only that information in the possession of the Employer relating to the bargaining unit.

ARTICLE 9 – LABOUR MANAGEMENT COMMITTEE

9.01 Establishment

A Labour Management Committee shall be established consisting of up to three representatives of the Union and up to three representatives of the Employer. The committee shall enjoy the full support of both parties in the interests of good employee-management relations, and, as a result of discussions, shall make recommendations to the Employer or the Union as appropriate.

9.02 Function

The Committee shall concern itself with the following general matters;

- a) Consider constructive criticism in a constant endeavour to improve Employer/employee relations.
- b) Promote safe practices.
- c) Review employee suggestions, working conditions and situations which may create misunderstandings and grievances.
- d) Discuss operational problems and management plans.

- e) In addition to discussion by the committee where new or additional equipment is required, or where renovations are planned for an existing building, or where a new building or new office location is planned, the employees affected shall have an opportunity to present suggestions prior to the finalization of plans.

9.03 Meetings

The Committee shall meet at least once every two (2) months or more frequently, if required, at a time and place mutually agreeable to both parties. Its members shall receive a notice and agenda of the meeting from the Chair at least forty-eight (48) hours in advance of the meeting. Employees shall not suffer any loss of pay for time spent with this Committee.

9.04 Chairs of the Meeting

An Employer and a Union representative shall be designated as joint chairs and shall alternate in presiding over meetings.

9.05 Minutes

Minutes of each meeting of the Committee shall be prepared as promptly as possible after the close of the meeting and shall be jointly signed off at the commencement of the next scheduled meeting. The Union and the Employer shall each receive signed copies of the minutes.

9.06 Jurisdiction

- a) The Committee shall be an Advisory Committee and shall not have jurisdiction over wages nor any management functions, nor any matter of collective bargaining.
- b) The Committee shall not supersede the activities of any other committee of the Union or the Employer. It shall have the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.

ARTICLE 10 – GRIEVANCES

10.01 Union Stewards and Grievance Committee

In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the rights and duties of the Union representatives on the Grievance Committee and the Union stewards. The steward shall assist any employee which the steward represents in preparing and presenting a grievance in accordance with the grievance procedure.

10.02 Names of Stewards

The Union shall notify the Employer in writing of the name of each steward and the department(s) represented and the name of the Chief Steward before the Employer shall be required to recognize any steward.

10.03 Grievance Committee

- a) Each party shall appoint up to three (3) members to a Grievance Committee.
- b) The purpose of the Committee is to discuss grievances under the terms and conditions of the Grievance procedure in this Agreement.

10.04 Permission to Leave Work

The Employer agrees that stewards shall not be hindered, coerced, restrained or interfered with in any way in the performance of their duties while investigating disputes and presenting adjustments as provided in this Article. The Union recognizes that each steward is employed full-time by the Employer and that they will not leave work during working hours except to perform duties under this Agreement. Therefore, no steward shall leave work without obtaining the permission of their supervisor, and such permission shall not be unreasonably withheld.

10.05 Definition of Grievance

A grievance shall be defined as any difference arising out of interpretation, application, administration, or alleged violation of the Collective Agreement.

10.06 Grievance Procedure

Should any difference arise between the persons bound by this Agreement concerning its interpretation, application, operation or any alleged violation thereof, including any question governing the dismissal or suspension of any employee bound by the Agreement, and including any question as to whether any matter is arbitrable, there shall be no stoppage of work on account of such difference, and an earnest effort shall be made to settle the difference in the following manner:

- Step 1 The grievance and replies stating reasons shall be in writing at all stages. The employer shall provide a written response with reasons at each step of the grievance procedure. The initial letter of grievance shall state that the matter is a grievance in accordance with this Article and shall be submitted to the Department Head concerned within thirty (30) days. The grievor has a right to attend all steps of the grievance. Should such Department Head be unable to settle the matter within five (5) working days following receipt of the letter of grievance, Step 2 shall be invoked.

Step 2 Failing settlement at step 1, the grievance shall be discussed by the Grievance Committee. The Committee shall attempt to resolve the matter within ten (10) working days. Failing settlement in this step, Step 3 shall be invoked.

Step 3 The senior representative or representatives of the Union and the President shall discuss the grievance and, within ten (10) working days of the initial meeting of this step, arrive at a settlement or refer the dispute to Arbitration.

10.07 Policy Grievance

Where a dispute involving a question of general application of interpretation occurs, or where a group of employees or the Union has a grievance, Steps 1 and 2 of this Article may be bypassed.

10.08 Deviation from Grievance Procedure

After a grievance has been initiated by the Union, the Employer's representative shall 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. Violation of this section shall result in the grievance being allowed.

10.09 Grievance on Safety

An employee, or group of employees, who is required to work under unsafe or unhealthy conditions, shall have the right to file a grievance in the normal manner. This Clause will in no way negate the regulations of the *Workers' Compensation Act*.

10.10 Technical Objections to Grievance

An arbitrator 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 which they deem just and equitable.

10.11 Amending Time Limits

Wherever a stipulated time is mentioned in Articles 10, 11 or 12 herein, the said time may be extended by mutual consent of the parties.

ARTICLE 11 – ARBITRATION

11.01 Composition of the Arbitration Board

A Board of Arbitration shall be formed to hear the grievance.

- a) Either party shall notify the other, in writing, of the question(s) to be arbitrated and the name and address of its chosen representative on the Arbitration Board. After receiving such notice and statement, the other party shall, within five (5) days, appoint its representative on the Arbitration Board and give notice in writing of such appointment to the other party. Such representatives shall endeavour to select a third member who shall be chairperson. Should the representatives fail to select such third member within five (5) days from the appointment of the last representative, either party may request the Minister of Labour of the Province of British Columbia to appoint a chairperson. The expenses and compensation of the representatives selected by the parties shall be borne by the respective parties. The expenses and compensation of the chairperson shall be shared equally between the parties.
- b) The Arbitration Board shall not have the right to amend or delete any of the terms of this Agreement.
- c) With the agreement of both parties, the Board of Arbitration may comprise a single arbitrator as agreed to by the parties. Such agreement on a single arbitrator and the name of the Chairperson shall be within five (5) days of such a request. Failing agreement, a Board of Arbitration pursuant to a) above shall be struck.

11.02 Board Procedure

- a) In resolving disputes, an Arbitration Board shall have regard to the real substance of the matters in dispute and the respect merits of the positions of the parties, and shall apply principles consistent with the *Labour Relations Act* and not be bound by a strict legal interpretation of the issue in dispute.
- b) The Arbitration Board shall have the power to receive and accept evidence and information on oath, affidavit, or otherwise as in its discretion it considers proper, whether the evidence is admissible in a court of law.
- c) A grievance or arbitration shall not be deemed invalid by reason of a defect in form, technical irregularity, or an error of procedure if it results in a denial of natural justice. An arbitration may relieve against those defects, irregularities, or errors of procedure on just and reasonable terms.

11.03 Decision of the Board

The majority decision of the Board of Arbitration shall be final and binding on all persons bound by this Agreement. In the event the Board of Arbitration finds that an employee has been dismissed or suspended for other than proper cause, the Board of Arbitration may direct the Employer to reinstate the employee and award full redress or such lesser sum as in the opinion of the Board of Arbitration is fair and reasonable, having regard to the terms of the Collective Agreement between the parties.

ARTICLE 12 – EXPEDITED ARBITRATION

The parties agree to the following:

- a) The parties shall determine, by mutual agreement, those grievances not suitable for expedited arbitration.

Those grievances determined by mutual agreement to be not suitable for expedited arbitration shall proceed by way of formal arbitration as per Article 11 of the Collective Agreement.

- b) Choice of arbitrators shall be by mutual agreement by both parties.
- c) Expedited arbitration hearings shall be scheduled within one (1) month of the final step meeting of the grievance.
- d) The location of the hearings is to be agreed by the parties.
- e) All presentations are to be short and concise and are to include a comprehensive opening statement. The parties agree to make limited use of authorities during their presentations.
- f) Prior to rendering a decision, the arbitrator may assist the parties in mediating a resolution to the grievance. If this occurs, the cost will be borne in accordance with Section 103 of the Labour Relations Code.
- g) Where mediation fails, or is not appropriate, a decision shall be rendered as contemplated herein.
- h) The decision of the arbitrator is to be completed and mailed to the parties within ten (10) working days of the hearing.
- i) The parties shall equally share the costs of the fees and expenses of the arbitrator.
- j) The expedited arbitrator shall have the same powers and authority as an arbitrator established under the provisions of Article 11 of the Collective Agreement.
- k) All decisions of the arbitrator are to be limited in application to that particular dispute and are without prejudice.

ARTICLE 13 – PROGRESSIVE DISCIPLINE, SUSPENSION & DISMISSAL

The parties recognize the Employer's right to discipline employees under the terms and conditions of this Clause and that the aim of progressive discipline is corrective in application. Therefore, except for gross misconduct, discharge for cause shall be preceded by counseling, plus a documented record of warnings (written or oral) and/or suspensions. This Article shall not apply to a release at the end of the term of a temporary employee.

13.01 Burden of Proof

In all cases of discipline, the burden of proof of just cause shall rest with the Employer. Evidence shall be limited to the grounds stated in the discipline or discharge, dismissal or suspension letter to the employee.

13.02 Suspension

The Employer may suspend an employee for just cause. Notice of suspension shall be in writing and shall set forth the reasons for suspension. The Union shall be forwarded copies of all such notices.

13.03 Dismissal

The Employer may dismiss any employee for just cause. Notice of dismissal shall be in writing and shall set forth the reasons for dismissal. The Union shall be forwarded copies of all such notices.

13.04 Dismissal and Suspension Grievance

All dismissals and suspensions will be subject to the grievance procedure. A copy of the written notice of dismissal or suspension shall be forwarded to the Union. Step 1 and Step 2 of the Grievance Procedure shall be omitted in such cases.

13.05 Unjust Suspension or Discharge

An employee who has been determined to be unjustly suspended or discharged shall be immediately reinstated to their former position without loss of seniority. They shall be compensated for all time lost in an amount equal to their normal earnings on the first pay day following reinstatement, or by any other arrangement as to compensation which is just and equitable in the opinion of the parties or, if the matter is referred to Arbitration or Expedited Arbitration, in the opinion of the arbitrator. Any monies earned by an employee during a period of suspension or discharge shall not be deducted from any award under this Article.

13.06 Right to Grieve Other Disciplinary Action

Disciplinary action grievable by the employee shall include written censures, letters of reprimand, and adverse reports. At the time of recording, an employee shall be given a copy of any such document placed in the employee's file which might be the basis of disciplinary action. Should an employee dispute any such entry in their file, they shall be entitled to:

- a) Reply in writing to the disputed entry, which reply shall be affixed to the dispute entry, and/or
- b) Recourse through the grievance procedure, and the eventual resolution thereof, shall become part of their personnel record.

13.07 Personnel Files

The Employer agrees that, if there has been no re-occurrence, adverse reports or records of disciplinary action will be removed from personnel files if the incidents occurred eighteen (18) or more months previously. Non-disciplinary letters, such as letters of direction or letters of expectation will be paired with a close out letter once the subject of the particular letter is addressed by the employee.

In cases of re-occurrence, the eighteen (18) months will be effective from the date of the most recent disciplinary action, and all previous and relevant materials will be kept on file.

13.08 Right to Have a Steward Present

Where a supervisor intends to interview an employee for purposes which could reasonably result in discipline, the supervisor must notify the employee regarding its purpose, twenty-four (24) hours in advance of the interview, in order to allow the employee the right to have their steward or Union representative present at the interview. This process must not result in an undue delay in the appropriate action being taken by the supervisor.

The steward or Union representative shall have the right to consult with a CUPE staff representative and to have them present at any discussion with supervisory personnel which might be the basis of disciplinary action.

ARTICLE 14 – SENIORITY

14.01 General

The parties hereto recognize that all employees are entitled to a measure of employment security based on seniority, and that the employee shall accrue certain preference in this respect as provided in this Agreement.

14.02 Seniority Defined

Seniority is defined as the length of service as calculated in Article 14.04, from date of hire with the Employer. Seniority shall operate on a bargaining unit-wide basis.

14.03 Seniority List

The Employer shall maintain a seniority list showing the date upon which each employee's service commenced. An up-to-date seniority list shall be sent to the Union by-annually during the months of June and December.

