

COLLECTIVE AGREEMENT

BETWEEN

CRESTON VALLEY PUBLIC LIBRARY

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 4959**

JANUARY 1, 2018 – DECEMBER 31, 2022

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BETWEEN

CRESTON PUBLIC LIBRARY ASSOCIATION

(Hereinafter referred to as the "Employer")

PARTY OF THE FIRST PART

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4959

(Hereinafter referred to as the "Union")

PARTY OF THE SECOND PART

PREAMBLE

WHEREAS it is the desire of both Parties to this Agreement:

1. To promote the harmonious relations and settled conditions of employment between the Board and the Union.
2. To promote the morale, well being, and security of employees in the bargaining unit of the Union.
3. To provide the citizens of Creston and District with the highest standard of Library operations and services.

AND WHEREAS it is desirable that there be a written Agreement,

NOW, THEREFORE the Parties agree as follows:

INTERPRETATIONS/ DEFINITIONS

Headings

The headings and sub-headings used in this Agreement are inserted for convenience and reference purposes only and shall not be used as an aid to interpretation.

Gender/singular and plural

In this Agreement, whenever the female pronoun is used, it shall be deemed to include the male pronoun and vice versa and whenever the singular is used, it shall be deemed to include the plural, and vice versa.

Time span references

References to days, weeks, months or years shall be understood to mean calendar days, weeks, months or years, unless otherwise expressly provided in this Agreement.

No guarantee of employment or hours of work

Nothing contained in this Agreement shall be construed or interpreted as a guarantee of employment or hours of work.

Gross earnings

Means all money paid to an Employee by the Employer as wages, including vacation pay. For the purposes of the Collective Agreement does not include any money received by an Employee for Workers' Compensation or Long Term Disability, if available under this agreement, or any retirement pay under Article 30 (Retirement Provisions).

Higher rated job classification and lower rated job classification distinguished

For the purposes of this Agreement, a "higher rated job classification" shall be distinguished from a "lower rated job classification" by the former having a higher top base hourly rate of pay per Appendix "A" than does the latter.

EMPLOYEES:

Full-Time

Is one who works a regularly scheduled minimum of twenty (20) hours per week.

Part-Time

Is one who regularly works less than twenty (20) hours per week.

Regular

Is an employee who has been assigned to an on-going, regularly scheduled position and who has completed the probationary period. Included are both full-time and part time employees. Regular employees regularly scheduled to work a minimum of twenty (20) hours per week are entitled to all benefits of this Agreement.

Casual

Is an employee hired on an ongoing, intermittent or irregular basis. Casuals shall be asked to fill hours before a temporary employee.

Temporary

Is an employee (Article 11.01) hired on a continuous basis not to exceed twelve (12) consecutive months in any twelve (12) month period for a specific period or assignment unless mutually agreed upon by both Parties. They are hired only for positions temporarily existing (for specific projects) and/or grants.

Student Page

Is an employee hired for a specific period of time. Student employees shall mean those who are currently attending a secondary school. They shall be members of the bargaining unit. No regular employee will suffer a reduction for their hours or layoff as a result of work performed by students. The Parties agree that to be eligible to be hired as a STUDENT PAGE, a person must be at least fifteen (15) years of age and less than nineteen (19) years of age. STUDENT PAGE shall not work unsupervised or alone and may work a maximum of ten (10) hours per week. Additional hours to be mutually agreed to by the Union and Employer.

Volunteer

Volunteers do not constitute a Temporary Employee and shall not be used to replace any existing or new bargaining unit positions. Volunteers shall only be used for mutually agreed to purposes.

ARTICLE 1 – SCOPE AND UNION RECOGNITION

1.01 Scope

- (a) This Agreement applies to and is binding on the Employer and the Union as certified pursuant to the *Labour Relations Code* of British Columbia, or any of its successors, subject to the provisions of Clause 1.01(b) below.
- (b) Notwithstanding the Union's certification or any provision of this Collective Agreement, the Employer and the Union agree that any person who performs any of the following work functions shall not be subject to the terms of this Collective Agreement.
 - i) accounting;
 - ii) janitorial;
 - iii) security;
 - iv) building maintenance or repair;
 - v) groundskeeping;
 - vi) snow removal.

1.02 Union Recognition

The Employer recognizes the Union as the exclusive collective bargaining agent for all Employees in the bargaining unit, subject to the provisions of Clause 1.01 above.

ARTICLE 2 – BARGAINING UNIT WORK CONSIDERATION

2.01 Cross-Utilization of Employees

- (a) Employees in a higher rated job classification who perform work in a lower rated job classification shall maintain their current base hourly wage rate per Appendix "A", except as expressly provided otherwise by this Agreement.
- (b) An employee assigned temporarily to perform work in a higher rated job classification, other than for his or her own training, will be paid the appropriate higher rate for each hour actually worked in the higher rated job classification for all hours thus worked in the higher rated job classification on that given work day. For these purposes, the appropriate higher rate shall be the increment base hourly wage rate in the higher rated job classification which is closest to but higher than the increment base hourly wage rate the Employee was receiving in the applicable lower rated job classification at the time of the temporary upgrade.

2.02 Job Security Re. Contracting Out

No regular Employee covered by this Agreement shall lose his/her job as a result of the contracting out of any work or services presently performed by Regular Employees.

2.03 Performance of Bargaining Unit Work by Management and Other Excluded Personnel in the Employ of The Employer

- (a) Employees excluded from the bargaining unit shall not take on work normally performed by Employees within the bargaining unit for the purpose of causing the layoff or discharge of such Employees.
- (b) The provisions of Clause 2.03(a) above shall not preclude persons outside the scope of the Agreement in the employ of the Employer from performing bargaining unit work in the following types of situations:
 - i) in an emergency;
 - ii) in the instruction or training of Employees including, but not limited to, demonstrating the proper use of any work-related thing or the proper use to accomplish any work-related task;

Despite the provisions of Clause 2.03 (a) above, the Union specifically agrees that the Chief Librarian and the Assistant Chief Librarian and any of their replacements shall have the right to assist and/or provide relief for bargaining unit employees as necessary during the workday(s).

ARTICLE 3 – UNION MEMBERSHIP AND DUES

3.01 Union Membership

(a) Employees Prior to Effective Date of First Agreement

Employees who were members of the Union on or before the date of certification of the Union by the *Labour Relations Board* of British Columbia shall remain members of the Union as a condition of employment.

(b) New Employees

New Employees hired subsequent to the effective date of this Agreement shall become and remain members of the Union as a condition of employment upon completion of thirty (30) consecutive calendar days of employment.

3.02 Union Initiation Fee and Dues Authorization

Each Employee in the bargaining unit shall, as a condition of employment, execute an authorization form approved and supplied by the Union providing for the deduction from the Employee's wages the amount of the initiation fee and the regular monthly dues owing or payable to the Union, as established by the Union.

3.03 Union Initiation Fee and Dues Deduction

(a) The Employer shall, as a condition of employment, deduct from the wages of each Employee the amount of the initiation fee owing or payable to the Union, as established by the Union, upon receipt of written authorization for that purpose from the Employee.

(b) The Employer shall, as a condition of employment, deduct from the wages of each Employee the amount of the regular monthly dues owing or payable to the Union, as established by the union, upon receipt of written authorization for that purpose from the Employee.

(c) The Employer shall begin the deduction of monthly dues from the first pay to which the Employee is entitled following the employee's written authorization, subject to the provisions of Clause 3.01(b) above.

(d) Before the Employer is obliged to deduct any amount pursuant to this Article, the Union must advise the Employer in writing of the amount to be so deducted. The amount advised shall continue to be the amount to be deducted until changed by official notice in writing from the Union to the

Employer. The Union shall provide the Employer with a minimum of thirty (30) consecutive calendar days written notice in advance of the implementation date of any change in deductions pursuant to this Article.

(e) Disclaimer/Indemnity

The Employer shall have no financial responsibility for the fees or dues of any Employee, unless the Employer owes an Employee sufficient unpaid wages to deduct and remit the fees and dues assigned. The Union agrees to indemnify and hold the Employer harmless against any claims, demands, actions, or charges brought against the Employer as a result of the application of this Article.

3.04 Remittance of Deductions

All deductions made by the Employer pursuant to this Article shall be remitted to the Union on a monthly basis by not later than the fifteenth (15th) day of each subsequent month and shall be accompanied by information specifying the names of the Employees from whose wages such deductions have been made and amount in each case.

3.05 Record of Union Deductions (T4 Slips)

The Employer shall supply each Employee, without charge, with a record for income tax purposes indicating the amount of applicable deductions remitted to the Union by the Employer in the previous calendar year. Such record shall be provided to each Employee prior to March 1st of the succeeding calendar year.

3.06 Union Related Discrimination Prohibited

Neither the Union nor the Employer shall discriminate against any Employee for reasons related to union membership, non-membership in the union, or lawful union activity.

ARTICLE 4 – UNION REPRESENTATION

4.01 Union Representatives

- (a) The Employer recognizes the Union's right to select a Shop Steward to represent Employees under this Agreement on behalf of the Union. The Union specifically agrees that such Shop Steward must be an Employee in the bargaining unit who has completed his or her probation period. The Parties agree that at no time shall there be more than one (1) Shop Steward. The provisions of this Clause 4.01(a) shall not preclude the Union from designating one (1) or more alternate Shop Steward(s), providing that at any given time there is only one (1) active Shop Steward for the purposes of this Agreement.
- (b) The Union shall notify the Employer in writing of the name(s) of the person(s) authorized to represent the Union for the purposes of this Agreement and shall promptly notify the Employer in writing of any changes in these name(s). Until such written notification is in each case received by the Employer, the Employer shall not be obliged to acknowledge any individual's authority to represent the Union.

4.02 Time Off Work for Union Business

- (a) It is agreed that time off work for any Shop Steward or any other Union representative(s) and /or any Employee(s) from within the bargaining unit to attend any meeting(s) with any representative(s) of management with respect to matters covered by this Agreement shall be deemed to be time worked and paid accordingly by the Employer, subject to the following conditions:
 - i) All such paid time off work for any Shop Steward or any other Union representative(s) and/or any Employee(s) from within the bargaining unit must be approved in advance and scheduled by the Chief Librarian, or delegate.

The Employer shall not be obliged to provide such paid time off work to more than a total of two (2) persons from within the bargaining unit, including Employee(s), a Shop Steward and/or Union representative(s), for the purposes of attending any one (1) meeting with any representative(s) of management.

All such paid time off work for any Shop Steward or any other Union representative(s) and/or any Employee(s) from within the bargaining unit shall be scheduled by the Employer's Chief Librarian, or delegate, in a manner so as to minimize disruption of the Employer's operations; however, such paid time off work shall not be unreasonably withheld.

Under no circumstances shall the Employer be obliged to pay any overtime or any other premium, penalty or additional pay for the purposes of this Clause 4.02(a).

