

COLLECTIVE AGREEMENT

between the

BOAT DAYCARE SOCIETY

and the

B.C. GENERAL EMPLOYEES' UNION (BCGEU)

Effective from January 1, 2024 to December 31, 2026

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DEFINITIONS

For the purpose of this agreement:

- (a) "*bargaining unit*" - means the unit for collective bargaining described in the certification issued by the Labour Relations Board.
- (b) "*employee*" - means a person employed by the Employer who is a member of the bargaining unit.
 - (1) "*full-time employee*" - means a regular employee who normally works the workweek as outlined in Article 14.1.
 - (2) "*part-time employee*" - means a regular employee who normally works the workweek described in Article 14.2. Part-time employees shall be entitled to all benefits of the collective agreement on a prorated basis with the exception of health and welfare benefits pursuant to Article 19 which shall not be prorated.
 - (3) "*casual employee*" - means an employee who is employed for relief purposes, or for work which is not scheduled on a regular basis, such as:
 - (i) paid leave relief;
 - (ii) unpaid leave relief; and
 - (iii) a temporary increase of workload situations.

The Employer shall maintain a seniority list of casual employees, which shall be posted every three months or as required. Casual employees shall accumulate seniority on the basis of all hours worked at straight-time. Casual employees shall be called for work, provided they are qualified, in order of seniority.

Articles 12, 13, 19, 20 and 21 do not apply to casual employees.

- (4) "*temporary employee*" - means an employee hired to perform the work normally done by a full-time or part-time employee when the full-time or part-time employee is on a leave of absence that is known to be, or reasonably expected to be, for a period greater than four months.
- (c) "*Board of Directors*" - means the governing body as defined by Boat Daycare Society's constitution.
- (d) "*layoff*" - means a cessation of employment, or elimination of a job resulting from a reduction of the amount of work required to be done by the Employer, a re-organisation, program termination, closure or other material change in organisation.
- (e) "*domestic violence*" means:
 - (1) an act of abuse between an individual and a current or former intimate partner, between an individual and a child who resides with the individual, or between an individual and an adult who resides with the individual and who is related to the individual by blood, marriage, foster care or adoption, whether the abuse is physical, sexual, emotional or psychological, and may include an act of coercion, stalking, harassment or financial control, or
 - (2) a threat or attempt to do an act described in (1) above.
- (f) "*intimate partner*" includes a spouse, boyfriend or girlfriend, dating partner, sexual partner or an individual with whom one has a relationship similar to the relationships enumerated in this definition.

(g) “*sexual violence*” - means any conduct of a sexual nature or act targeting an individual’s sexuality, gender identity or gender expression that is committed, threatened or attempted against an individual without the individual’s consent and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, sexual exploitation and sexual solicitation, and may include an act that occurs online or in the context of domestic or intimate partner relationships.

ARTICLE 1 - PREAMBLE

1.1 Purpose of Agreement

The purpose of this agreement is to establish and maintain a harmonious relationship between the Employer and its employees; to provide excellent and efficient services to the children and parents using the Childcare Centre; to clearly define all conditions of employment; to provide an amicable method of settling differences and misunderstandings that may arise and; to further to the fullest extent possible the welfare of employees, economy of operations, quality of work performed and the objectives of the Childcare Centre.

1.2 Human Rights Code

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

1.3 Non-Related Duties

Employees shall not be required or asked to perform duties which are not related to the Employer's business.

1.4 Use of Terms

- (a) *Gender Neutral Language* - any reference to *they* or *them* refers to the masculine, feminine or non-binary throughout this agreement.
- (b) *Singular or Plural* - Whenever the singular is used the same shall be construed as meaning the plural if the facts or context so require.

1.5 General Transition Policy

The parties agree to the following general transition policy to cover transgender employees at work.

- (a) The parties will make every effort to protect the privacy and safety of transgender workers at all times, and during an accommodated transition.
- (b) Upon request by an employee, the Employer will update all employee records and directories to reflect the employee's name and gender change and ensure that all workplace-related documents are also amended. This may include nametags, employee IDs, email addresses, organizational charts, health care coverage and schedules and human resources documents. No records of the employee's previous name, sex, gender, or transition will be maintained unless required by law.
- (c) The Employer will provide safe washroom and change room facilities to all trans workers. The parties recognize that a trans worker has the right to use the washroom of their lived gender, regardless of whether or not they have sought or completed surgeries or completed legal name or gender changes.
- (d) Health care benefit coverage for transition-related costs, and medical leaves of absence for transitioning employees, will be provided/accommodated on the same terms as any other medical cost or leave.

(e) Upon notification by an employee wishing to transition or in need of a gender support plan, or at the request of the union, the Employer will work with the union and the employee to tailor a transition or support plan to the employee's particular needs.

ARTICLE 2 - UNION RECOGNITION AND RIGHTS

2.1 Bargaining Agent Recognition

The Employer recognizes the B.C. General Employees' Union as the exclusive bargaining agent for all employees of the Employer for whom the Union is certified under the *Labour Relations Code* of BC.

2.2 No Other Agreement

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

2.3 No Discrimination for Union Activity

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

2.4 Correspondence

(a) The Employer agrees that all correspondence between the Employer and the Union related to matters covered by this agreement shall be sent to the President of the Union or their designate. Copies will also be sent to the shop steward.

(b) The Employer agrees that a copy of any correspondence between the Employer and any employee in the bargaining unit covered by this agreement pertaining to the interpretation or application of any article in this agreement as it applies to that employee, shall be forwarded to the President of the Union or their designate.

ARTICLE 3 - EMPLOYER RIGHTS

3.1 General Rights

The management of the Employer's business and direction of the working forces, including the hiring, firing, promotion and demotion of employees, is vested exclusively in the Employer, except as may be otherwise specifically provided in this agreement.

ARTICLE 4 - UNION DUES AND INFORMATION

4.1 Dues and Assessments

(a) The Employer shall, beginning on the first pay date, deduct from the wages of each employee in the bargaining unit, the amount of the regular dues payable to the Union by members of the Union. Each employee shall provide the Employer, as a condition of continued employment, with written authorization to make such deductions.

(b) The Union shall advise the Employer, in writing, of the amount of its regular monthly dues. The amount so advised shall continue to be the amount to be deducted until changed by written notice to the Employer signed by the President of the Union. Upon receipt of such notice the changed amount shall be the amount deducted.

4.2 Information and Dues Remitted to the Union

(a) Union dues so deducted shall be remitted to the Treasurer of the Union no later than the 15th day of the month following the date of deduction.

(b) The Employer will submit union dues remittance by Electronic Transfer Fund ("EFT"). The EFT will be submitted with an email to direct.deposit@bcgeu.ca including the EFT date and dollar amount.

Each EFT email will also include:

- (1) Employer name
- (2) Pay period type (e.g.: monthly, semi-monthly, biweekly, etc.)
- (3) Pay period number
- (4) Pay period end date
- (5) Pay period pay date

(c) The Employer will provide to the Union with every regular dues remittance the information provided in the chart below. The information will be provided electronically in the file formats ".csv".

Column Order	Name	Format	Format Description
1	Employee ID number		
2	Member Last Name		
3	Member First Name		
4	Dues	XXXX.XX	No commas or dollar signs
5	Gross Wages for Period	XXXX.XX	No commas or dollar signs
6	Job/ Position Title		
7	Service Start Date	yyyyMMdd	
8	Appointment Code		Regular, Auxiliary, etc.
9	Work Location Name		
10	Work Location Address		
11	Member Address		
12	Member Work Phone	XXXXXXXXXX	10 digits, no dashes or spaces
13	Member Home Phone	XXXXXXXXXX	10 digits, no dashes or spaces
14	Member Cell Phone	XXXXXXXXXX	10 digits, no dashes or spaces
15	Member Home Email		

(d) The Employer will provide to the Union on a quarterly basis a report of employees who have ceased employment and the Record of Employment (ROE) code used in Block 16 of the ROE form for each of those employees.

4.3 New Employees

The Employer agrees that during the first month of employment of new employees, a member of the local union executive or a steward shall be given 30 minutes during working hours to address such employees.

4.4 Technical Information

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

ARTICLE 5 - UNION RECOGNITION AND RIGHTS**5.1 Maintenance of Union Membership**

All employees in the bargaining unit who were members of the Union as of date of certification shall maintain membership in the Union and all new bargaining unit employees hired on or after the date of certification shall as a condition of employment become members of the Union.

5.2 Access for Union Representatives

- (a) The Employer agrees that access to its premises will be granted to members of the staff of the Union when dealing or negotiating with the Employer, as well as for the purpose of investigating and assisting in the settlement of a grievance.
- (b) Members of the union staff shall notify the excluded designated supervisory official in advance of their intention and their purpose for entering and shall not interfere with the operation of the worksite concerned.
- (c) In order to facilitate the orderly, as well as the confidential investigation of grievances, the Employer will, if possible, make available to union representatives or stewards temporary use of an office or similar facility.

5.3 Stewards and Leave for Stewards' Duties

The Employer recognizes the Union's right to select stewards to represent employees.

The Union agrees to provide the Employer with a list of employees designated as stewards.

A steward shall make every effort to perform the duties of a steward outside of normal working hours. If this is not possible, a steward, or their alternate, shall obtain the permission of their immediate supervisor before leaving their work to perform their duties as a steward. Leave for this purpose shall be without loss of pay. Such permission shall not be unreasonably withheld. On resuming their normal duties, the steward shall notify their supervisor.

The duties of stewards shall include:

- (a) investigation of complaints of an urgent nature;
- (b) investigation of grievances and assisting any employee whom the steward represents in presenting a grievance in accordance with the grievance procedure;
- (c) supervision of ballot boxes and other related functions during ratification votes;
- (d) carrying out duties within the realm of safety responsibilities, these being recognised as complaints of an urgent nature which require immediate attention; and
- (e) attending meetings called by the Employer.

5.4 Union Insignia

A union member shall have the right to wear or display the recognised insignia of the Union. The Union agrees to furnish to the Employer at least one union shop card for each of the Employer's places of operation covered by this agreement, to be displayed on the premises. Such card will remain the property of the Union and shall be surrendered upon demand.

5.5 Bulletin Board

The Employer agrees to provide one union bulletin board in a permanent and prominent place acceptable to the Union.

5.6 Union Bargaining Committee

A union bargaining committee shall be appointed by the Union and shall consist of one member from Boat Daycare, together with the President of the Union or their designate. The Union shall have the right at any time to have the assistance of members of the staff of the Union when negotiating with the Employer.

5.7 Labour/Management Committee

(a) There shall be established a labour/management committee composed of one representative from Boat Daycare. Employer representatives shall not outnumber employee representatives. This committee may call upon additional persons for technical information or advice. The Committee may establish subcommittees or "*ad hoc*" committees as it deems necessary and shall set guidelines and operating procedures for such committees.

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

(c) An employer representative and a union representative shall alternate in presiding over meetings. Minutes of each meeting of the Committee shall be prepared by the Employer and approved by an employer and union designate who were in attendance at the meeting. Once approved, the minutes shall be distributed to the Union and the Employer.

