



# COLLECTIVE AGREEMENT

between

**SELKIRK COLLEGE**

and

**THE PUBLIC AND PRIVATE WORKERS  
OF CANADA, LOCAL 26  
SELKIRK COLLEGE BARGAINING UNIT**

January 1, 2023 to December 31, 2025

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THIS AGREEMENT made and entered into this 3rd day of August, 2023,

BETWEEN: Selkirk College Board  
(hereinafter called the "Employer")

OF THE FIRST PART

AND: The Public and Private Workers of Canada, Local 26  
(hereinafter called the "Union")

OF THE SECOND PART

WHEREAS it is the desire of the Selkirk College Board and PPWC, Local 26 that efficient operation of Selkirk College be maintained and to effect this, it is important that harmonious relations be continued between the Employer and its Employees: and

WHEREAS the general purpose of this Agreement is to establish and maintain mutually satisfactory working conditions, hours, wages and benefits for the Employees, to maintain collective bargaining relations between the Employer and the Union and to provide machinery for the prompt and equitable disposition of disputes: and

WHEREAS it is the intention of the Employer and the Union to work harmoniously to maintain the physical working areas in a condition which promotes the efficient operation of the College and to promote an industrious atmosphere:

NOW THEREFORE this Agreement presents hereafter the specific articles to which the parties mutually agree to follow.

WITNESSETH THAT:

## ARTICLE 1 – UNION RECOGNITION

1.01 The Employer recognizes the Union as the exclusive representative for the purposes of conducting collective bargaining regarding rates of pay, hours of work, and all other working conditions of the employees of the Employer for which they are certified by the Labour Relations Board, as long as the Union retains its right to conduct collective bargaining on behalf of such employees, under provisions of the Labour Relations Code of British Columbia, except those having authority to hire or discharge employees and those employed in a confidential capacity as defined by the Labour Relations Code of British Columbia.

1.02

- a) A regular employee is an employee who has passed the probationary period and is employed on a continuous basis from year to year. Regular employees may be full-time, part-time or sessional.
  - I. A full-time employee is an employee who is employed on a full-time basis (37.5 hours or 35 hours respectively), 12 months of the year.
  - II. A part-time employee is an employee who is employed for less than 37.5 hours or 35 hours per week, 12 months of the year.
  - III. A sessional employee is an employee who may be either full-time or part-time and who is employed on a continuous basis for a specified period of time each year.

- b) A temporary employee is an employee who may be scheduled for either full time or part time, as per Article 5, for a specified term of not more than six (6) months. This term may be extended by mutual agreement between the Employer and the Union. It is understood that temporary employees replacing maternity/parental/adoption leaves may have a specified term appointment that exceeds six (6) months.
  - c) An on-call employee is an employee who has applied for, been offered and accepted a position from an on-call posting, and is called in from an on-call list for short term work. It is understood that on-call is meant to be used as casual coverage.
- 1.03 The policies and practices of the Employer and the Union shall be such to prevent any discrimination toward employees in all areas unrelated to employment. Any consideration of Indigenous identity, age, race, colour, ancestry, place of origin, criminal record, physical or mental disability, political belief, sex, sexual orientation, gender identity or expression, family status, or membership or non-membership in the Union unrelated to employment shall not be cause for restriction or coercion of, or interference with, any employee in the matters of wage rates, training, promotion, layoffs, or discipline. The Employer shall not institute rules and regulations for the employees which are unrelated to the employment requirements. The Union shall comply with the Employer directives where these directives do not violate the BC Human Rights Act or any terms of this Agreement.
- The College and the Union acknowledge the right of all employees to work in an environment free from harassment.
- Personal harassment shall be defined as repeated, intentional, unwelcome, offensive comments and/or action deliberately designed to demean and belittle the individual and/or to cause personal humiliation.
- Sexual harassment shall be defined according to College policy on Sexual Harassment and administered through that policy.
- Cases of harassment shall be considered as discrimination and will be eligible to be processed as grievances.
- Grievances under this section will be initiated at step 3 of the grievance procedure.
- 1.04 During the term of this Agreement, the Union and its members shall not authorize or participate in a strike; neither shall the Employer declare a lock-out of any employees. It shall not be a violation of the Agreement or cause for discharge of any employee for refusing to cross a legal picket line.
- 1.05 The Employer agrees that the Union shall have the right to maintain a bulletin board in a convenient location in a College building on each major campus, provided that the use of such shall be restricted to the posting of notices regarding the business affairs, meetings, social events and reports of the Union.
- 1.06 The Employer agrees that any recommendation or matters considered by the Employer relating to rates of pay, promotions, hiring or discharge of employees covered by the terms of this Agreement shall be communicated in writing to the Union at the time of their consideration and decision by the Employer.
- 1.07 Should any displacement of staff be indicated as the result of technological change, the Employer and the Union will meet and discuss the possibility of employing displaced employees in some other capacity, thirty (30) days prior to the implementation of such change.

Any employee placed in a lower-rated position as a result of technological change, shall not have their wages reduced; but shall continue to receive their old rate until such time as the agreement rate for their new position is equal to their actual rate of pay.

An employee affected by technological change will be provided with one of the following alternatives:

- 1 Transfer to another existing and vacant position in the College for which the employee is qualified.
  - 2 Seniority rights in accordance with Article 14.07 and 14.08.
  - 3 Retraining for a job mutually agreed upon between the Employer and the employee. Regular salary for the employee will continue during the retraining period for a maximum of three (3) months.
  - 4 A severance allowance of one (1) month's salary for each year of service in accordance with 14.07.
- 1.08 Persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit except in cases mutually agreed upon by the parties or in emergencies not to exceed seventy-two (72) hours.
- 1.09 The Employer agrees to acquaint new employees with the fact that a Collective Agreement is in effect and with the conditions of employment set out in the Articles dealing with Union Security and Dues Check-off.
- 1.10 Prior to commencing employment, new employees shall be provided by the College with an electronic copy of the Collective Agreement and a listing of the union executive.
- 1.11 This Collective Agreement is intended to be inclusive and gender neutral. Should there be language in the agreement that refers to gendered language, it shall be construed to include all individuals.

## ARTICLE 2 – MANAGEMENT RIGHTS

- 2.01 The management of the College and the direction of the working force is vested exclusively in the Employer, except as otherwise specified in this Agreement.
- 2.02 A Labour Management Committee shall be established consisting of representatives of the Union and the Employer. The Committee shall enjoy the full support of both parties in the interests of improved service to the public, and job security for the employees. The structure of the Committee shall be established on a continuing basis by the members of the Committee.
- The Committee's mandate shall be to discuss and recommend settlement of all matters of concern between the Union and the Employer. Substantive results of meetings shall be documented and copies sent to both Union and Employer.
- Time spent attending Labour Management Committee meetings during the regular working day shall be deemed as time worked.
- 2.03 The Employer and/or Employer Representative shall not meet with any one Union Executive/Union member in a discussion, outside of normal departmental business, that will affect any member of the Union or their job, or that may be in conflict with the Collective Agreement. There must be at least two Union Executive members present at all times when discussions take place.

Employment issues that are discussed at these meetings shall be presented for decision at the next Joint Labour Management Committee Meeting and will be signed off by both parties for future reference.

## ARTICLE 3 – UNION SECURITY AND CHECK-OFF DEDUCTIONS

- 3.01 The Employer agrees to check-off all Union dues in accordance with the provisions of the Labour Relations Code of British Columbia.

- 3.02 The Employer shall, during the life of this Agreement, deduct as a condition of employment, a sum equivalent to dues as set by the Union from the bi-weekly pay due to each employee, and remit the same to the Financial Officer of the Union in the month following that in which such deductions are made.
- 3.03 The Employer will, at the time of making such remittances, enclose a list of employees from whose pay cheques such deductions are made.
- 3.04 In the case of a new employee, a deduction shall be made proportionate to time worked from their cheque in their first month of employment.
- 3.05 All employees of the Employer shall become and remain members in good standing of the Union according to the Constitution and By-laws of the Union. All new employees shall become and remain members in good standing in the Union within thirty (30) days of employment.
- 3.06 Notwithstanding any provisions contained in this section, there shall be no financial responsibility on the part of the Employer for fees, dues, or assessment of any employee unless there are sufficient unpaid wages of that employee in the Employer's hands. The Union shall give the Employer two (2) weeks notice of any adjustments to the Union's dues schedule.
- 3.07 Contracting Out
- a) The Employer agrees that work or services presently performed or hereafter assigned to the bargaining unit shall not be sub-contracted, transferred, leased, assigned or conveyed, in whole or in part, to any other plant, person, non-unit employee or company, if any employee hereby shall be forced to lose their job, unless such action, following discussion with the Union, will result in a substantial saving or a significant increase in efficiency.
  - b) The parties agree that some projects due to the scope of work or expediency may exceed the capacity of the College employees and could necessitate contracting out.
  - c) When contracting out is forthcoming, where practicable, the College will meet with the Union to have consultative discussions of the work to be performed. Once a year, the Employer and the Union will meet to discuss capital projects.
    - I. At least three representatives of the Employer and at least three representatives of the Union will attend.
    - II. Determination of resourcing and execution of capital projects is at the sole discretion of the College.
    - III. It is agreed that all discussions are consultative in nature.
  - d) Where a dispute under Article 3.07(a) and (b) arises, the Arbitrator, in determining whether the Employer has demonstrated a substantial savings or significant increase in efficiency, will weigh the impact of contracting out on the bargaining unit in making their decision.
- 3.08 No Conflict with Agreement
- No employee shall be required or permitted to make a written or verbal agreement with the Employer or Employer's representatives which conflicts with the terms of this Agreement.
- 3.09 Union Meetings
- The Employer agrees to allow employees an additional hour for lunch, without loss of pay, four (4) times per year for the purpose of conducting Union meetings. The meetings shall be held from 1230 to 1400, and shall not be held more frequently than once per month unless otherwise agreed. The Union agrees to provide the Employer with five (5) working days notice of its desire to hold a meeting and agrees to cooperate with the Employer in making arrangements to staff

areas that cannot be unattended during such meetings.

- 3.10 Employees shall have the right to wear Union pins or Steward badges.
- 3.11 The Employer shall provide the Union with a list of all current PPWC employees and their mailing addresses, on October 1 of each year provided a Personal Information Release form has been signed by the employee.

Employees hired after April 1, 2006, will be requested to provide written consent for Union access to their personal information (name, address, phone number).