14.04 Calculation of Seniority

- a) **Regular Full-time Employee:** Seniority shall be established on the basis of an employee's service with the Employer, calculated from the date upon which the employee commenced employment with the Employer.
- b) **Regular Part-time Employee:** Seniority shall be established on the basis of an employee's service with the Employer, calculated from the date of hire and accumulated in the same proportion which time worked bears to full-time, e.g. an employee working three (3) days, twenty-one (21) hours accumulates seniority at sixty percent (60%) rate.

- c) Temporary Employee: Seniority shall be established once the employee completes six (6) months of total service and successfully completes their probation period as per Article 15 with the Employer, calculated from the retroactive date of hire and accumulated in the same proportion which time worked is relative to full-time hours. For Temporary employees who do not already have a seniority date but have completed six (6) months of total service and their probation period, their seniority date will be the date of ratification of this Agreement.

14.05 Retention of Seniority

It is agreed between the parties that seniority shall be retained and accumulated on the following basis:

- a) Employees who are laid off after six (6) calendar months, but less than one (1) year of service shall retain seniority for a period of six (6) calendar months.
- b) Employees who are laid off after one (1) year of service shall retain their seniority for a period of one (1) year.
- c) Employees on an authorized leave of absence.
- d) Employees absent while serving in the Armed Forces during a National emergency, plus a period of ninety (90) days after honourable discharge.

14.06 Loss of Seniority

An employee shall lose seniority in the event of:

- a) Discharge for just cause and is not reinstated;
- b) Resignation;
- c) Lay-off for a period longer than one (1) year;
- d) Not responding to recall, in accordance with Article 17.01 b)

14.07 Job Postings & Seniority

All employees may apply for any posted vacancy. Temporary employees will be considered on the basis of greatest seniority and having the required ability and qualifications, prior to consideration of external applicants for positions with a term of one (1) year or longer. For temporary positions it is expected that the successful applicant will have the ability and qualifications to fulfill the role from its start date.

14.08 Transferred & Seniority Outside Bargaining Unit

No employee shall be transferred to a position outside the bargaining unit without their consent. If an employee accepts or is transferred by promotion or reclassification to a

position outside the bargaining unit, they shall retain their seniority acquired at the date of leaving the unit, but will not accumulate any further seniority. The employee shall have the right of return to the bargaining unit position previously held, or if that position no longer exists, to a bargaining unit position consistent with the employee's seniority and qualifications, at the same salary in effect at the time of transfer and without loss in seniority. Such right of return shall remain in effect for twelve (12) months from the effective date of transfer. Such return shall not result in the layoff or bumping of an employee holding greater seniority.

ARTICLE 15 – PROBATION

15.01 Probationary Period

- a) Newly hired employees shall be considered on a probationary basis for a period of six (6) months from the date of hire.
- b) The Employer shall be required to make training available during this period.
- c) Up to the expiration of the above time limits, the employee may be notified that they are not suitable for regular employment and that they will be terminated. At the expiration of the above probationary period, they shall be advised in writing that they are either now classified as a regular employee or are terminated. A copy of this letter shall be sent to the Union.
- d) After completion of the probationary period, seniority shall be effective from the original date of hire.
- e) Notwithstanding provisions contained in this Clause, part-time employees and those temporary employees working less than full-time continuous hours are required to put in the equivalent in hours of a regular full-time employee with respect to the probationary period to a maximum of six (6) calendar months, which totals nine hundred and ten (910) hours.

In the event of absence(s) from work during the probation period, the probation period may be extended by an equal amount of time of the absence(s).

15.02 Orientation Session

Onboarding session for new employees shall be held by P&C & union once each quarter. Orientation sessions shall be held once a week in collaboration with the union (pending new hire for the week).

15.03 Evaluation Appraisals

- a) A newly hired employee shall receive a minimum of one (1) appraisal of their progress by their supervisor during the probationary period. A record in writing of the discussion shall be provided to the employee and the Union.

- b) Comments on unsatisfactory performance shall be accompanied by suggestions on improvement and a remedial plan which may include training.
- c) All correspondence shall include both the supervisor's and the employee's signatures, and the employee shall have the right to sign that they disagree with the appraisal. A copy of all appraisals shall be placed in the personnel file.
- d) Employees shall have the right to grieve any performance appraisal.

15.04 Extension of Probationary Period

The period of probation may be extended by written agreement of both parties for a period of no longer than three (3) months.

ARTICLE 16 – PROMOTIONS & STAFF CHANGES

16.01 Job Postings

- a) When a vacancy occurs of three (3) months or more or a new position is created inside the bargaining unit, the Employer shall post notice of the position for a minimum of ten (10) calendar days on the Career page and Watercooler Teams Channel so that all members will know about the vacancy or new position. The employer reserves the right to simultaneously post vacancies externally however no external interviews will take place prior to the ten-day posting period. The employer will interview qualified internal applicants before external applicants.
- b) In the event a temporary vacancy was not posted due to length of vacancy and subsequently exceeds three (3) months, the position will be posted for any extension greater than ten (10) calendar days.
- c) Notice in writing about vacancies outside the bargaining unit shall be circulated to all departments.

16.02 Information on Postings

- a) Job postings within the bargaining unit shall be written in a standard format containing the following information: Nature of the position, required knowledge and education, skills, shift, wage or salary rate or range, and noted as a Union position.
- b) Posting Requirements for bargaining unit positions where more than One-thousand six hundred (1,600) kms per annum are driven on Employer's business, and for which business insurance is paid according to Article 29.04(a), the job postings and job descriptions of such position shall clearly stipulate that car ownership is a job requirement.

16.03 Role of Seniority in Promotions and Transfers

Both parties recognize:

- a) The principle of promotion within the service of the Employer;
- b) The principle that job opportunity may increase in proportion to length of service.

Therefore, in making staff changes, transfers or promotions to permanent positions, appointment shall be made of the applicant with the greatest seniority and having the required ability and qualifications.

For temporary positions of less than three (3) months, appointments shall be at the discretion of management. All posted vacancies of three (3) months or greater will be posted and filled by the applicant with the greatest seniority and having the required ability and qualifications to fulfill the role from its start date.

16.04 Trial Period

Trial period shall be for three (3) months when an employee is the successful applicant for an internal position. In the event of significant absence from work during the trial period, the trial period may be extended by an equal amount of time of the absence.

The Employer shall be required to make training available during this period.

In the event the employee does not successfully complete the trial period, or in the event the employee desires to return to their previous position during the trial period, they shall return to the position held and all persons transferred as a result of the return will be returned to their position.

- a) An employee who is serving a trial period shall be advised of progress by their supervisor at the mid-point of the trial period. A record, in writing, of the discussion shall be provided to the employee and the Union.
- b) Comments on unsatisfactory performance shall be accompanied by suggestions on improvement and a remedial plan which may include training.
- c) All correspondence shall include both the supervisor's and the employee's signatures, and the employee shall have the right to sign that they disagree with the appraisal. A copy of all appraisals shall be placed in the personnel file.
- d) Employees shall have the right to grieve any performance appraisal.

Notwithstanding provisions contained in this Clause, part-time employees are required to put in the equivalent in hours of a regular full-time employee with respect to the trial period to a maximum of six (6) calendar months.

16.05 Rate of Pay on Promotion

- a) When an employee is promoted to another classification and such promotion shall not otherwise result in any increase in salary at the time, such employee shall be placed on trial according to Article 16.04 above in the new classification at a step within the appropriate grade which will provide an immediate increase over their previous salary rate. The date of promotion to the new classification shall become the anniversary date for application of the salary progression.
- b) An employee whose job level is increased as a result of reclassification shall be placed in the new grade at the same step as was previously held with no change in anniversary date, and Article 16.04 shall not apply.

16.06 Pay on Temporary Transfers, Higher Rated Job

When an employee temporarily relieves in, or perform the principal established, or is appointed to a temporary position, they shall receive the rate of pay of the higher rated position. Employees who are appointed to higher rated temporary positions will retain and accrue their seniority and benefits, will be subject to the trial period outlined in Article 16.04, and will return to their previous position upon completion of the temporary positions. The employee shall be deemed to be covered by this Collective Agreement during the period of temporary transfer outside the bargaining unit.

16.07 Pay on Temporary Transfers, Lower Rated Job

When an employee is temporarily assigned to a position paying a lower rate, to suit the convenience of the Employer, their salary shall not be reduced. The term of such assignment shall not exceed three (3) months. This shall not apply to permanent reassignments nor to reassignments resulting from layoff.

16.08 Lateral Transfers

Employees who are given a lateral transfer to another job at the same salary grade shall continue to be paid at the same step they had achieved at the previous job with no change in the salary anniversary date.

Employees who are given a lateral transfer shall be subject to the trial period outlined in Article 16.04.

16.09 Reclassification to a Lower Rate of Pay

When positions are reclassified at lower rates of pay, the positions shall be maintained at the current rate of pay until the incumbent leaves the position.

Employees in such legacy positions shall continue to receive all negotiated increases in salary and step increases.

16.10 Lower Rated Positions

Where employees of United Way elect to transfer to a lower paid position, they shall receive pay at the final rate for the new position. This is in recognition of seniority and experience gained in United Way and applies only to internal transfers. Employees who transfer to a lower rated job shall be subject to the trial period outlined in Clause 16.04.

Employees may be transferred by the Employer to lower rated positions on a temporary basis, in accordance with Article 16.07.

16.11 Placement on Salary Scales

- a) Under normal circumstances, management will hire at Step 1. Where it is necessary to hire above Step 1, management will discuss this in advance with the Labour Management Committee.
- b) Where an employee is “leap-frogged” by an individual promoted or hired in the same category, the employee will have their salary adjusted to the level of the newly hired or promoted employee.
- c) Employees are advanced to Step 2 at the end of the three (3) months from the initial date of hire.

16.12 Secondments

- a) Secondment shall be defined as
 - i) Any instance where a member of the bargaining unit is contracted to work for a specific period of time, for an outside organization, and where United Way British Columbia is financially reimbursed. During the period of the secondment, the employee shall receive all regular salary and benefits provided by United Way; or
 - ii) Any instance where an employee from an outside organization is employed at United Way British Columbia for a specific period of time, and where United Way British Columbia financial compensates the other organization. During this period, the seconded employee is not covered by United Way benefit packages and does not receive any financial remuneration from United Way.
- b) All cases of secondment shall be brought forward to the Labour Management Committee prior to such secondment coming into effect.
- c) The Employer agrees that no employees shall be laid off as a result of any secondment taking place.

16.13 Training Pay

Employees whose normal duties do not include training that are directed by the Employer to train other persons will receive a training pay premium of two dollars (\$2.00) for each hour or portion thereof involved in training.

Training is defined as instructing persons in new system/process changes which affect a group of employees and is required for employees to perform their duties as directed by the Employer. It does not include normal orientation, familiarization with systems for vacation relief or normal upgrading, etc.

ARTICLE 17 – LAYOFFS AND RECALLS

17.01 Layoff and Recall Procedure

- a) Both parties recognize that job security should increase in proportion to length of service. In a layoff, the last employee hired shall be the first laid off, providing that one of the remaining employees has the necessary qualifications and ability to perform the job.
- b)
 - i) Employees shall be recalled in order of seniority, providing they are qualified to do the job.
 - ii) Employees shall be notified by registered mail to the last known address and must respond to such notice within five (5) working days. Failure to respond will cause the employee to lose seniority rights in accordance with Article 14.06 d).
 - iii) The notice of recall shall include the position available, salary range and date on which the position commences, such date to allow adequate lead time for the employee to arrange their schedule.
 - iv) The employee shall be responsible for keeping the Employer updated of their current address.

17.02 No New Employees

No new employees will be hired in the bargaining unit until those laid off have been given an opportunity of re-employment.

17.03 Bumping

Employees may bump up, bump laterally, and bump downward, providing they have the necessary qualifications and ability to perform the job. The trial period shall apply to the bumping.

17.04 Advance Notice of Lay-off

Unless legislation is more favorable to the employees, the Employer shall notify employees who are to be laid off one month prior to the effective date of the layoff. If the employee has not had the opportunity to work the days as provided in this Article, they shall be paid for the days for which work was not made available. Employee health and dental benefits (or payment in lieu if the benefit carrier cannot provide benefits) shall continue through the period of layoff notice.

ARTICLE 18 – HOURS OF WORK

18.01 Hours of Work

The parties agree that providing services for the employer requires flexibility in the working hours of its employees. The parties further agree that the personal lives and health of their employees require that their working hours are reasonable.