Each meeting requested by the Union or any of its representatives with the Employer or any of its representatives that is subject to the provisions of this Clause 4.02(a) must be convened by the Employer within no less than thirty (30) consecutive calendar days from the dates of submission of each such request or, when applicable, within the time limits prescribed in Article 25 with respect to the grievance procedure.

- (b) Except for attending meetings with management with respect to matters covered by this Agreement or as otherwise expressly provided by this Agreement, the Shop Steward and any other Union representatives and Employees from within the bargaining unit shall all conduct Union business outside their working hours, exclusive of rest and meal breaks, and under no circumstances shall the Employer's operations be disrupted or the Employer incur any cost.
- (c) The Employer agrees to grant leave without pay and without loss of seniority for the purposes of collective bargaining. The Employer shall continue to pay the Employee his/her regular rate while on such leave and will invoice the Union for that amount.

4.03 Leave of Absence for Union Business

(a) Union Leave – Short Term

The Employer may grant a leave of absence without pay to no more than one (1) Employee at any one (1) time to attend Union functions. Such leave will only be granted if the Employer receives at least fourteen (14) consecutive calendar days advance notification in writing from the Union requesting the leave. The total of such leave of absence in any calendar year shall not exceed eighty (80) missed straight time hours of work. For the purposes of the application of this Clause 4.03(a), the Employer specifically reserves the overriding right at all times to retain a workforce that in the opinion of the Employer has the present qualifications, skills and abilities to perform the available and projected work, as determined by the Employer. Otherwise, leave under this Clause 4.03(a) will not be unreasonably denied by the Employer.

(b) Union Leave – Extended

- i) An employee who is acting as a full-time officer or representative of the Union or who is hired, elected or appointed to a position representing the Union beyond the scope of the Employer's operations shall be granted an unpaid leave of absence to perform his or her duties, with the time involved considered as service, for seniority purposes only, with the Employer. Only one (1) bargaining unit employee shall have the right to such unpaid leave of absence at any one (1) time.
- ii) An Employee on leave pursuant to this Clause 4.03(b) may elect to continue some or all of the benefit plan coverage provided by this Agreement, subject to his or her eligibility, in which case such on a monthly basis for the full cost of such continued coverage, unless the Union makes such advance monthly payments on behalf of the Employee.
- iii) On conclusion of a leave of absence under this Clause 4.03(b) the Employee shall be returned by the Employer to his or her former job classification or to a comparable position. The Employee must provide the Employer with a least thirty (30) consecutive calendar days advance notification in writing confirming the date the Employee will be returning to work upon the conclusion of such leave.

4.04 Union Access to Employees

The Employer agrees that access to its premises shall be allowed to an authorized representative of the Union from outside of the bargaining unit for the purpose of administering this Agreement on the understanding that the Employer's operations will not be disrupted and upon at least twenty-four (24) hours advance notice, in which case such permission shall not be unreasonably denied.

4.05 Union Notice Board

The Employer shall provide one (1) bulletin board for use by the Union to post notices of Union meetings and/or social events. No such notice shall contain any content which is immoral, illegal or discriminatory in nature.

4.06 Limitations on Union Activities

Neither the Union nor any Employees in the bargaining unit will engage in any Union activities during working hours, or hold at any time on the Employer's premises any meeting related to Union matters, except as expressly provided

otherwise by this Agreement, or with the prior express consent of management in each case.

4.07 No Other Agreement

No Employee shall be required or permitted to make a written or verbal agreement with the Employer or his/her representative which conflicts with the terms of this Agreement.

4.08 Right to Refuse to Cross a Legal Picket Line

Each Employee shall have the right to refuse to cross a legal picket line in the performance of work-related duties, without being subject to any disciplinary action. Any Employee thus failing to report for work shall be considered to be on leave of absence without pay.

ARTICLE 5 – MANAGEMENT RIGHTS

5.01 Management Rights

The Union recognizes and agrees that all rights to manage and direct its operations and Employees in the bargaining unit are retained by the Employer, except as expressly limited or modified by this Agreement or by applicable law. For greater clarity and certainty, it is mutually agreed that no further limitation or modification of these retained rights of the Employer shall under any circumstances be implied into this Agreement.

ARTICLE 6 – LABOUR MANAGEMENT COMMITTEE

6.01 Establishment of Labour-Management Committee

- (a) The Parties agree to the establishment of a standing committee, called the Labour-Management Committee, the purpose of which is to encourage communication at regular intervals, solve problems or potential problems before they become a grievance, and/or discuss any subjects of mutual interest arising out of this Collective Agreement.
- (b) The Employer and Union shall each have two (2) representatives on this Committee, with each Party selecting its own representative subject to its sole discretion. The Employer specifically agrees that at least one (1) of its representatives must be a member of the Library Board. The Union specifically agrees that its representatives from within the bargaining unit must be Employees who have completed their probation.

6.02 Responsibilities of the Committee

- (a) The Committee shall be empowered to discuss and make non-binding recommendations on matters referred to it by mutual agreement of the Parties.
- (b) Subjects discussed by the Committee shall not include any matter being processed under the grievance or arbitration procedures contained in this Agreement, or any current collective bargaining matter, unless mutually agreed otherwise by the Parties.

6.03 Labour/Management Committee

- (a) The Committee shall meet at least once every two (2) months in each calendar year. Additional meetings can be convened by mutual agreement between the Employer and the Union. Committee meetings will be held at the request of either Party upon submission of an agenda of topics to be discussed. No meeting of the Committee shall exceed two (2) hours in the length, unless extended on a case by case basis by unanimous agreement between the Employer and the Union representatives who are in attendance.
- (b) Any issues regarding Occupational Health & Safety shall be dealt with through the Labour-Management Committee.
- (c) Scheduling of Committee meetings and paid time off work for Union representatives from within the bargaining unit to attend shall be governed by Clause 4.02 of this Agreement.

- (d) Minutes shall be kept of all meetings of the Committee and a copy shall be provided to each Committee member, the Employer and the Union.
- (e) An Employer and a Union representative shall be designated as joint chairperson and shall alternate in presiding over meetings.

6.04 Jurisdiction of Committee

Both Parties have the right to refer any matter or proposal discussed at the Labour-Management Committee meeting to their respective principals for further direction, advice or ratification.

ARTICLE 7 – NO STRIKE OR LOCKOUT

7.01 No Strike or Lockout

There must be no strikes or lockouts so long as this Agreement continues to operate.

ARTICLE 8 – EMPLOYEE CATEGORIES

8.01 Employee Categories

All Employees hired or engaged by the Employer within the bargaining unit shall be categorized as either Regular Employees, Casual or Temporary Employees, as the case may be, as defined in this Agreement. All such Employees shall be subject to the probation period referred to in Article 12 of this Agreement.

ARTICLE 9 – REGULAR EMPLOYEES

9.01 Definition of Regular Employee

“Regular Employee” means an Employee hired or engaged in accordance with this Agreement to perform work of an anticipated continuing nature on a full time and/or less than full time hours of work basis. This definition is not to be construed or interpreted as a guarantee of employment or hours of work.

9.02 Application of Agreement

Regular Employees shall be covered by all of the terms and conditions of this Agreement, except those which apply specifically and exclusively to Temporary Employees or as expressly provided otherwise by this Agreement.

ARTICLE 10 – CASUAL EMPLOYEES

10.01 Employer Right to Use Casual Employees

The Employer shall have the right to use Casual Employees.

(a) Casual Employees are primarily relief employees and may be employed to work full shifts or part shifts on an as-and-when needed basis in capacities such as sickness, vacation, leave of absence, and temporary workload relief. It is agreed that the use of Casual Employees shall not result in a layoff or a reduction of the regular hours of Regular Employees.

(b) Additional personnel may be employed as Casual Employees when funded by grants for the period of the grant.

10.02 No Job Posting Required for Casual Employees

No job posting under Article 15 or any other provision of this Agreement shall be required for any Casual Employees. Selection of Casual Employees shall be subject to the sole discretion of the Employer.

10.03 Application of Agreement

Casual Employees shall be covered by all of the terms and conditions of this Agreement except those which apply specifically and exclusively to Regular Employees. Except as expressly provided otherwise by this Agreement, Casual Employees shall be treated in all respects under this Agreement on the same basis as Regular Employees.

10.04 Probation Period

The probation period for each Casual Employee shall be governed by Article 12 and all other applicable provisions of the Agreement. However, it is agreed that successful completion of the probation period by any Casual Employee shall not be cause for any change in the employment status of that person to Regular Employee status.

10.05 Seniority

Casual Employees shall not accrue any seniority until such time as they obtain Regular employment status under this Agreement, in which case they shall be granted seniority retroactively from their last date of hire. Such service for seniority purposes under this Agreement shall be considered as continuous as long as breaks in service do not exceed ninety one (91) consecutive calendar

days. A Casual Employee who has a break in service, i.e. performs no work within the bargaining unit, for a continuous period that exceeds ninety-one (91) consecutive calendar days shall lose all seniority and shall be deemed to be terminated such that he or she shall no longer be considered to be an Employee covered by this Agreement. (See Clause 10.08 below).

10.06 Vacation Entitlements

Vacation entitlements of Casual Employees shall be governed by the *Employment Standards Acts* of British Columbia.

10.07 Benefit Plans Exemption

Casual Employees shall not be entitled to participation in or coverage by any of the benefit plans including, but limited to, any retirement program referred to in this Agreement.

10.08 Termination of Employment

Termination of employment of Casual Employees shall be governed by the *Employment Standards Act* of British Columbia.

10.09 Compensation

Casual Employees will be paid pursuant to Appendix "A" wage rates.

ARTICLE 11 – TEMPORARY EMPLOYEES

11.01 Employer Right to Use Temporary Employees

The Employer shall have the right to use Temporary Employees.

- (a) Temporary Employees shall not exceed twelve (12) consecutive months in any twelve (12) month period for a specific period or assignment unless mutually agreed upon by both parties. It is agreed that the use of Temporary Employees shall not result in a layoff or a reduction of the regular hours of Regular Employees.
- (b) Where a temporary position is renewed or exceeds twelve (12) months, a temporary position will be deemed regular and posted.
- (c) Additional personnel may be employed by mutual agreement of the Parties as Temporary Employees when funded by grants for the period of the grant. Grant projects shall not result in a layoff or reduction of hours for bargaining unit employees. Grants that incorporate the use of volunteers, practicum or non-bargaining unit employees shall be by mutual agreement only.

11.02 Benefit Plans Exemption

Temporary Employees shall not be entitled to participation in or coverage by any of the benefit plans in this Agreement.