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

(e) The Committee shall have the power to make recommendations to the Union and the Employer on the following general matters:

(1) reviewing matters, other than grievances, relating to the maintenance of good relations between the parties; and

(2) correcting conditions causing grievances and misunderstanding.

ARTICLE 6 - TIME OFF FOR UNION BUSINESS**6.1 Leave**

The Employer shall grant leave of absence, subject to operational requirements, in accordance with the following:

(a) Without Pay

(1) to an elected or appointed representative of the Union to attend conventions of the Union and bodies to which the Union is affiliated;

(2) for elected or appointed representatives of the Union to attend to union business which requires them to leave their premises of employment;

- (3) for employees who are representatives of the Union on a bargaining committee to attend meetings of the Bargaining Committee;
- (4) to employees called by the Union to appear as witnesses before an arbitration board or any other Labour Relations body;
- (5) leave for negotiations with the Employer;
- (6) to stewards to maintain all bulletin boards and binders; and
- (7) leave for union observer.

To facilitate the administration of leave without pay, the leave shall be given without loss of pay and the Union shall reimburse the Employer for the appropriate salary costs, including travel time incurred. Leave under this article shall include sufficient travel time, where necessary.

(b) Without Loss of Pay

- (1) to stewards, or their alternates, to perform their duties pursuant to Article 5.3; and
 - (2) to employees appointed by the Union as union representatives to attend joint labour/management committee meetings during their working hours;
- (c) The Union and the employee will make every effort to provide as much advance notice as possible for leave requirements to facilitate the scheduling of both clients and employees.
- (d) All leave, pursuant to Article 6.1, shall be without loss of seniority.

6.2 Leave for Union Office

- (a) The Employer agrees to grant leave of absence without pay and without loss of seniority:
- (1) for employees selected for a full-time position with the Union for a period of one year;
 - (2) for an employee elected to the position of President or Treasurer of the B.C. General Employees' Union for a period of up to three years; and
 - (3) for an employee elected to any body to which the Union is affiliated for a period of one year
- (b) Further leaves shall be renewed upon request.
- (c) An employee who returns to work after the expiration of the leave shall be placed into the next available position.

6.3 Leave for Public Office

- (a) The Employer shall grant, on written request, leave of absence without pay and without loss of seniority. For employees to seek election in a municipal, provincial, federal, First Nation or other Indigenous election for a maximum period of 90 days.
- (b) The Employer will provide the written leave request to the Employer 30 days prior to the commencement of the leave.

ARTICLE 7 - STRIKES AND LOCKOUTS

7.1 Picket Lines

The Employer agrees that no employee shall be subject to discipline or dismissal for refusing to cross an established picket line. The Employer agrees that it will not request, require or direct employees or volunteers to perform work resulting from strikes that would normally have been carried out by those on strike.

ARTICLE 8 - GRIEVANCE PROCEDURE

8.1 Grievance Procedure

The Employer and the Union agree that disputes arising from:

- (a) the interpretation, application or alleged violation of the agreement, including the question of arbitrability; and
- (b) the dismissal, suspension or discipline of any employee in the bargaining unit;

Shall be resolved in accordance with the following procedures:

8.2 Step 1

In the first step of the grievance procedure, every effort shall be made to settle the dispute with the designated local supervisor. The aggrieved employee shall have the right to have their steward present at such a discussion. If the dispute is not resolved orally, the aggrieved employee may submit a written grievance, through the union steward, to Step 2 of the grievance procedure. When the aggrieved employee is a steward, they shall not, where possible, act as a steward in respect of their own grievance, but shall submit through another steward or union staff representative.

8.3 Time Limits to Present Initial Grievance

An employee who wishes to present a grievance at Step 2 of the grievance procedure, in the manner prescribed in Article 8.4, must do so not later than 30 days after the date:

- (a) on which they were notified orally or in writing of the action or circumstances giving rise to the grievance; and
- (b) on which they first became aware of the action or circumstances giving rise to the grievance.

8.4 Step 2

Subject to the time limits in Article 8.3, the employee may present a grievance at this level by:

- (a) recording the grievance on the appropriate form, setting out the nature of the grievance and the circumstances from which it arose;
- (b) stating the article or articles of the agreement violated or alleged to have been violated, and the remedy or correction required; and
- (c) transmitting this grievance to the representative of the Employer designated to handle grievances at Step 2 through the union steward.

The representative of the Employer designated to handle grievances at Step 2 shall provide the employee with a receipt stating the date on which the grievance was received.

8.5 Time Limit to Reply to Step 2

- (a) Within 10 calendar days of receiving the grievance at Step 2, the representative of the Employer, the employee and the shop steward shall meet to examine the facts, the nature of the grievance and attempt to resolve the dispute. This meeting may be waived by mutual agreement.
- (b) The Employer's designate at Step 2 shall reply in writing to the Union within 14 days of receiving the grievance at Step 2.

8.6 Step 3

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

- (a) within 14 days after the decision has been conveyed to them by the representative designated by the Employer to handle grievances at Step 2; and
- (b) within 14 days after the Employer's reply was due.

8.7 Time Limit to Reply at Step 3

The representative designated by the Employer to handle grievances at Step 3 shall reply in writing to the grievance within 30 days of receipt of the grievance at Step 3.

8.8 Failure to Act

If the President of the Union, or their designate, does not present a grievance to the next higher level within the prescribed time limits, the grievance will be deemed to be abandoned. However, the Union shall not be deemed to have prejudiced its position on any future grievance.

8.9 Time Limit to Submit to Arbitration

Failing satisfactory settlement at Step 3, and pursuant to Article 9, the President, or their designate, may inform the Employer of their intention to submit the dispute to arbitration within:

- (a) 30 days after the Employer's decision has been received; and
- (b) 30 days after the Employer's decision is due.

8.10 Amending of Time Limits

The time limits fixed in this grievance procedure may be altered by mutual consent of the parties, but the same must be in writing. Where a grievance is presented by mail, it shall be deemed to be presented on the day on which it is postmarked and it shall be deemed to be received on the day it was delivered to the appropriate office of the Employer or the Union. Grievances and replies at Step 3 of the grievance procedure and notification to arbitrate shall be by registered mail or facsimile.

8.11 Dismissal or Suspension Grievance

- (a) In the case of a dispute arising from an employee's dismissal, the grievance shall commence at Step 3 within 30 days of the date on which the dismissal occurred, or within 30 days of the employee receiving notice of dismissal.
- (b) In the case of a dispute arising from an employee's suspension, the grievance may commence at Step 2 of the grievance procedure within 30 days of the date on which the suspension occurred, or within 30 days of the employee receiving notice of suspension.

8.12 Deviation from Grievance Procedure

The Employer agrees that, after a grievance has been initiated by the Union, the Employer's representative will not enter into discussion or negotiation with respect to the grievance, either directly or indirectly, with the aggrieved employee without the consent of the Union. In the event that after having initiated a grievance through the grievance procedure, an employee endeavours to pursue the same grievance through any other channel, then the Union agrees that, pursuant to this article, the grievance shall be considered to have been abandoned.

8.13 Policy Grievance

Where either party disputes the general application, interpretation or alleged violation of an article of this agreement, the dispute shall be discussed initially with the Employer or the Union, as the case may be, within 30 days of the occurrence.

Where no satisfactory agreement is reached, either party may submit the dispute to arbitration, as set out in Article 9.

8.14 Technical Objections to Grievances

It is the intent of both parties of this agreement that no grievance shall be defeated merely because of a technical error, other than time limitations in processing the grievance through the grievance procedure. To this end, an arbitration board shall have the power to allow all necessary amendments to the grievance and the power to waive formal procedural irregularities in the processing of a grievance, in order to determine the real matter in dispute and to render a decision according to equitable principles and the justice of the case.

ARTICLE 9 - ARBITRATION PROCEDURE**9.1 Notification**

Where a difference arises between the parties relating to the interpretation, application, or administration of this agreement, including any questions as to whether a matter is arbitrable or where an allegation is made that a term or condition of this agreement has been violated, either of the parties may, after exhausting the grievance procedure in Article 8, notify the other party within 30 days of receipt of the reply at the third step, of its desire to submit the difference or allegations to arbitration.

9.2 Appointment of the Arbitrator

When a party has requested that a grievance be submitted to arbitration, an arbitrator shall be selected from the agreed upon list outlined in Appendix B.

9.3 Procedure

The Arbitrator may determine their own procedure in accordance with the *Labour Relations Code* and shall give full opportunity to all parties to present evidence and make representations. They shall hear and determine the difference or allegation and shall make every effort to render a decision within 30 days of their first meeting.

9.4 Decision of Arbitrator

The decision of the Arbitrator shall be final, binding and enforceable on the parties. The Arbitrator shall have the power to dispose of a dismissal, discharge or discipline grievance by any arrangement which they deem just and equitable. However, the Arbitrator shall not have the power to change this agreement or alter, modify or amend any of its provisions.

9.5 Disagreement on Decision

Should either party disagree as to the meaning of the Arbitrator's decision, either party may apply to the Arbitrator to clarify the decision. The Arbitrator shall make every effort to provide written clarification within seven days of receipt of the application.

9.6 Expenses of Arbitrator

Each party shall pay one-half of the fees and expenses of the Arbitrator.

9.7 Amending Time Limits

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

9.8 Witness

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

9.9 Expedited Arbitration

(a) The parties may by mutual agreement refer to expedited arbitration any outstanding grievances considered suitable for this process, and shall set dates and locations for hearings of groups of grievances considered suitable for expedited arbitration.

(b) All grievances shall be considered suitable for and resolved by expedited arbitration except grievances in the nature of:

- (1) dismissals;
- (2) rejection on probation;
- (3) suspensions in excess of 20 workdays;
- (4) policy grievances;
- (5) grievances requiring substantial interpretation of a provision of the collective agreement;
- (6) grievances requiring presentation of extrinsic evidence;
- (7) grievances where a party intends to raise preliminary objection; and
- (8) demotions.

By mutual agreement a grievance falling into any of these categories may be placed into the expedited arbitration process.

(c) The parties shall mutually agree upon a single arbitrator who shall be appointed to hear and resolve groups of grievances.

(d) The Arbitrator shall hear the grievances and shall render a decision within two working days of such hearings. No written reasons for the decision shall be provided beyond that which the Arbitrator deems appropriate to convey a decision.

(e) Expedited arbitration awards shall be of no precedential value and shall not thereafter be referred to by the parties in respect of any other matter.

(f) All settlements of expedited arbitration cases prior to hearing shall be without prejudice.

(g) A grievance determined by either party to fall within one of the categories listed in (b) above may be removed from the expedited arbitration process at any time prior to hearing and forwarded to a regular arbitration hearing pursuant to Article 9.3.

(h) The parties shall equally share the cost of the fees and expenses of the Arbitrator and hearing rooms.

