

**MEMORANDUM OF AGREEMENT  
RE: LOCAL ISSUES ADDENDUM**

**In Effect Until Local Issues are Renewed**

*between*  
*B.C. General Employees' Union*  
*and*  
*Thrive Social Services Society*  
*represented by the*  
*Community Social Services Employers' Association (CSSEA)*

1. **Article 14.2(a)** - Current regular hours of work are: 35-40 hour week. Day programs are 32.5 hours per week & considered full-time.
2. List of all current programs and list of all worksites with addresses:

<b>Program</b>	<b>Address of Worksite</b>
Supervised Access Program	1095 McKenzie St.
Family Development Program Westshore	345 Wale Rd
Family Development Program – Youth	1095 McKenzie St.
Mental Health Outreach	1095 McKenzie St.
Employment Services	1095 McKenzie & 1095 Joan Crescent
Child & Youth Special Needs	1095 McKenzie St.
Comm. Living Serv for Adults Day Program	1095 Joan Crescent
CLS Adult Services	1095 McKenzie St. & 1095 Joan Crescent
Family Development Program-Core Victoria	1095 McKenzie St.

- a) The following collective agreement provisions apply as follows:

i.	13.3	Layoff	Worksite shall apply
ii.	14.2(e)	Additional Hours	Program shall apply
iii.	16.4	Sharing of Overtime	Program shall apply
iv.	18.2	Vacation Preference	Program shall apply
v.	24.1(c)	Job Postings	Program shall apply

**Articles 14.2(b)(4), 15.4(b), 24.6 & 24.15** Student Employment and Work Experience Programs, and non-provincially funded positions are not applicable to these local issues.

3. **Article 30.3 – Casual Call-in Procedure**

- a) Casuals will be called in by seniority by classification within a program.

## b) Employee Responsibility

- i. Employee to ensure that their scheduled hours of work do not exceed forty (40) hours per week and not more than eight (8) hours per day, particularly when accepting shifts with more than one (1) program.
- ii. Employee must keep their Supervisor informed of changes to availability as soon as possible.

## c) Adult Day Programs Only:

- i. Employee to indicate their availability on the completed Availability form or via e-mail.
- ii. Employee to indicate their availability for the following two month periods on an Availability form (April, May), (October, November), (December, January), (February, March).
- iii. The Availability form must be updated and submitted on the second (2nd) Friday of each month preceding the beginning of any one two-month period.

## d) Adult Day Programs and CYSN Program Only:

- i. For the peak period between June 15<sup>th</sup> and September 15<sup>th</sup>, employees will be required to submit an Availability form on the 2<sup>nd</sup> Friday in March.

## e) Adult Day Programs Only:

- i. **Casual employee who fails to declare their availability for two (2) consecutive periods, they will receive a letter indicating that their availability must be** declared within thirty (30) days of receiving the letter in order to remain on the casual availability list. After thirty (30) days, should the Employer not receive an updated Availability form, the Employer will send all causal employees a letter to confirm their casual employment every January and June. The initial letter will be sent via email with ten (10) days to respond. If the employee does not respond within ten (10) days the employer will send a registered letter to the last known address on file asking the employee to confirm their causal status within ten (10) days or they will be presumed to have abandoned their position. The employee will be afforded a further opportunity to rebut such presumption and demonstrate that there was reasonable grounds for not informing the Employer.

## f) All other Casual Employee (other than Adult Day programs noted above):

- i. When a casual employee has not worked a shift in a (12) twelve month period, they will receive a letter to the last known address indicating that their availability must be declared within thirty (30) days of receiving the letter in order to remain on the casual availability list. Should the Employer not receive an updated Availability form, the Employer will send all causal employees a letter to confirm their casual employment every January and June. The initial letter will be sent via email with ten (10) days to respond. If the employee does not respond within ten (10) days the Employer will send a registered letter to the last known address on file asking the employee to confirm their causal status within ten (10) days or they will be presumed to have abandoned their position. The employee will be afforded a further opportunity to rebut such presumption and demonstrate that there was reasonable grounds for not informing the Employer.

**g) Employee Refusal:**

- i. Declining an offer of a shift for the period of indicated availability or the cancelling of an accepted shift for reasons other than illness or acceptable emergency will be considered a refusal to work.
- ii. If the Employer or the Employer's designate is unable to contact the employee, as per the call-in procedure, the call will be recorded as a refusal.
- iii. Refusals will be acceptable under special circumstances of family emergency, formal travel/weather advisories or in circumstances deemed to be beyond the control of the Employee and communication with the Manager was not possible.
- iv. If Employee are ill they will call in to temporarily remove their name from their indicated availability and call-in to resume their availability when their wellness permits.
- v. Three (3) refusals of shifts in any of the two (2) designated two (2) month consecutive periods will result in the Employee being placed at the bottom of the callout list for the remainder of the designated period listed above.
- vi. Summer relief is for the period of June 15<sup>th</sup> to September 15<sup>th</sup>.

**h) Holiday Leave / Block Coverage Call-in Procedure:**

- i. Employees shall be called by their indicated availability in order of their seniority.
- ii. A block of shifts will be offered in whole to Employee in order of their seniority.
- iii. If no casual employee have indicated an availability for the whole block of shifts or if no employee accept a whole block of shifts, the block will be broken up and filled by indicated availability in order of seniority.
- iv. If after accepting a block of shifts, a longer block of shifts in excess of two (2) weeks duration becomes available, the most senior Employee may choose the more substantial block and be replaced for their accepted block of shifts.

**i) Scheduling of Shifts****i. Within 24 Hours**

- 1) Employee to be contacted by an agreed upon method between the employer and employee (via text message/SMS, phone call, email, etc.)
- 2) Employee to be reached by their indicated availability in order of their seniority.
- 3) Available shifts will be made known to casual Employee.
- 4) Shifts that need to be filled within sixteen (16) hours will be filled in order of seniority with a five (5) minute wait between initial contact of the employee.
- 5) Shifts that need to be filled within sixteen (16) to twenty-four (24) hours will be offered in order of seniority with a fifteen (15) minute wait between contacting the next employee.


ii. Outside of 24 Hours

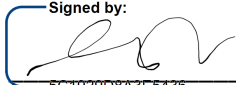
- 1) Shifts that need to be filled within twenty-four (24) to ninety-six (96) hours will be made in order of seniority with a one (1) hour wait before contacting to the next employee.
- 2) Shifts that need to be filled with ninety-six (96) or more hours will be made in order of seniority allowing the employees two (2) hours to respond.
- 3) After the period specified above, the scheduler will assign shift(s) on the basis of seniority and who has responded that they are available for the shift(s).


4. Job Sharing

Job Sharing proposals will be considered by the employer. Employees are required to submit a Job Share proposal to the employer for approval. The Employer and the Union shall meet to review the proposal. Job Share proposals shall not be unreasonably denied and shall not incur any extra costs for the employer.

**SIGNED ON BEHALF OF THE UNION:**

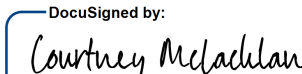
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**Kathleen Mann**  
 Staff Representative

Signed by:  
  
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**Meghan Blackburn**  
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**Mary Martinez**  
 Steward

**SIGNED ON BEHALF OF THE EMPLOYER:**

DocuSigned by:  
  
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**Scott Bradford**  
 Executive Director

DocuSigned by:  
  
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**Courtney McLachlan**  
 CSSEA Representative

Dated: October 29, 2024