ARTICLE 12 – PROBATION PERIOD

12.01 Probation Period Defined

- (a) A new Employee shall be considered on probation for the first one hundred eighty (180) consecutive calendar days of employment.
- (b) The probation period may be extended by mutual agreement between the Employer and the Union.
- (c) Either prior to or upon expiration of the probation period, the Employer shall confirm in writing the successful completion of probation by a new Employee or otherwise terminate the Employee. However, prior to terminating any Employee on probation under this Article, the Employer must have at least one (1) time informed the person about any area(s) of concern and thereafter allowed the probationary Employee at least ten (10) working days during which to demonstrate improvement(s). This prior notice and improvement period shall not apply in the event of serious misconduct.

12.02 Termination of an Employee on Probation

- (a) The test of cause for termination of an Employee on probation shall be a test of the Employee's suitability for continued employment in the position in which he or she is employed, provided that the factors involved in determining such suitability could reasonably be expected to affect work performance.
- (b) An Employee on probation shall not be subject to the provisions of Clause 24.01 (Just Cause) of this Agreement.
- (c) Subject to the provisions of this Article 12, the Union may grieve the termination by the Employer of a probationary Employee.

ARTICLE 13 – SENIORITY

13.01 Definition of Seniority

Seniority is defined as the length of continuous service within the bargaining unit and shall include employment with the Employer prior to certification of the bargaining unit.

13.02 Seniority Accrual for Regular Employees when Absent from Work

Except as expressly provided otherwise by this Agreement, seniority shall continue to accrue for any Regular Employee who is absent from work due to rest days; Statutory Holidays or days in lieu; vacation; any leave of absence including, but not limited to, with respect to illness, injury, disability or other medical condition or Workers' Compensation; or any other approved time off work pursuant to this Agreement, for the duration of any such absence from work. Seniority shall also continue to accrue for the duration of the recall period prescribed by Clause 27.05 of this Agreement.

13.03 Limited Seniority Rights for Temporary Employees

The seniority rights of Temporary Employees shall be governed by Clause 10.05 of this Agreement.

13.04 Calculation of Seniority – Probationary Employees

Employees on probation under Article 12 shall not accrue any seniority until such time as they successfully complete their probation period, in which case they shall be granted seniority, in accordance with the applicable provisions of this Article, retroactively from their last date of hire.

13.05 Service outside the Bargaining Unit

- (a) Service with the Employer outside the bargaining unit shall not count for seniority purposes under this Article, save and except as expressly provided otherwise by this Agreement. (See Clause 13.01 above and Clause 13.05(b) below).
- (b) An Employee who accepts a position with the Employer outside of the bargaining unit shall accrue seniority for a period not to exceed three hundred sixty-five (365) consecutive calendar days from the date of commencement of such work. Upon expiration of this time limit, and continuation in the position outside of the bargaining unit, the Employee shall lose all seniority accumulated under this Agreement. The

aforementioned time limit may be extended by mutual agreement between the Employer and the Union on a case-by-case basis.

- (c) At the end of a temporary transfer undertaken pursuant to the provisions of this Clause 12.05, the Employee shall resume per Appendix "A" the base hourly rate and increment step that reflects the "hours actually worked" held by the Regular Employee in his or her previous job classification immediately prior to commencement of the temporary transfer PLUS the "hours actually worked" by the Regular Employee during the time span of said "temporary transfer. Any other Employee move as a result of this temporary transfer shall equally be returned to former position and per Appendix "A" to a step-on-scale that reflects the "hours actually worked" held by the Regular Employee in his or her previous job classification immediately prior to commencement of the temporary transfer PLUS the "hours actually worked" by the Regular Employee during the time span of the temporary transfer.

13.06 Loss of Seniority

An Employee shall lose his or her seniority and the employment relationship under this Agreement shall be severed in the event that:

- (a) the Employee is discharged for just cause or otherwise terminated and subsequently not reinstated;
- (b) the Employee voluntarily terminates employment or otherwise resigns his or her position;
- (c) the Employee retires;
- (d) the Employee is absent from work for five (5) or more consecutive work days without providing the Employer in a timely manner with both notification of the absence and reason(s) for the absence satisfactory to the Employer, unless the absence is covered by one (1) or more express applicable provisions of this Agreement.
- (e) the Employee abandons his or her position in a manner other than described in Clause 13.06(d);
- (f) the Employee, if a Regular Employee, is laid off and recalled and fails to return to work in accordance with Agreement or is laid off and not recalled to work prior to expiration of the applicable recall period; or
- (g) the Employee accepts any position with the Employer outside of the bargaining unit, except as expressly provided otherwise by this Agreement.

13.07 Seniority List

The employer shall compile and maintain an up-to-date seniority list including, but not limited to, the name, job classification, and seniority date of each Employee in the bargaining unit. This seniority list shall be posted on the Union bulletin board referred to in Clause 4.05 and a copy sent by the Employer to the Union Treasurer at six (6) month intervals.

13.08 Application of Seniority

- (a) In making promotions, transfers and demotions, and in effecting layoffs or recalls from layoff, the qualifications, skills and ability of the Employee(s) concerned shall be the primary consideration, and where such factors are equal, seniority shall be the determining factor.
- (b) When seniority is the deciding factor for the purposes of the Clause 13.08, it shall be applied from highest seniority to lowest seniority, in that order, such that the candidate with the highest seniority shall be given preference.

ARTICLE 14 – ESTABLISHING JOB CLASSIFICATIONS AND WAGE RATES

14.01 Existing Job Classifications and Wage Rates

The job classifications currently recognized under this Agreement and their respective wage rates by minimum base hourly rate and step-on-scale structure are set out in Appendix "A" of this Agreement.

14.02 Employer Right to Abolish or Introduce New and/or Changed Job Classifications

The Union recognizes the right of the Employer to abolish or introduce new or changed job classifications at any time, subject to the provisions of Clause 14.03 below.

14.03 Resolving the Pay Rate for a New or Substantially Changed Job Classification

Before the Employer introduces a new or substantially changed job classification, the Employer shall meet with the Union and attempt to resolve an appropriated base hourly rate and step-on-scale structure taking into account the pay rates set out in Appendix "A" of this Agreement.

In the event that the Parties cannot agree on the base hourly rate and/or step-on-scale structure when an existing job classification is to be substantially changed or a new job classification is to be created, as the case may be, the Employer shall have the right to implement the base hourly rate and step-on-scale structure proposed by the Employer, and the Union shall have the right to grieve by submitting the matter immediately to arbitration in accordance with Article 26 (Arbitration), in which case the Arbitrator shall have the authority and the jurisdiction to change or add to the terms and conditions of the Agreement with respect to implementation of his or her decision, but only to the extent thus necessary.

13.04 Retroactivity

Any pay adjustment arising pursuant to this Article shall be made as of the date the new or substantially changed job classification was first implemented by the Employer.

ARTICLE 15 – FILLING JOB CLASSIFICATION VACANCIES

15.01 Vacancies – Regular Employment – Job Posting Requirements

- (a) Subject to the Employer's needs, vacancies in existing or new job classifications involving regular employment shall be posted in a conspicuous location for fourteen (14) consecutive calendar days to give all eligible Employees an opportunity to apply for vacancies on forms supplied by the Employer.
- (b) A job posting shall contain the following information: job title; required qualifications, education, knowledge and/or skills; and minimum base hourly wage rate per hour per Appendix "A".
- (c) Where the Employer intends to give applicants to a job posting formal tests, information on the nature of the test and the desired level of proficiency shall be noted on the job posting.
- (d) Notwithstanding the current language of the Collective Agreement, the provisions of LOU # 5 "Recruitment and Selection Guidelines for Library Positions" shall determine how vacancies are filled in the Library.

15.02 Eligibility for Posted Job Classification Vacancies

All bargaining unit Employees including, but not limited to, Casual Employees and/or Regular Employees on layoff status with recall rights shall be eligible to apply for any job classification vacancy posted by the Employer pursuant to the provisions of this Article.

15.03 Criteria Governing Job Selection

The Employer shall undertake selection of personnel for posted job vacancies on the basis set out in Clause 13.08 (Application of Seniority) and subject to all other applicable provisions of this Article.

15.04 Trial Period and Return to Former Position

A Regular Employee who has been selected to fill a posted job classification vacancy under this Article shall have the right, subject to his or her sole discretion, to return to the job classification he or she held immediately prior to such change of position provided that this right is exercised by the Employee before completing two hundred forty (240) straight-time hours (inclusive of paid rest periods but exclusive of unpaid meal periods and overtime) or within ninety (90) consecutive calendar days from the date upon which the Employee actually

starts work in the new job classification, whichever results in the earlier deadline date. Equally, where the Employer finds the Employee to be unsatisfactory in the new position, within the same time period(s), the Employer shall reassign the Employee to his or her previous job classification. In either case, the Employee shall resume per Appendix "A" the base hourly rate and increment step (including "hours actually worked" worked by the Regular Employee in his or her trial period) held by the Regular Employee in his/her previous classification immediately prior to starting work in the new job classification. Any other Employee moved as a result of such reassignment shall equally be returned to former position and per Appendix "A" to his or her former base hourly rate and increment step including "hours actually worked".

ARTICLE 16 – WAGES

16.01 Wage Rates

Each Employee shall be paid not less than the hourly rate and applicable increment step established by Appendix "A" for their job classification, subject to the provisions of this Article 16.

16.02 Increment Step Placement and Progression

Increment Step Placement on Hiring/Permanent Promotion

The Employer may hire/promote an Employee into the bargaining unit at an increment step applicable to the job grouping. It is agreed that no current Employee in the job classification will be paid a salary lower than the new Employee.

Increment Step Progression

Increment step progression shall be subject to completion of the requisite "hours actually worked" as prescribed by Appendix "A".

16.03 Wage Rate upon Permanent Promotion

A Regular Employee who secures a permanent promotion through the job posting provisions of Article 15 and thus moves from a lower rated job classification into a higher rated job classification shall become subject to the increment step scale base hourly wage rates and progression per Appendix "A" for the higher rated job classification. Such Regular Employee shall initially be placed at the increment step in the higher rated job classification which is closest to the increment step the Employee was receiving in the applicable lower rated job classification immediately prior to the move; however, this must result in an increase in the Employee's increment step bases hourly wage rate.

16.04 Wage Rate upon Permanent Demotion

A regular Employee who is demoted shall be placed at the increment step in the lower wage scale consistent with his/her length of continuous service.

16.05 Wage Rate after "Bumping"

A Regular Employee who, pursuant to the provisions of Clause 27.04 of Article 27 (Displacement, Layoff And Recall), "bumps" from a higher rated job classification into a lower rated job classification shall be placed at the increment step consistent with his/her length of continuous service.

16.06 Employees to Be Paid Bi-Weekly

(a) Employer to Pay Bi-Weekly

The Employer shall pay Employees on a bi-weekly basis for the life of this Agreement. The maximum holdback period shall be seven (7) calendar days. The Parties agree that when a Statutory Holiday falls on a pay day, wages shall be paid on the calendar day immediately preceding the Statutory Holiday.