ARTICLE 10 - PROBATION PERIOD, DISMISSAL, SUSPENSION AND DISCIPLINE

10.1 Procedure

In the event that the Employer initiates disciplinary action against an employee which may result in their suspension or discharge, the procedure outlined herein shall be followed.

10.2 Dismissal and Suspension

The Employer, or any specifically authorized representative of the Employer, may dismiss or suspend an employee for just cause. Notice of dismissal shall be in writing and shall set forth the reasons for dismissal; when an employee is dismissed, suspended or disciplined, they shall be given the reason in writing, in the presence of their steward providing that this does not result in an undue delay of the appropriate action being taken. The President of the Union or their designate, shall be provided with copies of letters of dismissal or suspension within five days of their issuance.

10.3 Burden of Proof

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

10.4 Right to Grieve Other Disciplinary Action

Disciplinary action, grievable by the employee, shall include written censures, letters of reprimand and adverse reports or employee appraisals.

10.5 Evaluation Reports

Where a formal evaluation of an employee's performance is carried out, the employee shall be given sufficient opportunity after the interview to read and review the evaluation. Provision shall be made on the evaluation form for an employee to sign it, in either of two places, one indicating that the employee has read and accepts the evaluation, and the other indicating that the employee disagrees with the evaluation. An employee shall receive a copy of this evaluation report at the time of signing. An employee evaluation shall not be changed after an employee has signed it, without the knowledge of the employee, and any such changes shall be subject to the grievance procedure of this agreement.

10.6 Personnel File

(a) An employee or the President of the Union or their designate, with the written authority of the employee, shall have a right of access to their personnel record upon giving two days' notice to the Employer. Copies of all entries in an employee's personnel file shall be submitted to the employee concerned at the time of recording. Should an employee dispute any entry in their file, they shall be entitled to recourse through the grievance procedure and the eventual resolution thereof shall become part of their personnel record.

(b) Personnel files will be kept confidential and access will be given only to those supervisory personnel that require the information in the course of their duties.

(c) All disciplinary materials on file shall be removed after 18 months from the date of incident, provided there have been no further incidents in that period, in which case, the materials shall be removed 18 months following the subsequent and/or final incident except for any material relating to the safety and well-being of children in care which shall remain on file.

(d) The Employer agrees not to introduce as evidence in any hearing or competition any document, notation, or incident report, the existence of which the employee was not aware at the time of filing or which was not brought to the employee's attention in a manner which gave the employee an opportunity to challenge it under the terms of this agreement.

10.7 Right to Have Union Representative Present

(a) An employee shall have the right to have their steward present at any discussion with supervisory personnel which the employee believes might be the basis of disciplinary action, providing that this does not result in an undue delay of the appropriate action being taken. This article shall not apply to those discussions that are of an operational nature and do not involve disciplinary action.

(b) A steward shall have the right to consult with a staff representative of the Union and to have a local union representative present at any discussion with supervisory personnel which the steward believes might be the basis of disciplinary action against the steward, providing that this does not result in an undue delay of the appropriate action being taken.

10.8 Abandonment of Position

An employee who fails to report for duty for five consecutive working days without informing the Employer of the reason for their absence will be presumed to have abandoned their position. An employee shall be afforded the opportunity, within a reasonable time limit, to rebut such presumption and demonstrate that there were reasonable grounds for not informing the Employer.

10.9 Probation for Newly Hired Employees

(a) The Employer may reject a probationary employee for just cause. A rejection during probation shall not be considered a dismissal for the purpose of Article 10.2 of this agreement. The test of just cause for rejection shall be a test of suitability of the probationary employee for continued employment in a position to which they have been appointed, provided that the factors involved in suitability could reasonably be expected to affect work performance. The probationary period shall be six months for the Senior Supervisor and Assistant Senior Supervisor, 60 working days for casual employees, and three months for all other employees. Under certain circumstances, the Employer may waive all or part of an employee's probationary period.

(b) Where an employee feels they have been aggrieved by the decision of the Employer to reject the employee during the probationary period, they may grieve the decision pursuant to the grievance procedure outlined in Article 8 of this agreement commencing at Step 3.

(c) The Employer shall provide the employee and the Union with a letter setting out the reasons for discharge of a probationary employee within five working days of the date of discharge.

(d) The probation period may be extended with the mutual agreement of the Employer and the Union.

10.10 Employee Investigations

The parties agree that in certain situations it may be in the best interest of both clients and employees that employees be reassigned or removed from all job sites during an investigation of conduct. In cases

where an employee cannot be reassigned, then the employee shall be considered to be on leave of absence with pay until the Employer makes a decision relative to imposing discipline.

The Employer will make every effort to complete its investigation within 14 days. The Employer will notify the President of the Union or their designate when an investigation of conduct has been initiated. Any employee who is interviewed in the course of an investigation shall have the right to union representation at such an interview.

ARTICLE 11 - HIRING

11.1 Job Posting

- (a) When a vacancy occurs or a new position is created in the bargaining unit, the Employer shall post the position for five working days on the union bulletin board, at the Childcare Centre where the vacancy occurs. Copies of all such postings shall be provided to the Union and to the employees on the recall list.
- (b) Temporary assignments that are known to be or reasonably expected to be, for a continuous period of four months or more, shall be posted in accordance with Article 11.1(a).

11.2 Priority in Selections

- (a) Priority of selection of candidates for posted vacancies shall be based on skills, knowledge, ability, experience and bargaining unit seniority, each factor being afforded equal weight. Where the sum of such factors is equal, the employee with the greater bargaining unit seniority shall be awarded the position.
- (b) The following process shall be followed in filling a posted vacancy:

1.	Vacancy is posted at the Childcare Centre where the vacancy occurs. All regular employees at that Childcare Centre are considered;
2.	If no successful candidate, then;
3.	Vacancy is offered to employees on the recall list of the Childcare Centre where the vacancy occurs;
4.	If no successful candidate, then;
5.	Vacancy may be posted externally.

11.3 Notification

- (a) At the time of hiring, transfer, promotion or recall into a regular position, a regular employee shall receive a letter indicating their starting date, starting salary, job classification, any anticipated/potential periods of layoff and the minimum weekly hours of work. In addition, they will receive a copy of their job description. Copies of such letters shall be forwarded to the President of the Union or their designate, within five working days.
- (b) Casual employees shall be informed in writing of the dates and terms of their employment for work periods in excess of two weeks.
- (c) The Employer agrees, at the request of unsuccessful candidates, to discuss the reasons why they were unsuccessful and areas where they can improve their opportunities for advancement.
- (d) Upon written request, unsuccessful applicants from within the bargaining unit shall be given, in writing, the reasons why they were unsuccessful.

ARTICLE 12 - SENIORITY**12.1 Definition**

- (a) Seniority shall be calculated on the basis of straight-time hours worked and shall include all service with the Employer prior to the signing of this agreement.
- (b) The Employer will post, and provide copies to the President of the Union or their designate, an updated seniority list for regular employees on April 1st and October 1st of each year.
- (c) Updated seniority lists for casual employees shall be posted January 1st, April 1st, July 1st, and October 1st.

12.2 Loss of Seniority

- (a) An employee shall lose their seniority in the event that:
 - (1) the employment is voluntarily terminated by the employee;
 - (2) the employee is discharged for just cause;
 - (3) the employee accepts severance pay in accordance with the terms of this collective agreement;
 - (4) the employee accepts a position with the Employer which is outside the bargaining unit, except for temporary appointments for less than four months in duration; and
 - (5) the employee is terminated as the result of the proper application of this collective agreement.
- (b) Provided the following absences from work are authorized in accordance with the terms of this agreement, an employee shall not lose seniority for any of the following reasons:
 - (1) sick leave;
 - (2) union leave;
 - (3) vacation;
 - (4) special leave;
 - (5) unjust discharge;
 - (6) maternity leave;
 - (7) parental leave;
 - (8) leave of absence; and
 - (9) layoff.

ARTICLE 13 - LAYOFF AND RECALL**13.1 General**

The Employer agrees that there shall be no reduction in the workforce, or in the total number of hours worked, without a corresponding reduction in the work required.

13.2 Layoff Notification

In the event that a layoff is necessary, the Employer will, prior to conducting the layoff, notify the Union of the impending layoff. Following notification, the Employer will, upon request, meet with the Union to discuss the layoff.

13.3 Role of Seniority in Layoff

In the event of a layoff, employees shall be laid off with 30 days' advance notice or one month's pay in lieu of notice, by classification in the reverse order of seniority, providing those retained are qualified to perform the designated work functions.

13.4 Exploration of Other Options

The parties agree all reasonable efforts shall be made to conduct layoffs with the least disruption and inconvenience to employees. The Employer will make all reasonable effort to relocate the laid off employee in another suitable position.

13.5 Recall List

All laid-off employees shall be automatically placed on a recall list which shall be established by the Employer. Copies of current recall lists shall be supplied to laid-off employees and to the Union upon request.

13.6 Notice of Recall

- (a) Employees shall be recalled to available work in order of their seniority provided they are qualified and are able to perform the duties. The notice of recall shall be sent by certified mail. Employees must accept recall within five days of receipt of the certified mail.
- (b) The recall period shall be one year from the date of layoff.
- (c) New employees shall not be hired until those laid off in that classification have been given an opportunity of recall.

13.7 Salary upon Recall

A recalled employee shall receive the current salary for the position for which the employee is being recalled. The employee shall be entitled to any increments to which the employee has become entitled during the period that the employee was upon the recall list.

13.8 Closure

- (a) In the case of permanent closure of Boat Daycare, each employee shall receive two weeks' pay at the employee's current rate for each completed year of service to a maximum of 12 weeks' pay.
- (b) In the event of closure, the Employer agrees to provide the employees with as much notice as possible, but in any event not less than 30 days' notice.
- (c) In the event of emergency closure, any day other than a Saturday, Sunday or designated holiday on which the Centre is officially closed, shall be designated a closure, and no employee shall suffer any loss of pay.

13.9 Severance Pay Option

Employees who, as a result of this article, are displaced from their employment may, instead of being placed on the recall list, elect severance pay in accordance with the following conditions:

- (a) The employee shall receive two weeks' pay at the employee's current rate for each completed year of service to a maximum of eight weeks' pay.
- (b) The employee electing severance pay must do so in writing prior to the day of layoff.

(c) Once an employee has accepted severance pay, the employee will, at the commencement of the date of layoff, be discharged from employment with the Employer.

13.10 Reduction in Hours

(a) Reduction in hours shall be based on seniority, providing that affected employees have the qualifications to perform the work that is available and that licensing standards can be maintained.

(b) Any regular employee offered a reduction of hours shall have the right to choose layoff as per Article 13.3.

(c) Any regular employee offered a reduction of hours shall be given two weeks' notice of the reduction.

ARTICLE 14 - HOURS OF WORK**14.1 Full-Time Employees**

The full-time hours of work shall be 37½ hours per week and 7½ hours per day, exclusive of a ½ hour meal period each day.

14.2 Part-Time Employees

The hours of work for part-time employees shall normally be less than that of full-time employees on a regularly scheduled basis.