The employer and the union do hereby mutually agree as follows:

- a) Subject to providing coverage that meets the operational requirements of the employer the scheduling principal underlying the flexible averaging agreement is that each employee may establish their own work schedule in accordance with the provisions set out below subject to mutual agreement with the employer and employee.
- b) The hours of work for employees assigned to Full-time will be as follows:
Employees will work 70 hours in a bi-weekly period on a flexible time basis & will be scheduled off work for at least two (2) consecutive days within each work week.
- c) The normal business hours of the employer shall be seven (7) hours per day, Monday to Friday between the hours of 8:30AM and 4:30PM. However, schedules may include hours outside of these normal business hours to meet operational requirements, subject to mutual agreement. The flexible work week hours shall be seven (7) hours per day Monday to Sunday from 7AM to 6PM. If a mutual agreement cannot be reached, then normal business hours of 8:30 to 4:30 shall apply.

- d) If an employee is required to work any additional hours outside their approved schedule, overtime will be awarded at the normal remuneration as covered by Article 19 of the Agreement. Employees must receive authorization from a non-bargaining unit Supervisor prior to working any hours outside their approved schedule.
- e) Lunch and Rest Periods
 - i) Lunch period – at least one-half (1/2) hour to be taken in each working day.
 - ii) Rest period – all employees shall take 2 rest periods of fifteen (15) minutes each working day.
 - iii) Due to the nature of responsibilities and differing departmental requirements, arrangements to be made on an individual basis with Department Head.
- f) The hours of work and overtime shall conform to the Employment Standards Act of British Columbia.

18.02 Flexible Averaging Work Arrangement

The Employer and Union agree that flexible working hours may be arranged by mutual agreement of the Employer and employee and under the conditions set out in this Clause.

- a) Full-time employees become eligible to adopt flexible working hours upon satisfactory completion of their initial probationary periods.
- b) The concept of flexible averaging work arrangements allows for an employee to arrange a work schedule to meet the operational requirements as approved by the department manager prior to being implemented. All employees should arrange their schedule to be at work a minimum of 4 hours between 10AM & 3PM on any day that they work, if operationally required.
- c) Flexible averaging work arrangements must be calculated on a 70 hour working period in each two week pay period.
- d) No full-time employee may work less than a four (4) day week.
- e) Each department head will ensure, in granting approval, that normal business hours are covered by the department, where operationally required.
- f) Applications for flexible working hours will be reviewed by the management group and shall not be unreasonably denied

18.03 Alternate Work Arrangement – Remote Work

For the purpose of this Agreement, it is understood that this Alternate Working Arrangement – Remote Work shall be accessible to employees whose job duties and responsibilities may be performed efficiently while working remotely. Remote Work does not cover work that is properly done out in community, embedded with our UWBC partners, in-person fundraising, or other travel needed to carry out the duties of the role. This is intended to cover situations where the employee requests an alternate work arrangement.

- a) “Remote work” is the scheduled performance of work by an employee from an alternate place. It is done on a voluntary basis. “Remote workplace”, is the location at which the employee and the Employer must have mutually agreed the employee will perform the majority of their remote work. It does not include a workplace maintained and operated by the Employer. This Agreement does not apply to occasional work outside of a UWBC office such as a vehicle, restaurant, client work site or other community locations.
- b) Approval or termination of the remote work arrangement is at the discretion of the Employer. Reasons for the approval or termination will be provided in writing to the employee and the Union. One-month notice will be given to the employee prior to termination of the remote work arrangement. Notwithstanding the above, the employee may give sixty (60) days’ written notice to terminate the remote work arrangement.
- c) While involved in remote work, individuals continue to be employees and retain all rights and benefits of the Collective Agreement.
- d) Remote work requests and approved arrangements will be in writing. The scheduling of remote work will be mutually agreeable to both the employee and the employee’s director. Any remote work arrangements where the employee requests to work remotely more than one (1) day per week or work outside the geographical region of their assigned location require written agreement approved by People & Culture. Remote work will also not inhibit an employee’s ability to attend scheduled meetings or be available during core business hours.
- e) The Parties recognize the importance of work-life balance and maintaining hours free from work. Remote work arrangements will include the regular start and end times for standard hours.
- f) The Employer is responsible for:
 - i. Maintaining access to the UWBC network and providing (where required) the appropriate instructions/software to make the connection to UWBC services.
 - ii. Providing employees working under the remote work arrangement with appropriate software upgrades and instructions/support as operational changes are made to either the network or server. The Employer will support remote work on Windows or Macintosh compatible systems.
- g) The Employee is responsible for:

- i. Ensuring that the environment of the remote workplace is such that the employee is able to respect the terms and conditions of employment, as well as relevant Collective Agreement, legislation, regulations, and policies.
- ii. Ensuring that the remote workplace is adequately equipped and maintained from a health and safety point of view.
- iii. Ensuring that dependent care arrangements are in place and that personal responsibilities are managed in a way which allows them to successfully meet their job responsibilities. Remote work is not a substitute for dependent care, non-compliance of this condition may result in disciplinary action as per Article 13.
- iv. Signing off on and complying with all current UWBC voice mail, security, software, data and server access policies and/or guidelines. Employees will also ensure that up to date virus scanning software provided by the Employer is installed and enabled at all times.
- v. Providing a telephone number to UWBC at which the employee can be reached while working remotely. The employee must provide the capability to accept voice mail messages while the employee is using the line for either voice or data calls. The employee must also have a message waiting feature to allow the employee to be as accessible in the remote workplace as they would be in UWBC's offices.
- vi. Providing all telephone lines, voicemail, computer hardware/software (as defined in f) i. above) required for the remote workplace.
- vii. Resolving any technical problems arising from the remote workplace equipment and/or phone lines after initial access to the network has been successfully established and tested.
- viii. All long-distance charges that would not otherwise be incurred if the employee were working from the regular work office.

18.04 Alternative Work Arrangement – Donations Processing Clerk Modified Work Schedule

United Way British Columbia and CUPE 1760 agree that three Donations Processing Clerk full-time positions have the requirement that, as a condition of employment, the candidates "must be available and agree to work if required a modified working schedule" as follows:

- a) During the five (5) month period commencing October 1 and ending February 28:
 - i) Regular daily working hours may be a minimum of seven (7) hours and a maximum of eight-point-five (8.5) hours.

- ii) Hours of work will not be scheduled outside of the period from 7:00 am to 6:00 pm. Scheduled working hours may be a minimum of thirty-five (35) hours and a maximum of forty-two-point-five (42.5) hours.
 - iii) A maximum of one-hundred twenty (120) hours cumulatively may be scheduled over and above a seven (7) hour schedule. These hours will be referred to as “accumulated” hours.
 - iv) Accumulated hours are “earned” and “taken” at straight time.
 - v) Any hours in excess of the above provisions will be voluntary and subject to Article 19 of this Collective Agreement.
- b) During the five (5) month period commencing March 1 and ending August 31:
- i) Regular daily working hours will be a minimum of seven (7) hours. Staff will be scheduled for days off until all the accumulated hours earned between the previous October 1 and February 28 are taken.
 - ii) Days off will be scheduled on the basis of one (1) day per week with preference with regards to choice of day given to employees with greater seniority.
 - iii) Vacation and sickness benefits are not impacted by the modified work schedule.
- c) At all other periods, Donations Processing Clerks will work a workweek in accordance with the Collective Agreement.

Scheduled for Donations Processing Clerks will be made monthly and will be posted fifteen (15) days before the first day of the next month.

This alternative hours arrangement is “without prejudice” and will have no effect on any other position at United Way British Columbia.

At any time, three positions in Donor Services will consist of employees hired with the condition of employment that they are available and agree to work if required the modified working schedule described above.

The alternative schedule shall commence September 1 of any given year and will be made available to staff on the basis of seniority. If a more senior employee chooses not to work these hours, the alternative schedule will be assigned to the least senior Donations Processing Clerk.

At any time, there shall be no more than three Donations Processing Clerks who are required to be available to work the modified work schedule described above. The three most senior Clerks will have no obligation to be available for alternate working hours.

18.05 Flexible Work Time

The United Way members of CUPE 1760 recognize the need for flexibility with respect to UWBC employee's roles and responsibilities.

As a fair and responsible Employer, United Way British Columbia will undertake to:

- 1) Continue to pursue policies and procedures that will ensure our operations are effective and efficient while at the same time managing and addressing the issues related to the considerable workloads.
- 2) United Way will make every effort, wherever possible, to arrange the timing of internal staff meetings between the hours of 8:30 am and 5:00 pm.
- 3) Recognizing the occasional requirement for weekend or statutory holiday attendance at events or activities such as conferences, workshops, training or on-sites, wherever possible the Employer will be flexible with regard to alternative time off, within sixty (60) days, at a time that is mutually agreeable.

ARTICLE 19 – OVERTIME

19.01 Hourly Rates

For all employees, hourly rates shall be as defined in the Salary Range and step schedule of the agreement.

19.02 Overtime Options

Overtime shall be paid in accordance with Clause 19.03 where specifically requested and prior approval given in writing by the Department Director to work in excess of seven (7) regular hours per day or (70) seventy hours in each pay period when working under an approved flexible averaging work arrangement as defined in 18.02. Each employee may;

- a) Decline to work such overtime; or
- b) Work such overtime and receive payment for additional hours worked; or
- c) Bank the accumulated overtime to a maximum of 21 hours which must be taken as time off at a mutually agreeable date within 6 months of accumulating such hours or by December 31st of that calendar year whichever comes first. If banked overtime cannot be taken by December 31st, the employee may request in writing for the banked time to be carried over to the following calendar year, where it must be taken by March 31st. If an employee's bank has been depleted and has less than 21 hours it may be replenished up to the maximum of 21 hours

19.03 Overtime Rates

- a) Authorized overtime as per 19.02 shall be paid at one and one-half (1 ½ X) times regular hourly rates for the first eight (8) hours of such overtime in any bi-weekly pay period and double time (2X) thereafter.
- b) Time worked on a sixth day shall be at one and one-half (1 ½ X) times the regular hourly rate for the first three (3) hours and double time (2X) thereafter. Time worked on a seventh day will be at double time.
- c) All time worked on general or proclaimed holidays shall be paid at one and one-half (1 ½ X) times the regular hourly rates, in addition to the employee's regular pay for that day.

19.04 Overtime Rates for Regular Part-time, Temporary Employees

All regular part-time and temporary employees as defined under Article 2, shall be paid at straight rates for all hours worked up to seven (7) hours per day; then overtime rates as set out above shall prevail.

19.05 No Layoffs to Compensate for Overtime

No employee shall be required to lay-off during regular hours to equalize any overtime rates.

19.06 Call Back

Employees called back to work outside of the regular working hours shall be paid for a minimum of two (2) hours at overtime rates. Call-back hours are calculated from the time the employee begins their assigned duties until the time the employee completes those duties. Where required to travel to perform the call-back, the employee shall be paid at overtime rates for that travel time for each call out. (See also Clause 29.02-Overtime Meal Allowance, and Clause 24.10 Child Care Expenses.)

19.07 Split Shifts

No employee shall be required to work split workdays.

ARTICLE 20 – GENERAL HOLIDAYS

20.01 Paid Holidays

The Employer recognizes the following as paid holidays:

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

And any other day declared or proclaimed by the Federal and/or Provincial Governments.

20.02 Compensation for Holidays Falling on Saturday

When any of the above noted holidays falls on a Saturday and is not proclaimed as being observed on some other day, the following Monday shall be deemed to be the holiday for the purpose of this Agreement.

20.03 Compensation for Holiday Falling on Sunday

When any of the above noted holidays falls on a Sunday and is not proclaimed as being observed on some other day, the following Monday (or Tuesday, where the preceding Clause already applies to the Monday) shall be deemed to be the holiday for the purpose of this Agreement.

ARTICLE 21 – CHRISTMAS/NEW YEAR OFFICE CLOSURE

The office may, at the discretion of the Employer, be staffed on a reduced basis or fully closed during the period between Christmas and New Year's. Staffing on a reduced basis, when deemed necessary by the Employer, will be accomplished as follows:

21.01 Selection of Staff

Staff will be asked to volunteer to work the three (3) working days and will be compensated at a rate of double time (2X) off to be taken at a mutually agreeable time. This time may be taken either in consecutive days or in conjunction with annual vacation in the following year.

21.02 Seniority

If more staff than are necessary request to work this period, staff will be chosen on the basis of seniority.