(b) Statement of Earnings and Deductions

Each Employee entitled to pay for a given pay period shall be provided by the Employer with a detailed statement of earnings and any deductions for that pay period.

(c) Pay by Direct Deposit – Employer Option

The Employer shall have the option at any time to introduce a system of pay by direct deposit, upon at least thirty (30) consecutive calendar days prior written notice to the Union. In such case, each Employee must give to the Employer appropriate deposit information for a financial institution of the Employee's choice, which choice can subsequently be changed by the Employee upon at least thirty (30) consecutive calendar days prior written notice to the Employer.

(d) Rounding of Base Hourly Rates

All base hourly rates are rounded to the nearest whole cent as follows:

- i) 0.50 and over is rounded up to the next higher whole cent;
- ii) 0.49 and under is rounded down to the next lower whole cent.

ARTICLE 17 – HOURS OF WORK

17.01 Application of Article

This Article applies to both Temporary Employees and Regular Employees.

17.02 Normal Straight Time Hours of Work

The normal straight time hours of work assigned by the Employer shall conform with the following:

(a) Per Work Day

Not more than eight (8) hours in any one (1) day;

(b) Per Work Week

Not more than forty (40) hours in any week.

17.03 Minimum Daily Hours of Work

(a) If an Employee reports to work on any day, the Employer must pay the Employee for a minimum of two (2) hours at the regular wage rate.

(b) If an Employee starts work, the Employer must pay the Employee for a minimum of four (4) hours at the Employee's wage rate.

17.04 Overtime

All overtime hours worked shall be paid as follows:

(a) For the first four (4) hours in excess of eight (8) hours in one day; one and one half (1.5) times the Employee's regular wage rate; and for time in excess of forty (40) hours in a week.

(b) Employees shall be paid at the rate of double time the Employee's regular rate two (2) times for all hours in excess of twelve (12) hours in one day, and forty-eight (48) hours in one week.

(c) Overtime may be banked with prior approval of the Employer.

17.05 Rest Periods

For each four (4) hours of scheduled work that are actually worked, other than overtime, on any work day, each Regular Employee shall be entitled to one (1) paid rest period of fifteen (15) consecutive minutes in duration.

17.06 Meal Period

- (a) Each Regular Employee who is scheduled to work and who actually works for longer than five (5) hours on any work day shall be entitled to one (1) thirty (30) consecutive minute unpaid meal period during each such work day.
- (b) If, due to the operational requirements of the Employer, a Regular Employee must work through his or her scheduled meal period, or otherwise at the direction of the Employer remain on the premises and be available for work during his or her scheduled meal period, such Employee shall be paid one-half (1/2) hour at straight-time rates, that is, at his or her prevailing base hourly rate per Appendix "A", unless the hours actually worked by the Employee, including the paid meal period (whether worked or not) on the given day total more than eight (8), in which case overtime rates shall apply per Clause 16.04(a).
- (c) The thirty (30) minute unpaid meal period referred to above can be extended to one (1) hour by mutual agreement with the Employee and the Chief Librarian, or delegate, provided the Employee has given at least two (2) hours notice. The extra one-half (1/2) hour shall be worked at the end of the working day and shall not be eligible for any overtime or any other premium pay.

17.07 Days of Rest

Each Regular Employee shall be entitled to two (2) days off work, or days of rest, in each seven (7) consecutive calendar day period; otherwise, the overtime provisions of the Agreement shall apply. Normally these days of rest shall be consecutive; however, they may be non-consecutive from time to time if necessary to meet the operational requirements of the Employer.

17.08 Obligation to Remaining at the Workplace

Employees may leave the workplace during paid breaks provided no staff is left alone.

17.09 Shift Exchanges

(a) Temporary Shift Exchanges

- i) shall be equal in length whenever possible.
- ii) shall not exceed a regular full-time work day to incur overtime but shall be no less than two (2) hours.
- iii) Overtime shall apply as per Article 17.04.

(b) Permanent Shift Exchange

Shall only occur with mutual agreement of the employees and the Chief Librarian.

17.10 In the event of an unforeseen funding shortage, the Employer may reduce but not eliminate the hours of work of any Regular Employee(s) for a period not to exceed 2 weeks in duration, two times per calendar year, without causing a lay off as per Article 17.11.

17.11 Reduced Hours of Work is Not a Layoff

- (a) If the Employer reduces but does not eliminate the hours of work of any Regular Employee(s), this shall not constitute a layoff.
- (b) Whereas the Parties agree that for the purposes of this Agreement a reduction in hours does not constitute a layoff, it is agreed that a reduction in hours under the following circumstances will generate the following rights:

In the event an Employee's hours are reduced by an amount equal to twenty five percent (25%) or an amount greater than twenty five percent (25%) of the Employee's average hours in a quarterly period, such Employee shall have the right to bump a less senior employee within his/her classification who is scheduled for a greater number of hours. In the exercise of this option, it is understood that the Employee who opts to bump the junior Employee must take the junior Employee's entire rotation as opposed to selecting particular shifts or hours.

17.12 The Employer shall ensure that at least fifteen (15) minutes advance notice is publicly announced prior to closing time of the Library on any given day.

ARTICLE 18 – ADDITIONAL PAYMENT CONSIDERATIONS

18.01 Limitation on Compounding of Premiums or Additional Pay

Except as expressly provided otherwise by this Agreement, each premium or additional pay consideration referred to in this Agreement shall be paid in addition to, but not compounded by, any other premium, overtime, penalty or additional pay provisions of this Agreement.

18.02 Using Personal Vehicle for Business Purposes of Employer

Bargaining unit Employees who, with prior approval by the Employer in each case, use their personal vehicle for the business purposes of the Employer shall be compensated at the rate of forty-five (45) cents per kilometer for the necessary distance thus travelled.

ARTICLE 19 – STATUTORY HOLIDAYS

19.01 Recognized Statutory Holidays

For the purposes of this Agreement, the following are recognized as Statutory Holidays:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	B.C. Day

19.02 Entitlement to Statutory Holiday

- (a) All Regular Employees shall be entitled to Statutory Holidays as set out in Clause 19.01.
- (b) Temporary and Casual Employees will be entitled to statutory holiday pay in accordance with the Employment Standards Act of BC.
- (c) Where the Statutory Holiday is paid by the *Workers' Compensation Board* there shall be no additional payment.
- (d) An Employee shall not be entitled when on a leave of absence without pay in excess of thirty (30) days.

19.03 Statutory Holiday Pay

- (a) An entitled Employee shall receive a day's pay at their regular basic rate for each of the Statutory Holidays. However, where the Statutory Holiday is observed on a day the Employee is not scheduled to work, then the Employer shall have the option to grant the Employee another day off in lieu thereof, or require them to take it in conjunction with their annual vacation, but in either case the day's pay shall be the sum to which they were entitled on the day the Statutory Holiday was observed.
- (b) By way of clarification of Clause 19.03(a) above, the Parties agree that pay arising out of said provision shall be calculated using the formula set out in Section 45(1) of the *Employment Standards Act* of British Columbia.
- (c) An eligible Employee temporarily employed at a rate of pay higher than their regular basic rate shall be paid, when entitled to pay for a Statutory Holiday

at the rate of pay providing they have been continuously employed at the higher rate for at least four (4) days out of their immediately preceding five (5) working days.

19.04 Statutory Holiday during Vacation

If a Statutory Holiday to which an Employee would otherwise be entitled falls within or in conjunction with his/her annual vacation period, he/she shall receive one (1) additional day of vacation with pay in lieu of the said Statutory Holiday, which shall be taken at a mutually agreed time.

19.05 Work on a Statutory Holiday

An Employee who works on a Statutory Holiday shall be paid two (2) times his/her rate of pay for all hours worked.

ARTICLE 20 – VACATIONS

20.01 Application of Article

The provisions of this Article shall apply only to Regular Employees.

20.02 Annual Vacation Entitlement and Pay

(a) Entitlement to Vacation

A Regular Employee shall earn annual vacation entitlement for any calendar year only on reaching that Employee's anniversary date, although he or she may take annual vacation entitlement anytime during that calendar year, subject to the provisions of Clause 20.03 below. An Employee during his or her first year of employment must be employed for a minimum of one hundred eighty (180) consecutive calendar days before he or she may take vacation, any of which time off work shall be subject to the sole discretion of the Employer as to the amount and timing of any such entitlement. It is understood and agreed that vacation entitlement for all Regular Employees in the bargaining unit is earned based on continuous calendar years of service.

(b) Vacation Pay

Payment for vacations shall be based on the applicable percentage of the Regular Employee's gross earnings accumulated between periods when vacation time off work is taken by each Regular Employee.

(c) The Employer agrees to provide a one time only, one (1) week bonus vacation entitlement to all regular employees who have worked ten (10) years or more.

(d) "Weeks of Vacation" Defined

Each "week of vacation" as referred to in Clause 20.02(c) above shall be deemed to include the number of scheduled work days and the number of regularly scheduled straight-time hours of work on each such work day, and only those work days and only those hours, that the Regular Employee would have worked if he or she was not otherwise taking vacation.

20.03 Vacation Selection

(a) Subject to Operational Requirements

The number of Regular Employees, if any, within each job classification who can take vacation at any given time in each calendar year shall be subject to the operational requirements of the Employer.

(b) Vacation Selection by Job Classification and Seniority

Within each job classification, Regular Employees shall select their vacation periods in order of seniority, from highest to lowest, subject to the provisions of Clause 20.03(a) above. The process for such vacation selection shall be as follows:

- i) Regular Employees shall notify the Employer, in writing, of their vacation preference(s) at least ninety (90) consecutive calendar days in advance of the proposed start date of their vacation. In case of conflict, the Regular Employee, within the given job classification, with the highest seniority will be given priority for their stated vacation preference(s), subject to the provisions of Clause 20.03(a) above.
- ii) Under circumstances where the advance written notice of at least ninety (90) consecutive calendar days, as required pursuant to Clause 20.03(b) (i) above, is not given, the Employer may grant vacation, upon written request by a Regular Employee, on a "first come, first served" basis, subject to the discretion of the Employer and the provisions of Clause 20.03(a) above.
- iii) It is understood that the Employer will respond to requests for vacation within a reasonable amount of time.

(c) Split Vacations

Subject to the discretion of the Employer, vacations may be taken in split periods but no such split period of vacation shall be less than one (1) working week, except with the prior consent of the Employer on a case-by-case basis, notwithstanding the foregoing the Employer shall not under any circumstances approve a vacation request for time off work of less than (1) full working day.

20.04 Banking of Vacation Entitlement

In general, all vacations must be taken during the calendar year in which they are earned. However, an Employee may accrue unused vacation up to a maximum of one (1) week.