#### ARTICLE 4 – UNION TIME OFF

- 4.01
- a) The Employer agrees that time spent in settling disputes by Union Stewards shall be considered as time worked provided that such time shall not exceed a total of two hundred and eighty-eight (288) hours in any one calendar year.
  - b) The Union agrees to forward to the Employer a written list of names of such Stewards, a record of time spent by each Steward in settling disputes and a list of replacements obtained for Stewards who are required to be absent to settle disputes.
  - c) In order that the work of the Employer shall not be unreasonably interrupted, no Steward shall leave their work without obtaining permission from their supervisor.
  - d) When the Employer wishes to discuss unsatisfactory work habits with an employee, the employee may be accompanied by a Steward if the employee so elects.
- 4.02 The Employer agrees to grant time off without pay during any working day to officers of the Union in the employ of the Employer for Union purposes, provided that:
- a) such time off shall not exceed a total of sixty-four (64) working hours in any one month.
  - b) a written list of names of such Officers in the employ of the Employer shall be forwarded to the College for this purpose.
  - c) the Employer can find a suitable replacement in an emergency.
  - d) the Employer is advised by the Union at least twenty-four (24) hours in advance of any requests for a Leave of Absence.
- 4.03 The Employer agrees to grant leaves of absence for a maximum of two (2) employees, without pay, for the business purposes of the Union, provided that at least two (2) weeks notice in writing is given to the College who shall transmit it to the Employer, and providing that a suitable substitute can be obtained. It is agreed that the seniority of such employees shall not be adversely affected, but shall be counted as being service with the Employer.
- 4.04 A Union Bargaining Committee, consisting of not more than five (5) employees, shall be elected or appointed by the Union. The Union will advise the Employer of the membership on the Committee. The Committee and its members shall have the privilege of attending collective bargaining meetings with the Employer without loss of remuneration when such meetings are held during regular working hours.
- 4.05 The Union and the College agree that the operations of an individual department or service area will not be unnecessarily affected by union members being absent from the department on union business. The Union will advise the departmental supervisor in advance if more than two (2) members of any department will be required to be absent on union business so that replacements may be arranged if necessary.

- 4.06 Any time off for Union work will have the member compensated, either by the Union or the College as provided in this article above, including any applicable premiums (eg. shift differential, first aid rates).

## ARTICLE 5 – HOURS OF WORK

- 5.01 The regular work week shall be Monday through Saturday between 0700 and 2100, or unless the parties, and employee mutually agree otherwise.

The regular work day for full-time Building Service Workers, Cafeteria staff, Information Technology, Groundskeeper, SEG Equipment and Van Fleet Coordinator, Maintenance and Tool Room Attendants shall be seven and one-half (7.5) hours.

Maintenance workers will normally work the day shift.

The regular work day for all other full-time staff will be seven (7.0) hours per day, as specified by the Employer.

Part-time employees may work a shift which is less than the regular shift for their department. Such shifts will be a minimum of four (4) hours per day. In exceptional circumstances, work shifts may be scheduled for less than four (4) hours per day by mutual agreement between the employee, the Union and the College.

All employees will have two (2) consecutive days off between their regular work weeks.

Employees with a seniority date of January 1, 2015 or earlier, shall not be subject to shift change necessitated by an expansion in services, unless by mutual agreement between the union, employee and the supervisor.

Where a shift change necessitated by an expansion of services is contemplated, the affected department will be canvassed and the shift change offered by seniority. Should no one volunteer to accept the shift change, it will be assigned to the least senior member, upon notice of 20 working days.

Building Service Workers who normally work the afternoon shift may be required to work the day shift during the summer months (May through August).

- 5.02 Shifts, as specified by the Employer, are defined as follows:

- Day Shift – where the majority of shift hours fall between 0700 and 1700.
- Afternoon Shift – where the majority of shift hours fall between 1500 and 0100.
- Night Shift – where the majority of shift hours fall between 2100 and 0700.
- Where the majority of the shift hours fall into two of the above categories, the employee shall receive the higher differential rate for the entire shift.

- 5.03 Rest Periods

- a) Employees are entitled to take two (2) rest periods of fifteen (15) minutes during each full day of work; one during the first half of the working day and the other during the second half.
- b) As a general rule, for every 4 hours of work, at least a 15 min rest period will be afforded as per 5.03 (a) and scheduled in keeping with operational requirements.

- 5.04 Where an employee is scheduled for a shift of greater than five (5) hours, a lunch period without pay shall be one-half (1/2) hour or one (1) hour as determined by the employee and the supervisor.

- 5.05 On-call employees shall be called for work on the basis of their qualifications and abilities and



demonstrated ongoing availability. Where two or more employees with equal qualifications and abilities are available, and where such employees have demonstrated ongoing availability, those employees will be called for work on the basis of seniority. It is understood that where possible, senior on-call employees will normally be offered the largest blocks of work first.

Except for employees who have been appointed to regular or temporary positions, those employees who have been placed on the on-call lists and who have not worked within a six month period, may have their name removed from the on-call lists by the Human Resources Department and will be considered to have resigned their employment.

#### 5.06 Campus Closure

- a) In the event of an unanticipated campus closure, all employees who were scheduled to work at a designated campus on that day of the closure will be paid for their regularly scheduled hours. Employees who had scheduled a vacation day on the day of the unanticipated closure will continue to treat this day as vacation.
- b) Where an employee is required to report to or stay at work for operational reasons during the campus closure, they will receive compensation as per Article 7.02 for hours worked.
- c) This language will not apply to employees who were scheduled to work remotely that day.

### ARTICLE 6 – WAGES AND MATTERS INCIDENTAL THERETO

6.01 The Employer shall pay wages bi-weekly to its employees in accordance with Schedule "A."

All wages shall be paid through automatic bank deposit.

6.02 Employees required to work afternoon shift shall be paid an hourly shift differential based on the lowest pay grade multiplied by 4%. Employees required to work night shift shall be paid an hourly shift differential based on the lowest pay grade multiplied by 5%. Employees required to work on Saturday or Sunday shall receive a weekend bonus paid as an hourly shift differential, based on the lowest pay grade multiplied by 6%. The payment of the weekend bonus shall not preclude payment of the afternoon or night shift differential.

6.03 When an employee is temporarily assigned to a position paying a lower rate, their rate shall not be reduced.

6.04 When an employee is temporarily required to perform substantially the duties of another position for more than one (1) day they shall receive the rate for the position, or their regular rate, whichever is greater. If the employee continues in the position for more than one (1) day the employee shall receive the applicable rate from the first day.

6.05 Custodial Staff shall receive an allowance of \$125.00 per year to be used for the purchase of work clothing.

#### 6.06 Lead Hand Stipend

An employee may receive a Lead Hand Stipend when the Employer assigns them to oversee other PPWC employees or they hold a required specialization/certification as determined by the Employer in order to ensure operations are completed in a safe and timely manner.

Determinations as to who would be in receipt, will include, but are not limited to, qualifications, certifications, experience, and seniority. The receipt of the stipend does not imply that the employee in receipt has the right to hire, fire, suspend, or discipline. Generally the Lead Hand Stipend will be for a limited term. The Employer may at any time in its discretion, discontinue the Lead Hand Stipend with at least thirty (30) calendar days notice.

Where requested by the union, the employer will provide a list of employees that have been in receipt of the Lead Hand Stipend over the last twelve months. This report will not be requested more than twice a year.

The Lead Hand rate will be a stipend based on 10% of the highest rated classification under their supervision.

## ARTICLE 7 – OVERTIME

- 7.01 Overtime shall be defined as work performed before or after a normal working day, as defined in Article 5.01, or work performed on a day of rest.
- 7.02 Employees shall be paid at the rate of time and one-half (x 1.5) for the first two (2) hours of overtime on a normal working day, and double time (x 2) thereafter. Hours of overtime on consecutive days of rest shall be paid at the rate of time and one-half (x 1.5) for the first four (4) hours and double (x 2) time thereafter.
- 7.03 When an employee is called out to work beyond the normal work day they shall be paid a minimum of four (4) hours at the base rate or for the number of hours actually worked, at the appropriate overtime rate, whichever is greater.
- 7.04 Employees required to work more than one and one-half (1.5) consecutive hours beyond regular shift hours in any day shall be provided with a meal allowance of \$14.57.

Effective the date of Ratification: the meal allowance will be increased to \$15.11

Effective January 1, 2024: the meal allowance will be increased to \$16.14

Effective January 1, 2025: the meal allowance will be increased to \$16.46\*

\*May be adjusted subject to the COLA LOU.

- 7.05 Overtime shall be computed by multiplying the hourly rate by one and one-half (x 1.5) or two (x 2) as appropriate. Subject to approval by the Employer an employee may be granted leave with pay in lieu of overtime pay, to be taken at a time mutually agreed between the employee and the Employer. Such leave shall be equivalent to the cash entitlement.
- 7.06 All overtime must be authorized by the appropriate supervisor.
- 7.07 Overtime occurring on a weekend or Statutory Holiday shall be granted on the basis of seniority and qualifications within the Department where it occurs.

Should overtime be necessary due to the required completion of a daily work assignment, employees working at that time will be offered overtime to complete the work assignment.

When scheduling future overtime work assignments, overtime will be offered on the basis of qualifications, seniority and departmental eligibility and in accordance with other Article 7 provisions.

## ARTICLE 8 – STATUTORY HOLIDAYS

- 8.01 A day off with pay will be granted employees on the following days, in accordance with the regulations of the Employment Standards Act:

New Year's Day  
Family Day  
Good Friday  
Easter Monday  
Victoria Day (May)

Canada Day (July 1)  
British Columbia Day (August)  
Labour Day  
National Day for Truth and Reconciliation

Thanksgiving Day  
Remembrance Day  
December 24

Christmas Day  
Boxing Day

Employees will receive any additional Statutory Holiday which may be proclaimed by Government during the life of this Agreement.

Whenever a Statutory Holiday occurs on a Saturday or Sunday the holiday will be observed on the same day as observed by the Provincial Government Offices.

Should the College be required to be in session on any Statutory Holiday, employees required to work on such a holiday will be granted an alternate day off with pay in lieu of the Statutory Holiday worked. The alternate day off will be taken at a mutually acceptable time, but not later than the conclusion of the employee's next annual vacation.

- 8.02 In the event of a Statutory Holiday falling on an employee's regular day off, they shall be entitled to a day off with pay at their regular rate, on a date determined by the Employer and the Union. An employee required to work on such Statutory Holiday or day mutually agreed upon in lieu thereof, as aforesaid, shall receive in addition to their regular pay for that holiday double their regular rate of pay for the time worked.
- 8.03 On-call and temporary employees will be paid six point four percent (6.4%) allowance in lieu of Statutory Holidays not worked.
- 8.04 Statutory Holidays for continuous shift employees will be the actual day specified as the holiday.
- 8.05 If December 24 (Christmas Eve) occurs on a Saturday or Sunday, the Statutory Holiday will be observed between Christmas and New Year's Day.

**ARTICLE 9 – VACATION ENTITLEMENT**

9.01 VACATION YEAR – For the purpose of this Agreement, the Vacation Year shall mean the 12-month period from July 1st to June 30th, inclusive. Vacation entitlement shall be accrued on a bi-weekly basis as per Article 9.02(a).

9.02 Vacation Entitlement

- a) Regular full time, regular part time, sessional employees shall accrue vacation hours with pay. Temporary employees with contracts of greater than six (6) months in duration, shall be given the option to accrue vacation or be paid vacation in lieu as per Article 9.06.

