

MEMORANDUM OF AGREEMENT #1

RE: LOCAL ISSUES ADDENDUM

Between

B.C. General Employees' Union (BCGEU)

and

First Unitarian Fellowship of Nanaimo: Shelter, Shower, and Outreach (FUFON)

represented by the

Community Social Services Employers' Association (CSSEA)

1. Definition of "Worksite/Worksite"

13.3 (a) Layoff Worksite

14.2(e) Additional Hours Worksite

16.4 Sharing of Overtime Worksite

18.2 Vacation Preference Worksite

24.1(c) Job Posting Worksite

Worksites are defined as the Unitarian Shelter and Caledonia Park.

2. Article 14.2 - Hours of Work

The hours of work for a regular full-time employees shall be 8 hours in a day and 40 hours in a week, inclusive of a one- half hour unpaid meal break. Overtime is applicable after 8 and 40 hours.

3. Article 30.3 - Casual Call in Procedures

- a) All casual employees are required to submit their schedule of availability by the 10th of every month for the following calendar month.
- b) Casual employees who do not provide their availability dates in writing as noted above in (a) will not be called until their availability dates for the following month are received by the Employer. Casual employees may amend their availability dates by notifying the Employer, in writing, at least one week prior to the date they wish to amend.
- c) Minimum availability for casual employees - all or part of any shift on the days they have indicated they are available; four out of six weekends and six statutory holidays including Christmas.
- d) It is the responsibility of casual employees to ensure that the Employer is kept notified of their current mailing address, telephone numbers and availability.
- e) Regular (Permanent Part-Time) employees requesting additional hours must give the employer written notice of their desire to work additional hours. Employees

must resubmit their request, in writing, if there are any changes to their original request. Qualified regular employees shall be offered work in accordance with their recorded availability in order of seniority with Article 14.2(e). Refusals do not apply to regular employees. These hours are in addition to their regular shift and will not replace their regular shift.

- f) Qualified casual employees shall be called in order of seniority when shifts are available for booking after (b) above.
- g) Refusals are when a casual employee:
 - are unavailable for, or decline a shift for which they have indicated they are available, except for reasons of illness or injury; or
 - do not return a call or text within 24 hours, or
 - have not notified the employer of changes of their availability as per (a) and (b) above.
- h) After the third refusal within a sixty (60) consecutive day period, the casual employee shall be placed at the bottom of the casual seniority list for the following six months. If the employee has three refusals in the 60-day period following the third refusal, they will be deemed to have resigned their position.
- i) Employees not available to work shifts that they have previously indicated availability for will not be recorded as having a shift “refusal”, provided that they notify their employer of the inability to work the shift due to illness, injury or a family emergency. Employees may be required to provide a doctor’s certificate verifying illness or injury on the day they had accepted and called in sick. Should the employee not notify the Employer of such circumstances, in regards to their availability, they will be recorded as having a shift “refusal”.
- j) Where casual employees are contacted outside of their availability and decline work, they will not be considered to have declined work for the purpose of (g).
- k) After a casual employee has accepted a shift(s) and they become ill, it will not be considered a refusal; the casual employee must advise the Employer of the days they expect to be unavailable due to illness.
- l) Employees must inform the Employer (or designate) if, when accepting work, they will be eligible for overtime.
- m) Procedure for scheduling employees shall be:
 - employees will have access to the posted roster on, or prior to, the 23rd of each month with pre-scheduled shifts for the following month.
 - On-call shifts are those shifts that arise on short notice and will be called as per (b) and (c) above.


Calling Procedure:

1. Shifts that need to be filled outside of the twenty-four (24) hours will be in the order of seniority using the following procedures:
 - i. if there is no answer or it is busy, then immediately redial to rule out a misdial

- leave message if there is an answering machine;
 - ii. wait 5 minutes;
 - iii. redial the same employee if there is no answering machine;
 - iv. if there is still no answer or if it still busy, proceed to the next senior person on the list.
2. Shifts that need to be filled within 24 hours will be filled in order of seniority using the following procedures:
 - a) If there is no answer or it is busy, immediately redial to rule out a misdial;
 - b) If there is still no answer or it is still busy, proceed to the next senior person on the list.
 3. All phone calls must be recorded in a logbook. The logbook shall show:
 - The time of the call;
 - The employee being called;
 - The shift they are being offered;
 - Whether the employee accepts; refuses, or does not respond;
 - The signature of the person calling.
 4. **Client Vacations/ Out-of-Town Assignments - not applicable.**
 5. **School-Based Workers - not applicable.**
 6. **18.1 Vacation - The employer's current practice with respect to earning vacation and the vacation year is as follows:**
 - a. Earn before you take
 - b. Vacation year is based on anniversary date


**SIGNED ON BEHALF OF
THE ASSOCIATION OF UNIONS:**

**SIGNED ON BEHALF OF
OF CSSEA:**

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Dated: November 23, 2022