ARTICLE 21 – LEAVES OF ABSENCE

21.01 Family Related Leave

(a) Pregnancy Leave & Parental Leave

The Employer shall provide pregnancy leave and parental leave in accordance with the *Employment Standards Act* of British Columbia.

(b) Family Responsibility Leave

The Employer shall provide family responsibility leave in accordance with the *Employment Standards Act* of British Columbia.

(c) Compassionate Care Leave

The Employer shall provide compassionate care leave in accordance with the *Employment Standards Act* of British Columbia.

(d) Bereavement Leave

i) Paid Time off Work for Bereavement

In the event of a death in the immediate family of an employee, the Employer shall grant up to three (3) consecutive days off scheduled work as leave of absence with pay. For these purposes, the term "immediate family" means the spouse, child, parent (including step-parent), sibling, father-in-law, mother-in-law, grandchild, grandparent or great grandparent of the Employee and foster children who have become members of his or her family. An additional two (2) days of paid travel time may be granted at the discretion of the Chief Librarian.

ii) Additional Time off Work for Bereavement

Subject to the operational requirements of the Employer, additional time off work for bereavement purposes may be granted by the employer by the Employee using vacation entitlement or other accrued paid time off work or taking an unpaid leave of absence.

21.02 Sick Leave

(a) Eligibility and Entitlement for Sick Leave Per Calendar Year

Regular Employees who have completed the probation period shall accrue paid sick leave at the rate of one and one half (1.5) days per month to a maximum accrual of eighteen (18) paid sick days per calendar year. The Employer may request a doctor's certificate validating their absence after three (3) consecutive working days. The Employer shall reimburse the employee any cost incurred by the doctor's certificate, when required by the Employer.

A deduction shall be made from accumulated sick leave credits of all working days absent with pay, due to illness of the employee. An employee will be entitled to use up to five (5) working days of accumulated sick leave credits per calendar year to attend to the illness of their spouse, parent or child.

(b) Paid Sick Day Defined

Pay for any sick day shall only cover the scheduled hours of work missed for that day to a maximum of eight (8) hours for any one (1) day paid at straight time rates.

(c) Carry-Over of Unused Sick Leave

Sick leave unused in any calendar year may be carried over from one calendar year to the next calendar year but at no time can a Regular Employee's paid sick leave 'bank' exceed twenty-four (24) days.

(d) No Pay Out of Unused Sick Leave

The Union specifically agrees that the Employer shall not at any time be obliged to make any payout for sick leave except for bona fide illness or injury that is substantiated per Clause 21.02(a) by a valid doctor's certificate.

(e) Notification

Employees must notify the Employer as promptly as possible of any absence from duty because of sickness and Employees will advise the Employer prior to their return.

(f) Subrogation

Where an Employee has received sick leave with pay from the Employer while absent from work by virtue of being ill or injured or because of an accident for which compensation is not payable under the *Workers' Compensation Act*, and that Employee subsequently recovers payment(s) from a third party, as full or partial compensation for lost wages, the Employee will repay to the Employer from such payment(s) an amount equal to the pay for the sick leave received by the Employee from the Employer and the Employer will reinstate accordingly the sick leave entitlement used by the Employee. The Employee will provide the necessary information to the Employer concerning such payment(s). The provisions of this Clause 21.02(f) shall not operate so as to increase the maximum number of days of paid sick leave entitlement for any Employee in any calendar year.

21.03 Leave for Medical and Dental Appointments

An Employee shall make every reasonable effort to schedule medical and dental appointments on non-work time. Should this not be possible, the Chief Librarian, or delegate, shall grant such unpaid time as necessary, or arrange such time through scheduling, or compensating time off, or shift exchange or shift rescheduling. The Employee may instead use accrued paid sick leave providing reasonable advance notice is given by the Employee to the Employer. An Employee shall make every reasonable effort to minimize time away.

21.04 Paid Jury or Court Duty Leave

The Employer shall grant leave of absence without loss of seniority or benefits to a Regular Employee who serves as juror, or witness, in any Court. The Employer shall pay such an Employee the difference between normal earnings and the payment received for jury services or Court witness, excluding payment for travelling, meals or other expenses, for a period not to exceed thirty (30) working days. The Regular Employee shall present proof of such service and the amount of pay received.

21.05 Other Leaves of Absence

Leaves of absence without pay and without loss of seniority may be granted upon written application to the Chief Librarian, or delegate. Such leave must be taken at a time satisfactory to the Employer and will not be unreasonably withheld.

21.06 Domestic Violence

- (a) The Employer recognizes that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance and performance at work.
- (b) Workers experiencing domestic violence will be able to access up to three (3) days of paid leave (utilizing their sick leave), for attendance at medical appointments, legal proceedings and any other necessary activities. This leave will be in conjunction with existing leave entitlements and may be taken as consecutive or single days or as a fraction of a day, upon approval. Employees that have exhausted their sick leave may access their vacation or time off without pay.
- (c) The employee and Employer will only disclose relevant information to protect confidentiality and privacy of an individual(s), while ensuring workplace safety.

ARTICLE 22 – OCCUPATIONAL HEALTH AND SAFETY

22.01 Statutory Compliance

The Employer shall comply with applicable legislation governing the occupational health and safety of Employees.

22.02 Forum for Addressing Health and Safety Matters

The Parties agree that matters pertaining to health and safety in the workplace shall be addressed under the auspices of the joint Labour-Management Committee and Article 6 of this Agreement.

ARTICLE 23 – PERSONNEL FILES

23.01 Personnel Files

A personnel file shall be maintained by the Employer for each Employee in the bargaining unit. Such file shall contain a copy of all relevant documentation concerning the Employee's employment and work performance except for routine documentation such as payroll information, etc.

23.02 Employee Access to Personnel File

An Employee shall have the right to read and review his or her personnel file at any time, upon reasonable notice and by written request to the Employer. An Employee may request and shall receive a copy of any document, record or report contained in the Employee's personnel file.

23.03 Union Access to Employee Personnel File

A representative of the Union, who must be a full-time Union representative from outside the bargaining unit, shall have the right to read and review an Employee's personnel file at any time, upon written authorization of the Employee and upon reasonable notice and by written request to the Employer. On request, such Union representative shall be provided with a copy of any document, record or report contained in the Employee's personnel file, upon written authorization of the Employee.

23.04 Use of Personnel File in Relation to Discipline

Written notices of discipline contained in an Employee's personnel file which are more two (2) years old shall not be relied upon by the Employer to support any subsequent disciplinary action provided that in the interim there has been no other discipline.

ARTICLE 24 – DISCIPLINE AND DISCHARGE

24.01 Just Cause

The Employer shall only discipline or discharge for just and reasonable cause an Employee who has completed the probation period.

24.02 Notice of Disciplinary Action

Written notice of any disciplinary action by the Employer shall be given to any affected Employee(s). The Employer shall also provide a copy of each such disciplinary notice to a duly authorized full-time representative of the Union from outside of the bargaining unit, as designated by the Union.

24.03 Suspension without Pay or Discharge – Preliminary Meeting

Before suspending an Employee without pay or discharging an Employee, the Employer will convene a preliminary meeting with a duly authorized full-time representative of the Union from outside of the bargaining unit, as designated by the Union, to provide a forum for a review of the matter. For this purpose, the Parties specifically agree to provide each other with disclosure of all relevant evidence within their knowledge or possession. This meeting must be convened within five (5) calendar days of the request by the Employer, otherwise the Employer shall have the right to proceed with suspension without pay or the discharge, as the case may be. However, this five (5) day time limit may be extended by mutual agreement between the Parties on a case by case basis. The Employer specifically retains the right to suspend an Employee with pay pending the outcome of the aforesaid preliminary meeting or for the purposes of completing any necessary investigation.

24.04 Oral Warning or Reprimand is not Disciplinary

An oral warning or reprimand shall not be deemed to be a disciplinary measure.

24.05 Union Representation in Relation to Discipline

When discipline up to and including discharge is imposed by the Employer, the Employee concerned shall have the right, upon request of the Employee, to Union representation. It shall not be the responsibility of the Employer to ensure that the Employee is aware of this right. Furthermore, Union representation, if requested by the Employee, must be available within not more than twenty-four (24) hours from the time the option is exercised by the Employee; otherwise, the Employer shall have the right to impose the discipline in the absence of Union

representation. The twenty-four (24) hours time limit may, on a case by case basis, be extended by mutual agreement between the Employer and the Union.

ARTICLE 25 – GRIEVANCE PROCEDURE

25.01 Definition of “Grievance”

(a) “Grievance” means:

- i) differences between the Parties respecting the interpretation, application, operation, or any alleged violation of a provision of this Agreement, including a question as to whether or not a matter is subject to arbitration, or;
- ii) the dismissal, discipline, or suspension of an Employee bound by this Agreement.

(b) The procedure for resolving a grievance shall be the grievance procedure in this Article.

25.02 Step 1

The Employee involved shall first take up the grievance with the Chief Librarian, or duly authorized delegate, within fourteen (14) calendar days of when the grievance was known or ought to have been known. The Employee may be accompanied by a Shop Steward.

25.03 Step 2

If the grievance is not resolved at Step 1, the matter shall be reduced to writing by the Union and submitted to the Chair of the Library Board, or duly authorized delegate, within twenty-one (21) calendar days following the decision rendered at Step 1. The grievor, along with a Shop Steward, shall meet with the Chair of the Library Board, and/or duly authorized delegate(s), to attempt to settle the matter.

Failing settlement within thirty (30) consecutive calendar days of receipt of the grievance at this step, either Party may refer the matter to arbitration as provided in Article 26 (Arbitration).

25.04 Union and Employer Grievance

In the event a grievance is initiated by the Employer or the Union, the initiating Party shall notify the other Party, in writing, of the nature of the grievance and such notice shall be given within thirty (30) days of when the grievance was known

or ought to have been known, unless the Parties agree to an extension of time. Failing settlement within ten (10) working days of receipt of notice, either Party may refer the grievance to Arbitration as set forth in Article 26 (Arbitration).

25.05 Dismissal or Suspension Grievances

In the case of a grievance arising from an Employee's dismissal or suspension, the grievance may commence at Step 2 of the grievance procedure within fourteen (14) days of the date on which the suspension/dismissal occurred, or within fourteen (14) days of the Employee's receiving notice of dismissal or notice of suspension. All dismissal grievances that are to proceed to Arbitration will be dealt with expeditiously.

25.06 Deviation from Grievance Procedure

The Employer agrees that, after a grievance has been filed in writing at Step 2, the Employer's representatives will not enter into discussion or negotiation with the aggrieved Employee without the consent of the Union. In the event that, either before or after a grievance is initiated under this Agreement, an Employee endeavours to pursue the same or similar matter through a complaint under the *Human Rights Code* of British Columbia, further processing of the grievance under this Agreement shall, upon request by the Employer, be held in abeyance pending the outcome of the complaint under the *Human Rights Code*.