14.3 Temporary Employees

A temporary employee will work the shift schedule of the permanent employee that they are replacing and will be paid at the same rate.

14.4 Meal Period

All employees who work five or more consecutive hours per day shall receive an unpaid meal period of ½ hour. The meal period shall be scheduled as close as possible to the middle of the employee's shift.

14.5 Relief Period

(a) Employees working a shift of more than six hours in duration shall be entitled to two paid 15-minute relief periods.

(b) Employees working a shift of 3½ hours or more but less than 6 hours in duration shall be entitled to one paid 15-minute relief period.

(c) Employees shall be entitled to take relief periods away from the daycare. Where an employee is unable to take their relief period due to operational requirements they shall be entitled to overtime compensation pursuant to Article 16.

14.6 Shift Schedules

(a) Schedules of employee shifts shall be posted 14 days in advance. Once posted, shifts shall not be changed unless by mutual agreement.

(b) Employees may exchange shifts with the mutual agreement of the Senior Supervisor.

14.7 Additional Hours for Qualified Part-Time Employees

The Employer agrees that qualified part-time employees within the bargaining unit shall be given the opportunity to work any hours additional to their assigned shift, up to the amount for which overtime becomes payable, before any additional employees are hired, and in accordance with the following:

- (a) Prior to the first of every month, part-time employees shall submit a list of their availability to the Senior Supervisor for that month.
- (b) Qualified part-time employees shall be called for available shifts on the basis of their seniority and declared availability.
- (c) Where the Employer is required to fill a shift with less than 24 hours' notice, the first available employee shall be assigned to the shift.
- (d) In the event that it is not possible to schedule all additional hours in a shift with part-time employees, the first four hours of the shift will be offered to qualified casual employees, in order of seniority prior to the scheduling of part-time employees.

14.8 Minimum Hours

- (a) Where a casual employee is called to work but is informed on arrival at the worksite they will not be required to work that shift, the employee is entitled to a minimum of two hours' pay.
- (b) Where a casual employee is called to work, begins their duties and is subsequently informed they will not be required to work the full shift, the employee is entitled to a minimum of four hours' pay.

14.9 Staff Meetings

Staff meetings shall normally be included in the weekly hours of work.

Where it is not possible to hold staff meetings during working hours, Boat Daycare Society shall be entitled to hold one two-hour meeting in each month, outside of working hours. Compensation for such meetings shall be in accordance with Article 16.

14.10 Extended Hours Shifts

Extended workdays and/or extended workweeks are shifts in excess of the regular hours of work as outlined in Article 14.1 that average the regular hours of work as outlined in Article 14.1 over an agreed upon averaging period. In no case will extended workdays be greater than 11 hours in length.

All provisions of the collective agreement continue to apply to an employee working extended workday and/or extended workweek schedules except as varied below:

- (a) Implementation of extended workday and/or extended workweek schedules requires the agreement of the Employer and the Union.
- (b) Extended workday and/or extended workweek schedules may be cancelled by the Employer upon 30 days written notice. The Employer will consult with the Union prior to such cancellation.
- (c) Daily overtime for regular employees working extended workday and/or extended workweek schedules commences after the completion of the scheduled shift.
- (d) Any paid leaves in the collective agreement shall be paid using the principles of equivalent hours up to the maximum entitlement. It is understood by the parties that the guiding principles of extended workday and/or extended workweek schedules are to ensure that the employees working these shifts

receive no greater nor lesser benefits than what they would have received working "*regular*" work hours/week.

(e) It is understood that implementation of an extended hours shift arrangement shall be cost-neutral.

ARTICLE 15 - CLASSIFICATIONS

15.1 Classifications and Specifications

Classifications covered under this agreement shall be as set out in Appendix A - Salary Scale. Upon reasonable request, the Employer agrees to supply the President of the Union or their designate with the classification specifications for those classifications.

15.2 New Classifications

When a new or substantially altered classification covered by this agreement is introduced, the rate of pay shall be subject to negotiation between the Employer and the Union.

15.3 Job Descriptions

The Joint Labour/Management Committee shall prepare and maintain job descriptions. The President of the Union or their designate shall be provided with copies of job descriptions on reasonable request.

ARTICLE 16 - OVERTIME

16.1 Definition

"*Overtime*" means work performed by any employee who performs work in excess of the regular full-time hours of work.

- (a) "*Straight-time rate*" means the hourly rate of remuneration.
- (b) "*Time and one-half*" means one and one-half times the straight-time rate.
- (c) "*Double-time*" means twice the straight-time rate.
- (d) "*Double-time and one-half*" means two and one-half times the straight-time rate.

16.2 Authorization and Application of Overtime

- (a) An employee who is required to work overtime shall be entitled to overtime compensation when:
 - (1) the overtime worked is authorized in advance by the Employer; and
 - (2) the employee does not control the duration of the overtime worked.
- (b) Notwithstanding the foregoing, the Employer and the Union recognize that because of the nature of the work, it may not be possible for an employee to obtain prior authorization for the necessary overtime work. In such cases the employee shall use their discretion in working the overtime and the Employer shall be considered to have authorized the overtime in advance. However, the Employer reserves the right, subject to the grievance procedure, to determine the legitimacy of the overtime claimed. In order to facilitate a fair and reasonable administration of the article, the Employer will draw up regulations defining the circumstances under which an employee may undertake overtime work without prior authorization. Copies of these regulations will be supplied to the Union.

16.3 Overtime Compensation

Overtime shall be compensated at the following rates:

- (a) Time and one-half for the first three hours of overtime on a regularly scheduled workday; and
- (b) Double-time for all hours worked in excess of (a), above.

16.4 Overtime on a Day of Rest

An employee shall be paid double-time for all hours worked on a day of rest.

16.5 Overtime on Designated Holidays

An employee who works on a designated holiday shall be paid at the rate of double-time for all hours worked.

16.6 Callback

An employee called back to work after completing a normal day's work or from a normal day off or from vacation shall be paid at the rates outlined in Article 16.3 above and will be paid for a minimum of four hours.

16.7 Voluntary Overtime

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

16.8 Time Off in Lieu of Overtime

Employees who work overtime shall choose to either receive pay in accordance with Article 16.3 above or shall take time off in lieu of overtime pay. An employee who is to receive compensating time off shall be given compensating time off equivalent to the number of hours for which the employee would have been paid for the overtime worked. The compensating time off shall be taken within 90 days from the date it was earned. If the time off is not taken within 90 days, it will be paid out by the Employer. The date of the time off shall be determined by the employee subject to the approval of the Employer. Such approval shall not be unreasonably withheld. The Employer reserves the right of approval for the time off for accumulated overtime with a view to ensuring that the Boat Daycare Society is adequately staffed.

16.9 Part-Time Employees

- (a) A part-time employee working less than the normal hours per day of a full-time employee, and who is required to work longer than their regular workday shall be paid at the rate of straight-time for the hours so worked, up to and including the normal hours in the workday of a full-time employee.
- (b) Overtime rates shall apply to hours worked in excess of (a) above.

ARTICLE 17 - VACATION ENTITLEMENT AND PAY**17.1 Definitions**

"*Calendar Year*" - shall mean the 12-month period running from the first day of January to the 31st day of December inclusive.

17.2 Vacation Entitlement - Regular Full-Time Employees

(a) An employee shall not be eligible to utilize vacation until the successful completion of their probationary period.

For the purposes of Article 17, employees shall be deemed to be in the appropriate calendar year of service on January 1st if they have had service with the Employer immediately preceding that date.

(b) From the employee's start date until the end of the first calendar year the employee is entitled to one and one-half working days for each month worked, with the right to take vacation days as they are accumulated. Vacation entitlement for employees in their first calendar year shall be prorated for partial months of service.

(c) Full-time employees shall be entitled to the following vacation with pay:

First	prorated see 17.2(b)
Second.....	4 weeks
Third.....	4 weeks
Fourth.....	4 weeks
Fifth	5 weeks
Sixth	5 weeks
Seventh	5 weeks
Eighth	5 weeks
Ninth	5 weeks
Tenth and thereafter	6 weeks

17.3 Vacation Entitlement - Regular Part-Time Employees

(a) Vacation Allowance

(1) Regular part-time employees shall be entitled to an annual vacation allowance, based on straight-time hours worked, in accordance with the following:

- First 8%
- Second 8%
- Third..... 8%
- Fourth 8%
- Fifth..... 10%
- Sixth 10%
- Seventh..... 10%
- Eighth..... 10%
- Ninth 10%
- Tenth, and thereafter 12%

(2) Vacation allowance, in accordance with 17.3 (a)(1), above, shall be paid out in each pay period. An employee's paystub shall indicate the vacation allowance earned in the pay period and the vacation allowance earned in the year to date.

(b) Regular part-time employees shall be entitled to annual vacation leave, without pay, on the following basis:

- Second 4 weeks
- Third 4 weeks
- Fourth 4 weeks

- Fifth 5 weeks
- Sixth 5 weeks
- Seventh..... 5 weeks
- Eighth..... 5 weeks
- Ninth 5 weeks
- Tenth and thereafter 6 weeks

17.4 Vacation Entitlement - Temporary and Casual Employees

Temporary and casual employees shall be entitled to receive annual vacation pay at the rate of 4% and after five years of continuous employment at the rate of 6% of the employee's regular earnings with time off without pay determined in accordance with the *Employment Standards Act*. Notwithstanding the foregoing, for the purposes of this article, a temporary employee who has completed six months of continuous service shall be entitled to vacation leave in accordance with Articles 17.2 and 17.3.

17.5 Accumulation of Vacation

Employees shall be entitled to accumulate a maximum of two weeks of vacation and take the accumulated vacation in the following calendar year. Should the employee wish to take greater than the normal entitlement of vacation in one calendar year, the employee must request, in writing, this of the Employer three months before such vacation is planned. The Employer shall not unreasonably withhold this request, subject to operational requirements.

17.6 Split Vacations

Employees shall be entitled to take holidays in broken periods and shall not be compelled by the Employer to take all vacation entitlement at one continuous period. However, where an employee wishes to split the vacation entitlement, the employee's second choice of vacation time shall be made only after all other affected employees have made their initial vacation selection.

17.7 Vacation Scheduling

(a) Where there is a conflict of vacation scheduling between two employees, the scheduling of vacations shall be made on the basis of seniority between these employees. Employees shall submit their vacation requests to the supervisor on or before:

- (1) December 1st for the period January 1st through April 30th; and
- (2) April 1 for the period May 1st through December 31st.

(b) An employee who does not exercise their seniority rights within two weeks of receiving the vacation schedule, shall not be entitled to exercise their seniority rights in respect to any vacation time previously selected by an employee with less seniority.

(c) Employees shall be entitled to schedule up to 10 vacation days per year as single days. The remainder of vacation entitlement shall be utilized in blocks of a minimum of five days. The scheduling of single vacation days shall not be considered a vacation choice.

(d) Where operational requirements permit, the Employer shall allow one employee to utilize single vacation days throughout the year when another employee is already on vacation.

