

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

1. Article 26.2 Pay Days

Paydays are biweekly on every second Friday.

2. Definition of "Programme/Worksite"

14.2(e) Hours of Work	Programme will apply
16.4 Sharing of Overtime	Programme will apply
18.2 Vacation Preference	Programme will apply
24.1(c) Job Postings	Programme will apply
30.9 Use of Technology	Programme will apply

"Programme" can apply to many worksites the Employer has.

"Worksite" means one worksite.

3. Article 14.2 Hours of Work

The hours of work for a regular full-time employee shall be 35 hours per week or 70 hours per pay period.

4. Article 30.3 Casual Call-In Procedures

Policy

Qualified casuals will be called in order of seniority within their work area, as noted below #1 - #5:

1. Cranbrook – Kimberley includes Moyie, Gold Creek, Jim Smith Lake, Wasa, Ta Ta Creek and St Mary's Lake.
2. Creston – includes Canyon, Lister, Erickson, Kitchener and Kootenay Lake District.
3. Elk Valley – includes Elko, Fernie, Sparwood, Elkford and Jaffray.
4. Golden – includes Parson, Nicholson, Field, Harrop and Blaeberry.
5. Invermere – includes Canal Flats, Fairmont, Radium, Edgewater, Spillimacheen, Brisco and Windermere.

Procedure

1. All Staff will have a list of current available casual staff in order of seniority. This list will be updated on a monthly basis, or as necessary.
2. This senior qualified staff, in each work area, will be called first.

3. If the senior qualified casual is not available for the work assignment available, the procedure will be to contact each qualified casual employee in order of seniority until someone is found to fill the work assignment.

Criteria

1. It is the responsibility of the casual staff to inform their local supervisor and/or the regional office of any change to their availability.

2. The Employer will send all casual employees a letter to confirm their casual employment every January and June. The initial letter will be sent via email with 10 days to respond. If the employee does not respond within 10 days, the Employer will send a second email and a registered letter to the last known address on file asking the employee to confirm their casual status within 10 days or they will be presumed to have abandoned their position and a Record of Employment will be issued. The employee will be afforded a further opportunity to rebut such presumption and demonstrate that there were reasonable grounds for not informing the Employer, as outlined in Article 9.3 of the grievance procedure.

5. Article 2.1 Special Project Employees

"*Special Project Employees*" are employees hired for a specified period of time, not to exceed six months for special projects as mutually agreed between the Employer and the B.C. General Employees' Union including employees hired under the auspices of a Federal or Provincial Special Employment Program. Such employees shall be members of the B.C. General Employees' Union and will be entitled to all benefits of the collective agreement as a casual employee. If the special project continues past the six month period, the parties may mutually agree to a further period of six months. If the special project continues into a second year, the position shall be posted.

The rate of pay will be in accordance with the collective agreement, except where funding is constrained and the parties mutually agree to a different rate. The Employer will make every reasonable effort to overcome funding constraints to pay such employee the applicable collective agreement rate.

6. Client Vacations and Out of Town Assignments

Not applicable. The Employer will not require employees to accompany a client on vacation or take an out of town assignment.

7. Split Shifts

Not applicable. There will be no split shifts. Should there be a new program that requires split shifts, the employer will contact the Union to discuss options.

SUPERIOR PROVISIONS AND RENEWAL OF MEMORANDUMS AND LETTERS

1. Article 17.11 Paid Holidays for Part-Time Employees

Payment of holidays will be made at a regular part-time employee's basic pay, except if an employee has been working in a higher paid position for the majority of the 60 working days preceding her holiday, in which case she shall receive the higher pay.

2. Article 18.1(b) Annual Vacation Entitlement

First Vacation Year: The first vacation year is the calendar year in which the employee first commenced employment.

Regular employees shall earn vacation entitlement as follows:

1. After five continuous years' service – 20 working days vacation based on eight percent of straight-time pay;
2. After six continuous years' service – 20 working days vacation based on eight percent of straight-time pay.

3. Article 20.1 Compassionate Leave

(a) In the case of bereavement in the immediate family, an employee not on leave of absence without pay shall be entitled to special leave, at her regular rate of pay, from the date of death to and including the day of the funeral or ceremonial occasion with, if necessary, an allowance for immediate return travelling time. Such leave shall not normally exceed five working days.

(b) Immediate family is defined as permanently residing with the employee or with whom the employee resides or an employee's partner, parent, stepparent, child, stepchild, foster child, sibling, partner's parent, grandparent, grandchild, or any other person for whom an employee is required to administer bereavement responsibilities.