21.03 Temporary Employees

Temporary employees, if requested by their supervisor, shall be eligible to work during the Christmas/New Year office closure. If not requested to work during this time they shall be paid for the statutory holidays only (Christmas Day, Boxing Day, and New Year's Day).

21.04 Staff Requirements

If no staff volunteer their time, the Employer may assign the work to any qualified full-time employee in inverse order of seniority within the bargaining unit.

21.05 Cultural Holidays

In recognition of the organization's commitment to multiculturalism and recognizing the cultural diversity amongst the staff the Employer agrees that:

- a) Staff who want to celebrate different cultural holidays than already outlined in this Agreement can request to work another holiday in exchange or during the office closure at year end.

In recognition of the Employer's commitment to its Statement of Reconciliation and in recognition of the traditional land of indigenous peoples on which the Employer conducts its operations, this Clause will apply to any staff who want to celebrate National Indigenous Peoples Day.

- b) Staff making this request, shall work in their regular positions during this time period and will not be considered part of the reduced workforce as outlined in Clause 21.01.
- c) Compensation for working during this time shall be on a day for day basis for salaried staff. Employees who complete timecards will work proceeding holiday(s) and bank the hours at straight time to use when taking the approved alternate cultural day off.
- d) Requests to work during this period must be made in writing to the Department Head, stating how many days will be worked and which cultural days will be taken off in lieu no later than March 31st of each year.
- e) Requests shall not be unreasonably denied.

ARTICLE 22 – ANNUAL VACATIONS

22.01 Support Staff

All support staff covered by this Agreement shall receive an annual vacation with pay on the following basis:

Completed Years of Employment	Working Days of vacation
1 – 4 years	17 Working days
5 – 9 years	22 Working days
10+ years	27 Working days

22.02 Technical and Professional Employees

a) All Technical and Professional Employees covered by this Agreement shall receive an annual vacation with pay on the following basis:

Completed Years of Employment	Working Days of vacation
1 – 4 years	22 Working days
5 – 9 years	27 Working days
10+ years	32 Working days

22.02 Calculation of Years of Employment

Completed years of employment shall be calculated from the date of hire.

22.03 Vacation Schedule

A vacation schedule shall be prepared by the Employer and presented to the employees by April 1st of each year. The employees are to complete their request for vacation time by April 15th, at which time the list will be presented to management for finalizing by May 15th. No changes will be made in the scheduled vacation period without thirty (30) days' notice. Seniority will determine preference in selection of vacation periods. Employees will have deemed to have waived their seniority privileges in this matter if they have not declared their intention by April 15th.

22.04 Compensation for Holidays, Falling Within Vacation Schedule

If a paid holiday falls or is observed during an employee's vacation period, they shall be allowed an additional vacation day with pay at a time mutually agreeable to the employee and Employer.

22.05 Vacation Pay on Termination, Retirement or Death

- a) An employee terminating employment at any time in a vacation year, before they have had their vacation, shall be entitled to a proportionate payment of salary or wages in lieu of such vacation upon termination.
- b) On normal retirement, an employee shall be entitled to the same vacation or vacation pay which they would have earned if continued in employment to the end of the vacation year.
- c) Where a deceased employee has accrued vacation credits, the total vacation pay outstanding shall be paid to the employee's primary beneficiary/ies named in their United Way Group Life Insurance Policy or failing that to their estate together with the accrued remuneration within seven (7) days of death.

22.06 Unbroken Vacation Period

An employee shall be entitled to receive vacation in an unbroken period, unless otherwise mutually agreed upon between the employee and Employer.

22.07 Vacation Carry-over

Employees with one (1) year of completed employment shall be allowed to carry over vacation to the following year, it being understood and agreed that:

- a) After one (1) year of service all employees must take a minimum of two (2) weeks of vacation in each and every year, and;
- b) All employees shall be allowed to carry over up to a maximum of three (3) weeks of their vacation period and to apply these in conjunction with their regular vacation period, provided that said vacations do not interfere with the annual United Way Campaign and/or the functioning of the organization as determined by the Employer.
- c) Seniority rules apply in granting (b) when two (2) or more persons apply.

22.08 Vacation Accrual

During any year of employment, an employee may elect to take vacation earned up to the starting date of the requested vacation pro-rated in accordance with Clause 22.01 and 22.02.

22.09 Approved Leave of Absence During Vacation

Employees on vacation who qualify for sick leave entitlement due to a medical condition may apply for sick leave. It will be the employee's responsibility to provide a valid medical certificate from a certified medical practitioner, which clearly indicates that the employee was ill to an extent that they would have been unable to perform work responsibilities.

Where a sickness claim is established, the balance of the vacation period will be reinstated for use at a later date.

ARTICLE 23 – SICKNESS BENEFITS

The following sick leave entitlements apply following completion of 90 calendar days of employment:

23.01 Miscellaneous Absences

Miscellaneous absences due to illness of up to five (5) consecutive working days will be paid at full salary.

The following sick leave entitlements apply following completion of the appropriate probationary period:

23.02 Extended Absences

Extended absences (i.e., those in excess of five (5) consecutive working days) will require Medical Documentation from a certified medical practitioner and will be treated as follows:

Employment	Sick Leave Entitlement
Less than 2 yrs	2 weeks at full salary plus 15 weeks at 66 2/3% of salary.
2 yrs but not 5 yrs	4 weeks at full salary plus 13 weeks at 66 2/3% of salary.
5 yrs but not 8 yrs	8 weeks at full salary plus 9 weeks at 66 2/3 of salary.
8 yrs but not 12 yrs	12 weeks at full salary plus 5 weeks at 66 2/3% of salary.
At least 12 years	17 weeks at full salary.

Employees on extended leave where the Employer has Medical Documentation from a certified medical practitioner indicating a return-to-work date, shall notify their Department Head two weeks prior to returning to work. If a change in their condition occurs during the leave period, they shall notify their Department Head immediately of the change.

23.03 Successive Period of Absence

Successive periods of absence due to the same or related causes which are separated by less than two (2) consecutive weeks of active employment will be considered one period of disability.

ARTICLE 24 – HEALTH & WELFARE BENEFITS

24.01 Municipal Pension Plan (MPP)

- a) Regular full time and part time employees who have successfully completed their probation period shall be enrolled in the MPP. That is, all regular employees shall join the Municipal Pension Plan after Six (6) months of employment and shall continue in the MPP as a condition of employment.
- b) Casual and temporary employees shall be eligible for enrolment in the MPP immediately upon successfully completing their probation period, in accordance with the Municipal Pension Plan Rules.
- c) The parties acknowledge that they cannot contract out of or change the terms of the Municipal Pension Plan Rules. If there is an inconsistency between this article and the Municipal Pension Plan Rules, the Municipal Pension Plan Rules prevail. This acknowledges that the parties have the ability to provide more generous terms than the minimum requirements in the MPP rules.
- d) Overtime is pensionable if it is paid within the same period it is earned or if deferred/banked overtime is taken as paid time off, as per the MPP salary policy.

24.02 Group Insurance

- a) The Group Insurance Plan currently in effect shall be continued for all eligible employees. The maximum benefit payable under this policy shall be two hundred thousand (\$200,000) dollars. The Employer shall pay one hundred percent (100%) of the premium cost.
- b) For the purposes of the Group Insurance Plan, all permanent employees working seventeen and one-half (17 ½) hours per week or more are eligible for benefits.

24.03 Dental Plan

The Dental Plan presently in effect shall be continued to cover all eligible employees. The Employer shall pay one hundred percent (100%) of the premium cost. The Dental Plan coverage shall be:

One hundred percent (100%) basic, sixty-five percent (65%) major, eighty percent (80%) orthodontics, five thousand (\$5,000) lifetime maximum per family member.

24.04 Medical Insurance

- a) The Employer shall pay one hundred percent (100%) of the premium cost of the BC Medical Insurance.
- b) Extended Health Benefits shall be as detailed in the attached Letter of Agreement. The Employer shall bear the full premium cost.

24.05 Employment Insurance & Compensations Acts

The Employer and its employees shall be governed by the Employment Insurance Act and the Worker's Compensation Act.

24.06 Long-Term Disability

- a) The Employer:

Shall pay the full premium of the Long-Term Disability Plan. The LTD benefits scheduled will be 66 2/3% of gross salary up to a maximum of \$3,500 per month. The LTD benefits will increase, on an annual basis, by the lesser of the Statistics Canada, Vancouver CPI, or three percent (3%);

- b) Agrees to remit premium costs as per the Long-Term Disability contract;
- c) Employees absent due to illness or disability and who fail to make application for LTD benefits within the specified time frames, shall not accumulate seniority from the conclusion of the specified time frames, nor be entitled to any other rights and benefits under this Collective Agreement, including benefit coverage. Additionally, there shall be no pension contributions made by the Employer or the employee and no credit for service will be granted.
- d) While on LTD an employee shall accumulate seniority and shall be entitled to all rights and benefits under this Collective Agreement. No Employer or employee contributions are payable to the MPP in respect of an employee who becomes disabled and entitled to LTD benefits after 2023, and while in receipt of LTD benefits such an employee shall earn benefits under the MPP in accordance with the Municipal Pension Plan Rules. All other employee benefit premiums shall be paid by the Employer and/or benefit carrier while an employee is disabled.
- e) In the event LTD benefits are denied and an employee files an appeal during the plan's specified time periods, and while awaiting adjudication of that appeal, an employee shall accumulate seniority and be entitled to all rights and benefits under this Collective Agreement, including the continuance of health and welfare benefits and premiums payments in accordance with Article 24. While awaiting the outcome of the appeal, no Employer or employee contributions are payable to the MPP. If the appeal is successful, and the employee was a member of the MPP when the employee went on LTD, the employee will earn benefits under the MPP for the period that was subject to the appeal in accordance with the Municipal Pension Plan Rules.

- f) In the event the appeal is not successful, the employee will no longer accumulate seniority, nor be eligible for health and welfare benefit coverage. Plan coverage will be terminated effective the date of the denial of the appeal.
- g) An employee who is no longer deemed disabled under the terms of the LTD income maintenance plan, and is fit to return to work (attested by a qualified practitioner), within six (6) months following the onset of LTD shall be placed in their former position, and, if between six (6) months and two (2) years shall be placed in their former or equivalent position. Employees who are disabled in excess of two (2) years shall be provided employment at the earliest opportunity subject to an opening occurring appropriate to the employee's qualifications.
- h) Employees in receipt of LTD payments are entitled to the paid vacations, at full salary, accumulated to the date of the LTD eligibility, but would not receive holiday pay thereafter. If the employee returns to work at a later date, the period of disability would be included in calculating the completed years of employment, but holiday pay would not be credited for the disability period. Such employees would not be required to re-establish eligibility for annual vacations.
- i) If an employee upon return to work following leave during which LTD benefits were payable, becomes totally disabled again from the same cause, (attested to by a qualified medical practitioner) within six (6) months of return to work, the disability will be considered a continuation of the previous disability.

However, for the purpose of re-employment (under Article 24.07 g) the time period would start with the re-acceptance on LTD.

24.07 EI Rebate

The EI rebate resulting from premium reductions shall be credited to the employee directed Hospitality Fund.

24.08 Labour Community Advocate Program

- a) The Employer recognizes, supports and encourages the establishment and operation of a Labour Community Advocate for all employees who may require assistance with problems which may or may not arise out of the workplace. In this regard, the Employer shall work together with the Union to ensure that all staff are aware of the program and its benefits.
- b) In order to assist any employee requiring the services of a Labour Community Advocate, the Employer agrees to allow both parties adequate time to deal with the crisis, and to assist if requested, in any manner possible.
- c) Both the Employer and the Union recognize that any staff member using the program is guaranteed complete confidentiality.
- d) The Employer may grant a leave of absence, with or without pay, to an employee who requires some form of rehabilitative treatment. Such applications shall be made in writing by the employee and shall be kept confidential.

- e) It is understood that additional topics may need to be addressed and the foregoing modified in order to meet the needs of the program and the employees. Any amendments shall be mutually agreed to by both parties to this Agreement, and shall be set forth in a Letter of Understanding appended to this Collective Agreement.

24.09 Child Care Expenses

All employees with children, who are required to work overtime, or travel out of town on United Way business, or attend evening meetings, or work on a day not regularly scheduled as a work day, or when called in to work from Family Responsibility Leave, where no one at home other than the employee or where the employees partner is involved in job-related duties, can provide child care, may claim an allowance of six (\$6.00) dollars per hour or sixty (\$60.00) dollars maximum in a 24-hour day towards the cost of substitute care on prior approval from management.