25.07 Technical Objections to Grievances

It is the intent that no grievance shall be defeated merely because of a technical error in processing the grievance through the grievance procedure. To this end, an Arbitrator shall have the power to waive formal procedural irregularities in the processing of a grievance in order to determine the real matter in dispute and to render a decision according to the equitable principles and the justice of the case.

25.08 Extension of Time Limits

The time limits set forth in this Article or Article 26 (Arbitration) may be extended by mutual agreement between the Union and the Employer.

25.09 Disclosure of Information

The Parties specifically agree to provide each other during the grievance procedure with disclosure of all relevant evidence in their possession.

25.10 Grievance Investigation, Research or Preparation by Union not to Affect Employer's Customer Service

The Parties agree that customer service in a timely manner is of paramount concern, given the nature of the Employer's business. Accordingly, the Union specifically agrees that investigation, research and/or preparation with respect to a grievance will be conducted by any of its representatives outside the working hours of any of the Employees involved in the matter.

25.11 Limited Paid Time off Work

Scheduling and pay for time off work for any Shop Steward and/or any Employee(s) in the bargaining unit for the purposes of this Article 25 shall be governed by the following (See Clause 4.02):

- (a) It is agreed that time off work for any Shop Steward or any other Union representative(s) and/or any Employee(s) from within the bargaining unit to attend any meeting(s) with any representative(s) of management with respect to matters covered by this Agreement shall be deemed to be time worked and paid accordingly by the Employer, subject to the following conditions:
- i) All such paid time off work for any Shop Steward or any other Union representative(s) and/or any Employee(s) from within the bargaining unit must be approved in advance and scheduled by the Chief Librarian, or delegate.
 - ii) The Employer shall not be obliged to provide such paid time off work to more than a total of two (2) persons from within the bargaining unit, including Employee(s), a Shop Steward and /or Union representative(s), for the purposes of attending any one (1) meeting with any representative(s) of Management.
 - iii) All such paid time off work for any Shop Steward or any other Union representatives(s) and/or any Employee(s) from within the bargaining unit shall be scheduled by the Employer's Chief Librarian, or delegate, in a manner so as to minimize disruption of the Employer's operations; however, such paid time off work shall not be unreasonably withheld.
 - iv) Under no circumstances shall the Employer be obliged to pay any overtime or any other premium, penalty or additional pay for the purposes of this Clause 25.11(a).

- v) Each meeting requested by the Union or any of its representatives with the Employer or any of its representatives that is subject to the provisions of the Clause 25.11(a) must be convened by the Employer within no less than thirty (30) consecutive calendar days from the date of submission of each such request or, when applicable, within the time limits prescribed by this Article 25 with respect to the grievance procedure.
- (b) Except for attending meetings with Management with respect to matters covered by this Agreement or as otherwise expressly provided by this Agreement, the Shop Steward and any other Union representatives and Employees from within the bargaining unit shall all conduct Union business outside their working hours, exclusive of rest and meal breaks, and under no circumstances shall the Employers operations be disrupted or the Employer incur any cost.

ARTICLE 26 – ARBITRATION

26.01 Reference to Arbitration

Failing settlement within thirty (30) consecutive calendar days of receipt of a grievance at Step 2 of the grievance procedure as set out in Article 25, either Party may refer the matter to Arbitration.

26.02 Selection of Arbitrator

All grievances submitted to Arbitration under this Article shall be adjudicated by a single Arbitrator who shall be selected on a case-by-case basis by mutual agreement between the Parties. If the Employer and the Union cannot agree on an Arbitrator within fifteen (15) consecutive calendar days following the date of issue of a notice of referral to Arbitration, then either Party may request that the Director of the Collective Agreement Arbitration Bureau appoint the Arbitrator pursuant to Section 86 of the *Labour Relations Code* of British Columbia.

26.03 Jurisdiction of Arbitrator

Arbitrators shall be vested with all powers that are necessary for the complete, final and binding resolution of any matter in dispute that has been properly processed as a grievance under this Agreement. Except as expressly provided otherwise by this Agreement, the Arbitrator shall not, however, have the power to add to, subtract from, alter, amend, imply terms into or otherwise change or modify any part of this Agreement or render any binding decision which is inconsistent with any of its terms.

26.04 Decision of Arbitrator

The Arbitrator shall proceed as soon as practicable to hear the grievance and shall endeavour to render a decision within thirty (30) calendar days following the date of final conclusion of the hearing. The decision of the Arbitrator shall be in writing and shall be final and binding on the Employer, the Union and each Employee in the bargaining unit affected by the decision.

26.05 Arbitration Costs

The fees and expenses of the Arbitrator shall be borne equally by the Parties. The Employer and the Union shall each pay their own costs for preparing and presenting their case at any Arbitration arising out of this Agreement, subject to the provisions of Clause 26.08 below.

26.06 Expedited Arbitration

In accordance with Section 104 of the *Labour Relations Code* of British Columbia, either Party may refer an unresolved grievance to Expedited Arbitration as provided therein.

26.07 Settlement Officer

In accordance with Section 87 of the *Labour Relations Code* of British Columbia, either Party may refer an unresolved grievance to a Settlement Officer for assistance in resolving the matter.

26.08 Time off Work for Arbitration Purposes

(a) Employees Required by the Union

The Union shall reimburse the Employer in full for all costs incurred by the Employer to allow for paid time off work for any Employees, including Union representatives from within the bargaining unit, required by the Union for the purposes of preparation for or attendance at any arbitration under this Agreement. The Employer shall not unreasonably deny such time off work.

(b) Employees Required by the Employer

Employees required by the Employer to attend or participate in any investigation, discussion, meeting or hearing with respect to the processing of any Arbitration under this Article shall be granted time off work with pay by the Employer for this purpose and this time shall be deemed to be time worked. The Employer shall not be obliged to pay any overtime or any other premium, penalty or additional pay in these respects.

ARTICLE 27 – DISPLACEMENT, LAYOFF AND RECALL

27.01 Application of Article

The Provisions of this Article shall apply only to Regular Employees.

27.02 Definitions

For the purposes of this Agreement, the following definitions shall apply:

(a) Displacement

Displacement means the loss by a Regular Employee of his or her current job classification due to:

- i) a lack of work; that is, no work; or
- ii) a reduction in the workforce; or
- iii) a discontinuance of the Employer's operations, in whole or in part; or;
- iv) introduction of the type of workplace adjustments contemplated by Article 28; or
- v) being "bumped" in accordance with this Article.

(b) Layoff

Layoff means a displacement as defined in Clause 27.02(a) above such that a Regular Employee is without work.

27.03 Criteria Governing Displacement and Layoff

The Regular Employee with the least seniority within each affected job classification shall be the first person to be displaced or laid off within his or her job classification, subject to the provisions of Clause 13.08 (Application of Seniority).

27.04 Bumping Procedure

(a) "Bumping Rights" Defined

A regular Employee displaced from his or her job classification by the layoff procedure may displace or "bump" a Regular Employee with less seniority in

a lower rated job classification, subject to the provisions of Clause 13.08 (Application of Seniority).

(b) No "Bumping Up"

The process of recall shall not in any case result in any Regular Employee effectively getting a promotion, that is, moving from a lower rated job classification to a higher rated job classification than previously held by the Employee.

27.05 Recall Period

An Employee who has completed his/her probationary period and attains regular status shall have recall rights for twelve months from the date of layoff.

27.06 Seniority Calculation during Recall Period

Seniority for a Regular Employee who is laid off shall be maintained and accumulated during the recall period.

27.07 Recall Process

(a) Criteria Governing Recall

Regular Employees who are laid off shall be recalled to work in accordance with the provisions of Clause 13.08 (Application of Seniority).

(b) Notice of Recall

The Employer shall first attempt to contact by telephone a Regular Employee who is subject to recall. If such contact is not successful within twenty-four (24) hours of the initial contact attempt by the Employer, the Employer shall send a recall notice by registered mail to the Regular Employee's last known mailing address. For these purposes, a laid off Regular Employee shall be responsible for providing the Employer with his or her current contact telephone number and mailing address and any changes thereto.

(c) Failure to Respond to a Recall Notice

If a Regular Employee who has been laid off is issued with a written recall notice pursuant to this Clause 27.07 and fails to report to work within seven (7) consecutive calendar days of the date of issuance of such notice, then unless the Employee provides the Employer a bona fide reason for not responding in a timely manner, such Employee shall be removed from the

recall list and the employment relationship shall be deemed to be severed. It is understood and agreed that a Regular Employee who is recalled pursuant to the applicable provisions of the Article shall be obliged to contact the Employer as soon as possible to either accept or reject the recall.

27.08 Limitations on Continuation of Benefit Plan Coverage

The Employer shall be responsible to continue benefit coverage for a period of three (3) months following the layoff, at which time the Employee shall have the option to secure coverage at their expense for the balance of the recall period, provided the benefit plan carrier allows for the continuation of coverage.

27.09 Notice of Layoff

Regular Employees, who are to be laid off, such that they are without work, shall be given notice in writing as specified below. It is agreed that such Regular Employee may continue to work on a day-to-day basis after the day of layoff stated in the notice and no further notice of layoff shall be required in such cases.

- (a) Where a Regular Employee has less than one (1) year of continuous service, one (1) weeks' notice.
- (b) Where a Regular Employee has one (1) year and up to three (3) years' of continuous service, two (2) weeks' notice, and for each subsequent year of service, an additional weeks' notice, up to a maximum of eight (8) weeks' notice.
- (c) If a Regular Employee has not had the opportunity to work the days as provided in this Clause 27.09, he or she shall be paid at straight-time rates for their otherwise scheduled hours of work that were not made available.

ARTICLE 28 – ADJUSTMENT PLAN

28.01 Adjustment Plan Process

If the Employer introduces or intends to introduce a measure, policy, practice or change that affects the terms, conditions or security of employment of a significant number of Employees to whom this Agreement applies,

- (a) The Employer must give notice to the Union at least sixty (60) days before the date on which the measure, policy, practice or change is to be effected, and
- (b) After notice has been given, the Employer and the Union must meet, in good faith, and endeavour to develop an adjustment plan, which may include provisions respect any of the following:
 - i) consideration of alternatives to the proposed measure, policy practice or change, including amendment of provisions in the Collective Agreement;
 - ii) human resource planning and Employee counselling and retraining;
 - iii) notice of termination;
 - iv) severance pay;
 - v) entitlement to pension and other benefits including early retirement benefits;
 - vi) a bipartite process of overseeing the implementation of the adjustment plan.

28.02 Mutually Agreed Adjustment Plan Incorporated into Collective Agreement

If, after meeting in accordance with Clause 28.01 above the Parties have agreed to an adjustment plan, it is enforceable as if it were part of the Collective Agreement between the Employer and the Union.