(c) When established ethno cultural or religious practices provide for ceremonial occasion other than the bereavement period outline above, the balance of the bereavement leave as provided above, if any may be taken at the time of the ceremonial occasion.

(d) In the event of an employee's friend, client, co-worker or other relative, the employee shall be entitled to special leave for up to one (1) day for the purpose of attending the funeral or other ceremonial occasion.

(e) If an employee is on vacation leave at the time of bereavement, the employee shall be granted bereavement leave and be credited with the appropriate number of days to vacation leave credits.

4. Vehicle Insurance

(a) Where an employee uses her vehicle for the Employer's business, the employee must conform to the regulations of the Insurance Corporation of BC and carry the appropriate class of insurance.

(b) Where ICBC regulations require an employee to carry business class insurance, the Employer shall pay the premium difference between business class with \$2,000,000 third party legal liability and the next lower class on submission of documentation of that premium difference.

5. Article 16.8 Callback Provisions

An employee who is called back to work, to work overtime shall be compensated for a minimum of three hours at applicable overtime rates.

6. Job Sharing

The following outlines the circumstances under which job sharing may occur and the terms and conditions of job sharing.

Definitions

1. *"Job Sharing"* means a voluntary work assignment in which two regular employees adjust the number of hours they work by written agreement to share the responsibility for one regular full-time position.
2. *"Job Sharing Proposal"* means a document initiated by two regular employees, which outlines the request to become regular part-time employees and recommends how the duties of a position previously performed by one regular full-time employee, can be divided to accommodate their request.
3. *"Job Sharing Arrangement"* means where two part-time employees perform the duties of a position previously performed by one regular full-time employee.
4. *"Partners"* means regular employees participating in a job sharing arrangement.

Criteria

Job sharing proposals may be considered when:

- (1) One of the partners proposing the job sharing arrangement already occupies the regular full-time position under consideration and has completed the probationary period. The second partner must have completed the probationary period and must be qualified to perform the shared position. Both partners must be performing their current positions satisfactorily; or
- (2) Two partners as described in (a) above for one regular full-time vacancy as one application and both are selected as the successful candidates for the position in accordance with the factors set out in Article 24.3. Disputes regarding selection decisions with respect to applications submitted in accordance with this clause shall be resolved pursuant to Articles 9 and 10 of this collective agreement.

Procedures for Job Sharing Proposals

Proposals for job sharing arrangements will be forwarded to the Employer. Job sharing proposals shall include the following information:

1. a written statement signed by both partners requesting part-time employment in order to job share as outlined in the proposal;
2. a description of the arrangements the partners will make to share the necessary information with each other;
3. the proposed start date for the job sharing arrangement;

1. the proposed work schedule for the job sharing arrangement.

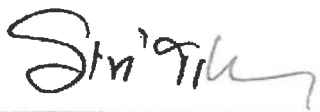
Procedures for Approval of Job Sharing Arrangement

Approval of the job sharing arrangement is at the discretion of the Employer. The job sharing proposal will be reviewed and a copy of the Employer's decision will be sent to the Union. Any objections to the decision must be referred to the Joint Committee within 15 days for discussion and attempted resolution. The parties agree that pursuant to Article 8, the Joint Committee is the final avenue for appeal of a denied job sharing proposal. If approved, the job sharing arrangement will be confirmed in writing by appointing the job sharing partners as regular part-time employees. Appointment is subject to the applicable collective agreement provisions. Acceptance of the appointment by the partners must be in writing. The appointment letter shall indicate that the employees' hours may temporarily be increased up to full-time, if required and with as much notice as possible, to cover the other partner's absence of one week or greater.

7. Benefits Provisions

Community Connections Society of Southeast BC has historically maintained dual coverage in their medical benefits package. Notwithstanding the provisions of the Community Social Services Collective Agreement, the parties agree that this shall continue and that employees of Community Connections Southeast BC as described in the letter of agreement attached, may opt for dual coverage. This agreement is non-prejudice and non-precedent setting and shall only apply to employees of Community Connections Southeast BC.

SIGNED ON BEHALF OF
THE UNION:



Local Chairperson

Simi Tilling



Staff Representative

FRANCESCA
BURGON

Dated this 29 day of November, 2024.

SIGNED ON BEHALF OF
THE EMPLOYER:



Executive Director NANCY REID

CSSEA