24.10 Same Sex Partners

All benefits that apply to spouses under this Collective Agreement will apply regardless of sex, gender, gender identity, or sexual orientation.

ARTICLE 25 – PRE-RETIREMENT COUNSELLING

The United Way agrees to provide pre-retirement counselling to all employees twelve (12) months prior to retirement date as per the provisions set out in this Clause.

The Employer agrees to cover the cost of an employee and their spouse to attend one of the CUPE Pre-retirement seminars in the Lower Mainland or to pay up to four hundred dollars (\$400.00) for financial counselling of their choice.

ARTICLE 26 – POST AGE 65 BENEFIT COVERAGE

26.01 Benefits

Shall remain, where allowed by the benefit plan contracts, as members of the health and welfare benefits plan; where not eligible for coverage under the Employer's Dental and Extended Health benefit plan, the Employer agrees to pay the Employee directly a stipend in lieu of such coverage in the amount of five hundred dollars (\$500.00) per month for single coverage; or one thousand dollars (\$1000.00) per month for couple coverage to enable the employee to arrange for personal coverage. The monthly stipend is based on the status of the employee's coverage with the Employer at the date the employee reaches age 65.

ARTICLE 27 – LEAVE OF ABSENCE

27.01 Leave for Negotiations

Representatives of the Union shall not suffer any loss of pay when required to leave their employment temporarily in order to carry on negotiations with the Employer. The Employer restricts leave with pay to a maximum of four (4) employees.

27.02 Union Leave

- a) Official representatives of the Union may be granted leave of absence, without pay, to perform any Union function or business on behalf of the Union and its affiliation, provided that no more than one or two representatives, depending on the circumstances, shall be away at any one time, and that the leave of absence does not exceed three (3) consecutive months. The Union will provide the Employer with at least one (1) week notice for such leave of absence. For the purpose of attending Union Conventions and Union Education courses, the Union will provide the Employer with at least two (2) weeks' notice. During such leave of absence, the representatives shall not suffer any loss of seniority or benefits.
- b) Employees selected or elected to a full-time position with the Union or its affiliations shall be granted a leave of absence, without pay and without change in seniority, for a period of up to one (1) year, provided the Employer is given up to one (1) months' notice to find a suitable replacement.
- c) The time limits set in the above section may be extended by mutual agreement of the parties to this Agreement.

27.03 Family and Other Responsibility Leaves

A total of ten (10) working days per calendar year will be available for the following purposes:

- a) During illness of an immediate family member, an employee shall be entitled to use paid leave entitlements to care for the member of the family who is ill. For the purposes of this Clause, immediate family members are those defined under Article 2.11.
- b) An Employee shall be granted leave without loss of pay or benefits in the event of death or serious illness in the immediate family. Immediate family is defined in Article 2.11.
- c) In keeping with the Family Friendly philosophy outlined in Article 7.04 the Employer agrees that an employee shall be granted time off with pay to deal with an emergency situation.

The Employee will notify the Manager and P&C, or if neither of those is available, any member of Senior Staff of the Employee's intention to take entitlement days before commencing the leave of absence.

27.04 General Leave

The Employer may grant leave of absence without pay to employees in accordance with the provisions below:

- a) The request must be in writing and must be submitted a minimum of four (4) weeks in advance of the date of commencement.
- b) The reasons given must be deemed to be a good and sufficient, and the application must be approved in writing by the Chief People & Culture Officer.
- c) A replacement must be available for the dates requested. If a replacement is not available and the application is otherwise approved, the applicant may be requested to alter the dates to a more convenient period. However, in cases where the reasons for the request make it impossible to alter the dates, every effort will be made to arrange the leave as requested.

Employees on leave of absence for one (1) month or less shall have all group insurance and sickness benefits plans continued. Employees on leave of absence exceeding one (1) month may arrange for the continuation of benefits on prior approval from benefit carriers. Such benefit costs will be paid by the employee beginning with the second month of leave.

27.05 Jury or Court Witness Duty

The Employer shall grant leave of absence without loss of seniority to an employee who serves as a juror or witness in any court. The Employer shall pay such an employee the difference between normal earnings and the payment received for jury service or court witness, excluding payment for travelling, meals or other expenses. The employee will present proof of service and the amount of pay received.

27.06 Education Leave

Education leaves for training and study, in keeping with the duties and/or professional responsibilities of the staff member, may be arranged, if mutually agreed to by both parties to this Agreement.

27.07 Union Education

The Employer shall pay the wages for up to four (4) bargaining unit members per year to attend the Union Counselling course, subject to operational requirements. Expenses other than salaries and benefits shall be paid by the Union. Applications for other courses shall be dealt with throughout the year at Labour Management meetings.

27.08 Domestic Violence or Sexual Violence

The parties will accommodate employees experiencing Domestic Violence or Sexual Violence as defined by the Employment Standards Act.

- I. If an employee or eligible person experiences domestic or sexual violence, the employee may request leave for one or more of the following purposes:
 - a) To seek medical attention for the employee or eligible person in respect of a physical or psychological injury or disability cause by the domestic or sexual violence;
 - b) To obtain for the employee or eligible person victims services or other social services relating to domestic or sexual violence;
 - c) To obtain of the employee or eligible person psychological or other professional counselling services in respect of a psychological or emotional condition cause by the domestic or sexual violence;
 - d) To temporarily or permanently relocate the employee or eligible person or both the employee and eligible person;
 - e) To seek legal or law enforcement assistance for the employee or eligible person, including preparing for or participating in any civil or criminal legal proceeding related to the domestic or sexual violence;
 - f) Any prescribed purpose.
- II. If an employee requests a leave under this Article, the employee is entitled during each calendar year to:
 - a) Up to ten (10) days of unpaid leave, in units of one or more days or in one continuous period, and;
 - b) In addition to the period of time referred to in paragraph (a), up to fifteen (15) weeks of unpaid leave.
- III. A leave under this Article may be taken by the employee in:
 - a) One unit of time, or
 - b) More than one unit of time, with the Employer's consent.
- IV. The employee is not entitled to leave under this section respecting an eligible person if the employee commits the domestic violence against the eligible person.
- V. If requested by the Employer, the employee must, as soon as practicable, provide the Employer reasonably sufficient proof in the circumstances that the employee is entitled to the leave.

Absences under this Clause are eligible Family Responsibility Leave 27.03

ARTICLE 28 – MATERNITY, PARENTAL AND ADOPTION LEAVE

28.01 Entitlement

Employees are entitled to Maternity or Adoption and Parental Leave as specified in this Article.

- a) The maximum leave entitlement is fifty-two (52) weeks for a standard combined Maternity and Parental Leave or up to seventy-eight (78) weeks for an extended combined Maternity and Parental Leave. If both parents are employed by the United Way British Columbia (UWBC), the Parental or Adoption Leave may be split between the two employees. For a standard leave, the birth or adoption parent is entitled to a maximum of fifty-two (52) weeks of leave under this Article, seventeen (17) weeks Maternity or Adoption Leave and thirty-five (35) weeks Parental Leave. For an extended leave, the birth or adoptive parent is entitled to a maximum of seventy-eight (78) weeks of leave under the Article; seventeen (17) weeks Maternity or Adoption Leave and sixty-one (61) weeks Parental Leave. Where both parents are employees of the Employer, the employees shall determine the apportionment of the up to sixty-three (63) weeks (or sixty-one (61) weeks in the case of a primary care giver) Parental Leave between them.
- b) Supplementary top-up benefits for employees described in this Article are contingent on the employee applying for and receiving the maximum Employment Insurance (EI) benefits available to the employee under the Canada Employment Insurance Act. The maximum amount of top up benefit provided during any birth or adoption is the waiting period at one hundred percent (100%) for each of the Birth Parents or Adoptive Parent and a maximum of thirty (30) weeks at sixty-five percent (65%) for multiple leave related to a birth or adoption. In the event the employee elects to take an extended Parental Leave, the percentage of supplementary top-up benefits shall be adjusted to provide an equivalent benefit based on the length of the leave, at no loss to the employees' total benefit and at no additional cost to the Employer when compared to what the benefit would have been for a standard Parental Leave.

28.02 Pregnancy And Parental Leave (Birth Parent)

- a) An employee who is the birth parent of a newborn child is entitled to seventeen (17) consecutive weeks of pregnancy leave without pay, beginning no earlier than eleven (11) weeks before the expected birth date, and no later than the actual week of the birth.

b) Parental Leave Entitlement

A birth parent who does not take Maternity Leave is entitled to thirty-seven (37) consecutive weeks of Parental Leave without pay. Otherwise, a birth mother is entitled to thirty-five (35) consecutive weeks of Parental Leave of absence without pay, beginning immediately after the end of the Maternity Leave. In the event the birth parent decides to take an extended Parental Leave, they may take up to sixty-three (63) consecutive weeks, or sixty-one (61) consecutive weeks in the case of a birth parent who takes Maternity Leave, without pay.

c) Maximum Leave For The Birth Parent

The total number of weeks of Maternity and Parental Leave for a birth parent is limited to fifty-two (52) weeks for a standard leave or up to seventy-eight (78) weeks for an extended combined Maternity and Parental Leave.

d) Supplementary Benefits For Maternity Leave

A birth parent, who is an employee not on layoff or leave of absence, is entitled to the following supplementary benefits:

- i. During the waiting period for Employment Insurance benefits the Employer will pay a supplementary top-up benefit equal to one hundred percent (100%) of the employee's normal basic salary, providing the employee has made application for EI Maternity Benefits.
- ii. During the next thirty (30) weeks, the Employer will pay supplementary top-up benefits equal to sixty-five percent (65%) of the employee's normal basic salary, less any amount of EI Maternity or Parental Leave Benefits for which the employee is eligible. In the event the employee elects to take an extended Parental Leave, the percentage of supplementary top-up benefits shall be adjusted to provide an equivalent benefit based on the length of the leave, at no loss to the employee's total benefit and at no additional cost to the Employer when compared to what the benefit would have been for a standard Parental Leave.
- iii. The remainder of the leave is without salary from the Employer; however, the birth mother may be eligible for continue EI Parental Benefits during this period.

28.03 Parental Leave (Non-Birthing Parent)

a) Parental Leave Entitlement

- i. The non-birthing parent of a newborn child is entitled to thirty-seven (37) consecutive weeks of Parental Leave or extended Parental Leave of up to sixty-three (63) consecutive weeks without pay that may be taken anytime within one year of the birth. Either the birthing parent or non-birthing parent of the child is entitled to Parental Leave but the maximum leave available remains fifty-two (52) weeks or seventy-eight (78) weeks for an extended leave combined for all leaves under this Article.

b) Employment Insurance

- i. Employment Insurance pays a total of thirty-five (35) weeks of EI Parental Benefits for a standard Parental Leave or sixty-one (61) weeks for an extended Parental Leave, which may be taken by either the birthing parent or non-birthing parent, or can be shared between them. Where EI Benefits are shared, in most instances only one waiting period is required to be served.

c) Supplementary Benefits for Parental Leave

A non-birthing parent, who is an employee not on layoff or leave of absence, is entitled to the following supplementary benefits:

- i. During the waiting period for Employment Insurance benefits the Employer will pay a supplementary top-up benefit equal to one hundred percent (100%) of the Employee's normal basic salary, providing the Employee has made application for EI Parental Benefits.
- ii. During the next thirty (30) weeks, the Employer will pay supplementary top-up benefits equal to sixty-five percent (65%) of the employee's normal basic salary, less any amount of EI Maternity or Parental Leave Benefits for which the Employee is eligible. In the event the employee elects to take an extended Parental Leave, the percentage of supplementary top-up benefits shall be adjusted to provide an equivalent benefit based on the length of the leave, at no loss to the employee's total benefit and at no additional cost to the Employer when compared to what the benefit would have been for a standard Parental Leave.
- iii. The remainder of the leave is without salary from the Employer.