Vacation will be accrued on the following basis:

		Total Vacation Accrued in 1 Year		
Continuous Service for the Employer	System Accrual Rate	Vacation Entitlement in Hours 7 hour day*	Vacation Entitlement in Hours 7.5 hour day*	Equivalent Time in Days
0-3 years	6.15%	112 hours	120 hours	16 days
After 3 years	8.077%	147 hours	157.5 hours	21 days
After 8 years	10%	182 hours	195 hours	26 days
After 13 years	11.92%	217 hours	232.50 hours	31 days

\*Based on 100% FTE

- b) Vacation entitlement will be calculated based on the total of the following:
  - i. all paid hours (not including overtime), and

- ii. voluntary leave without pay, up to 21 days per year, and
  - iii. leave without pay for all protected leaves.
- c) After completing five (5) years of vacation entitlement in accordance with (a) above an employee shall be entitled to a supplementary vacation of one (1) week (five days) to be taken once in the following five (5) years. After completing each successive five (5) year period on the same basis an employee shall be entitled to a further one (1) week of supplementary vacation to be taken once during each following five (5) year period.

e.g., An employee who completes five (5) years as defined by 2019 would be entitled to take one (1) additional week once only in the five (5) year period 2019 to 2024.

If they completed a second five (5) year period in 2024 they would again be entitled to take one (1) additional week only in the period 2024 to 2029, etc.

- d) Where a sessional employee is paid out their vacation balance as per Article 9.03, additional vacation hours shall be added to the accrued vacation balance upon return from layoff as follows:

$$[\text{Total vacation hours upon layoff – Carry Forward}] \times \text{Accrual Rate}$$

e.g., A 7 hour a day full time employee who has 4 years seniority, has 100 vacation hours upon layoff, and retains the maximum 2 week carry forward (70 hours). They must have 30 hours paid out upon layoff. The calculation would be 30 X Accrual Rate as per Article 9.02(a). Therefore they would receive an adjustment to be added to their vacation balance upon return from layoff.

9.03 Employees shall be entitled to bank up to a maximum of ten (10) days of their vacation but must take the banked vacation in the following year.

9.04 Where any employee becomes eligible for sick leave while on vacation, sick leave may be substituted for vacation time without loss of vacation entitlement, providing notification and reasonable documentation is submitted to the appropriate supervisor within five (5) days of return to work, or as soon as it is reasonably practicable. Final approval of the adjustment will be made by the Executive Director of Human Resources.

9.05 An employee may utilize their accrued vacation balance as it becomes available in accordance with Article 9.08.

In the event that an employee's vacation taken exceeds the accrued vacation balance, the employee shall reimburse the Employer the difference between the vacation taken and vacation accrued. In the event of default by an employee in this regard, the Union shall reimburse said monies to the Employer.

9.06 Vacation In Lieu

On-call and temporary employees shall be paid a vacation allowance of the appropriate percentage as per the table below, according to seniority date, on each and every pay cheque.

Employees who work less than 50% per year shall be paid a vacation allowance of the appropriate percentage as per the table below, according to seniority date, on each and every pay cheque.

Years Employed According to the Seniority Date	Percentage Rate**
Zero to three years	6.4%
Four to eight years	8.4%
Nine to thirteen years	10.4%
Fourteen years and on	12.4%

*\*\* On gross earning during the entitlement period*

9.07 Winter Closure

Employees shall be granted time with pay from December 27 through December 31 of each year if said days fall on the normal working schedule. Any employee required to work on the above days shall be granted a day(s) off in lieu of the days worked at a time mutually agreed upon by the employee and the supervisor.

9.08 Vacation Scheduling

- a) Providing the work schedule permits all employees shall be granted their vacation at the time preferred by the employee. Preference over vacation dates shall be determined by seniority.
- b) All vacation requests will be submitted to the supervisor for approval as follows:
  - i) On or before April 15, the employee must request and indicate the vacation dates preferred by the employee at least 50% of the vacation entitlement for the forthcoming vacation year. The Supervisor shall, between April 15 and April 30, either approve any requested vacation or due to seniority conflict or operational demands, discuss alternate dates with them. Should the Employer fail to confirm the dates preferred by the employee or fail to discuss alternate dates, the suggested dates shall be deemed to be approved. All vacation arrangements shall be finalized by May 15, unless otherwise mutually agreed.
  - ii) The remaining 50% of the vacation entitlement may be requested throughout the vacation years with reasonable notice and in keeping with operational demands in relation to the time requested.

9.09 Employees who have had their vacation entitlement paid out as a result of a lay-off may apply for vacation without pay, but with benefits as per Article 11, at a later date provided the work schedule permits. The amount of time off shall not exceed the amount of vacation entitlement paid out at the time of the lay-off.

9.10 Supplemental Vacation Purchase

- a) Employees shall have the opportunity to enhance their vacation entitlement through a voluntary reduction of wages. Employees who so wish, may have their gross wage reduced by 2% in order to elect an additional week of vacation entitlement. Notification of this additional week of entitlement must be made to their supervisor when the election is made. Use of the supplemental vacation shall be in accordance with Article 9.08. No additional purchase shall be made by employees who have more than one week of unused purchased vacation.
- b) Where the employee utilizes their two percent (2%) vacation entitlement, it shall be treated as a regular vacation for the purposes of sick leave accrual, vacation accrual, and pension contribution.

## ARTICLE 10 – SICK LEAVE

10.01 "Sick Leave" means the period of time an employee is absent from work with or without pay, by virtue of sickness, quarantine, or accident, or out-of-town medical/dental referrals for which compensation is not payable under the Worker's Compensation Act.

10.02 a) All employees shall accumulate sick leave credits in the amount of one and one-half (1.5) working days for each month worked from commencement of employment. An employee shall accrue all unused credits to a maximum of one hundred and eighty (180) working

days.

- b) When an employee is required to claim sick leave, the Employer shall make a deduction from the employee's sick leave credits.
- c) Notwithstanding the above, employees who have completed ninety (90) consecutive days of employment shall be entitled to no fewer than five (5) days of paid illness or injury leave per calendar year.

10.03 Sick leave with pay shall be granted.

Medical documentation may be requested by the supervisor if the illness goes beyond two (2) working days. Medical documentation may be requested for on-call employees for one (1) day of illness. If proof of illness is not provided, pay may be withheld until the requested documents have been provided.

The employer may require additional medical certification to confirm an employee is unfit for work or fit to return to work. In such circumstances, the Parties will agree to a suitable Medical Practitioner and any costs incurred by an employee in this regard will be borne by the College.

10.04 Sick leave without pay shall be granted to an employee who does not qualify for sick leave with pay or who is unable to return to work at the termination of the period for which sick leave with pay would be granted under these regulations. The sick leave period shall be granted for one year and subject to review if leave exceeds one year.

10.05 An employee with five (5) years seniority or more entitled to sick leave under this Article, shall receive forty percent (40%) of their unused accumulated sick leave upon:

- a) Retirement on or after the attainment of the minimum retirement age, whichever shall last occur, or
- b) Retirement with a permanent disability entitling the employee to BC Municipal Pension Plan, or
- c) Death of an employee while in the service of the Employer, or
- d) Exercise their right to a severance payment under Article 14.08.
- e) For the purpose of this section, the retirement age for all employees shall be in conformity with the BC Municipal Pension Plan.
- f) This clause does not include employees who are dismissed for just cause or who voluntarily terminate their employment with the College or who assume another position outside the bargaining unit at the College on a permanent basis.

10.06 A record of all accumulated sick leave credits shall be maintained by the Employer and communicated to each employee.

10.07 An employee prevented from performing their regular work with the Employer on account of an occupational accident that is recognized by the Worker's Compensation Board as compensable within the meaning of the Act, shall receive from the Employer the difference between the amount payable by the Worker's Compensation Board and their regular salary.

10.08 On-call and temporary employees will earn sick leave credits on a pro-rata basis and will be paid sick leave in accordance with Clause 10.02 and in accordance with their scheduled hours of work.

10.09 An employee who becomes ill while at work and who cannot perform their duties shall report to the appropriate supervisor before taking leave.

10.10 Family illness: In the case of illness in the immediate family of an employee as defined in Article 20.01, when no one at home other than the employee can provide for the needs of the ill person,

the employee shall be entitled to use up to seventy-five (75) hours sick leave credits per year for this purpose. Should extenuating circumstances occur where more than seventy-five (75) hours of sick leave credits may be required, subject to approval from the Executive Director of Human Resources, such leave may be granted. Provisions of Article 10.03 shall apply.

- 10.11 When it is not possible to arrange medical or dental appointments outside of normal working hours, time off on an infrequent basis, without loss of pay, may be granted at the discretion of the employee's Department Supervisor. If such time is required, appointments should be arranged such that not more than one hour of work time is used, preferably at the end of the working day.

## ARTICLE 11 – EMPLOYEE BENEFITS

- 11.01 Employees who meet the eligibility requirements of the Municipal Pension Plan shall participate in the BC Municipal Pension Plan (MPP).

Eligible employees are responsible for providing completed paperwork, including waivers, where applicable. In the absence of a submitted form, the Employer will enrol employees in the MPP and employees will be responsible for their contribution.

- 11.02 a) Employees who have completed three months service within the previous twelve months shall participate in the Extended Health Benefit Plan subject to the eligibility requirement of the said Plan whereby the Employer shall pay one hundred percent (100%).
- b) All employees shall be entitled to the Medical Travel Referral Benefit of \$125.00 per day, for up to fifty (50) days annually for services and supplies not covered by the Medical Services Plan of BC in accordance with regulations as presently known.
- c) Eye exams shall be reimbursed to a maximum of one hundred dollars (\$100) every two (2) years. As of January 1, 2024, eye exams will be reimbursed to a maximum of one hundred twenty-five dollars (\$125) every two (2) years.

- 11.03 Employees who have completed three months service within the previous twelve months and who meet the carriers' eligibility requirements shall participate in the Group Life Insurance Policy plan.

The Employer agrees to contribute one hundred percent (100%) of the monthly premiums of each employee's eligible insurance coverage.

- 11.04 Part-time employees who work more than 50% per year shall be entitled to benefits accruing to regular full-time employees proportionate to time worked. Effective September 1, 2023, temporary employees who have an assignment of 50% for four (4) months or more, shall participate in the insured benefits plan, proportionate to time worked and their term assignment.
- 11.05 While an employee is on sick leave without pay, the Employer agrees to pay their premium payments for medical coverage and for Group Insurance coverage, if they are a member of these plans. The total premiums paid by the Employer on behalf of the employee will be deducted from their wages after they return to work. The said deductions shall be repaid to the Employer over a period of time equal to the time lost.
- 11.06 The Employer agrees to include all employees who meet the carriers' eligibility requirements in the Employer's Dental Plan and shall pay one hundred percent (100%) of the premiums of said Plan. The benefits payable by the Plan are:

Level I & II -	100% of cost of services.
Level III & IV -	80% of cost of services*
Level V -	50% of cost of services to a lifetime maximum payment of \$2,000.00 per patient.