(e) Vacation schedules, once approved by the Employer, shall not be changed other than in cases of emergency, except by mutual agreement between the employee and the Employer.

(f) Upon reasonable request, an employee shall be advised of the balance of their vacation entitlement.

17.8 Absence from Work

Absence from work due to any illness, accident or leave authorized under this agreement, if such absence is not greater than two months in duration, shall be deemed to be time worked for the purposes of vacation entitlement.

17.9 Designated Holiday Coinciding with Vacation

If a designated holiday, as set out in Article 18 of this agreement, falls within an employee's annual vacation period, the employee shall be entitled, in addition to the regular vacation entitlement, to an additional number of hours of vacation with pay equal to the number of hours that the employee would have received had the employee not been on vacation.

17.10 Paid Leave during Vacation

When an employee is entitled to paid leave in accordance with the provisions of this agreement, during this vacation period, there shall be no deduction from vacation time for such leave. The period of vacation so displaced shall be taken at a mutually agreed time. An employee intending to claim displaced vacation must advise the Employer and provide acceptable documentation within five working days of returning to work.

17.11 Termination

The Employer shall pay a terminating employee for all vacation days owed to them at the rate of pay at which it was earned.

Should the terminating employee have used more of their vacation credit than entitled, they shall have the difference deducted from their final paycheck.

ARTICLE 18 - DESIGNATED HOLIDAYS**18.1 Designated Holidays**

(a) The following have been designated as paid holidays:

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

(b) In addition to the above paid holidays, regular employees shall be entitled to one day's leave with pay on Christmas Eve day.

(c) In lieu of (a), above, part-time employees shall receive 4.2% of straight-time wages in each pay period.

18.2 Other Holidays

(a) Any day proclaimed as a holiday by the federal, provincial, or municipal governments shall be deemed a designated holiday.

(b) The daycare will close during the period of December 27th to 31st. Regular employees shall be entitled to leave with pay for any working days that fall during this period.

18.3 Eligibility

(a) *Full-Time and Part-Time Employees* - Full-time and part-time employees, following 30 calendar days of continuous service, shall be eligible for the paid holidays described in Articles 18.1 and 18.2 above.

(b) *Temporary and Casual Employees* - Temporary and casual employees shall be entitled to be paid for designated holidays in accordance with statutory requirements. Temporary and casual employees who are required to work on a designated holiday shall receive pay in accordance with Article 16.4.

18.4 Designated Holidays Coinciding with Scheduled Days Off

When a designated holiday falls on the regular day off of an employee who qualifies for the holiday, the employee shall choose either to be granted an equivalent time off without loss of pay or to be paid for the equivalent time off at regular straight-time. The time at which the equivalent time off shall be taken is to be determined by the employee subject to the approval of the Employer which shall not be unreasonably withheld.

18.5 Compensation for Work on Designated Holidays

In addition to receiving overtime pay in accordance with Article 16.4, an employee who is required to work on a designated holiday shall be entitled to a paid day off in lieu of the designated holiday. Such time shall be scheduled with the mutual agreement of the Employer and the employee.

18.6 Other Religious Observances

(a) Employees who are members of non-Christian religions are entitled up to four days' leave without pay per calendar year to observe spiritual or holy days. Such leave shall not be unreasonably withheld.

(b) A minimum of two weeks' notice is required for leave under this provision. When two weeks' notice is not possible due to the unpredictable nature of the spiritual or holy days, then as much notice as possible shall be provided.

(c) Employees granted leave under this provision may utilise or reschedule unused vacation, lieu days, or banked overtime (compensating time off).

ARTICLE 19 - EMPLOYEE BENEFITS**19.1 Eligibility and Waiting Period**

Regular employees who have passed probation and work an average of 20 or more hours per week shall be entitled to the benefits provided for in Article 19.

19.2 Dental Plan

The Employer shall pay 100% of the premiums required to provide a mutually agreed-upon Dental Plan for each employee and their dependants.

19.3 Extended Health Benefits

The Employer shall pay 100% of the premiums required to provide a mutually agreed-upon Extended Health Benefits Plan, including vision care, for each employee and their dependants.

19.4 Life Insurance and ADD

The Employer agrees to pay 100% of the premiums for a mutually agreed-upon life insurance and accidental death and dismemberment plan for participating employees.

19.5 Medical Services Plan

The Employer shall cover 100% of the cost of the premiums for the Medical Services Plan of BC for each participating full-time and part-time employee, at the dependant rate, if necessary, and remit said premiums directly to MSP.

ARTICLE 20 - SICK LEAVE

20.1 Paid Sick Leave Entitlement

- (a) Each full-time and part-time employee shall be entitled to one and 1¼ working days per month sick leave with the right to accumulate sick leave up to a total of 60 workdays. Part-time employees shall earn sick leave prorated to full-time hours. Unused accumulated sick leave may be carried over from year to year.
- (b) For the purposes of this article, temporary employees who have completed six months of continuous service shall be treated as if they were full-time or part-time employees as applicable.
- (c) An employee will not lose their employment because they have exhausted their sick leave entitlement.
- (d) As per the *Employment Standards Act* of British Columbia, all employees under this agreement that have completed 90 days of employment, including casual employees, are entitled to five paid days of sick leave and three unpaid days of sick leave per year.

20.2 Entitlement at Commencement of this Agreement

Each full-time and part-time employee's entitlement to sick leave benefits at the commencement of this agreement shall be deemed to be the amount of sick leave to which each employee was entitled upon the expiry of the collective agreement immediately preceding this agreement.

20.3 Procedure

- (a) In order to qualify for paid sick leave entitlement, the eligible employee wishing to take such leave, shall report by telephone or otherwise to the Senior Supervisor prior to the commencement of the employee's regularly scheduled work shift.
- (b) Where an employee is absent from work for more than five days because of a compensation claim, illness, injury or any other absence for which the employee wishes to take paid sick leave entitlement, the Employer may require such employee to provide a medical certificate documenting the cause of the absence or stating that the employee is fit to return to active employment. Where the Employer requires an employee to produce a medical certificate the Employer shall pay for the receipted cost of the certificate. An employee shall be entitled to utilize special leave in accordance with Article 21.4(a)(5) for this purpose.

20.4 Parent Leave

An eligible employee may use accumulated paid sick leave entitlement to provide care for a child or legal dependant under the care of the employee should the child or legal dependant become ill. A maximum of five accumulated paid sick leave days may be used for each such occurrence unless the employee satisfies the Employer that, during the child's or dependant's illness, the employee is solely responsible for the care of the child or dependant, in which case the employee shall be entitled to use up to an additional five days of paid sick leave entitlement per calendar year to care for the child or dependant.

20.5 Records

- (a) The Employer shall compile and maintain accurate sick leave records and shall make such records available to each employee upon request.
- (b) Upon return from sick leave an employee shall fill out the appropriate form indicating sick leave utilization.

20.6 Reduction of Other Benefits

- (a) Employees shall receive directly from the Workers' Compensation Board (WCB) any wage loss benefits to which they may be entitled.
- (b) An employee shall reimburse the Employer for any sick leave paid to them at such time as WCB benefits are received. Upon reimbursement, the Employer will adjust the employee's sick leave bank in accordance with the reimbursement.

ARTICLE 21 - LEAVES OF ABSENCE**21.1 Requests for Leave**

- (a) An employee may request a leave of absence, for up to one year, without pay, and such request shall be submitted, in writing to the Employer for approval. Except for unforeseen circumstances, all requests for leave of absence shall be submitted in writing one month in advance of the date the leave is to commence.
- (b) All requests for leave of absence shall be considered on the basis of the purpose of the leave and operational requirements of the Employer and must be approved in writing prior to the commencement date of such leave. Refusal for such leave must be written with reasons for the refusal stated.

Approval for such leaves shall not be unreasonably withheld.

- (c) Employees shall provide at least one month's written notice of return to work.

21.2 Bereavement Leave

- (a) For the purposes of this section, "*immediate family*" shall mean spouse, parent (or alternatively stepparent or foster parent), child, brother, sister, common-law spouse, grandparent, mother-in-law, father-in-law, grandchild, stepchild, legal guardian, ward, foster child and any other relative permanently residing in the employee's household or with whom the employee permanently resides.
- (b) In the event of a death in the immediate family of a full-time or part-time employee, the employee on request will be entitled to five consecutive working days' leave of absence with pay to make arrangements for or to attend the funeral.
- (c) The Employer may grant an additional two days of paid leave for associated travel, where necessary.
- (d) The Employer may request evidence to substantiate a request for bereavement leave.
- (e) The Employer may, in its complete discretion, extend the bereavement leave benefits outlined above to temporary and casual employees or in the event of the death of a close friend or other relative of the employee.

21.3 Court Leave

All time lost by an employee due to necessary attendance for jury duty or as a subpoenaed witness or attending as a witness for the Employer shall be paid for at the rate of pay applicable to the employee, minus any allowance received as jury duty pay or witness payments. Once an employee is released from jury duty or witness duty, the employee shall return to the employee's regular job.

- (a) The Employer shall grant paid leave to employees, other than employees on leave without pay, who serve as jurors or witnesses in a court action, provided such court action is not occasioned by the employee's private affairs.
- (b) In cases where an employee's private affairs have occasioned a court appearance, such leave to attend at court shall be without pay.
- (c) An employee in receipt of their regular earnings while serving at court shall remit to the Employer all monies paid to them by the court, except travelling and meal allowances not reimbursed by the Employer.
- (d) In the event an accused is jailed pending a court appearance, such leave of absence shall be without pay.
- (e) For all the above leaves, the employee shall advise their supervisor as soon as they are aware that such leave is required.

21.4 Special Leave

(a) A full-time or part-time employee shall be entitled to annual special leave at the employee's regular rate of pay. Part-time employees shall be granted leave based on their average daily hours in the 28-day period immediately preceding the leave and prorated to full-time hours. Leave shall be granted for the following:

- (1) Birth or adoption of employee's child five working days
- (2) Attendance at the employee's formal hearing or ceremony to attain Canadian citizenship one working day
- (3) Marriage of employee one working day
- (4) Moving the household of employee..... one working day
- (5) Attend medical/dental appointment.....one-half day up to six times a year

(b) In the case of 2, 3 and 4 above, the employee shall be required to provide the Employer with two weeks' advance notice. In the case of (5) above, entitlement shall not be cumulative.

(c) In the case of medical/dental appointments as per Article 21.4(a)(5), entitlement shall not be cumulative. After exhausting the leave provided in Article 21.4(a)(5), an employee may use accumulated sick leave, to a maximum of one additional half day up to six times a year, to attend medical/dental appointments.

(d) The Employer may, in its complete discretion, extend the above benefits to casual employees.

21.5 Elections

Any employee eligible to vote in a federal, provincial or municipal election or a referendum shall have four consecutive clear hours during which the polls are open in which to cast their ballot.