28.04 Parental Leave (Adoptive Parents)

a) Parental Leave Entitlement

An employee who is the adopting parent (or the adopting parent's spouse) of a newly adopted child is entitled to thirty-seven (37) consecutive weeks standard Parental Leave of absence or up to sixty-three (63) consecutive weeks for an extended Parental Leave without pay from the Employer that may be taken anytime within one (1) year after the child is placed with the parent.

b) Employment Insurance

Employment Insurance pays a total of thirty-five (35) weeks of EI Parental Benefits for a standard Parental Leave or sixty-one (61) weeks for an extended Parental Leave, which may be taken by either adoptive parent, or can be shared between them. Where EI Benefits are shared, in most instances only one waiting period is required to be served.

c) Supplementary Benefits for Parental Leave

An adoptive parent, who is an employee not on layoff or leave of absence, is entitled to the following supplementary benefits while on Parental Leave:

- i. During the waiting period for Employment Insurance benefits the Employer will pay a supplementary top-up benefit equal to one hundred percent (100%) of the Employee's normal basic salary, providing the Employee has made application for EI Parental Benefits.
- ii. During the next thirty (30) weeks, the Employer will pay supplementary top-up benefits equal to sixty-five percent (65%) of the employee's normal basic salary, less any amount of EI Maternity or Parental Leave benefits for which

the Employee is eligible. In the event the employee elects to take an extended Parental Leave, the percentage of supplementary top-up benefits shall be adjusted to provide an equivalent benefit based on the length of the leave, at no loss to the employee's total benefit and at no additional cost to the Employer when compared to what the benefit would have been for a standard Parental Leave.

iii. The remainder of Adoption leave is without salary from the Employer.

28.05 Benefits

- a) In accordance with the preceding and for the duration of the Pregnancy, Parental or Adoption leave, the Employer shall make its normal premium payments for those Health and Welfare benefits for which the employee is eligible.
- b) Contributions to the MPP will be made by the Employer in respect of a leave that commences after 2023 if the employee makes arrangements to pay their employee contributions in respect of that leave in accordance with the Municipal Pension Plan Rules.
- c) Vacation will accrue for the duration of the Pregnancy, Parental or Adoption leave.

28.06 Return to Work

An Employee on Pregnancy, Parental or Adoption leave shall return to their former position or to a position of equal or greater rank and salary without loss of seniority. Consideration will be given to employees requesting a part-time return to work in their former or like position.

28.07 Optional Leave

An employee, nor on layoff or leave of absence and entitled to a leave referenced in this Article but not claiming such leave, may request a paid leave of absence of ten (10) working days. Such leave shall be granted to an employee upon the birth or adoption of a child.

ARTICLE 29 – PAYMENT OF WAGES AND ALLOWANCES

29.01 Payment of Wages

The Employer shall pay salaries bi-weekly on every other Friday with the employer having a one week hold back.

29.02 Overtime Meal Allowance

Support staff required to work in excess of two (2) hours overtime in any day or shift shall be paid a meal allowance of seventeen dollars (\$17.00) by the Employer if a meal is not provided.

29.03 Mileage and Automobile Allowance

All bargaining unit employees using their vehicles for the Employer's business shall be reimbursed as follows:

For the year May 1, 2024 to April 30, 2025 the rates are:

- \$0.72 per kilometer for the first 5,000 kms and;
- \$0.66 per kilometer for each kilometer thereafter.

These rates will be reviewed and adjusted on May 1 of each calendar year in order to reflect the current maximum allowable rate prescribed by CRA (as outlined by the Canadian Department of Finance).

29.04 Business Mileage

Business mileage is to be calculated from the Employer's place of business and return.

- a) The Employer shall pay the difference between the cost of Class 002 Insurance (Pleasure driving to and from work) and the cost of Class 007 (Normal Business Use) for the employees who normally drive 1,600 kms or more annually on behalf of the Employer. In computing the difference, both Class 002 coverage and 007 coverage costs would be based on third party liability of \$3,000,000, collision deductible of \$300 and comprehensive deductible of \$300.
- b) In the event of an accident occurring while the employee is driving on the business of the Employer, the Employer shall reimburse the employee the collision and comprehensive deductibles if applicable.
- c) In the event of an accident occurring while the employee is conducting the business of the Employer, the Employer shall pay the rental cost of mid-sized car to a maximum of thirty-five dollars (\$35.00) per day, for the period of loss of use of the employee's own car, for a period of up to twenty (20) days.

29.05 Parking Expenses

- a) Employees will be reimbursed for parking expenses incurred while conducting the Employer's business.
- b) Where an office includes a United Way parking area, employee parking up to the capacity of the area is free. Where an employee is required to provide their own vehicle for United Way business and United Way parking and on-street parking is not readily available, the Employer shall provide parking.

29.06 Out of Town Expenses

- a) It is the policy of United Way British Columbia that employees be reimbursed for reasonable expenses incurred in carrying out the business of the organization.

- b) The level of accommodation, food and travel should neither be luxurious nor penurious. Eligible items for coverage include airfare, transfer charges, taxis and hotel accommodation. The flat rate per diem can be claimed for meals and gratuities.

Air travel should always be at the “B” Class rate (e.g., Charter, Sky-Bus) when available, otherwise economy.

Accommodation will be for a normal hotel room in a “middle of the range” hotel (e.g. Holiday Inn, Ramada). A number of hotels give a special rate to United Way, and one should inquire about the availability of special rates when registering.

When travelling out of town by car, mileage or economy airfare, whichever is less, will be reimbursed.

Travel arrangements should be pre-approved by the Department Head before booking and in accordance with the Employer’s policy.

Expense accounts on the form provided and approved by the Department Head or Executive are to be submitted to the Accounting Department with receipts attached in a timely manner.

Employees on out-of-town travel may request expenses in advance.

- c) The flat per diem expense to cover any meals, gratuities or incidental expenses on out-of-town travel is ninety-five (\$95.00) dollars. For travel to the United States of America the out of town per diem shall be \$95.00 in US funds.

Where some meals on out of town travel are provided, a pro-rated per diem (between \$25 and \$95) will be applied in accordance with United Way policy. In the instance of travel to communities with limited meal options (example: rural or remote) and meal costs exceed those anticipated in policy, employees will be reimbursed for receipted expenses above the levels set in the policy, to a maximum of one hundred and twenty dollars (\$120.00).

29.07 In Town Expenses

In town expenses will be reimbursed by receipt. Where no receipts are available an itemized list will be provided up to a maximum of \$20.

ARTICLE 30 – JOB EVALUATION

30.01 Composition of Committee

There shall be a Joint Job Evaluation Committee consisting of two (2) members from the Employer and two (2) members from the Union. This Joint Committee shall have equal representation and participation from both parties.

30.02 Responsibility of Committee

The joint job evaluation committee shall meet every three months to:

- a) Conduct the job evaluation process and procedures as outlined in the Job Evaluation Manual;
- b) Evaluate jobs based upon job descriptions submitted by the Employer for new or substantially changed jobs; and
- c) Re-evaluate jobs if requested by employee or Employer.

30.03 Authority of Committee

The joint job evaluation committee may:

- a) Recommend modification of the process and procedures of the job evaluation manual to the parties; and
- b) Propose amendments to the maintenance procedure for the job evaluation program for consideration by the parties.

30.04 Changes to the Manual

Any changes to the manual must be approved by both parties to this Agreement prior to implementation.

ARTICLE 31 – JOB CLASSIFICATION AND JOB DESCRIPTIONS

When the duties or volume of work in any classification are significantly changed or increased, or when any position not covered by the salary and Wage Schedule attached hereto is established during the term of this Agreement, the Employer/Union Job Evaluation Committee shall jointly evaluate the job and establish a salary range in accordance with the job rating at prevailing rates. If the parties are unable to agree on the reclassification and/or rate of pay of the job in question, such dispute shall be submitted to grievance and arbitration. In the case of new categories or revisions in salary rate, the new rate shall be deemed to be effective on the date that the category was first submitted for review.

The Joint Job Evaluation Committee shall conduct the job evaluation process and procedures as outlined in the Job Evaluation Manual.

ARTICLE 32 – SAFETY AND HEALTH

32.01 Co-operation on Safety

The Union and the Employer shall co-operate in continuing and perfecting regulations which will afford adequate protection for employees.

32.02 Union/Employer Safety Committee

The Safety and Health Committee shall be established and composed of two (2) representatives, one appointed by the Employer and one representative of the Union.

32.03 Meetings of Committee

The Safety and Health Committee shall hold meetings as requested by the Union or by the Employer, and all unsafe, hazardous, or dangerous conditions shall be taken up and dealt with at such meetings. Minutes of all Safety and Health Committee meetings shall be kept and copies of such minutes shall be sent to the Employer and the Union.

32.04 Investigation of Accidents

The Safety and Health Committee shall investigate serious and compensable accidents and shall report as soon as possible on the nature and causes of each compensable accident or injury.

The Committee shall notify the Employer and the Union of the results of such investigation.

32.05 First Aid Attendants

At locations where WorkSafeBC requires first aid attendants:

- a) UWBC will appoint a primary first aid attendant; this attendant will receive a seventy-five dollar (\$75.00) monthly allowance. The primary first aid attendant will be responsible for first aid duties on a daily basis.
- b) UWBC will appoint an alternate first aid attendant; this attendant will receive a monthly allowance of twenty-five dollars (\$25.00). The alternate first aid attendant will be responsible for first aid duties in the absence of the primary first aid attendant and may be required to assist the primary first aid attendant to deal with first aid matters.
- c) First aid attendants must possess a valid WorkSafeBC Occupational Health and Safety First Aid Certificate (Level 2) and work primarily onsite at their assigned office location. The Employer may use resources outside the bargaining unit if bargaining unit staff are not willing and available.
- d) UWBC will pay the cost of lost time wages, course tuition, including books/training material required for the two staff appointed and the primary and alternate first aid attendant.

ARTICLE 33 – TECHNOLOGICAL AND OTHER CHANGES

33.01 Notification Requirements

The Employer agrees to notify the Union as soon as possible and, in any event, a minimum of three (3) months in advance of the introduction of technological or methods changes.

33.02 Training Requirements

- a) The Employer agrees to provide up to three (3) months training where it is feasible and practical in order to qualify an employee for alternative employment where that employee has sufficient seniority to entitle them to continue employment but where technological change and methods change has resulted in the elimination of a particular category.
- b) Alternative job, subject to the seniority and training provisions of this Article, within six months of the time of displacement.

33.03 Separation Allowance

Employees whose categories are eliminated by technological change or methods change whose seniority does not enable them to continue as employees, or who do not accept retraining, shall receive a separation allowance equal to one (1) week's pay for each year of service up to a maximum of (8) weeks for employees with two (2) years or more service.

33.04 New Initiatives

Where work or services are planned by the Employer as new initiatives (such as special events, new ventures, methods change, etc.) the new initiative will be discussed with the Union prior to it being undertaken in order to determine the bargaining unit status of the proposed work or service and the potential for eventual incorporation within bargaining unit work.

Where it is mutually agreed by the Union and Employer that the new initiative currently assigns work outside that performed by the bargaining unit; the mutual agreement to proceed with the subject of a Letter of Understanding is to be appended to the Collective Agreement. Such letter will specify the nature of the work to be performed, the duration of the arrangement, and the person or persons to be used.

ARTICLE 34 – JOB SECURITY

34.01 No Contracting Out

The Employer agrees that work or services presently performed or hereafter assigned to the collective bargaining unit shall not be subcontracted, transferred, leased, assigned or conveyed to any other person, company or non-unit employee, unless agreed to in writing by the Union. This Article shall not interfere with the provisions of Article 40.

34.02 Successor Status

Where it is mutually agreed by the Employer and Union that work or services will be transferred, or assigned, to any other organization, the Union Certification will transfer with the work or service and the Collective Agreement in force will transfer to the successor Employer.

ARTICLE 35 – UNIFORM AND CLOTHING ALLOWANCE

The Employer shall issue protective clothing where mutually deemed to be required by the Union and the Employer. Those employees at present receiving clothing and provisions for the cleaning shall continue to do so during the term of this Agreement.

ARTICLE 36 – GENERAL CONDITIONS

36.01 Bulletin Boards

The Employer shall provide bulletin boards which shall be placed so that all employees will have access to them and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees. The Union shall be responsible for maintaining the bulletin board in a neat condition.

36.02 Fire and Theft Insurance

The Employer shall provide replacement value fire and theft insurance covering the books, equipment, and personal belongings owned by the employees and used in performance of their duties with the Employer while on the Employer's premises.

ARTICLE 37 – STATUTE CHANGES, MERGERS AND AMALGAMATIONS

37.01 Continuation of Acquired Rights

All provisions of this Agreement are subject to applicable laws now or hereafter in effect. In any law now existing or hereafter enacted, or proclamation or regulation shall invalidate any portion of this Agreement, or if there is an amalgamation, annexation, merger or other structural change of the Employer, the entire Agreement shall not be

invalidated and the existing right, privileges and obligations of the employee shall remain in existence, and either party, upon notice to the other, may reopen this present Agreement for negotiation to amend the affected clauses.