- 11.07 All employees who meet the carriers' eligibility requirements shall participate in the Employer's Long Term Disability Insurance Plan with the employee contributing one hundred percent (100%) of the premiums.
- 11.08 On-call and temporary employees who have not paid their portion of the benefits by the 15th of the month following due date may have their benefits terminated.
- 11.09 Benefit eligibility and coverage for On-call, temporary, and part-time employees (hereinafter called employees) will be administered as follows:
1. Employees may participate in the Medical Services Plan of BC (M.S.P.).
  2. Benefits shall be defined as dental, life insurance, long-term disability, and extended health care insurance.
  3. Employees who do not meet the eligibility requirements of the carriers will be paid 6% of gross pay in lieu of benefits.
  4. Upon meeting the carriers' eligibility requirements for benefit coverage, employees shall inform the Employer in writing, within ten (10) working days, of their choice of joining the benefit plans or receiving a 6% payment in lieu of benefits.

Once a decision has been made, an employee must abide by this decision until they obtain full-time employment.

11.10 Early Retirement Incentive

For the purposes of this article early retirement is defined as retirement after age 55 and before age 65.

During any fiscal year starting April 1, the Employer will offer or accept at least one, or the equivalent of at least one, five year early retirement incentive, provided that there are any such requests.

The Employer may offer to an employee or an employee may request an early retirement incentive provided the employee meets the following qualifications:

1. is age 55 or over;
2. has a minimum of ten years employment with the College;
3. is a regular employee on continuing appointment at the time of early retirement;  
and
4. resigns for purposes of retirement as a regular employee.

Where the number of qualified employees is greater than the number of retirement incentives available in a given fiscal year, the allocation of retirement incentives will be decided based on the following priorities:

1. employees within an affected department where downsizing is planned;
2. employees with the greatest years of seniority.

An employee who wishes to be considered for an early retirement incentive must make the necessary application by November 1. The Employer will consider all applications and responses will be made to employees no later than the following March 1.

An employee has the right to accept or decline an early retirement incentive offer made by the employer within thirty (30) days of the offer being made.

In the event that an employee applies for and declines to accept an early retirement incentive offer in one year, they shall only be given 10 calendar days to respond to a subsequent early



retirement incentive offer in the following year.

When an offer of an early retirement incentive is accepted, an employee’s early retirement will be effective on a date mutually agreed upon between the employee and the Employer. All earned vacation entitlements shall be utilized prior to the date of retirement.

The individual employee’s early retirement incentive agreement will be in writing and will specify the early retirement date, the payment date or dates, and the specific dollar amount of the incentive.

The Employer will provide the Union with copies of all early retirement incentive agreements.

The early retirement incentive will be based on the number of full years to retirement and will be paid in the following amounts:

<u>Full Years to Retirement</u>	<u>Pay out as of Jan 1, 1998</u>
1	20% of salary
2	40% of salary
3	60% of salary
4	80% of salary
5	100% of salary

The early retirement incentive payment will be based on the employee’s salary at the date of retirement.

The early retirement incentive will be paid in equal yearly payments upon retirement and on each anniversary date thereafter based on full years to retirement, until the employee’s normal retirement date has been reached or five (5) yearly payments have been made.

The early retirement incentive may be paid using any other mutually agreed upon payment plan which takes into account the individual employee’s personal circumstances.

- 11.11 Employees who are planning to retire will have the option of converting the Employer’s portion of medical, dental and extended health benefits into their gross salary, for a period of five (5) years preceding retirement. Such employees will then pay 100% of the benefit costs for the above.

**ARTICLE 12 – SENIORITY**

- 12.01 The Employer agrees that seniority shall govern in all cases of promotions and demotions but that seniority shall govern only when the employee or employees are qualified and have the ability to perform the job. The Employer shall determine qualifications in a fair and equitable manner.

- 12.02 The Employer shall maintain a seniority list showing the date upon which each employee's service commenced. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in January of each year.

- 12.03 The seniority date for all employees shall be from the original date of employment.

**Probationary Period**

- a) A new employee who is hired to a regular full-time or part-time position shall be on probation for a period of sixty (60) days of work or six (6) months whichever is less.

On-call and temporary employees shall be on probation for a period of sixty (60) days of work of broken or continuous employment during a twelve (12) month period.

- b) A regular employee shall be entitled to all rights and benefits of this agreement after sixty (60) days of work or successful completion of the probationary period, whichever is less.
  - c) On-call and temporary employees shall be entitled to seniority and other benefits as specified when they have completed sixty (60) days of work of broken or continuous employment during a twelve (12) month period.
- 12.04 An employee shall not lose seniority rights if they are absent from work because of sickness, accident, lay-off, or leave of absence approved by the Employer.
- An employee shall only lose their seniority in the event:
- a) they are discharged for just cause and is not reinstated.
  - b) they resign in writing.
  - c) they are absent from work in excess of two (2) working days without sufficient cause or without notifying the Employer, unless such notice was not reasonably possible.
  - d) they fail to return to work within seven (7) calendar days following a lay-off and after being notified by registered mail to do so, unless through sickness or other just cause. It shall be the responsibility of the employee to keep the Employer informed of their current address. An employee recalled for On-call work or employment of short duration at a time when they are employed elsewhere shall not lose their recall rights for refusal to return to work if the Employer can find a suitable replacement.
  - e) they are laid off for a period longer than one (1) year.
  - f) they fail to return from a leave of absence.
  - g) they are transferred to or is the successful applicant for a Selkirk College position outside of the bargaining unit for a period in excess of one (1) year.
- 12.05
- a) No employee shall be transferred to a position outside the bargaining unit without their consent. If an employee is transferred to a position outside of the bargaining unit, for a period less than one (1) year, they shall maintain their seniority time accumulated up to the date of leaving the unit, but will not accumulate any further seniority until they have returned to the bargaining unit. An employee shall have the right to return to a position in the bargaining unit. If an employee returns to the bargaining unit, they shall be placed in a job consistent with their seniority. Such return shall not result in the lay-off or bumping of an employee holding greater seniority.
  - b) For clarification purposes only, an employee who temporarily leaves the bargaining unit to work in another employee group at the College for one (1) year and who have ten years seniority with an original seniority date of June 12, 2013, will maintain their ten years and their seniority date will be adjusted to June 12, 2014 upon return to the bargaining unit.
  - c) Notwithstanding Article 12.05 (a) for employees who assume a temporary position to replace an employee on a protected leave for over one year, they shall maintain their seniority time accumulated up to the date of leaving the unit but will not accumulate any further seniority until such time they have not returned to the bargaining unit.
  - d) All exceptions to Article 12.05 (a) through (c), will be with the mutual agreement of the Employer and the Union.
  - e) Articles 12.04 and 12.05 do not apply to employees on approved leave as per Articles 10 (Sick Leave), 20 (Bereavement or Compassionate Care Leave), and 22 (Maternity/Parental/Adoptive Leave).
- 12.06 In the event that the Employer shall merge, amalgamate, or combine any of its operations or functions with another institution, the Employer agrees to the retention of seniority rights for all employees with the Employer following consultations between the Union and the Employer.

- 12.07 Employees may be transferred from one position to another in the College if such a transfer is considered expedient by the Employer in order to expedite the work in the College, for a period not in excess of sixty (60) days.
- 12.08 In the event of this country being at war, the seniority of employees enlisting in the armed forces shall continue, provided for this purpose an employee returns to their employment with the Employer within a six (6) month period of their discharge from the armed forces.

## ARTICLE 13 – GENERAL PROVISIONS

### 13.01 Position Posting

- a) When a vacancy occurs or a new position is created, the Employer shall within sixty (60) days notify the Union electronically and post notice of the position on the College's Job Posting site for a minimum of seven (7) days so that all members will know about the vacancy or new position. Where practicable, job postings may also be posted on bulletin boards. For the purpose of this section employees on the recall list will be advised of the vacancy or a new position.
- I. When a vacancy occurs resulting from an extended sick leave, the provisions of Article 12.07 will prevail. Should the vacancy exceed sixty (60) days, the position will be posted and filled within an additional thirty (30) days. The sixty (60) day time limitation may be extended by mutual agreement of the parties.
- II. If qualified candidates within the unit apply for any vacancy, the Employer shall give them first consideration in filling the vacancy.
- b) An increase of more than 20% of the hours of work identified in the original posting would constitute substantial change in the position and would require reposting of the position. In addition, all part-time jobs which become full-time must be reposted with the exception of part-time jobs which have been occupied by the same employee for more than 3 years.
- c) The Employer may create and maintain an on-call list by hiring on-call employees. The successful applicant(s) will be included on the on-call list. Any employee going on an on-call list in a different department is below these posted positions as defined in Article 1.02 and cannot bump a posted position except as defined under Article 14.08.
- d) In the event that the PPWC IT positions that are currently occupied by SCFA members become vacant, these vacancies will be posted for 7 days internally. The College will ensure there are no qualified internal applicants before these positions are advertised outside of the College.

### 13.02 Posting Notices

Such notice of postings shall contain the following information:

Nature of position, qualifications, required knowledge and education, skills, shift, wage or salary rate or range.

Such qualifications may not be established in an arbitrary or discriminatory manner.

- 13.03 All vacant positions will be advertised internally. If the Employer believes that there are no qualified internal candidates available, the Employer will advise the Union that the position will be simultaneously advertised externally.

### 13.04 Role of Seniority in Promotions and Transfers:

Both parties recognize:

- .1 the principle of promotion within the service of the Employer;
- .2 that job opportunity should increase in proportion to length of service.

Therefore, in making staff changes, transfers, or promotions appointments shall be made based on an employee's qualifications and experience as identified for the position. In the event that there is more than one qualified employee, the appointment shall be made to the employee with the greatest seniority.

- 13.05 The successful applicant shall be placed on probation for a period of three (3) months. If an employee has served a probationary period as an on-call or temporary employee for a particular classification, they will not have to serve a second probation for the same classification.

Conditional on satisfactory service, the employee shall be declared permanent after the period of three (3) months. In the event the successful applicant proves unsatisfactory in the position during the probationary period, or if the employee is unable to perform the duties of the new job classification, they shall be returned to their former position, wage or salary rate and without loss of seniority.

Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position, wage or salary rate, without loss of seniority.

13.06 Recruitment of Positions

The senior applicant for a vacant position, who does not possess the required qualifications for the position, will be considered for the position if they possess the majority of the qualifications (academic and/or experience) which are required and if they are currently enrolled in a course of studies which will qualify them for the position. This clause shall not apply when certificates are mandatory for placement in the vacant position.

Such an employee will be given a probationary period of four (4) months in the new job, unless otherwise mutually agreed, and the employee will be returned to their former position by the College if the required qualifications or certifications are not achieved within the time limits.