21.6 Professional Development

(a) Regular employees shall be granted three days' leave with pay per annum to observe other childcare centres or to attend seminars, workshops, training sessions or conferences which will be of benefit to their professional development. Regular part-time employees shall be granted leave based on the average daily straight-time hours worked in the 28-day period immediately preceding the leave and prorated to full-time hours. Normally, no more than one employee from each program shall be absent on such leave at any one time. A written or oral report may be requested.

(b) Upon written request by the employee, the Employer agrees to cover 100% of the cost of all courses, seminars, workshops, training sessions, or conferences to a maximum of \$250 per year, which in the opinion of the Employer and the employee will contribute to their professional development in the field of childcare. Upon such agreement, the Employer will advance the course fee to the employee, or the Employer may make the payment directly to the course sponsoring body. The employee agrees to give advance notice of their intent to enrol in any course for which they are applying for funding under this article. Employees may be required to provide proof of attendance and successful completion of courses, etc. Employees unable to provide such proof may be required to return the course fee. Employees shall be entitled to use up to \$75 per year of their annual professional development allowance toward membership in the Early Childhood Educators Association of British Columbia.

(c) Leave of absence, with or without pay, at the discretion of the Employer, shall be granted to the employee for the purpose of taking a required practicum. Whenever possible, an exchange of staff taking a practicum will be made with another centre.

(d) If an employee attends a seminar, workshop, training session or conference on a weeknight or a weekend they shall be granted compensatory time off at straight-time on a weekday at a time mutually agreed by the employee and the Employer. Compensating time off shall be taken within 90 days from date it was earned. If it is not taken within 90 days, it will be paid out by the Employer. Such compensating time off shall be deducted from the educational leave time outlined in Article 21.6(a) and all other conditions in Article 21.6(a) shall also apply.

21.7 Leave for Taking Courses

(a) An employee shall be granted leave with pay to take courses at the request of the Employer. When such leave is granted, the Employer shall bear the full cost of the course, including tuition fees, entrance or registration fees, laboratory fees, and course-required books. The Employer shall also reimburse the employee for their travelling, subsistence and other legitimate expenses where applicable.

(b) An employee may be granted leave without pay, or leave with partial pay, to take courses in which the employee wishes to enrol.

21.8 Personal Development Day

All regular full-time employees shall be entitled to six days' leave per year with pay to be used as personal development days. It is intended, but not limited to a personal development activity that the Employee would not otherwise be able to attend due to work schedule. Employees will give advance notice of intent to participate in a personal development activity and will be subject to the approval of the Senior Supervisor. Unused days cannot be carried over from one calendar year to the next calendar year.

ARTICLE 22 - PREGNANCY AND PARENTAL LEAVE

Employees are eligible for unpaid leave of absence from employment subject to the conditions in this article. Every employee who intends to take a leave of absence under this article will give at least four weeks' notice in writing to the Employer unless there is a valid reason why such notice cannot be given and will inform the Employer in writing of the length of leave intended to be taken.

Each employee who wishes to change the effective date of approved leave will give four weeks' notice of such change unless there is a valid reason why such notice cannot be given.

22.1 Pregnancy Leave

- (a) The employee will be granted leave for a period not longer than 17 consecutive weeks.
- (b) The period of pregnancy leave will commence not earlier than 13 weeks before the expected date of delivery and end not later than 17 weeks after the leave begins.
- (c) A request for a short period under Article 22.1(b) must be given in writing to the Employer at least one week before the date that the employee indicates they intend to return to work, and the employee must furnish the Employer with a certificate of a qualified medical practitioner stating that the employee is able to resume work.
- (d) The Employer will, upon the request of the employee, modify the commencement of pregnancy leave for any period approved in writing by a qualified medical practitioner.
- (e) An employee may be required to commence a maternity leave where the duties of the employee cannot reasonably be performed because of the pregnancy and to continue the leave of absence until the employee provides a certificate from a qualified medical practitioner stating that they are able to perform their duties. However, where practical, the Employer will provide the employee with an opportunity to continue employment with appropriate alternative duties, before requiring an employee to take a leave of absence.
- (f) Pregnancy leave may be extended for up to an additional six months for health reasons where a qualified medical practitioner's certificate is presented.

22.2 Parental Leave for Birth and Adopting Parents

- (a) Upon application, an employee will be granted leave of absence following the birth or adoption of the employee's child. The employee will have to furnish a medical certificate or other evidence stating the date of birth of the child or, where applicable, proof of adoption.
- (b) Where both parents are employees of the Employer, the employees shall determine the apportionment of parental leave between them.
- (c) Upon application, employees will be granted parental leave as follows:

(1) in the case of pregnant parent, up to 62 consecutive weeks commencing immediately following the end of the pregnancy leave under Article 22 (Pregnancy and Parental Leave),

(2) in the case of the partner of the pregnancy parent, including a same-sex partner, up to 62 consecutive weeks commencing within the 78-week period following the birth of the child,

(3) in the case of an adopting parent, up to 62 consecutive weeks commencing within the 78-week period following the date the adopted child comes into the actual care and custody of the parent or within the two-week period preceding the date the adopted child comes into the actual care and custody of the parent.

(d) If the child suffers from a physical, psychological, or emotional condition, the employee is entitled to an additional period of parental leave of up to five weeks. The employee's qualified medical practitioner or the agency that placed the child must certify that such an additional period of parental leave is required.

22.3 Leave without Pay

All Leave taken under Article 22 (Pregnancy and Parental Leave) is leave without pay.

22.4 Aggregate Leave

The aggregate amount of leave of absence from employment that may be taken by an employee under Articles 22.1 (Pregnancy Leave) and 22.2 (Parental Leave) in respect of the birth or adoption of any one child will not exceed 78 weeks, except as provided under Articles 22.1(f) (Pregnancy Leave) and/or 22.2(d) (Parental Leave).

22.5 Return from Leave

(a) On return from leave, an employee will be placed in their former position or where the position no longer exists in a position of equal rank and basic pay.

(b) Vacation entitlement, not vacation pay, will continue to accrue while an employee is on leave pursuant to Articles 22.1 (Pregnancy Leave) or 22.2 (Parental Leave).

22.6 Benefit Plan

(a) If an employee maintains coverage for benefits while on pregnancy or parental leave, the Employer agrees to pay the Employer's share of these premiums.

(b) If an employee fails to return to work, the Employer will recover moneys paid under this article.

(c) In the case of an employee who extends their leave for other than approved medical reasons, the employee shall pay all premiums for such benefits beyond the pregnancy and parental leave periods.

22.7 Sick Leave Credits

(a) Prior to the commencement of pregnancy leave, illness arising due to pregnancy may be covered by normal sick leave.

(b) Sick leave may be used by any pregnant employee, authorized by the receipt of a qualified medical practitioner's statement to the Employer, where there is a confirmed case of German measles or any other disease or condition in the place of employment which could be harmful to pregnancy as determined by the qualified medical practitioner's statement or report. They may use this leave until all danger from such disease or condition no longer exists and to the maximum number of days of available

sick leave. Any leave beyond the available number of sick says may be taken unpaid until all danger from such disease or condition no longer exists.

22.8 Vacation

The employee shall retain vacation credits they had accrued immediately prior to commencing the leave and shall continue to earn vacation entitlement for the period of time covered by the approved leave. In the case of an employee who extends their leave for other than approved medical reasons, vacation entitlement shall not be earned during the extended leave period.

22.9 Extended Childcare Leave

(a) Upon written notification, no later than four weeks prior to the expiration of the aggregate leave taken pursuant to Articles 22.1 (Pregnancy Leave) and 22.2 (Parental Leave), an employee shall be granted a further unpaid leave of absence not to exceed 12 months. An employee shall neither lose nor accrue seniority while on extended childcare leave.

(b) An employee wishing continued coverage under any applicable benefit plans shall pay the total premium costs while on extended childcare leave.

(c) An employee on extended childcare leave shall provide the Employer with at least one month's written notice of return from such leave.

(d) Upon return from extended childcare leave, an employee shall be placed in their former position, or where the position no longer exists in a position of equal rank and basic pay.

22.10 Seniority Rights on Return to Work

(a) An employee who returns to work after the expiration of the pregnancy and/or parental leave shall retain the seniority they had accrued immediately prior to commencing the leave and will be credited with seniority for the period covered by the approved leave.

(b) The employee will notify the Employer within one month prior to the expiration of the leave of their intent to return to their position unless notice is provided pursuant to Article 22.9 (Extended Child Care Leave).

ARTICLE 23 - GENERAL CONDITIONS

23.1 Use of Employee Car

An employee shall obtain the permission of the Employer prior to using the employee's own vehicle for the Employer's business.

(a) Vehicle allowance for all kilometres travelled on the Employer's business shall be paid to employees who are required to use their own vehicles in the performance of their duties.

(b) Vehicle allowances shall be paid only on submission of the approved travel form signed by the employee and approved by their supervisor.

(c) Where an employee is required to use their automobile 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.

(d) Where the ICBC regulations require the employee to carry business class insurance, the Employer shall pay the premium difference between business class and the next lower class, on submission of documentation of that premium difference certified as correct by the employee's immediate supervisor.

- (e) Employees using their own car for the Employer's business shall receive 52¢ per kilometre.
- (f) An employee shall not normally be required to transport children in their own vehicle.

23.2 Working Conditions

Working conditions, wages, privileges and benefits presently in force which are not specifically referred to in this agreement and which are not contrary to the intention of this agreement, shall continue in full force and effect.

23.3 Protective Clothing

Where the need can be shown to exist by the employees, the Employer agrees to provide suitable protective clothing to protect the clothing of the employees.

23.4 Staff Room

The Employer agrees to provide a staff area.

23.5 Statutory Regulation

The Employer and the employees undertake to adhere to all municipal, provincial and federal statutory regulations pertaining to childcare.

23.6 Contracting Out

The Employer shall not contract out bargaining unit work that will result in the layoff of employees.

23.7 Supply and Maintenance of Equipment

It is the responsibility of the Employer to furnish and maintain all equipment, machinery and supplies required by employees in the performance of their duties. Employees shall not suffer any loss in salary in the event that they cannot carry out their normal duties by reason of the Employer failing to properly maintain equipment, machinery or supplies or by reason of power failures or other circumstances not attributable to the employees.

23.8 Indemnity

Except where there has been gross negligence on the part of an employee, the Employer will:

- (a) exempt and save harmless employees from any liability action arising from the proper performance of their duties for the Employer;
- (b) assume all costs, legal fees, and other expenses arising from any such action; and
- (c) the Employer shall have the sole and exclusive right to settle any claim, action or judgement or bring or defend any litigation in respect of them.

ARTICLE 24 - HARASSMENT

24.1 Harassment in the Workplace

The Union and the Employer recognize the right of employees to work in an environment free from personal, psychological, and sexual harassment and bullying ("*Harassment*"). The Employer, in cooperation with the Union, will promote a work environment that is free from discrimination and harassment where all employees are treated with respect and dignity.