37.02 Mergers and Amalgamation

The Union shall be advised as soon as possible of any pending mergers, transfers or amalgamations. In such situations, the new party involved in any such discussions shall be advised of the existence of this Collective Agreement and of its implications in the possible merger or amalgamation. Appropriate Labour Management discussions on items of the merger or amalgamation which affect the employees under this Agreement shall commence as soon as possible.

37.03 Continuation of Collective Agreement

In the event the Employer merges or amalgamates with any other body, the Employer undertakes to ensure the full continuation of all rights, benefits, practices, and provisions of this Collective Agreement unless modified by mutual consent between the Employer and the Union.

ARTICLE 38 – CROSSING OF PICKET LINES

No employee covered by this Agreement will be required to enter any building, property or business where a picket line, recognized by CUPE, is in evidence. Failure to cross such picket line by the members of this Union shall not be considered a violation of this Agreement, nor shall it be ground for disciplinary action. The Union shall advise the Employer of the existence and location of such recognized picket line as soon possible.

ARTICLE 39 – GENERAL

39.01 Use of Singular Terms

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

39.02 Work Stoppage

During the life of this Agreement, there shall be no lock-out by the Employer, or any strike, sit-down, slow-down, work stoppage or suspension of work, either complete or partial, for any reason by the Union.

ARTICLE 40 – NATURE OF THE ORGANIZATION

40.01 Use of Volunteers

- a) The Union recognizes that the Employer is a non-profit volunteer organization which must rely on the participation of volunteers in its activities in order to properly and successfully accomplish its objectives.
- b) The Union agrees that this Agreement shall in no way interfere with or impede the continued use of volunteers.
- c) The Employer agrees that the use of a volunteer shall not result in the layoff of a member of the bargaining unit.

40.02 Use of Loaned Representatives

It is hereby agreed and understood that dealing with the participation of volunteers in activities necessary to the accomplishment of United Way objectives shall be interpreted as covering the duties and activities of (a) Resource Development Department Loaned representatives and from time to time, (b) other special "loaned employees" who are carrying out assignments for United Way on a specific time-limited basis, but who receive their remuneration from a source external to United Way.

It is further agreed and understood to cover specifically, special, "loaned employees" that:

- a) The work to be performed by such persons shall be discussed in advance of the appointment by joint Labour Management Committee;
- b) The list of duties shall not include work normally performed by members of the bargaining unit;
- c) The duties to be performed and the term of the special employment shall be agreed to in writing by both parties.

ARTICLE 41 – SCHEDULE "A"

The schedule of wages, classifications, special provisions and monthly rates for all employees of the Employer covered by this Agreement shall be in accordance with the Wage Schedule attached hereto and forming part of this Agreement.

ARTICLE 42 – BARGAINING COMMITTEE

Each party shall appoint representatives to their own bargaining committee and each party shall advise the other of their representatives. The Bargaining Committee shall meet to conduct negotiations in order that a Collective Agreement can be reached.

ARTICLE 43 – TERM OF AGREEMENT

This Agreement shall be for the period from and including November 1, 2024 to and including October 31, 2027, and from year to year thereafter subject to the right of either party to the Agreement, at any time within four (4) months immediately preceding the date of the expiry of this Agreement or immediately preceding the last day of October in any year thereafter, by written notice, to require the other party to the Agreement to commence collective bargaining.

Should either party give written notice aforesaid, this Agreement shall thereafter continue in full force and effect, and neither party shall make any changes in the terms of the said Agreement (or increase or decrease the rate of pay of any employee for whom collective bargaining is being conducted or alter any other term or condition of employment) until the parties shall conclude a renewal or revision of this Agreement or enter into a new Collective Agreement.

IN WITNESS WHEREOF BOTH PARTIES HERETO HAVE EXECUTED THESE PRESENTS

On this 25th day of November, 2025

Signed on Behalf of

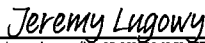
United Way British Columbia



Linda Bvekerwa

Signed on Behalf of

**Canadian Union of Public Employees,
Local 1760**


Jeremy Lugowy (Nov 25, 2025 16:46:53 PST)

Jeremy Lugowy


Lena Shillington (Nov 25, 2025 15:18:33 PST)

Lena Shillington


Morning Star Trickey (Nov 25, 2025 15:18:33 PST)

Morning Star Trickey



Rachel Allan

SCHEDULE “A” WAGES AND SALARY SCHEDULES

Note:

The parties acknowledge that the following reflects the positions and pay grades as contained in the previous Collective Agreement.

The Employer and the Union have also developed an updated list of positions to reflect current organizational titles and structure. Both versions are included for reference.

The parties agree that the updated list may contain errors or omissions and that it does not represent agreement to any deletions, additions, or changes to existing classifications or pay grades. The parties are jointly working toward a finalized version of Schedule A through the Job Evaluation process.

Positions	Pay Grade
Administrator	29
Administrator, Central Services	29
Administrator, Community Impact & Investment	29
Administrator, Corporate Relations	29
Administrator, Payroll & Benefits	29
Administrator, Population Health	29
Assistant Director, Community Engagement	42
Assistant Director, Community Impact & Invest	42
Assistant Director, IT	42
Campaign Admin Support	26
Campaign Manager	39
Communications Specialist	38
Community Builder	26

Community Engagement Coordinator	36
Community Engagement Specialist	38
Community Impact & Investment Specialist	39
Coordinator, Community Impact & Investment	32
Coordinator, Direct Donors	36
Coordinator, Health Network	36
Coordinator, Healthy Aging, CORE	34
Coordinator, Impact & Granting	36
Custodian	22
Data Analyst	39
Data and Process Specialist	36
Data Entry Representative	24
Developer	40
Digital Campaign Support Coordinator	32
Digital Fundraising Specialist	36
Digital Services Advisor	34
Digital Tools Specialist	39
Donations Processing Representative	26
Donations Verification Representative	26
Donor Relations Officer	39

Donor Services Coordinator	39
Donor Services Team Lead	29
E-Pledge Coordinator	39
E-Tools Support	32
Engagement Coordinator	36
Finance Coordinator	32
Food Security Initiative Manager	40
Fundraising & Donor Relations Manager	40
Graphic Designer	36
Helpdesk Technician	34
Indigenous Relations Lead	34
Junior Salesforce Support	26
Junior Data Analyst	26
Labour Partnership Representative	39
Labour Program Coordinator	34
Major Gifts Development Manager	38
Manager, Digital Campaigns	39
Manager, Emergency Response	40
Manager, Food Security Initiative	40
Manager, Healthy Aging	40

Manager, Marketing & Digital Engagement	40
Manager, Volunteer Engagement	39
Marketing & Communications Specialist	38
Marketing & Communications Strategist	39
Marketing and Communications Coordinator	34
Payroll Coordinator	34
Payroll Specialist	38
Philanthropy Coordinator	32
Philanthropy Specialist - Grant Writer	38
Project Coordinator	36
Project Coordinator, Food Security	36
Project Coordinator, WEOG	36
Project Strategist - Food Security	39
Reaching Home Specialist	34
Receptionist	26
Receptionist (Switchboard Operator/Receptionist)	24
Regional CII Coordinator	34
Regional Coordinator	34
Salesforce Developer & Superuser	42
Senior Accountant	38

Senior Communications Specialist	39
Specialist, Donor Stewardship	36
Specialist, Emergency Response & Partnerships	38
Specialist, Government Relations	39
Specialist, Health Care System & Community	39
Specialist, Healthy Aging	38
Specialist, Healthy Aging, Fraser Health	38
Specialist, Healthy Aging, Northern Health	38
Specialist, Healthy Aging, Van Island	38
Specialist, Learning & Evaluation	39
Specialist, Research & Knowledge Mobilization	38
Strategic Initiatives Manager	40
Strategic Initiatives Manager, Anti Racism	40
Technical Business Analyst	39
Technical Support Analyst	39
Volunteer Coordinator	36
Volunteer Coordinator, Corp & Union Partners	36
Workplace Manager	38

Professional and Technical Positions

Pay Grade by position as of August 15, 2019

Department	Position	Pay Grade
Donor Services	E-tools Support	32
Finance & Operations	Senior Accounting Clerk	32
Marketing & Communications	Marketing & Communications Support and Project Assistant	32
Labour	Administrative Assistant	32
Population Health	Better at Home-Program and Project Assistant	32
Resource Development	Administrative Assistant	32
Resource Development	Prospect Researcher	32
Community Impact & Investment	Data/Information Associate	34
Marketing & Communications	Events Associate	34
Population Health	Data Coordinator	34
Resource Development	Stewardship Operations Coordinator	34
Resource Development	Digital Services Facilitator	34
Community Impact & Investment	Volunteer (Mobilization) Coordinator	36
Community Impact & Investment	Community Engagement Specialist	36
Marketing & Communications	Design and Production Coordinator	36
Resource Development	Resource Development Associate	36
Various	Project Coordinator	36
Population Health	Program & Operations Coordinator	36
Population Health	Provincial Coordinator	36
Population Health	Community & Sector Development Coordinator	36
Population Health	Regional Community Developer	36
Resource Development	Associate Campaign Manager	36
Various	Marketing & Communications Strategist	38
Community Impact & Investment	Production Development Strategist	38
Community Impact & Investment	Technical Business Analyst	38
Resource Development	Stewardship Operations Strategist	38
Resource Development	Sales Manager	38
Community Impact & Investment	Grand and Data Coordinator	39
Community Impact & Investment	Senior Research Associate	39
Donor Services	Donor Services Coordinator	39
Donor Services	E-Pledge Coordinator	39
Finance & Operations	Senior Campaign Analyst	39
Information Technology	Data Analyst	39
Information Technology	Network Administrator	39
Labour Participation	Labour Staff Representative	39
Marketing & Communications	Sponsorship & Marketing Coordinator	39
Marketing & Communications	Full Stack Web Developer	39
Population Health	Project Coordinator (Better at Home)	39
Department	Position	Pay Grade

Resource Development	Resource Development Strategist	39
Resource Development	Campaign Manager	39
Resource Development	Direct Marketing Coordinator	39
Resource Development	Donor Relations Steward	39
Resource Development	Volunteer and Community Relations Strategist	39
Community Impact & Investment	Field Coordinator	40
Community Impact & Investment	Senior Community Engagement Specialist	40
Community Impact & Investment	Planner, Strategic Initiatives	40
Community Impact & Investment	Assistant Director, Volunteer Mobilization	40
Information Technology	Systems Administrator	40
Information Technology	Programmer/Analyst	40
Population Health	Senior Regional Community Developer	40
Resource Development	Senior Resource Development Strategist	40
Resource Development	Resource Development Operations Partner	40
Social Purpose Institute	Social Purpose Strategist	40
Community Impact & Investment	Assistant Director	42
Community Impact & Investment	Evaluations and Strategic Initiatives Manager	42
Finance & Operations	Assistant Director	42
Information Technology	Assistant Director	42
Marketing & Communications	Assistant Director	42
Marketing & Communications	Assistant Director, Communications & Public Relations	42
Population Health	Assistant Director	42
Resource Development - Workplace	Assistant Director	42

BARGAINING UNIT

SALARY RANGE AND STEP SCHEDULE May 1 and Nov.1, 2024

Regional Rates As at May 1, 2024		
PG	Hourly	
	STEP 1	STEP 2
20	\$23.36	\$23.87
21	\$23.87	\$24.41
22	\$24.41	\$25.09
23	\$25.09	\$25.75
24	\$25.75	\$26.44
25	\$26.44	\$27.10
26	\$27.10	\$27.90
27	\$27.90	\$28.69
28	\$28.69	\$29.58
29	\$29.58	\$30.58
30	\$30.58	\$31.73
31	\$31.73	\$33.02
32	\$33.02	\$34.44
33	\$34.44	\$36.02
34	\$36.02	\$37.51
35	\$37.51	\$39.13

36	\$39.13	\$40.83
37	\$40.83	\$42.62
38	\$42.62	\$44.44
39	\$44.44	\$46.38
40	\$46.38	\$48.34
41	\$48.34	\$50.51
42	\$50.51	\$52.63
43	\$52.63	\$55.01
44	\$55.01	\$57.46
45	\$57.46	\$60.03
46	\$60.03	\$62.75