- 13.07 The Union shall be notified of all appointments, hirings, layoffs, transfers, recalls and terminations of employment.
- 13.08 In the event of any employee taking a course of instruction, as approved by the Employer, in order that the employee will better qualify to perform their job, the Employer will, on the employee's successful completion of the course, reimburse the employee in the full amount of the tuition fee(s).
- 13.09 An employee unable through injury or illness to perform their normal duties will be provided with alternate suitable employment where it is reasonably possible. If no alternate employment can be found the employee shall be given the right to bump into a job for which the employee is qualified. If there is no such job presently available within the workplace, the employee shall be given preference for new jobs for which the employee is qualified. Said employee shall not displace an employee with more seniority.

13.10 First Aid Certification

- a) When the Employer requires an employee to perform first aid duties as part of their job requirements, reasonable costs of obtaining or receiving First Aid certification shall be paid by the Employer. Any employees so required shall be given reasonable opportunity to obtain said certification and upon receiving certification shall be paid in addition to their classification rate of pay as follows:

Certificate Level Required	As of date of ratification		As January 1, 2024		As of January 1, 2025**	
	Monthly	Bi-Wkly	Monthly	Bi-Wkly	Monthly	Bi-Wkly
Level 3 Occupational First Aid Certificate*	\$145.24	\$67.03	\$155.04	\$71.56	\$158.14	\$72.99
Level 1 Occupational First Aid Certificate*	\$62.24	\$28.73	\$66.45	\$30.67	\$67.77	\$31.28

Note: these rates assume 100% FTE.

\*Or other courses that are equivalent to and recognized by, WCB.

\*\*The January 1, 2025 rate may be adjusted as per the COLA LOU.

- b) When an employee is requested and authorized by the College to provide Occupational First Aid, Level 3 coverage on a casual or temporary relief/replacement basis, they shall be paid \$7.26 per day. As of January 1, 2024, the rate will increase to \$7.75 per day and on January 1, 2025, it will be \$7.90 per day.

**ARTICLE 14 – ROLE OF SENIORITY IN LAYOFFS**

- 14.01 Both parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of a lay-off, employees shall be laid off in the reverse order to the bargaining-unit-wide seniority subject to job requirement.
- 14.02 Employees shall be recalled in the order of their seniority subject to job requirement.
- 14.03 No new employees shall be hired until those laid off have been given an opportunity of recall subject to job requirement.
- 14.04 a) Employees who are to be laid off for periods of less than thirteen (13) weeks shall be given notice ten (10) working days prior to the effective date of lay-off.
- b) Employees who are to be laid off for periods of thirteen (13) weeks or more, will be provided with the following notice:

<u>Years of Service</u>	<u>Notice</u>
0 to 2 Years	10 Working Days
2 to 4 Years	20 Working Days
4 to 6 Years	30 Working Days
6 to 7 Years	35 Working Days
8 Years and over	40 Working Days

Where possible, the Employer shall notify employees in writing of the anticipated date of recall.

In the event the employee's job is eliminated while the employee is laid off, the employee shall be notified ten (10) working days prior to the original anticipated date of recall and they shall have the right to exercise their rights in accordance with Article 14.

- 14.05 The Employer agrees to pay the Employer's portion of premiums for all employee benefit plans for employees laid off for periods of less than four (4) months. In the event of a longer lay-off, employees so affected shall have the right to continue this coverage through direct payments where allowable.
- 14.06 Grievances concerning lay-offs, recalls and job placement shall be initiated at Stage 3 of the Grievance Procedure.
- 14.07 If an employee's job is eliminated, they shall have the opportunity to exercise their seniority rights

or accept a severance payment of one month's pay for each year of service to a maximum of six months, without right of recall.

#### 14.08 Seniority Rights

- 1) Regular employees in receipt of a lay-off notice will be required to choose one of the following options in accordance with Article 14:
  - a) lay-off with recall rights for one (1) year. A regular full-time employee or regular part-time employee who is laid off and chooses to place their name on the recall list rather than exercise their seniority rights shall be automatically recalled when a similar position in that particular classification becomes available. During the recall period, employees would be able to access work, for which they hold the required qualifications, from the on-call list.
  - b) exercise bumping rights. It is understood that an employee who exercises their bumping rights is relinquishing any claim to their previous position and further recall.
  - c) accept a severance payment according to clause 14.07.
- 2) The administration of bumping rights shall be as follows:
  - a) a regular full-time employee in receipt of a lay-off notice will be entitled to bump the least senior full-time employee for whose job they possess the minimum qualifications.
  - b) if a full-time position is not available, the employee will be entitled to bump the least senior part-time employee for whose job they possess the minimum qualifications.
  - c) a regular part-time employee in receipt of a layoff notice will be entitled to bump the least senior part-time employee for whose job they possess the minimum qualifications.
  - d) an employee who does not possess the minimum qualifications will be considered for the position by the Employer in a fair and equitable manner.
  - e) an employee who bumps into a new position will be required to serve a probationary period of three (3) months. In the event an employee proves unsatisfactory during the probationary period or if the employee is unable to perform the duties of their new position, they shall be laid off in accordance with clause 14.08, section 1, subsection (a) and (c).
  - f) On-call and temporary employees may not bump regular employees.

#### 14.09 Role of Seniority

An employee will receive a payment equal to their vacation and banked overtime credits on the last day of work prior to a lay-off. The employee will be entitled to retain their bonus week of vacation for utilization at a later date.

### ARTICLE 15 – DISMISSAL AND RESIGNATIONS

- 15.01 Except in the case of dismissal for cause, employees who have completed their probationary period shall be given two (2) weeks notice of termination of employment or two (2) weeks pay in lieu thereof.
- 15.02 An employee voluntarily leaving the service of the Employer shall be required to give the College two (2) weeks notice in writing of resignation of employment.

- 15.03 .1 When the Employer deems it necessary to censure an employee because of performance or behavioural issues that have an impact on the employee's work; the Employer shall follow the established practice of Progressive Discipline at each step, as described in Article 15.03.2. The employee will be accompanied by a Union Steward.
- .2 Stages of Progressive Discipline: Progressive discipline is broken down into stages, with each successive stage calling for more serious disciplinary measures. The process is typically segmented into the following pattern:
- |              |   |
|--------------|---|
| Stage One:   | Verbal Warning  |
| Stage Two:   | Written Warning and Action Plan                       |
| Stage Three: | Final Written Warning with Action Plan and Discipline |
| Stage Four:  | Termination   |
- At all times the Employer and Union agree to abide by the Principles of Natural Justice.
- 15.04 Records that have been listed for over a twelve (12) month period will be withdrawn providing there has not been a continuation of an offence. Only incidents of suspension will be kept for up to eighteen (18) months due to the seriousness of the offence. An employee shall be given a copy of their personnel file if they request it.

## ARTICLE 16 – SAFETY

- 16.01 The parties shall cooperate in continuing and perfecting safety measures now in effect.
- 16.02 Selkirk College shall have a Joint Occupational Health and Safety Committee structured in accordance with the WorkSafe BC Regulations.
- 16.03 The Joint Occupational Health and Safety Committee shall hold meetings as mandated by the WorkSafeBC Regulations and all unsafe or dangerous conditions shall be discussed and dealt with at such meetings.
- 16.04 Minutes of all Joint Occupational Health and Safety Committee meetings shall be kept and copies of such minutes shall be sent to the Employer and the President and the Recording/Corresponding Secretary of the Union.
- 16.05 Time spent during the regular working hours by employees in performance of their duties as members of the Joint Occupational Health and Safety Committee shall be considered as time worked.
- 16.06 All employees who are required by the nature of their job to wear protective clothing or to use equipment shall be supplied with all necessary tools, safety equipment and protective clothing when needed.
- 16.07 The Employer shall provide and maintain protective outer clothing for employees where such protective clothing is needed because of the nature of the work to be done.

Where such protective clothing is provided for sanitary or safety reasons, employees shall observe the regulations for the wearing of such attire.

## ARTICLE 17 – GRIEVANCE PROCEDURE

- 17.01 Should a dispute arise between the Employer and the Union and any employee or employees regarding the interpretation or violation of the Agreement, an earnest and timely effort shall be made to settle the dispute in the following manner.

The employee or employees concerned, in person, with or without a Union Steward, shall first seek to settle the dispute within the terms of the Collective Agreement with the Supervisor.

The Union reserves the right to call the complainant into the grievance process for clarification and information purposes.

Stage 1: Failing a satisfactory settlement within five (5) working days after the dispute was submitted to the Supervisor only a Union Steward may submit the dispute as a grievance, which shall be stated in writing, to the Supervisor.

Stage 2: Failing a satisfactory settlement within five (5) working days after the grievance was submitted under Stage 1, only the Union Steward may submit the grievance, which shall be stated in writing, to the Director, Human Resources.

Stage 3: Failing a satisfactory settlement within ten (10) working days after a grievance has been submitted under Stage 2, the grievance may be submitted to the President or their delegate (other than a delegate previously involved in the resolution of the grievance) who shall meet with the Unions Steward within seven (7) working days of being requested to so meet. Only Union Stewards shall submit the grievance to the President or their delegate verbally or in writing.

Stage 4: Failing a satisfactory settlement within five (5) working days after the dispute was submitted under Stage 3, the Union may, on giving five (5) working days notice in writing to the Employer of their intention, refer the dispute to arbitration.

- 17.02 If a dispute is not submitted within fifty (50) calendar days after the occurrence of the act or decision giving rise to the dispute, then the dispute shall be deemed to be abandoned, and all rights of recourse to the grievance procedure shall be at an end. This fifty (50) calendar day limitation may be extended by mutual agreement between the Employer and the Union.
- 17.03 The Employer shall have the right to submit in writing any dispute regarding the interpretation or violation of this Agreement to the Executive Board of the Union. Failing a satisfactory settlement within eight (8) working days of the submission, the Employer may, upon giving five (5) working days in writing to the Union of their intention, refer the dispute to the Board of Arbitration instituted in accordance with this Article.
- 17.04 Arbitration shall consist of a single arbitrator mutually agreed to by the parties. In the event that the Employer and the Union are unable to agree upon the selection of an arbitrator the parties will defer the selection of said to the Minister of Labour or Minister Responsible for the Labour Relations Code. The decision of the arbitrator shall be final and binding upon the parties, but in no event shall the arbitrator have the power to alter, modify, or amend this Agreement in any respect.
- 17.05 The arbitrator may determine its own procedure, but shall give full opportunity to all parties to present evidence and make representations to it. The arbitrator shall commence proceedings within ten (10) days, or sooner of their appointment. They shall hear and determine the difference or allegation, and render a decision within ten (10) days from the time of appointment.
- 17.06 Each party shall pay the expenses incurred in connection with the presentation and preparation of its own case, but the parties shall share equally the expenses of the arbitrator.
- 17.07 At any stage of the grievance or arbitration procedure, the parties may have the assistance of the employee(s) concerned as witness(es), and any other witnesses, and all reasonable arrangements will be made to permit the conferring parties or the arbitrator to have access to any part of the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.
- 17.08 The procedure for settling disputes as set out in this Article shall be strictly adhered to, but where a dispute involving a question of general application or interpretation occurs, the Employer and



the Union may agree to by-pass Stages 1 and 2 of Section 17.01 of this Article. The time limitations set out in this Article may be extended by mutual agreement of the parties.