24.2 Personal and Psychological Harassment Definition

(a) Personal and psychological harassment means objectionable conduct - either repeated or persistent, or a single serious incident - that an individual would reasonably conclude:

(1) creates a risk to a worker's psychological or physical well-being; causes a worker substantial distress or results in an employee's humiliation or intimidation; or

(2) is discriminatory behaviour that causes substantial distress and is based on a person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age, sexual orientation or gender identity; or

(3) is seriously inappropriate and serves no legitimate work-related purpose.

(b) Good faith actions of the Employer, a manager or supervisor relating to the management and direction of employees - such as assigning work, providing feedback to employees on work performance, and taking reasonable disciplinary action - do not constitute harassment.

24.3 Sexual Harassment

(a) The Union and the Employer recognize the right of employees to work in an environment free from sexual harassment. An employee allegedly being harassed shall register the complaint as per Article 24.5. The Employer shall deal with the complaint with confidentiality.

(b) The parties agree that substantiated cases of sexual harassment may be cause for discipline, up to and including dismissal.

(c) Sexual harassment means sexually oriented verbal or physical behaviour which an individual would reasonably find to be unwanted or unwelcome, giving consideration to all surrounding circumstances and which may detrimentally affect the work environment. Such behaviour could include, but is not limited to:

- Touching, patting or other physical contact;
- Leering, staring or the making of sexual gestures;
- Demands for sexual favours;
- Verbal abuse or threats;
- Unwanted sexual invitations;
- Physical assault of a sexual nature;
- Distribution or display of sexual or offensive pictures or material;
- Unwanted questions or comments of a sexual nature;
- Practical jokes of a sexual nature.

(d) To constitute sexual harassment behaviour may be repeated or persistent or may be a single serious incident.

(e) Sexual harassment will often, but need not, be accompanied by an expressed or implied threat of reprisal or promise of reward.

24.4 Personal Harassment

(a) The Employer and the Union recognise the right of employees to work in an environment free from personal harassment. The Employer shall take such actions as are necessary to protect employees from personal harassment and agree that employees who engage in personal harassment may be disciplined.

(b) Personal harassment is verbal or physical behaviour directed at an individual, which causes substantial distress in that person and serves no legitimate work-related purpose. Personal harassment is behaviour that humiliates, intimidates, excludes, or isolates an individual and/or group but, is not based on one of the BC *Human Rights Code* 13 grounds of prohibited discrimination. Such behaviour could include, but is not limited to:

- Physical threats or intimidation;
- Words, gestures, actions, or practical jokes, the natural consequence of which is to humiliate, alarm or abuse another person;
- Distribution or display of offensive pictures or materials.

(c) To constitute personal harassment, behaviour may be repeated or persistent or may be a single serious incident.

(d) Personal harassment does not include actions occasioned through the exercising in good faith the Employer's supervisory rights and responsibilities.

(e) Protection against harassment extends to incidents occurring at or away from the workplace, during or outside working hours, and includes incidents related to client or visitor contact, provided the acts are committed within the course of the employment relationship.

24.5 Anti-Bullying

The Employer and Union support the right of all people to work in an environment free from bullying. Everyone is expected to adhere to acceptable conduct at all times by respecting the rights and feelings of others and by refraining from any behaviour that might be harmful to others.

- (a) Bullying is verbal or physical conduct that over a period of time, continuously and systematically:
- (1) Intimidates, shows hostility, threatens, and/or offends others;
 - (2) Interferes with a workers performance;
 - (3) Otherwise adversely affects others.

Bullying conduct includes, but is not limited to:

- Name calling;
- Humiliation;
- Spreading rumours;
- Gossiping;
- Public ridicule;
- Scapegoating and blaming;
- Taunting;
- Ostracizing;
- Sexualizing;
- Making racial or ethnic slurs;
- Treating people like they are invisible;
- Rude interruptions;
- Sarcastic jokes;
- Invading one's personal territory;

- Giving limited information, then blaming;
- Cyber-bullying (bullying through email, internet, text messaging, internet websites, etc.);
- Removing areas of responsibilities without cause;
- Constantly changing work guidelines;
- Establishing impossible deadlines that will set up the individual to fail;
- Assigning unreasonable duties or workload which are unfavourable to one person (in a way that creates unnecessary pressure);
- Underwork - creating a feeling of uselessness;
- Criticizing a person persistently or constantly;
- Belittling a person's opinions;
- Unwarranted (or undeserved) punishment;
- Blocking applications for training, leave or promotion;
- Tampering with a person's personal belongings or work equipment.

(b) An employee who wishes to pursue a concern arising from alleged bullying may submit a complaint in writing, within 15 days of the latest alleged occurrence, through the Union or directly to the employer representative. Complaints of this nature shall be treated in strict confidence by the employees involved, the Union and the Employer.

(c) Immediate defusing and debriefing of the bullying situation will occur when deemed appropriate.

(d) The parties will make every reasonable effort to find a remedy. Once the remedy is agreed between the employee and the Employer, it will be implemented within 15 days.

(e) Bullying concerns that are not satisfactorily resolved under the provisions of this article can be pursued by filing a Harassment Complaint as per article 24.6, to the extent they constitute Harassment.

24.6 Harassment Complaint Procedures

In the case of a complaint, the following shall apply:

(a) An employee (complainant) who wishes to pursue a concern arising from an alleged harassment may submit a complaint in writing within twelve months of the latest alleged occurrence directly to the Board or designate. Upon receipt of the written complaint, the Employer shall notify in writing the respondent and the designated union staff representative within 15 days. Complaints of this nature shall be treated in strict confidence by both the Union and the Employer.

(b) The complaint must contain the specific instance(s) and dates(s) that the alleged harassment occurred, the names of any witnesses, an explanation of how the action constitutes a violation of Article 24 (Harassment), and the remedy sought.

(c) An alleged harasser (respondent) shall be given notice of the substance of such a complaint under this article and shall be entitled to attend, participate in, and be represented at any hearing pursuant to (g) below.

(d) The Employer's designate shall investigate the complaint and shall submit their report to the Board in writing within 30 days of receipt of the complaint. The Board shall within 10 days of receipt of the reports give such orders as may be necessary to resolve the issue. The union staff representative, the complainant and the respondent shall be apprised by the Board's resolution.

- (e) Both the complainant and the respondent shall be given the option of having a steward present at any meeting held pursuant to the above investigation.
- (f) Pending determination of the complaint, the Chair of the Board may take interim measures to separate the employees concerned if deemed necessary.
- (g) Where either the complainant or the respondent, in conjunction with the Union, is not satisfied with the Board's response, the Union will put the complaint, within 30 days, before a mutually agreed upon, independent adjudicator who specializes in cases of personal harassment or sexual harassment. The adjudicator shall work with the parties to achieve a mutually acceptable resolution and if this is not achieved, the adjudicator shall have the right to:
- (1) dismiss the complaint; or
 - (2) determine the appropriate level of discipline to be applied to the harasser;
 - (3) make further recommendations as are necessary to provide a final and conclusive settlement of the complaint.
- (h) Disciplinary action taken against a harasser pursuant to this article, shall not form the basis of a grievance.
- (i) Where the complaint is determined to be of a frivolous, vindictive or vexatious nature, the Employer will take appropriate action, which may include discipline.
- (j) This article does not preclude an employee from filing a complaint under Section 8 of the *BC Human Rights Code*. However, an employee shall not be entitled to duplication of process. An employee making a complaint must choose to direct a complaint to either the BC Council of Human Rights or the process specified above. In either event, a complaint of personal harassment or sexual harassment shall not form the basis of a grievance.
- (k) Complaints under the article shall be treated in strict confidence by all parties involved. All documentation concerning the alleged complaint shall be sealed at the conclusion of the process.

ARTICLE 25 - PAYMENT OF WAGES AND ALLOWANCES

25.1 Rates of Pay

Employees shall be paid in accordance with the rates set out in Appendix A of this agreement.

25.2 Paydays

Employees shall be paid biweekly on alternate Thursdays by direct deposit.

25.3 Substitution Pay

When an employee, at the request of their immediate supervisor, substitutes in or performs the principal duties as defined in the job description of a higher paying position for one full shift or more, they shall receive the rate for a job where a single rate is established. If a salary range is established, they shall receive the minimum rate of the new salary range or the rate in the new salary range which is the closest step to 8% above their current rate, whichever is greater, but not more than the top of the new salary range.

25.4 Class 4 Drivers' Licence

The Employer shall pay the necessary costs for an employee to obtain and renew their Class 4 drivers' licence. Costs shall be limited to the cost of the necessary medical certificate and the licence fee itself. The Employer shall not be responsible for the cost of driver training.

25.5 Minimum Wage

Notwithstanding the wage schedule (Appendix A Salary Scale) in this agreement, the minimum hourly rate for any position in the bargaining unit will be the current BC Minimum Wage plus 1.9%, rounded up to the nearest penny.

ARTICLE 26 - HEALTH AND SAFETY

26.1 Conditions

The Union and the Employer agree that regulations made pursuant to the *Workers Compensation Act*, or any other statute of the Province of British Columbia pertaining to the working environment, shall be fully complied with.

26.2 Working Environment

The parties agree that a safe and clean working environment is essential to carry out work assignments in a satisfactory manner.

It will be the Employer's responsibility to ensure that all working areas and employer-owned vehicles are maintained in a safe and clean condition.

26.3 Safety Committee

The parties agree that a joint occupational health and safety committee will be established and will govern itself in accordance with the provisions of the Industrial Health and Safety Regulations made pursuant to the *Workers Compensation Act*. The Committee will meet at regular intervals to be determined by the Committee to make recommendations on unsafe, hazardous or dangerous conditions with the aim of preventing and reducing risk of occupational injury and illness.

The parties further agree that the Labour/Management Committee shall also act in the capacity of safety committee.

26.4 Unsafe Work Conditions

No employee shall be disciplined for refusal to work on a job which does not meet the standards established pursuant to the *Workers Compensation Act* as interpreted by:

- (a) a member of the Safety Committee; and
- (b) a person designated by the Safety Committee.

No employee shall be disciplined for refusing to work with a person who, in the employee's estimation, poses an immediate hazard to the employee's physical safety. The employee shall report the unsafe condition to their immediate supervisor immediately.

26.5 Injury Pay Provision

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

26.6 Transportation of Accident Victims

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

26.7 Employee Check-in

Check-in procedure will be implemented to ensure the safety of all employees who work alone.

26.8 First Aid Requirements

- (a) The Union and the Employer agree that First Aid Regulations made pursuant to the *Workers Compensation Act* shall be fully complied with.
- (b) Where the Employer requires an employee to perform first aid duties as a normal requirement of the job, the cost of obtaining and renewing this certificate shall be borne by the Employer.
- (c) The Employer agrees to provide a proper first aid kit on the premises.

26.9 Communicable Diseases

- (a) The parties to this agreement share a desire to prevent acquisition and transmission where employees may come into contact with a person and/or possessions of a person with a communicable disease.
- (b) Where the Employer is aware of a client with a communicable disease, the Employer shall inform the primary care givers about the inherent risk of the communicable disease.
- (c) Where a vaccination is, or may become available as a preventative measure, such vaccination shall be made available to all employees who may be at risk of contracting the disease, at no cost to the employee.