28.03 Exceptions

Clause 28.01 and Clause 28.02 above do not apply to the termination of employment of Employees exempted by section 65 of the *Employment Standards Act* of British Columbia from the application of section 64 of that Act.

28.04 Process through Joint Labour-Management Committee

Any meeting of the Parties arising out of this Article shall be conducted under the auspices of the Joint Labour-Management Committee and Article 6 of this Agreement.

28.05 Impact of Statute

The Parties agree that the provisions of this Article 28 effectively incorporate into the Collective Agreement the current provisions of Section 54 – Adjustment Plan – of the *Labour Relations Code* of British Columbia. The Parties further agree that if in future said provisions of the Code are amended or repealed the provisions of this Article 28 shall be changed or deleted to mirror the statute in these respects.

ARTICLE 29 – TRAINING

29.01 Pay for Training Purposes

All time related to training, except for travel, shall be paid at straight-time base hourly rates and shall not be subject to any overtime or other premium, penalty or additional pay. Such pay shall be limited to a maximum of eight (8) hours per day. Training related travel time that is outside scheduled hours of work shall be unpaid time.

ARTICLE 30 – BENEFIT PLANS

30.01 Limitation of Liability

The Union agrees that the obligation of the Employer under this Article is restricted to the payment of a portion of premiums, as applicable, to the insurance carrier. Neither the benefits, nor the insurance policies governing the application of the benefits, form part of this Agreement. The Union agrees that all benefits referred to in this Article are subject to the conditions of eligibility and any other limitations expressed in the insurance carrier's policy, and that the Employer has no responsibility for the administration of any insurance policy.

30.02 Selection of Carrier

The selection of the insurance carrier for any benefits referred to in this Article is in the sole discretion of the Employer.

30.03 Eligibility

All Regular Employees who have completed the probationary period with the Employer shall be eligible for coverage under this Article, subject to the conditions of eligibility and any other limitations expressed in the insurance carrier's policy. Coverage for each Regular Employee shall commence at the start of the first full calendar month following the date on which he or she completes their probationary period with the Employer.

30.04 Benefits

The benefits covered by this Article are summarized in booklets provided by the benefits carrier, none of which form part of this Agreement. In general, the nature of these benefits is as follows:

- (a) Employee Life Insurance
Level \$25,000 benefit
- (b) Dependents Life Insurance
Spouse \$10,000; each child \$5,000
- (c) Accidental Death & Dismemberment
Level benefit of \$25,000
- (d) Extended Health Plan
80% drugs; 100% all other benefits; \$25 - \$50 deductible

(e) Dental Plan
80% Basic; 50% Major; no deductible; (50% E & P)

(f) Long Term Disability ("LTD")
After a 120-day waiting period, up to two years

30.05 Premiums Paid by Employer

The Employer shall pay 100% of the premium costs for all of the benefit plans referred to in Clause 30.04 above for all eligible Regular Employees.

30.06 Benefit Premium Payments when off Work

Subject to the provisions of Clause 27.08, the Employer shall not be required to continue paying any premiums for any coverage under this Article for any otherwise eligible Regular Employee who is absent from work for any reason, other than approved paid leave of absence or vacation, for a period of greater than one (1) month unless otherwise required by any applicable law. In such case, the otherwise eligible Employee shall be given the option of paying the total cost in advance on a monthly basis for continued coverage under this Article, if this is allowed by the insurance carrier(s). Failing such payment by the Regular Employee, all benefit plan coverage under this Article shall be terminated unless and until such time as he or she returns to active duty.

30.07 Same Sex Benefit Access

The Employer agrees, where the benefit carrier recognizes and when an employee applies, coverage for same sex spouse will be provided.

ARTICLE 31 – RETIREMENT PROVISIONS

31.01 RRSP Contributions by Employer

- (a) On or about December 31st in each calendar year, the Employer shall contribute into a Registered Retirement Saving Plan ("RRSP") in respect of each Regular Employee who has completed three (3) years of continuous service with the Employer an amount equal to eight percent (8%) of the gross earnings that each such Regular Employee earned during that calendar year between January 1st and December 31st, inclusive.
- (b) To be entitled to receive the RRSP contribution(s) defined in Clause 30.01 above, each eligible Regular Employee shall be obliged to establish a bona fide RRSP and to provide the Employer in a timely manner with the details and authorization necessary to allow the Employer to make direct deposit(s) into said RRSP.

ARTICLE 32 – NO PERSONAL OR SEXUAL HARASSMENT

32.01 Prohibition against Personal and Sexual Harassment

The Employer and the Union recognize the right of all Employees to work in an environment that is free of personal and sexual harassment. Accordingly, the personal and sexual harassment of any Employee for any reason is prohibited.

The Employer will provide and communicate its Harassment Policies and Procedures as per WorkSafeBC requirements and the BC Human Rights Code to each and every employee, contractor, or non-bargaining unit employee. That Policy and Procedure formulates Appendix "B" of this Agreement. Changes to the Policy/Procedures will be mutually agreed upon by the Parties to insure conformity with all Statutes and Legislation.

32.02 Personal and Sexual Harassment Defined

For the purposes of this Article:

(a) Definition of Personal Harassment

- i) Personal harassment is generally any behaviour consisting of offensive comments or actions that serve to demean, belittle or intimidate an employee(s) or cause personal humiliation;
- ii) Personal harassment may include conduct related to unlawful discrimination under the *Human Rights Code*;
- iii) Personal harassment does not include reasonable management activities to direct and manage the work force, including counseling, performance management and corrective discipline.
- iv) Sexual harassment, as defined in Clause 32.02(b) below, is also considered to be a form of personal harassment and will not be tolerated.

(b) Definition of Sexual Harassment

Sexual harassment shall be defined as any sexually oriented practice which undermines an employee's health, job performance or endangers an employee's employment status or potential. Sexual harassment examples may include but are not limited to:

- i) Engaging in a course of vexatious (annoying, irritating) comment or conduct of a sexual nature that is known or ought reasonably to be known to be unwelcome.
 - ii) Sexual solicitation or advance or inappropriate touching and sexual assault;
 - iii) A reprisal, or threat of reprisal, which might reasonably be perceived as placing a condition of a sexual nature on employment by a person in authority after such sexual solicitation or advance or inappropriate touching is rejected.
 - iv) This definition of sexual harassment is not meant to inhibit interactions or relationships based on adult mutual consent or normal social contact between Employees.
- (c) Prohibited conduct may be verbal, non-verbal, physical, deliberate or unintended, unsolicited or unwelcome, as determined by a reasonable person. It may be one incident or a series of incidents depending on the context.
- (d) Whether or not conduct is seen as “unwelcome” will depend on the circumstances of each case. However, the complainant need not expressly eject the conduct or object to the conduct in order to complain about it. It is sufficient if the alleged harasser knows or ought reasonably to have known that the conduct was unwelcome.

32.03 No Frivolous, Vexatious or Vindictive Claims

The Employer may undertake disciplinary or other appropriate action against any Employee who under this Article makes a claim of personal harassment which is determined to be frivolous, vexatious or vindictive in nature. Any such disciplinary action by the Employer with respect to any Employee who has passed probation must be for “just cause”.

32.04 Resolution of Personal Harassment Complaints/Grievances

(a) Raising a Complaint or Grievance

A complainant may either initiate a grievance as per the grievance procedure contained in this Agreement, commencing at Step 2, or file an oral or written complaint with the Chair of the Library Board, or delegate, and/or an external Union Representative, or delegate.

(b) Required Information in Complaint or Grievance

An oral or written complaint or a grievance alleging personal harassment shall specify the details of the allegation(s) including:

- i) Name and job title of the complainant;
- ii) Name and job title of the respondent;
- iii) A description of the action(s), conduct events or circumstances involved in the complaint;
- iv) Name(s) of witnesses (if any); and
- v) Prior attempts to resolve (if any).

(c) Time Limits for Initiating a Complaint or Grievance

A complaint or grievance alleging personal harassment must be initiated within one hundred eighty (180) consecutive calendar days from the date on which the complainant knew or ought reasonably to have known about the objectionable incident(s). This time limit may be extended by mutual agreement between the Employer and the Union.

(d) Investigation Processes

A complaint or grievance alleging personal harassment will be investigated as follows:

- i) An external Union Representative, or delegate, and the Chair of the Library Board, or delegate, will first undertake a joint preliminary investigation to determine if there appears to be sufficient credible evidence to warrant further investigation of the allegation(s).
- ii) If necessary, based on the results of the preliminary investigation described above, the Employer's Administrator, or delegate, and an external Union Representative, or delegate, will jointly conduct a full and thorough investigation of the matter.
- iii) The Employer and Union representative involved in the joint investigation described above will report their findings and recommendations, if any, to the Employer.

- iv) Upon conclusion of the investigation process(es) arising out of this Clause 32.04(d), the Employer shall take such action as deemed appropriate by the Employer, under the circumstances, which result, if it involves any bargaining unit Employee(s), may be subject to arbitration by the Union in accordance with the applicable provisions of this Agreement.
- v) The investigation processes and their results arising out of this Clause 32.04(d) are to be treated by all concerned as confidential except as otherwise required on a "need to know" basis.
- vi) Time off work for the purposes of the investigation processes arising out of this Clause 32.04(d) shall be governed by Clause 4.02 of this Agreement.
- vii) Union Representatives involved in conducting any investigations under this Clause 32.04(d) must be persons from outside of the bargaining unit.

(e) Referral to Arbitration

Any complaint or grievance alleging personal harassment that is not resolved through the processes arising out of this Clause 32.04 may be referred to Arbitration in accordance with the applicable provisions of this Agreement, in which case the authority of the Arbitrator shall be as set out below.

32.05 Authority of Arbitrator

An Arbitrator hearing a grievance arising out of this Article shall have the authority to:

- (a) Uphold or dismiss the grievance; and/or
- (b) Return the issue to the Employer to determine the appropriate disciplinary penalty as concerns any Employee in the bargaining unit; and
- (c) Retain jurisdiction to resolve any issues with respect to the imposition of any discipline of any employee in the bargaining unit or any other matter related to the case, subject to the overriding provisions Clause 32.05(e) below; and
- (d) Make such further orders as may be necessary to provide a final and binding resolution of the grievance.

ARTICLE 33 – SAVINGS PROVISIONS

33.01 Government Action Affecting Agreement

- (a) If any Article or provision or part thereof of this Agreement shall be rendered null and void, or materially altered, or otherwise be declared invalid, inoperative or unenforceable, by any competent authority or applicable legislation arising from the legislative or judicial branch of the federal or provincial territorial governments, the following shall apply:
- i) The remaining provisions of the Agreement shall remain in full force and effect for the life of the Agreement.
 - ii) The Employer and the Union shall, as soon as possible, negotiate mutually agreeable provisions to be substituted for the provisions rendered null and void, to whatever degree, as per Clause 33.01(a) above.
 - iii) If mutual agreement cannot be reached as provided in Clause 33.01(a)(ii) above, the matter may, at the option of either Party, be referred directly to arbitration in accordance with the applicable provisions of this Agreement. For this purpose, it is agreed that the matter must be so referred within sixty (60) calendar days following the date of unsatisfactory conclusion of the relevant negotiations.

