

**MEMORANDUM OF AGREEMENT****RE: LOCAL ISSUES ADDENDUM****1. Article 2.1 Special Project Employees**

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

**2. Definition of "Programme/Worksite"**

14.2(e) Additional Hours	Worksite will apply
16.4 Sharing of Overtime	Worksite will apply
18.2 Vacation Preference	Worksite will apply
24.1(c) Job Posting	Worksite will apply

**3. Article 14.2 Hours of Work**

The hours of work for a regular full-time employee shall be a range of 35 to 40 hours per week, seven to eight hours per day.

Overtime rates will apply after 40 hours per week.

**4. Article 26.2 Paydays**

Employees will be semi-monthly (twice per month) paid on the last business day on or before the fifteenth and the last business day on or before the last day of the month.

Cheques will be issued.

**5. Article 30.3 Casual Call-In Procedures**

Qualified casual employees shall be called in order of seniority.

**6. Job Sharing****(a) Definitions**

- (1) "*Job Sharing*" means a voluntary work assignment in which two regular employees adjust the number of hours they work by written agreement to share the responsibility for one full-time position.

- (2) "*Job Sharing Proposal*" means a document, initiated by two regular employees, which outlines their request to become part-time regular employees and recommends how the duties of a position previously performed by one regular full-time employee can be divided to accommodate their request.
  - (3) "*Job Sharing Arrangement*" means where two part-time employees perform the duties of a position previously performed by one full-time employee.
  - (4) "*Partners*" means regular employees participating in a job sharing arrangement.
- (b) *Criteria*

Job sharing proposals may be considered where:

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

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

- (1) A written statement designed by both partners requesting part-time employment in order to job share as outlined in this proposal;
  - (2) A description of the arrangements the partners will make to share necessary information with each other;
  - (3) The proposed start date for the job sharing arrangement;
  - (4) The proposed work schedule for the job sharing arrangement.
- (d) *Procedures for Approval of Job Sharing Proposals*

Approval of the job sharing arrangement is at the discretion of the Employer. The job sharing proposal will be reviewed and a copy of the Employer's decision will be sent to the Union. Any objections to the decision must be referred to the Joint Committee within 15 days for discussion and attempted resolution. The parties agree that pursuant to Article 8, the Joint Committee is the final avenue for appeal of a denied job sharing

proposal. If approved, the job sharing arrangement will be confirmed in writing by appointing the job sharing partners as regular part-time employees. Appointment is subject to the applicable collective agreement provisions. Acceptance of the appointment by the partners must be in writing. The appointment letter shall indicate that the employees' hours may be temporarily increased up to full-time, if required and with as much notice as possible, to cover the other partners absence of one week or greater.

(e) *Terms and Conditions*

Job-sharing arrangements will not result in increased cost to the Employer beyond that incurred by an overlap in hours of work. Benefits, wage increments, seniority, vacations and statutory holidays for job-sharing partners will be paid on a pro rata basis per job sharing partner.

(f) *Procedures for Termination of Job-Sharing Arrangements*

(1) The employer may, upon 30 days notice, terminate a job-sharing arrangement. Notification of the termination will be given to the job-sharing partners and the B.C. General Employees' Union Staff Representative. Subject to satisfactory performance, the most senior employee will be offered the full-time position. The onus will be on the junior employee to find alternate employment. In the event the most senior employee declines the offer of the full-time position, the onus is on that employee to find alternate employment, and the most junior employee, subject to satisfactory performance, will be offered the full-time position. Should the junior employee decline the offer of the fulltime position, the onus is on that employee to see alternate employment. The position will then revert to full-time regular status and be posted with Article 24 of the collective agreement.

(2) Either job-sharing applicant may, upon 30 days' notice, terminate a job-sharing arrangement. Notification of the termination will be given to the Employer and the B.C. General Employees' Union Staff Representative. Subject to satisfactory performance, the most senior employee will be offered the full-time position. The onus will be on the junior employee to find alternate employment. In the event the most senior employee declines the offer of the full-time position, the onus is on that employee to find alternate employment, and the most junior employee, subject to satisfactory performance, will be offered the full-time position. Should the junior employee decline the offer of the fulltime position, the onus is on that employee to seek alternate employment. The position will then revert to full-time regular status and be posted with Article 24 of the collective agreement.

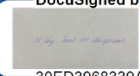
(3) In the event that one of the job-sharing partners resigns, the other job-sharing partner, subject to satisfactory performance, will be offered the position on a full-time basis. Job-sharing partners must provide the Employer two weeks written notice of resignation. If the remaining job-sharing partner declines the full-time position, they will revert to full-time and be provided 60 days to propose and finalize another job-share arrangement. The onus is on the employee to seek alternate employment if they decline the offer of a full-time position or if they are unable to obtain an approved job-sharing

arrangement. In that case, the position will revert to full-time status and be posted in accordance with Article 24 of the collective agreement.

(4) The parties agree that decisions to terminate a job-sharing arrangement are not grievable.

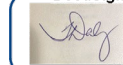
**SIGNED ON BEHALF OF  
THE UNION:**

**SIGNED ON BEHALF OF  
CSSEA:**

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Local Chairperson

DocuSigned by:  
*Helena Posthock*  
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Executive Director

DocuSigned by:  
*Sarah Maglio*  
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Staff Representative

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CSSEA

Dated this \_\_\_\_\_ day of December 6, 2021, 20\_\_\_\_.