26.10 Workplace Aggression

Employees who, in the course of their duties, may be exposed to aggressive conduct shall receive training at the Employer's expense in recognising and handling such episodes.

The Employer shall provide the employee with pertinent information relative to the potential for experiencing physical aggression and/or verbal abuse within any particular workplace. The employee shall be informed of specific instruction on the approach to be taken when providing care for the client.

Immediate debriefing and counselling for individuals who have been traumatised will be made available to employees. Where an employee requires time off to attend debriefing it will be without loss of pay.

Where repeated incidents of physical aggression or verbal abuse occur, the Occupational Health & Safety Committee, after review of the circumstances, may request a review by the Workers' Compensation Board.

ARTICLE 27 - BC TARGET BENEFIT PENSION PLAN**27.1 Eligibility**

- (a) All regular employees, upon successful completion of the probationary period, will be enrolled in the BC Target Benefit Pension Plan.
- (b) Employees hired prior to January 1, 2019 were provided a one-time option to opt out of the pension plan and continue to have contributions made to the Registered Retirement Savings Plan.

Contribution rates for these employees is the same as those in the pension plan. These employees may elect to participate in the pension plan at a later date.

27.2 Contributions

(a) The Employer will continue to contribute to the RRSP Plan and this BC Target Benefit Pension Plan on a basis that matches the employee's contribution. Employee contributions to the BC Target Benefit Pension Plan, through payroll deduction will be one of the following:

- 3% of straight-time earnings
- 4% of straight-time earnings
- 5% of straight-time earnings
- 6% of straight-time earnings
- 7% of straight-time earnings
- 8% of straight-time earnings

The Employer will not be required to pay any additional contributions or any other amounts above its matching obligation to the BC Target Benefit Pension Plan.

Employees may change the contribution rate once a year.

Employees may at their own discretion make additional voluntary unmatched contributions to the BC Target Benefit Pension Plan.

The Employer will contribute all funds in accordance with the BC Target Benefit Pension Plan and applicable provincial legislation.

27.3 Remittance of Contributions

(a) All Employer and employee required contributions shall be paid to the BC Target Benefit Pension Plan no later than 10 days after the end of the payroll period in respect of which the contributions are applicable. The remittance shall be made in accordance with statutory regulations contained in the applicable provincial legislation.

(b) The pension remittance report shall be submitted electronically to the BC Target Benefit Pension Plan by the Employer in an excel spreadsheet.

(c) The information will be provided as follows:

- (1) SIN
- (2) Name
- (3) Employee contribution amount
- (4) Employer contribution amount
- (5) Employee Voluntary contribution amount

ARTICLE 28 - DOMESTIC VIOLENCE

28.1 Exception to Entitlements

Entitlements to accommodation and leave in this article do not apply with respect to domestic violence or sexual violence committed by the employee.

28.2 Hours of Work Accommodation

If an employee or the employee's child has experienced domestic violence or sexual violence, and as a result the employee needs fewer hours of work or needs to work at different times than the Employer

has assigned the employee, the Employer shall accommodate the employee's need unless it would cause the Employer undue hardship.

28.3 Domestic Violence Leave

- (a) An employee is entitled to a leave of absence of a reasonable duration if the employee or the employee's child experienced domestic violence or sexual violence.
- (b) An employee is only entitled to a leave of absence under Article 28.3(a) if the employee uses the leave of absence for one or more of the following purposes:
 - (1) To seek medical attention for the employee or the employee's child in respect of a physical or psychological injury or disability caused by the violence; or
 - (2) To obtain services for the employee or the employee's child in respect of the violence from a victim services organization, domestic violence shelter, rape crisis centre, transition house, sexual assault centre or other social services program or community agency; or
 - (3) To obtain psychological or other professional counselling for the employee or the employee's child in respect of the violence; or
 - (4) To relocate temporarily or permanently for the purpose of making future violence against the employee or the employee's child less likely; or
 - (5) To seek legal or law enforcement assistance for the employee or the employee's child, including preparing for or participating in any civil, criminal or administrative proceeding related to or resulting from the violence.
- (c) If an employee has a physical or psychological injury or disability caused by the violence that requires accommodation or work absence, the employee follows the process outside this article that would apply to any injured or disabled employee under this collective agreement.
- (d) Domestic violence leave taken under Article 28 is paid leave for up to 10 days using the accumulated Paid Sick Leave entitlement under Article 20.1, to the extent that the employee has such Sick Leave available. Leave taken under Article 28.3 (Domestic Violence leave) beyond 10 days, or beyond the employee's available Sick leave, is unpaid.
- (e) An employee who wishes to take domestic violence leave under Article 28 shall advise the Employer in writing that the employee will be doing so. If the employee must begin the leave before advising the Employer, the employee shall advise the Employer of the leave in writing as soon as possible after beginning it.
- (f) An employee on domestic violence leave shall use best efforts to inform the Employer of their expected return to work date as soon as possible.

ARTICLE 29 - TERM OF AGREEMENT

29.1 Duration

The term of this agreement shall be from January 1, 2024 to December 31, 2026.

29.2 Notice to Bargain

- (a) This agreement may be opened for collective bargaining by either party giving written notice to the other party on or after September 1, 2026, but in any event not later than midnight, September 30, 2026.
- (b) Where no notice is given by either party prior to October 1, 2026, both parties shall be deemed to have been given notice under this article on October 1, 2026 and thereupon Article 29.3 applies.
- (c) All notices on behalf of the Union shall be given by the President or designate and similar notices on behalf of the Employer shall be given to the Employer.

29.3 Commencement of Bargaining

Where a party to this agreement has given notice under Article 29.2 the parties shall, within 14 days after the notice was given, commence collective bargaining.

29.4 Changes in Agreement

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

29.5 Agreement to Continue in Force

Both parties shall adhere fully to the terms of this agreement until a strike or lockout occurs.

29.6 Effective Date of Agreement

The provisions of the agreement shall come into full force and effect on the date of ratification except where otherwise noted.

29.7 Commencement of Bargaining

Where a party to this agreement has given notice under Article 29.2 the parties shall, within 14 days after the notice was given, commence collective bargaining.

29.8 Changes in Agreement

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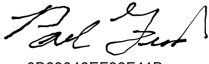
29.9 Agreement to Continue in Force

Both parties shall adhere fully to the terms of this agreement until a strike or lockout occurs.


29.10 Effective Date of Agreement

The provisions of the agreement shall come into full force and effect on the date of ratification except where otherwise noted.

**SIGNED ON BEHALF OF
THE UNION:**

DocuSigned by:

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Paul Finch
President

Signed by:

14D0C3A1A09C4C2...

Yuliana Nugroho
Bargaining Committee Member


DocuSigned by:

D639BBEACE0A41F...

Alix Born
Staff Representative

July 30, 2024
Date: _____

**SIGNED ON BEHALF OF
THE EMPLOYER:**

Signed by:

AB3C2CA3D616444

Tammy Shoranick
Board Chair

**APPENDIX A
Salary Scale**

Classification	Current	Effective January 1, 2024 5%	Effective January 1, 2025 5%	Effective January 1, 2026 5%
Senior Supervisor	\$32.85	\$34.49	\$36.22	\$38.03
Assistant Senior Supervisor	\$28.84	\$30.28	\$21.80	\$33.39
Early Childhood Educator	\$26.26	\$27.57	\$28.95	\$30.40
Casual (ECE)*	\$21.88	\$24.02	\$25.22	\$26.48
Casual (Non-ECE)**	\$21.88	\$22.97	\$24.12	\$25.33

*The Casual (ECE) rate will be adjusted upward by \$1 per hour upon ratification and then will be subject to annual percentage increases.

**A new classification of Casual (Non-ECE) is established to include Casuals with a Responsible Adult or ECEA designation.

**APPENDIX B
Arbitrators**

The following arbitrators shall hear arbitration cases and act as investigators:

- Marguerite Jackson
- Koml Kandola
- Rick Coleman
- Joan Gordon
- John Steeves

**MEMORANDUM OF AGREEMENT 1
Job-sharing**

1. Definition

Job-sharing shall be defined as a voluntary work arrangement whereby the duties and responsibilities of one full-time position may be shared in a manner that would accommodate two employees. Any job-sharing arrangement shall be in writing and signed by the employees and the Employer. Any job-sharing arrangement will not result in added costs to the Employer.

2. Application Process

The employees wishing to enter into a job share arrangement will apply in writing to the Employer and forward a copy to the Union outlining the proposed commencement date of the job share, how the hours and days of work will be shared and how communication and continuity of work will be maintained.

The Employer shall communicate a decision on a job share request in writing to the applicants. Applications to job-sharing shall not be unreasonably denied.

3. Number of Employees

The Union and the Employer agree that no more than one position in each program shall be covered by a job-sharing agreement at any one time.

No more than two employees may share one full-time position.

The position being shared shall remain a regular full-time position within the bargaining unit.

4. Employee Wages and Benefits

The job-sharing arrangement shall be treated as a full-time position with respect to wages, paid holidays, leaves, vacation and health and welfare benefits and shall be prorated.

5. Layoff and Recall

Where a senior employee exercises their rights, as provided for in Article 13 of the collective agreement, the following will apply:

- (a) where the two employees involved in the Job-sharing agreement are junior to the person exercising their rights under Article 13, then the senior employee shall be placed in the position;
- (b) where the employee exercising their rights under Article 13 is junior to one of the employees covered by the job-sharing arrangement, then the employee exercising their rights under Article 13 shall replace the junior employee;
- (c) where an employee covered by this memorandum of understanding has been displaced pursuant to Article 13 of the collective agreement, they shall have the full rights as provided for under Article 13.

6. Seniority

Seniority for each job-sharing partner shall continue based on hours worked.

7. Termination

If one job-sharing partner vacates the job-sharing arrangement for any reason, then the vacancy shall be posted as a job-sharing position and filled in accordance with Article 11 of the collective agreement unless the remaining job-sharing partner requests a full-time position.

If the position cannot be filled by this process, the Employer reserves the right to terminate the job-sharing arrangement with respect to this position. If the job-sharing arrangement is terminated, the remaining job-sharing partner shall be required to assume the full-time responsibilities in order to retain their job status.

MEMORANDUM OF AGREEMENT 2 Provincial Funding for Enhanced Wages

The parties agree that should funding be provided by the provincial government and/or federal government for Early Childhood Educator wage increases or other entitlements that this funding will be in addition to the annual general wage increases contained in Appendix A - Salary Scale, vacation, designated holidays or other entitlements.

Should such funding cease to be provided by the provincial government and/or federal government, the Employer will have no obligation to maintain such funding.

LETTER OF UNDERSTANDING

The Union and the Employer share an interest in moving their relationship forward from a divisive Arbitration in April 2022 that sustained the termination of an employee following bullying and harassment and misconduct with children.

The Union and the Employer will have a follow-up conversation within 90 days of ratification to begin repairing the relationship and rebuilding trust between the parties.

move**UP**
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