## ARTICLE 18 – CLASSIFICATIONS

- 18.01 The setting out of job classifications and the accompanying wages in Schedule "A", which is attached to this Collective Agreement, shall not bind the Employer to create or fill such positions.
- 18.02 The Employer and the Union agree that all existing and new positions will be administered according to the Joint Gender Neutral Job Evaluation Plan Program Terms of Reference dated 1994-02-15, as amended. The College will pay the costs of having three Union participants on the PPWC Joint Job Evaluations Committee.

The Union reserves the right to withdraw from participation in the Joint Job Evaluation Committee subject to thirty (30) days notice to the Employer. Notwithstanding said withdrawal action, the Union reserves the right to grieve the final result of any Job Evaluation Review, in accordance with Article 17 procedures.

## ARTICLE 19 – EDUCATIONAL BENEFITS

- 19.01 Employees who enrol in courses at the College are entitled to a remission of one hundred percent (100%) of the tuition fees and all of the application fees with respect to one full course per academic year. Educational benefits are prorated for part-time employees.
- 19.02 The spouse and dependent children (not employed by the Employer) of an employee are entitled to a fee remission of fifty percent (50%) of the appropriate tuition fees. Educational benefits are prorated for part-time employees.

Article 19.02 does not apply to any new courses or programs where Selkirk College acts as a broker, or is in partnership with another institution after April 1, 2006.

- 19.03 Employees are encouraged to enrol in courses at the College and elsewhere. In cases where the course of studies is in line with the employee's duties, the Employer may grant a limited amount of leave for such study if the absence does not hinder the efficient operation of the department.
- 19.04 Regular PPWC Employees, their spouses and dependent children, shall be exempted from tuition fees for all Selkirk College courses providing that:
- .1 they are not one of the minimum number required to ensure "go" status of the course.
  - .2 there is a vacant seat for the employee, spouse or dependent children on the first day of class. If there is a vacant seat on the first day of class and an employee, spouse or dependent child has guaranteed a seat by paying the tuition, they shall be entitled to a tuition refund for the course. If a seat becomes vacant after the first day of class and there is no prospective fee-paying student on a wait list, and an employee, spouse or dependent child has not guaranteed a seat by paying the tuition, they shall be exempted from paying tuition fees, providing the course instructor agrees to allow the employee to start the class late. In any event no employee, spouse or dependent children will be permitted to start a class after five (5) working days.
  - .3 the admission requirements for all prospective students shall apply and not be waived for the purpose of this article.
  - .4 the prospective student is not exempted from any other non-tuition fees or material costs which students may be required to pay, or from any other requirements students are expected to fulfil.

- .5 for the purposes of this article, dependent children shall be defined as children under the age of twenty five (25) years residing with the employee.
- .6 tuition remission does not apply to courses or programs when Selkirk College acts as a broker, where Selkirk College is in partnership with another institution, or to Co-op or work term fees.

## ARTICLE 20 – BEREAVEMENT OR COMPASSIONATE CARE LEAVE

### 20.01 Bereavement Leave

- a) A regular employee shall be granted five (5) regularly scheduled work days leave without loss of pay or benefits in the case of the death of a parent, spouse/partner or child, including step child, foster child, sibling, and three (3) regularly scheduled work days leave without loss of pay or benefits in the case of the death of a grandchild, grandparent, parent-in-law, or sibling-in-law.
- b) Reasonable leave of absence without pay shall be granted for travel and estate affairs associated with such paid bereavement leave. One (1) day shall be granted without loss of pay or benefits to a regular employee to attend a funeral or service as a mourner, provided such employee has the prior approval of their supervisor or department head.
- c) Reasonable exceptions to the above will be considered upon mutual agreement between the College and the Union.

### 20.02 Compassionate Care Leave

An employee will be granted a compassionate care leave of absence without pay for up to twenty-seven (27) weeks to care for a gravely ill family member. For the purpose of this Article, “family member” is defined in the *Employment Standard Act* for Compassionate Care Leave. In order to be eligible for this leave, the employee must provide a certificate from a medical practitioner or nurse practitioner stating that the family member has a serious medical condition with a significant risk of death within twenty-six (26) weeks. The employee must give the employer a copy of the certificate as soon as practicable.

An employee who is granted a compassionate care leave of absence to care for a gravely ill family member shall be entitled to the benefits as follows:

- a) The employee's benefit coverage will continue for the duration of the compassionate care leave, to a maximum of twenty-seven (27) weeks, and the premium payment shall be on the same basis as if the employee were not on leave.
- b) Where an employee elects to buy back pensionable service for part of all of the duration of the compassionate care leave, to a maximum of twenty-seven (27) weeks, the employer will pay the employer portion of the pension contribution in accordance with the Pension Plan regulations.
- c) Compassionate care leave, up to a maximum of twenty-seven (27) weeks, shall be treated as continuous employment for the purposes of seniority accrual under this Agreement.
- d) An employee who returns to work following a leave granted under this provision shall be placed in the position the employee held prior to the leave or in a comparable position.

## ARTICLE 21 – GENERAL LEAVE

### 21.01 Leaves of Absence Without Pay

An employee may apply for leave of absence without pay for personal reasons. When applying for such leave, the employee must make a formal request in writing and indicate the duration of the proposed absence. The submission must be made to the Departmental Supervisor one week

in advance of the requested leave, except in situations of extreme urgency. The Employer shall reply in writing to the request. Provided that the disruption in work required of the employee can be accepted by the Employer, arrangements will be made to grant such leave.

Upon completion of leave, the employee shall return to their job. If the employee's job is eliminated while the employee is on leave of absence, they shall be immediately informed in writing and shall have the opportunity to exercise their seniority rights.

#### 21.02 Leave of Absence to Serve as Jurors or Court Witnesses

Employees required to serve as jurors or court witnesses shall be given time off with full pay while so serving, providing that the employee turns over to the Employer any wages they receive for serving as a witness or juror.

#### 21.03 Citizenship Leave

An employee shall be granted one (1) day's leave with pay to attend their formal hearing to become a Canadian citizen.

#### 21.04 Leave of Absence to Fill Temporary Positions

Employees who take a leave of absence to fill a temporary position will not be eligible to apply for other temporary positions during the term of the leave. This does not restrict employees from applying for permanent positions while on a leave of absence.

#### 21.05 Cultural Leave for Indigenous Employees

- a) A self-identified Indigenous employee may request up to two (2) days' leave with pay per calendar year to organize and/or attend Indigenous cultural event(s). Such leave will not be unreasonably withheld.
- b) Employees will provide the Employer with the dates of the days for which leave will be requested. Wherever possible, a minimum of two weeks' notice is required for leave under this provision.

#### 21.06 Gender Affirmation Leave

An Employee who is undergoing gender affirmation may request a leave for the procedure(s) required during the transition period. The employee will provide a certificate from a medical practitioner confirming that they will be undergoing gender transition. Employees may request such leave pursuant to either Article 21.01 (Leave of Absence Without Pay) or Article 10 (Sick Leave). The employer and employee will work together to tailor the general transition plan to the employee's particular needs.

### ARTICLE 22 – MATERNITY/PARENTAL/ADOPTION LEAVE

#### 22.01

- a) **Maternity Leave**  
A pregnant employee who requests leave under this article is entitled to up to seventeen (17) consecutive weeks of leave beginning:
  - No earlier than thirteen (13) weeks before the expected birth date; and
  - No later than the actual birth date, and ending
    - No earlier than six (6) weeks after the actual birth date, unless the employee requests a shorter period, and
    - No later than seventeen (17) weeks after the actual birth date.
- b) **Parental/Adoption Leave**

An employee who requests leave under this article is entitled to:

- i. For a birth mother who takes leave under Article 22.01 a) in relation to the birth of the child with respect to whom the parental leave is to be taken, up to sixty one (61) weeks consecutive weeks beginning immediately after the end of the leave taken in a) above (unless otherwise mutually agreed between the College and the employee),
- ii. For a parent, other than an adopting parent, who does not take leave under a) above in relation to the birth of the child with respect to whom the parental leave is to be taken, up to sixty-two (62) consecutive weeks beginning within seventy-eight (78) weeks after the birth of the child,
- iii. For an adopting parent, up to sixty-two (62) consecutive weeks beginning within seventy-eight (78) weeks after the child is placed with the parent.

#### 22.02 Conditions Applicable to Maternity/Parental/Adoption Leave

- a) The written application for Maternity leave shall be supported by a certificate from a physician stating that the employee is pregnant and estimating the probable date of the birth of the child.
- b) Maternity/Parental/Adoption Leave shall be without pay.
- c) The Employer will pay the Employer's share of the health and insurance premiums in accordance with the Employment Standards Act.
- d) The employee shall continue to earn seniority and be eligible for health and insurance benefits during the Maternity/Parental/Adoption leave period.
- e) Annual vacation, sick leave, and salary increment entitlement will continue to accrue for the approved Maternity/Parental/Adoption Leave period.

The employee may return to work during their leave of absence upon submission of one (1) month of notice of their intention to return to work. The employee shall resume employment at the same classification that they held when the maternity/parental leave commenced.

#### 22.03 Supplemental Employment Benefit (SEB)

Effective January 1, 2025, when on leave as per Article 22.01, a regular employee will receive a Supplemental Employment Benefit (SEB) added to Employment Insurance benefits as follows:

- a) For the first week of leave an employee shall receive ninety-five percent (95%) of their salary calculated on their average base salary.
- b) For a maximum of fifteen (15) additional weeks of maternity leave the employee shall receive an amount equal to the difference between the Employment Insurance benefits and seventy-five percent (75%) of their salary calculated on their average base salary.
- c) For up to a maximum of thirty-five (35) weeks of parental leave, the biological, adoptive, or legally recognized parent shall receive an amount equal to the difference between the Employment Insurance Standard Parental EI Benefits and sixty percent (60%) of the employee's salary calculated on their average base salary.
- d) If the biological, adoptive, or legally recognized parent elects the Extended Parental EI Benefit, for a maximum of sixty-one (61) weeks the parent shall receive the same total SEB benefit amount received under Article 22.03(c) when the employee opts for thirty-five (35) weeks EI benefit, spread out and paid over the 61-week period. Payroll will make this calculation.

- e) The average base salary for the purpose of Article 22.03 (a) through (d) is the employee's average salary for the twenty-six (26) weeks preceding the maternity or parental leave. If the employee has been on unpaid leave for part of the preceding twenty-six (26) weeks, then up to four (4) weeks of that unpaid leave will be subtracted from the twenty-six (26) weeks for the purpose of calculating the average base salary.
- f) An employee is not entitled to receive Supplemental Employment Benefits and sick leave/disability benefits concurrently.

To receive SEB, the employee shall provide the College with proof of receipt of EI Benefits.

