

Memorandum of Agreement

Between:

Atira Women's Resource Society (AWRS)

("Employer")

And:

British Columbia General Employees' Union (BCGEU)

("Union")

(Together, the "Parties")

Re: Implementation of Local Issues Agreement

Whereas:

- A. Implementation of the Local Issues Agreement will require significant operational changes at AWRS.
- B. The parties wish to be clear on when the changes can realistically be implemented.
- C. The parties wish to make the transition as smooth and clear as possible.
- D. The parties wish to come into compliance with the Local Issues Agreement as quickly as possible.
- E. The parties wish to ensure equality between Women's Support Workers regardless of shift length. Implementation of an averaging agreement will change the structure of how extended shift employees are paid, and therefore clarity on the wages in the agreement will ensure no inequalities between Women's Support Workers will result from the changes.
- F. The monetary provisions of the Collective Agreement came into effect on February 29, 2024. Employees are entitled to all monetary provisions retroactive to this date.

Therefore, the parties agree to the following:

1. New call-out procedures:
 - a. The new portfolios (programmes) and corresponding seniority lists for call-outs will come into effect July 1, 2024.
 - b. Casual employees will be assigned to portfolios (programmes) based on where they are working the vast majority of their shifts currently (at least 70% in the last three months). Where a casual employee is working a significant amount of shifts at worksites across multiple portfolios, the casual employee will be asked their preference. These casual employees will be assigned to the portfolio of their preference wherever possible. If for some reason all of these employees' preferences cannot be accommodated due to operational feasibility, employees will be awarded their preferences in order of seniority.
2. Extended shifts - averaging agreements and wages:
 - a. Currently, only Women's Support Workers are working extended shifts.
 - b. Averaging agreements for workers working extended shifts as outlined in the Local Issues Agreement are in effect as of the date this agreement is signed.

- c. On June 2, 2024 workers working extended shifts under the averaging agreement will be paid straight-time for their regular shifts, and will no longer be paid daily overtime for their regular shifts.
 - d. To simplify the implementation of the change in pay structure due to the averaging agreements, all Women's Support Workers (regardless of shift length) will be paid at a Grid 11 starting on June 2, 2024. The retroactive payments for wages earned between the monetary date, February 29, 2024 and June 2, 2024 will be paid out at a later date.
 - e. The implementation of Grid 11 for all Women's Support Workers on June 2, 2024 will be without prejudice and subject to the finalization of the classifications process.
 - f. No earlier than June 2, 2024, workers currently working 14 12-hour shifts every four weeks can be reduced to 13 12-hour shifts every four weeks.
 - g. At worksites where the implementation of averaging agreements creates the need for part-time positions, the target start date for those part-time positions will be June 2, 2024.
- 3. Paid Meal Period:
 - a. Implemented where single staffing occurs by May 1, 2024, understanding that currently employees are eligible for paid meal periods if they are not able to leave the worksite.
- 4. Atira will undertake to minimize single staffing at all worksites by November 1, 2024
 - a. Size up completed by July 15, 2024
 - b. Strategies and action plan created by August 15, 2024
 - c. Action plan implemented September 1, 2024
 - d. Success measured by October 31, 2024
- 5. ECLC Considerations
 - a. Consultation with employees regarding paid and unpaid breaks will occur by June 1, 2024
 - b. Ensuring rotational schedules include team leads in the rotation by June 1, 2024
- 6. Edits to Offers of Employment:
 - a. To reflect accommodations for full time status when hours of work are less than 36 hours per week, by June 1, 2024
 - b. Open up casual and part time contracts to edit language related to required paid holiday coverage, by September 1, 2024
 - i. Legal size up by May 15, 2024
 - ii. Size up of 300 employee OOE's by June 1, 2024
 - iii. 50% need for new OOE's (2.5 hours x 150 employees=375 hours)
 - c. Look at all Offers of Employment for required language re: two consecutive rest days per week by September 1, 2024
 - i. Size up for OOE amendments for 75 employees by June 1, 2024
 - ii. 100% need for OOE amendments (2.5 hours x 75 employees=187.5 hours)
- 7. Policy and Procedure Development by June 1, 2024
 - a. Early Care and Learning Centre hours of work (Rest Period Scheduling)
 - b. Twelve and ten hour scheduling changes (addition of part time position)
 - c. Two consecutive rest periods for employees with extended shifts
 - d. Full time hours of work for less than 36 hours

- e. Application of overtime
- f. Portfolios
 - i. Language – portfolio, worksite, casual, pool, etc.
 - ii. Allocation to pools
 - iii. Recruitment to pools
 - iv. Pools
 - v. Call-in procedures
 - vi. Employee responsibility regarding call-in procedures
 - vii. Employer responsibility of keeping appropriate records
 - viii. Indigenous practices around indigenous employee call-out
 - ix. Time between calls
 - x. Relief pool membership
 - xi. Minimum and changes to availability
 - xii. Vacation scheduling
 - xiii. Call-out pool training requirements
 - xiv. Special project position process

8. Education and Training for People Leaders in AWRS by August 1, 2024, on the topics under #7.

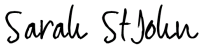
9. Call-out procedures

- a. Immediate/Short-term implementation strategy for call-outs by July 1, 2024
- b. Long term technology enabled solution for call-outs by January 1, 2025
- c. Minimum and changes to availability for call-out pool by July 1, 2024
- d. Relief pool membership (designation of staff and comms to staff) by July 1, 2024
- e. UKG/Finance changes to track new/different pools by July 1, 2024


10. Learning Design and Implementation for Call-Out Pool Training Program by September 1, 2024

11. Communication and reference materials for employees by July 1, 2024, on the topics under #7.

Signed on behalf of the Union:

DocuSigned by:

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Sarah St John, Staff Representative

Signed on behalf of the Employer:

DocuSigned by:

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Marla Gerein, Interim Executive Director
of People and Culture

DocuSigned by:

74B79367868E4B8...
Paul Plater, Financial Officer

Dated: April 18, 2024