Regional Rates As at Nov 1, 2024 - 2% Base Salary Increase		
PG	Hourly	
	STEP 1	STEP 2
20	\$23.82	\$24.35
21	\$24.35	\$24.90
22	\$24.90	\$25.59
23	\$25.59	\$26.27
24	\$26.27	\$26.96
25	\$26.96	\$27.64
26	\$27.64	\$28.46
27	\$28.46	\$29.26
28	\$29.26	\$30.17
29	\$30.17	\$31.19
30	\$31.19	\$32.36
31	\$32.36	\$33.68
32	\$33.68	\$35.13
33	\$35.13	\$36.74
34	\$36.74	\$38.26
35	\$38.26	\$39.92
36	\$39.92	\$41.65
37	\$41.65	\$43.47

38	\$43.47	\$45.32
39	\$45.32	\$47.31
40	\$47.31	\$49.30
41	\$49.30	\$51.52
42	\$51.52	\$53.69
43	\$53.69	\$56.11
44	\$56.11	\$58.61
45	\$58.61	\$61.23
46	\$61.23	\$64.00

Lower Mainland As at May 1, 2024		
	Hourly	
PG	STEP 1	STEP 2
20	\$25.80	\$26.38
21	\$26.38	\$26.99
22	\$26.99	\$27.74
23	\$27.74	\$28.47
24	\$28.47	\$29.23
25	\$29.23	\$29.96
26	\$29.96	\$30.86
27	\$30.86	\$31.74
28	\$31.74	\$32.72
29	\$32.72	\$33.84
30	\$33.84	\$35.10
31	\$35.10	\$36.55
32	\$36.55	\$38.13
33	\$38.13	\$39.88
34	\$39.88	\$41.54
35	\$41.54	\$43.35
36	\$43.35	\$45.23

37	\$45.23	\$47.22
38	\$47.22	\$49.24
39	\$49.24	\$51.39
40	\$51.39	\$53.56
41	\$53.56	\$55.98
42	\$55.98	\$58.34
43	\$58.34	\$60.97
44	\$60.97	\$63.70
45	\$63.70	\$66.56
46	\$66.56	\$69.58

LOWER MAINLAND Rates Nov 1, 2024 - 2% base salary increase		
PG	Hourly	
	STEP 1	STEP 2
20	\$26.32	\$26.91
21	\$26.91	\$27.53
22	\$27.53	\$28.29
23	\$28.29	\$29.04
24	\$29.04	\$29.81
25	\$29.81	\$30.56
26	\$30.56	\$31.48
27	\$31.48	\$32.37
28	\$32.37	\$33.37
29	\$33.37	\$34.52
30	\$34.52	\$35.81
31	\$35.81	\$37.28
32	\$37.28	\$38.89
33	\$38.89	\$40.68
34	\$40.68	\$42.37
35	\$42.37	\$44.21
36	\$44.21	\$46.13
37	\$46.13	\$48.16

38	\$48.16	\$50.22
39	\$50.22	\$52.42
40	\$52.42	\$54.64
41	\$54.64	\$57.10
42	\$57.10	\$59.51
43	\$59.51	\$62.19
44	\$62.19	\$64.97
45	\$64.97	\$67.89
46	\$67.89	\$70.97

BARGAINING UNIT

SALARY RANGE AND STEP SCHEDULE 2025-2026

REGIONAL Rates Jan 10, 2025 - 93% of LM Rates		
PG	Hourly	
	STEP 1	STEP 2
20	\$24.48	\$25.03
21	\$25.03	\$25.60
22	\$25.60	\$26.31
23	\$26.31	\$27.00
24	\$27.00	\$27.72
25	\$27.72	\$28.42
26	\$28.42	\$29.27
27	\$29.27	\$30.11
28	\$30.11	\$31.04
29	\$31.04	\$32.10
30	\$32.10	\$33.30
31	\$33.30	\$34.67
32	\$34.67	\$36.17
33	\$36.17	\$37.83
34	\$37.83	\$39.40
35	\$39.40	\$41.12

36	\$41.12	\$42.90
37	\$42.90	\$44.79
38	\$44.79	\$46.70
39	\$46.70	\$48.75
40	\$48.75	\$50.81
41	\$50.81	\$53.10
42	\$53.10	\$55.34
43	\$55.34	\$57.84
44	\$57.84	\$60.42
45	\$60.42	\$63.14
46	\$63.14	\$66.00

**LOWER MAINLAND Rates As at Nov 1, 2025
- 1% base salary increase**

PG	Hourly	
	STEP 1	STEP 2
20	\$26.58	\$27.18
21	\$27.18	\$27.81
22	\$27.81	\$28.57
23	\$28.57	\$29.33
24	\$29.33	\$30.11
25	\$30.11	\$30.87
26	\$30.87	\$31.79
27	\$31.79	\$32.69
28	\$32.69	\$33.70
29	\$33.70	\$34.87
30	\$34.87	\$36.16
31	\$36.16	\$37.65
32	\$37.65	\$39.28
33	\$39.28	\$41.09
34	\$41.09	\$42.79
35	\$42.79	\$44.66
36	\$44.66	\$46.59
37	\$46.59	\$48.64

38	\$48.64	\$50.72
39	\$50.72	\$52.94
40	\$52.94	\$55.18
41	\$55.18	\$57.67
42	\$57.67	\$60.11
43	\$60.11	\$62.81
44	\$62.81	\$65.62
45	\$65.62	\$68.57
46	\$68.57	\$71.68

REGIONAL Rates Nov 1, 2025 - 96% of LM Rates		
PG	Hourly	
	STEP 1	STEP 2
20	\$25.52	\$26.09
21	\$26.09	\$26.70
22	\$26.70	\$27.43
23	\$27.43	\$28.16
24	\$28.16	\$28.91
25	\$28.91	\$29.64
26	\$29.64	\$30.52
27	\$30.52	\$31.38
28	\$31.38	\$32.35
29	\$32.35	\$33.48
30	\$33.48	\$34.71
31	\$34.72	\$36.14
32	\$36.14	\$37.71
33	\$37.71	\$39.45
34	\$39.45	\$41.08
35	\$41.08	\$42.87
36	\$42.87	\$44.73
37	\$44.73	\$46.69

38	\$46.69	\$48.69
39	\$48.69	\$50.82
40	\$50.82	\$52.97
41	\$52.97	\$55.36
42	\$55.36	\$57.71
43	\$57.70	\$60.30
44	\$60.30	\$63.00
45	\$63.00	\$65.83
46	\$65.83	\$68.81

UWBC Rates As at Nov 1, 2026 - 1% base salary increase		
PG	Hourly	
	STEP 1	STEP 2
20	\$26.85	\$27.45
21	\$27.45	\$28.09
22	\$28.09	\$28.86
23	\$28.86	\$29.62
24	\$29.62	\$30.41
25	\$30.41	\$31.18
26	\$31.18	\$32.11
27	\$32.11	\$33.02
28	\$33.02	\$34.04
29	\$34.04	\$35.22
30	\$35.22	\$36.52
31	\$36.52	\$38.03
32	\$38.03	\$39.67
33	\$39.67	\$41.50
34	\$41.50	\$43.22
35	\$43.22	\$45.11
36	\$45.11	\$47.06
37	\$47.06	\$49.13

38	\$49.13	\$51.23
39	\$51.23	\$53.47
40	\$53.47	\$55.73
41	\$55.73	\$58.25
42	\$58.25	\$60.71
43	\$60.71	\$63.44
44	\$63.44	\$66.28
45	\$66.28	\$69.26
46	\$69.26	\$72.40

Letter of Understanding #1 – Extended Health Benefits & Long-Term Disability Benefits

LETTER OF UNDERSTANDING #1

Between

UNITED WAY BRITISH COLUMBIA

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1760

RE: Extended Health Benefits & Long-Term Disability Benefits

The Letter of Understanding shall be attached to and form part of the Collective Agreement.

- 1) The Employer agrees to include the following benefits as part of the Extended Health Benefits Package:
 - a) Deductible – nil;
 - b) Reimbursement – 100% of eligible in Province expenses each year; 100% of eligible out of Province emergency expenses;
 - c) Lifetime maximum - \$1,000,000 for each employee and each dependent;
 - d) Oral contraceptives;
 - e) Foot orthotics/podiatrist - \$100/yr. per person;
 - f) Orthopedic shoes - \$400/yr. per adult; \$200/child/year;
 - g) Hearing aids - \$500/3 yrs. Per adult; \$400/child/3 years;
 - h) Vision care – \$300/yr. per person maximum. Expanded to include prescription sunglasses, repair of prescription glasses/sunglasses, and Laser eye surgery. In addition, up to the reasonable and customary limit of the plan [for reference, this is \$125/yr. per person in May 2024] will be paid to reimburse the cost of an eye exam. No age limit is applied to coverage for vision care;
 - i) Massage therapy/physiotherapy - \$800/yr. per person;
 - j) Acupuncture, naturopaths - \$300/yr. per person;
 - k) Chiropractor - \$300/yr. per person;
 - l) X-ray - \$50/yr. per person;

- m) Psychologist/Clinical Psychologist/Counselor/Clinical Counselor/Social Worker/Online Cognitive Behavioral Therapist - \$1200/yr. per person;
 - n) Other benefits as detailed in the “Group Insurance Benefits” booklet, provided by the carrier;
 - o) Coverage for smoking cessation products in the amount of \$350.00 per member every 2 calendar years;
 - p) Coverage for shingles vaccination.
 - q) Family Planning benefit including fertility treatment & adoption services - \$5000 lifetime per person;
 - r) Gender-affirming surgeries, products, and support procedures \$15000 lifetime per person.
- 2) The Dental and Extended health benefits detailed in this Article will be provided to eligible employees (and their eligible dependents) until their retirement or termination of employment.
- 3) Eligible dependents are defined as:
- a) a spouse, common-law spouse;
 - b) a dependent child who is unmarried, mainly supported by the subscriber, and eighteen (18) years of age or younger, or nineteen (19) years of age or older, but under twenty-five (25) and in full-time attendance at a school or university.
- 4) If the benefit is not available through the current or a new carrier, another benefit shall be increased by the same cost and there shall be mutual agreement as to which benefit will be increased.
- 5) Wherever there is a change of carrier, the Union shall be notified.

The Employer will make an Employee and Family Assistance Program (EFAP) available to employees covered by the Extended Health Benefit provided by the Employer.

**For the Union,
CUPE Local 1760**

**For the Employer,
United Way British Columbia**

Morning Star Trickey
Morning Star Trickey (Nov 25, 2025 15:18:33 PST)

[Signature]

Morning Star Trickey

Linda Bvekerwa

Letter of Understanding #2 – Campaign Associates

LETTER OF UNDERSTANDING #2

Between

UNITED WAY BRITISH COLUMBIA

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1760

RE: United Way sponsorship of Campaign Associates

The parties agree that this L.O.U. provides the Employer with the option of pursuing United Way British Columbia sponsorship of up to four (4) Campaign Associates (Loaned Representatives) at existing sponsorship rates, contrary to Clause 40.02 (“remuneration for a source external to United Way”).

**For the Union,
CUPE Local 1760**

**For the Employer,
United Way British Columbia**

Morning Star Trickey

Morning Star Trickey (Nov 25, 2025 15:18:33 PST)



Morning Star Trickey

Linda Bvekerwa

Letter of Understanding #3 – Professional Development

LETTER OF UNDERSTANDING #3

Between

UNITED WAY BRITISH COLUMBIA

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1760

RE: Professional Development

The parties agree that a Professional Development fund will be set up and jointly managed through the Labour Management Committee within six (6) months of the ratification of this Agreement. The Employer shall provide the funding for the fund, however, the amount shall be determined based on the Employer's discretion.

**For the Union,
CUPE Local 1760**

**For the Employer,
United Way British Columbia**

Morning Star Trickey
Morning Star Trickey (Nov 25, 2025 15:18:33 PST)



Morning Star Trickey

Linda Bvekerwa

Letter of Understanding #4 – Optional Life and Critical Illness Insurance

LETTER OF UNDERSTANDING #4

Between

UNITED WAY BRITISH COLUMBIA

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1760

RE: Optional Life and Critical Illness Insurance

The Employer will make optional life insurance and critical illness insurance available to its employees at preferred rates, at the employees' sole discretion and request.

For the Union,
CUPE Local 1760

For the Employer,
United Way British Columbia

Morning Star Trickey
Morning Star Trickey (Nov 25, 2025 15:18:33 PST)

Morning Star Trickey

Linda Bvekerwa

Linda Bvekerwa

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