#### 22.04 Repayment of the Supplemental Employment Benefit (SEB)

- a) To be entitled to SEB as noted above, an employee must sign an agreement that they will return to work (provided there is reasonable expectation of work) and remain in the Employer's employ for a period of the duration of the leaves taken, or six (6) months, whichever is less, exclusive of leave taken pursuant to Article 21.01, after their return to work. Should the employee fail to return to work for a period of the duration of the leaves taken or six (6) months, whichever is less, the employee shall reimburse the Employer for the SEB on a pro rata basis. Should a repayment be required, any monies owing will be deducted from the employee's pay, if available, otherwise the employee will be invoiced.
- b) The above (a) does not apply to an employee while they are on a leave under Article 21.01. However, the above (a) will apply once the leave under Article 21.01 has ended.

## ARTICLE 23 – USE OF COLLEGE FACILITIES

### 23.01 Employees have the right to use the following College facilities:

- .1 Library. Borrowing privileges available without charge. Upon retirement an employee shall be issued a permanent individual library card.
- .2 Athletic facilities.
- .3 Food services.
- .4 Meeting room. The Employer will allow the use of a room for meetings of the Union, following normal booking procedures.
- .5 Parking. Parking facilities will be available on campus for all employees. The College shall provide, free of charge, at the home campus of each employee, a parking space for the motor vehicle of each employee covered by this agreement.
- .6 Housing.
- .7 Bulletin boards. The employer agrees to provide bulletin boards in each building in which five (5) or more employees are regularly working. They shall be displayed in permanent and prominent locations acceptable to the Employer and the Union.
- .8 Mail service. The Union shall be allowed the use of the Internal College mail system according to the established policy of the College.
- .9 Duplicating services. The Union shall be allowed the use of the College duplicating services according to the established rates set for customers of the Employer.
- .10 Office space. The Employer agrees to provide office space for Union use acceptable to the Union and the Employer.

- 23.02 All employees shall be given access to free Gym leisure passes. Those unable to use the College facilities may apply for a like amount of PD funding for other wellness programs. Both parties recommend that use of the College facilities have priority over privately operated facilities. Funding will be proportional for those employees who are not full-time. Decisions of the PD committee are final and binding on both parties.

#### ARTICLE 24 – TERM OF AGREEMENT

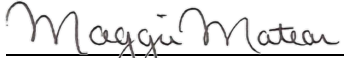
- 24.01 This agreement shall remain in effect for the period January 1, 2023 to December 31, 2025, but shall not terminate at the expiration of that period unless notice in writing of the termination has been given by one party to the other party not more than four (4) months nor less than two (2) months immediately preceding December 31, 2025. If no such notice is given, this Agreement shall remain in effect from year to year until termination by either party upon notice in writing not more than four (4) months nor less than two (2) months immediately preceding December 31 in any one year. Either party may within that period of four (4) months immediately preceding the date of expiry of this Agreement by notice, require the other party to the Agreement to commence collective bargaining.
- 24.02 The operation of sub-sections (2) and (3) of Section 50 of the Labour Relations Code shall be specifically excluded from and shall not apply to the Collective Agreement.

THIS Agreement made and entered into this 3rd day of August 2023.

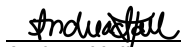
IN WITNESS WHEREOF the parties hereto have executed this Agreement under Seal.


SIGNED ON BEHALF OF THE EMPLOYER:

  
\_\_\_\_\_  
Margaret Sutherland  
Chairperson of the Board

  
\_\_\_\_\_  
Maggie Matear  
President

  
\_\_\_\_\_  
Stacey Matthews  
Bargaining Committee Chair


  
\_\_\_\_\_  
Andrea Hall  
Bargaining Committee


  
\_\_\_\_\_  
Marianne Walsh  
Bargaining Committee


  
\_\_\_\_\_  
Doug Campbell  
PSEA Board Chair

SIGNED ON BEHALF OF THE UNION:

  
\_\_\_\_\_  
Rod Fayant  
President

  
\_\_\_\_\_  
Niki Menard  
Vice President

  
\_\_\_\_\_  
Amy Walters  
Bargaining Committee

  
\_\_\_\_\_  
Ken Zdebiak  
Bargaining Committee

\_\_\_\_\_  
Jodi Beamish  
Bargaining Committee

## SCHEDULE "A"

### Rates of Pay

PAY GRADE	CLASSIFICATIONS (as of August 3, 2023)	RATE OF PAY (effective Jan 1, 2023 - December 31, 2025)		
		January 1, 2023	January 1, 2024	January 1, 2025*
1	Cultural Assistant Snow Removal	22.03	23.52	23.99
2		23.23	24.80	25.30
3	Athletics Game Operations & Events Asst Bookstore Support Clerk Driver Invigilator Sports Attendant Student Housing Clerk Transcriptionist Weekend Attendant	24.43	26.08	26.60
4	Food Service Worker	25.59	27.32	27.87
5	Bookstore Clerk Building Service Worker Campus Facilities Support Co-Op Assistant Cook Finance, Purchasing, Duplicating, Mailroom Clerk Finance Support & Mailroom Clerk Purchasing Clerk Welcome Centre Receptionist Welcome Centre Receptionist/WA	26.80	28.61	29.18
6	Academic Governance Assistant Financial Aid Clerk Housing Assistant Library Tech Bookstore Library Tech Public Services Student & Campus Life Programmer Switchboard Receptionist (Silver King)	27.97	29.86	30.46
7	Accessibility Services Assistant Admin Assistant, Campus Mgr Admin Assistant, CEES Campus Service Representative CE/Campus Assistant (Trail) CE Assistant (Silver King) Communications Access Student Assistant Assistant Bookstore Coordinator Duplicating Centre Operator Educational Documents & Publications Clerk Finance Clerk Student Accounts Indigenous Access & Support Assistant Library Technician Periodicals & Admin Support	29.19	31.16	31.78



8	Accounts Payable Clerk Accounts Receivable Clerk Admin Assistant – CE, International & IT Admin Assistant – Welcome Centre Athletics & Recreation Coordinator Campus Facilitator Tenth Street Enrolment Officer Enrolment Services Finance Clerk Financial Aid Assistant Graphic Designer Governance Coordinator Groundskeeper Health & Safety Coordinator Indigenous Services Liaison International Student Recruiter/Cultural Advisor Lib Tech Catalog/Public Svs Payroll Clerk Records Officer School Admin Assistant Storeperson (Toolroom Attendant) Sustainability Coordinator/Liaison	30.36	32.41	33.06
9	Campus Facilities Coordinator General Maintenance International Student Coordinator Library Tech – Acquisitions SEG Equipment and Van Fleet Coordinator Technical Analyst	31.54	33.67	34.34
10	Accounting Coordinator Administrative Coordinator, Selkirk Innovates Advancement Coordinator Bookstore Coordinator Business Analyst, Student Administration Governance & Records Services Coordinator Housing Coordinator Institutional Research Analyst Media Services Coordinator Online Marketing Coordinator Payroll Officer STAC Technician II Systems & Scheduling Coordinator	32.78	34.99	35.69
11	Community Liaison/Communications Coordinator Coordinator, Donor & Alumni Engagement Enrolment Services Coordinator Financial Aid Officer Infrastructure Development & Support Tier II Maintenance Technician I Marketing Coordinator Trades Maintenance Technician Program Marketing Coordinator Student Recruitment Coordinator Systems Analyst II System Specialist II	34.07	36.37	37.10

<b>12</b>	Buyer Developer Infrastructure Development & Support Senior Infrastructure Development & Support Tier III Maintenance Technician II Programmer Analyst	35.36	37.75	38.50
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\*These rates shall be adjusted pursuant to the Letter of Understanding Re: Cost of Living Adjustment.

The Lead Hand rate will be a stipend based on 10% of the highest rated classification under their supervision.

New pay grade steps, above step 12, will be created when there is a demonstrated need, subject to the approval of the College President and Vice-President College Services. The increments for these steps will maintain the integrity of the pay grades (equal increments) as per the present Job Evaluation Plan.

## APPENDIX “B”

### Letter of Understanding

#### re: Contracting Out, under Article 3.07 of the Collective Agreement

1. The parties agree that problems arising from contracting out will be discussed. It is recognized that the more serious the result of the contracting out the more formal the committees for discussion will be. The parties will meet after ratification to discuss this matter.
2. Where contracting out results in restructuring, a loss of position or a loss of employment, a minimum written notice period of thirty (30) days will be provided to the individual(s) affected and to the Union.
3. In such cases as described in (2) above, the Employer agrees to provide the Union with the rationale and the relevant data used in making their decision and to discuss fully the concerns and suggestions of the Union. Within ten (10) days of written notice being served, the parties will meet and within thirty (30) days of this date the choice in (4) below will be made.
4. Where a conflict arises under Article 3.07 that results in a loss of employment the Union may, within the time period set out in (3.) above refer the dispute to an arbitrator as per Article 17.04. An Arbitrator will determine whether the Employer has demonstrated a substantial savings or significant increase in efficiency, and will weigh the impact of contracting out on the bargaining unit in making their decision.

A referral to Arbitration will not restrict the Employer from implementing their plans to contract out.

5. If an employee is displaced to a lower job as a result of contracting out, their rate of pay will be maintained as set out in Article 1.07.
6. If an employee is laid off as a result of contracting out the employee will have the option of either going on the recall list as set out in Article 14 or waiving recall rights and accepting severance pay as set out in Article 1.07(4).
7. Bumpings and transfers resulting from contracting out will be carried out in accordance with Article 14 and Article 1.07 respectively.

## APPENDIX “C”

### Letter of Understanding re: Student Work

The Union and the College hereto recognize the necessity of providing students practical learning opportunities within their academic programs and the value in assisting students in obtaining work experience and financial support as part of the educational experience. The parties recognize and agree that the College will have activities completed by students under the three categories of Educational Skill/Experience Assignments, Student Work Study, Co-op Students. These students may/may not be members of the Union as identified below.

The College and the Union recognize and agree that students will not displace PPWC members. The College further recognizes that students can be employed to only supplement and/or complement the services provided by support staff employees and not for the purpose of eroding the scope of the bargaining unit by displacing Union members.

#### A. Educational Skill/Experience Assignments

1. The parties recognize that academic programs may include curriculum whereby students must be provided a working environment to demonstrate and be graded on practical skills.
2. Such students
  - are not employees,
  - are not within Union certification, and
  - will not be paid.
3. A PPWC member may volunteer to be responsible for supervising a practicum student as an opportunity to gain mentorship skills and experience.
4. Catering events outside curriculum requirements would require PPWC participation in accordance with present Collective Agreement terms. If an event opportunity/ideas arise for program curriculum requirements they will be discussed with the Union prior to plan finalization.

#### B. Student Work Study Program

1. The Union will be advised of all Student Work positions in the PPWC employee group through the Selkirk College – PPWC Student Work Committee process.
2. All applications for newly created work study positions received by Co-op Education and Employment Services Office will be forwarded to the Selkirk College – PPWC Student Work Committee for review and recommendations as per the agreed to Terms of Reference.
3. Such students
  - are not employees,
  - are not within Union certification, and
  - will be paid the work study rate set by the College.

#### C. Co-op Students

1. Students employed by the College who are registered in the Selkirk College Co-op program, shall be considered Co-op students.

2. Co-op students shall be covered by the following provisions of the PPWC Collective Agreement only: the Preamble, Articles 1.01, 1.03, 2.01, 3.08, 3.09, 4, 5, 7, 16, 17, 24, the membership provisions in 1.09 and the Union dues provisions in Article 3.
3. Work terms for Co-op positions need not be advertised for competition other than in the Co-op office.
4. Students hired by the College for Co-op positions shall be paid amounts that are at the discretion of the College.
5. The College agrees to provide the Union with a copy of all internal Co-op positions.

This Appendix C Letter of Understanding re: Student Work expires at the end of the current agreement.

FOR SELKIRK COLLEGE:

Margaret Sutherland  
Maggie Matean  
Stacy Matthews  
Andrew Hill  
Alfa Jalat

FOR PPWC LOCAL 26:

[Signature]  
M. Menard.  
or  
Angie J. Watkinson

## APPENDIX "E"

### Letter of Understanding re: 139

- A. Selkirk College and the Public and Private Workers of Canada, Local 26, Selkirk College Bargaining Unit (hereinafter called the Union) hereby agree to the following definitions for the exclusion of employees:
  - 1. Any position that has significant supervisory (active involvement in hiring, discipline, discharge, and assigned responsibility for performance evaluation) and/or management responsibilities. (This category would also include the position of Budget and Systems Analyst and Foundation Development Officer.)
  - 2. The position that provides secretarial/administrative assistance to a member of the Management Committee.
  - 3. Any position dealing directly with Labour Relations and/or Personnel matters.
- B. Selkirk College and the Union agree that any new jobs created in the future will have the same definitions applied to them in order to determine the appropriate status of the positions. In addition, the College will agree to provide the Union with reasonable notice (to discuss the appropriate status) whenever any new position is created.
- C. In the event the parties are unable to reach agreement on the application of the definitions for new positions as provided in clause B, the parties agree to seek a determination from the Labour Relations Board or its successor body.

The parties have executed and are in agreement with this Letter of Understanding dated the 20th day of June, 1994 in the City of Castlegar BC.

FOR SELKIRK COLLEGE:

Margaret Sutherland  
Maggi Mateer  
Stacy Matthews  
Andrew Hill  
Alf Jalst

FOR PPWC LOCAL 26:

[Signature]  
M. Menard  
[Signature]  
Amey J. Walter

## APPENDIX "G"

### Letter of Understanding re: Contracting Out

Notwithstanding Article 3.07 and Appendix B, the College agrees that during the period effective the date of signing, there will be no contracting out of work which would result in any employee losing their job.

This letter of understanding expires at the end of the current agreement.

Signed on behalf of Employer:

Margaret Sutherland  
Maggie Matear  
Stacy Matthews  
Andrew Hill  
Najia Jalat

Signed on behalf of Union:

[Signature]  
M. Menard  
[Signature]  
Amy D. Walters

## APPENDIX "H"

### Recognition of Long Service

The College has committed to provide PPWC employees who have been employed by the College for 20 years or more, an annual bonus day off. Commencing the twentieth year of service, each employee will be entitled to one bonus day off. This day will be taken on the employee's birthday, or an alternate working day mutually agreed upon by the supervisor and employee. If the birthday falls on a regular day off, the bonus day is to be taken on a working day mutually agreed upon by the employee and supervisor.

Signed on behalf of Employer:

Margaret Sutherland  
Maggie Matean  
Stacy Matthews  
Industrie  
N/A Jalot

Signed on behalf of Union:

[Signature]  
N. Menard  
[Signature]  
Mary J. Walters



## APPENDIX “K”

### Letter of Understanding re: Employee Wellness Fund

The Employee Wellness Fund (EWF) is a one-time initiative intended to promote the health and wellness of staff that:

- Encourages habits of wellness;
- Increases awareness of factors and resources that contribute to personal well being; and
- Inspires individuals to take responsibility for their own health (physical and/or psychological).

Permanent employees may claim up to \$200 per person (prorated for partial FTE) upon application of and submission of eligible receipts incurred between July 1, 2023 and December 31, 2024. The total amount available for this initiative is \$29,735.

#### *Criteria:*

- Eligible expenses are as per an approved list;
- Must have been incurred in the period covered;
- The expense must benefit the employee directly;
- Maximum claim amount is \$200 and can be supported by multiple receipts provided they meet eligibility criteria for qualified expenses. Where receipt(s) amounts exceed \$200 the maximum amount is \$200 for the claim;
- May only be submitted once for the period covered; and
- Reimbursement for expenses cannot have been claimed elsewhere such as under an extended health plan or other plans where such expenses may be claimed.

#### *Process:*

- Employees will submit receipts through an application process determined by the Employer.
- In their submission, employees will be asked to confirm that they have not submitted previously for the said period and that the receipted expenses have not been claimed elsewhere.
- All applications will go to Human Resources, who will review and will make the final approval (authorization) for payment.
- All claimed reimbursed amounts up to \$200 will be treated as a taxable benefit in accordance with Canada Revenue Agency (CRA) rules and regulations.

#### *Eligible expenses:*

- Personal fitness equipment (excluding clothing and footwear)
- Fitness classes or gym membership
- Admission fees for races and fitness activities
- Fitness trackers and app subscription, such as Fitbit or MyFitnessPal
- Consultation session(s) with a Registered Dietitian or Nutritionist
- Recognized weight loss programs such as WeightWatchers
- Books on health and fitness or that promote/support healthier habits
- Mediation/Mindfulness class or program
- App subscriptions that promote health and wellness such as HealthyMinds, Calm
- Wellness class
- Sports Equipment
- Fitness Instructor/Personal Trainer

Any unspent monies will be carried over for one year only into the Recruitment and Retention Fund LOU. This Letter of Understanding expires on December 31, 2025.

## APPENDIX "L"

### Letter of Understanding re: Recruitment and Retention Fund

As of January 1, 2024 the parties will have available a Recruitment and Retention Fund of \$40,000 on an annual basis intended to address recruitment and retention issues for select positions. Within 90 days of ratification of the agreement, the parties agree to commence discussions on the application of the ongoing funding on identified select positions. The allocation of the funding will be inclusive of benefits.

## APPENDIX “M”

### Letter of Understanding re: Cost of Living Adjustment

#### **Definitions**

“General Wage Increase” or “GWI” means the overall general wage increase expressed as a percentage.

“Cost of Living Adjustment” or “COLA” means a percentage-based general wage increase adjustment provided in accordance with this Memorandum of Agreement. COLA is an upward adjustment applied to and folded into all wage rates.

The “annualized average of BC CPI over twelve months” (AABC CPI) means the *Latest 12-month Average Index % Change* reported by BC Stats in March for British Columbia for the twelve months starting at the beginning of March in the preceding year and concluding at the end of the following February.

The “Latest 12-month Average Index”, as defined by BC Stats, is a 12-month moving average of the BC consumer price indexes of the most recent 12 months. This figure is calculated by averaging index levels over the applicable 12 months.

The *Latest 12-month Average Index % Change* is reported publicly by BC Stats in the monthly BC Stats *Consumer Price Index Highlights* report. The BC Stats *Consumer Price Index Highlights* report released in mid-March will contain the applicable figure for the 12-months concluding at the end of February. The percentage change reported by BC Stats that will form the basis for determining any COLA increase is calculated to one decimal point. For reference purposes only, the annualized average of BC CPI over twelve months from March 1, 2021 to February 28, 2022 was 3.4%.

#### **COLA**

The COLA will be applied as applicable to the GWI effective on January 1, 2024 and January 1, 2025.

The COLA will be calculated by determining the difference between the AABC CPI and the annual general wage increase to the maximum COLA prescribed that year in Wage Schedule – Grids.

#### **January 2024**

If the 2023 AABC CPI exceeds the January 2024 GWI of 5.5%, then, on January 1, 2024 the January 2024 GWI will be adjusted upwards to reflect a COLA equal to the difference between the January 2024 GWI and the 2023 AABC CPI up to a maximum of 1.25%.

#### **January 2025**

If the 2024 AABC CPI exceeds the January 2025 GWI of 2.0%, then, on January 1, 2025 the January 2025 GWI will be adjusted upwards to reflect a COLA equal to the difference between the January 2025 GWI and the 2024 AABC CPI up to a maximum of 1.00%.

## APPENDIX “N”

### Letter of Agreement

#### re: Labour Market Adjustment for Select Information Technologist Positions

In recognition of the recruitment and retention issues for select Information Technologist positions, the College and PPWC (the “Parties”) agree to a Market Adjustment Stipend as follows:

1. Effective November 18, 2018, a Market Adjustment Stipend will be applied only to the following positions as follows:

<b>Position</b>	<b>Salary Scale</b>	<b>Market Adjustment Stipend</b>
Infrastructure Development and Support Tier II	PPWC Grid 11	\$10,000 per year
Systems Analyst Tier II	PPWC Grid 11	\$10,000 per year
Infrastructure Development and Support Tier III IT System Administrator	PPWC Grid 12	\$17,000 per year
Programmer Analyst (Developer) Tier III	PPWC Grid 12	\$17,000 per year
Infrastructure Development and Support Senior	PPWC Grid 12	\$25,000 per year
Senior Database Administrator	PPWC Grid 12	\$25,000 per year

The above noted positions named in this LOA will continue to adhere to Schedule A: *Rates of Pay* with the addition of a Market Adjustment Stipend to be applied to the current salary as per the above. The Market Adjustment Stipend will not be subject to negotiated general wage increases. The stipend is based on the incumbent occupying the identified positions at 100% FTE. In the event it is less than 100% FTE, the stipend will be prorated accordingly. The Market Adjustment Stipend will be adjusted as an offset by the same annual value of any Job Evaluation increases that affect the position.

2. This Market Adjustment Stipends as per point 1 above will apply to current incumbents of the position and will also apply to future incumbents who are hired prior to the end of the current collective agreement. The Market Adjustment Stipends shall continue to apply to these employees as set out in this LOA as long as they remain in their position and are employed by the College.
3. Unless the Employer extends the terms of this LOA, this Letter of Agreement re: Labour Market Adjustment for Select Information Technologist Positions expires at the end of the current agreement.
4. This stipend results from a Labour Market Adjustment for the positions identified in point 1 above only and does not apply to any other position that falls under Schedule A of the Selkirk College – PPWC Collective Agreement. All other terms of the Selkirk College – PPWC collective agreement will continue to apply.
5. Any and all previous stipends for the positions listed in point 1, are null and void.
6. The Market Labour Adjustment Stipend for these positions will be reflected on all internal and external postings.

This Letter of Agreement is on a without precedent and prejudice basis to any other post-secondary institution in British Columbia and will not be referred to or relied upon in any legal proceeding or bargaining matter by these institutions.