ARTICLE 34 – MISCELLANEOUS PROVISIONS

34.01 Preparation and Printing of the Collective Agreement

- (a) The Union shall prepare and print at its expense copies of each Collective Agreement with the Employer. However, the Employer shall have the right to review and approve the final version of the Collective Agreement prior to any copies of said Collective Agreement being printed by the Union.
- (b) The Union shall give the Employer at no cost sufficient copies of the printed Collective Agreement, as requested by the Employer from time to time.
- (c) The Employer shall undertake to ensure that each Employee in the bargaining unit including, but not limited to, each newly-hired Employee, receives a copy of the current Collective Agreement.

34.02 Communications

Except as expressly provided otherwise by this Agreement, any notice required to be given by either Party to the other pursuant to this Agreement shall be hand-delivered or sent by mail, fax or by email.

34.03 Name Tags

The Employer retains the right to require bargaining unit employees to wear individual name tags during working hours. Such name tags shall be provided by the Employer.

34.05 Bonding

If the Employer requires any Employee to be bonded, the cost for such bonding shall be paid for by the Employer.

ARTICLE 35 – DURATION

35.01 Effective Date of Agreement

The provisions of this Agreement shall come into effect on the date of ratification.

35.02 Duration and Termination of Agreement


This Agreement shall continue in effect until midnight December 31, 2022 and shall remain in force and be binding upon the Parties thereafter until a new agreement has been consummated or there is a strike or lockout, whichever event occurs first.


35.03 Exclusions of Operation – Labour Relations Code of B.C.


The Parties hereto agree to exclude the operation of Sections 50(2) and 50(3) of the *Labour Relations Code* of British Columbia, or any subsequent equivalent legislative provisions.

Signed this 8 day of January, 2019

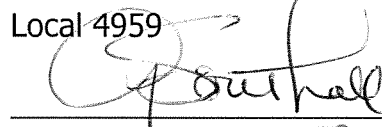
Creston Valley Public Library




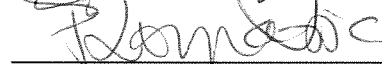




Canadian Union of Public Employees,
Local 4959







APPENDIX "A" – Job Classifications and Wage Rates

JOB CLASSIFICATION: PAGE						
STEP-ON-SCALE PROGRESSION:	HOURS ACTUALLY WORKED	June 1, 2018	June 1,2019	June 1,2020	June 1,2021	June 1,2022
	Start	\$12.65	\$13.85	\$14.60	\$15.20	\$15.20 or whatever minimum wage adjusts too
NATURE OF DUTIES:	Perform general duties related to operation of the library including, but not limited to, the following: Do circulation and desk duties; do shelf reading; shelve books, do light mending, cleaning books, assist staff with a variety of duties and other duties as agreed upon between the Union and Employer.					

NOTE: *On June 1st, **2018**, the **minimum wage** increased to \$12.65. The government has announced that the **minimum wage** will further rise to \$13.85 on June 1st, 2019, to \$14.60 on June 1st, 2020 and to \$15.20 on June 1st, 2021.*

JOB CLASSIFICATION: LIBRARY ASSISTANT I

STEP-ON-SCALE PROGRESSION:	HOURS ACTUALLY WORKED	2018	2019	2020	2021	2022
		2%	2%	2%	2%	2%
	Start	\$15.20	\$15.50	\$15.81	\$16.13	\$16.45
	1 year or 1500 hours whichever is later	\$15.77	\$16.08	\$16.41	\$16.73	\$17.07
	2 years or 3000 hours whichever is later	\$16.90	\$17.24	\$17.58	\$17.94	\$18.29
NATURE OF DUTIES:	<p>In addition to all of the duties of a Page, perform general duties related to operation of the Library including, but not limited to, the following:</p> <p>Process interlibrary loans; respond to reference enquiries; provide readers advisory services; administer overdues; in coordination with Library Assistant-Technician, maintain membership and other databases; maintain and report on library statistics, as required; undertake library openings and closings; perform basic repair and maintenance of collection materials; in coordination with Library Assistant –Technician, perform basic computer maintenance; maintain library and office supply inventory; in coordination with the Chief Librarian, or delegate, recommend library materials for acquisition and weeding and undertake weeding as directed; in coordination with the Chief Librarian, or delegate, develop and set up library displays; and assist patrons and perform other duties as directed.</p>					

JOB CLASSIFICATION: LIBRARY ASSISTANT – TECHNICIAN						
STEP-ON-SCALE PROGRESSION:	HOURS ACTUALLY WORKED	2018 2%	2019 2%	2020 2%	2021 2%	2022 2%
	Start	\$19.72	\$20.11	\$20.51	\$20.92	\$21.34
	1 year or 1500 hours whichever is later	\$20.28	\$20.68	\$21.10	\$21.52	\$21.95
	2 years or 3000 hours whichever is later	\$21.40	\$21.83	\$22.26	\$22.71	\$23.16
NATURE OF DUTIES:	<p>Perform general duties related to operation of the Library including, but not limited to, the following:</p> <p>Set up and maintain library electronic equipment and update library computer and related systems or other technology as necessary; in coordination with other Library Assistants, maintain membership and other databases; tutor patrons and Library staff on how to use Library technology; develop and maintain manuals and other instruction information concerning use of Library technology; in coordination with Library Assistant II develop and maintain internet content for the Library, subject to the final authority of the Chief Librarian, or delegate; in coordination with the Chief Librarian, or delegate, promote the Library's technology to patrons and the community; and assist patrons and perform other duties as directed.</p>					

JOB CLASSIFICATION: LIBRARY ASSISTANT II						
STEP-ON-SCALE PROGRESSION:	HOURS ACTUALLY WORKED	2018 2%	2019 2%	2020 2%	2021 2%	2022 2%
	Start	\$19.72	\$20.11	\$20.51	\$20.92	\$21.34
	1 year or 1500 hours whichever is later	\$20.28	\$20.68	\$21.10	\$21.52	\$21.95
	2 years or 3000 hours whichever is later	\$21.40	\$21.83	\$22.26	\$22.71	\$23.16
NATURE OF DUTIES:	<p>In addition to all of the duties of a Library Assistant I, perform general duties related to operation of the Library including, but not limited to, the following:</p> <p>Do cataloguing; assist with Library orientation and instruction on how to access and use library resources; in coordination with the Chief Librarian, or delegate, prepare promotional materials; in coordination with the Chief Librarian, or delegate, write, administer and report on employment grants for the Library; in coordination with Library Assistant – Technician, develop and maintain internet content for the Library, subject to final authority of the Chief Librarian, or delegate; in coordination with and subject to the final authority of the Chief Librarian, or delegate, develop, organize, promote and implement library programs, both internally and externally; in coordination with and subject to the final authority of the Chief Librarian, or delegate, engage, train, schedule, mentor and give direction to volunteers; and assist patrons and perform other duties as directed.</p>					

JOB CLASSIFICATION: LIBRARY TEAM LEADER						
STEP-ON-SCALE PROGRESSION:	HOURS ACTUALLY WORKED	2018 2%	2019 2%	2020 2%	2021 2%	2022 2%
	Start	\$20.84	\$21.26	\$21.68	\$22.11	\$22.56
	1 year or 1500 hours whichever is later	\$21.40	\$21.83	\$22.26	\$22.71	\$23.16
	2 years or 3000 hours whichever is later	\$22.52	\$22.97	\$23.43	\$23.90	\$24.38
NATURE OF DUTIES:	In addition to all of the duties of a Library Assistant II, perform general duties related to the operation of the Library including, but not limited to, the following: purchasing library materials, handling cash float, scheduling, checking time sheets and team leadership in coordination with and subject to the final authority of the Chief Librarian, or delegate.					

NOTES TO APPENDIX "A"

(1) Nature of Duties

The "nature of duties as set out in this Appendix "A" are in each case intended to be an illustrative and not an exhaustive list of work functions. The "nature of duties" as set out herein are intended to reflect fluid pools of work functions. Accordingly, the "nature of duties" in each case can be changed as a reserved right of management. They do NOT constitute job descriptions.

(2) "Hours actually worked" defined

For the purposes of this Appendix "A", hours actually worked", shall be defined to mean and include all worked hours paid for at straight-time or overtime hourly rates for work actually performed, including paid rest periods, but excluding meal periods, and any other "deemed worked" time, whether paid or unpaid under the Collective Agreement, within the applicable job classification.

(3) Library to be Kept Neat, Tidy and in Good Order

All Employees in the bargaining unit shall be obliged to help maintain the Library in a state of being neat, tidy and in good order.

(4) It is the intent of both parties to provide "Page" job(s) to high school students and recent graduates between the ages of fifteen (15) and nineteen (19).

(5) Effective Date of Appendix "A"

The provisions of this Appendix "A" shall come into force and effect at the start of the first bi-weekly pay period after the date of ratification.

APPENDIX "B" – Workplace Bullying and Harassment Reporting Procedures

Policy Statement

1. Workplace Conduct

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

2. Bullying and Harassment

- a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumors.

3. Workers Must:

- not engage in the bullying and harassment of other workers.
- report if bullying and harassment is observed or experienced.
- apply and comply with the employer's policies and procedures on bullying and harassment.

4. Application

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email.

5. Annual Review

This policy statement will be reviewed every year. All workers will be provided with a copy.

Reporting Procedures

1. How to Report

Workers at The Creston Valley Public Library can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

2. When to Report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting Contact

Report any incidents or complaints to the, Chief Librarian or any Board of Directors member or to your Union Representative or any other person assigned to handle company complaints.

4. Alternate Reporting Contact

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behavior, contact your Union Representative or other person assigned to handle complaints.

5. What to Include in a Report

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behavior and/or words led to the complaint.

Investigation Procedures

1. How and When Investigations will be Conducted

Where possible investigations at the Creston Valley Public library will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances.
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations.
- be sensitive to the interests of all parties involved, and maintain confidentiality
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses.
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

2. What will be Included

Investigations will include interviews with the complainant, the respondent and any witnesses. If the complainant and the respondent agree on what happened, then the Library will not investigate any further, and will determine what corrective action to take if necessary.

3. Roles and Responsibilities

The Chief Librarian is responsible for ensuring workplace investigation procedures are followed.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

The Chief Librarian or designate will conduct investigations and provide a written report with conclusions to the Board of Directors or any other person named to assist in this investigation.

If external investigators are hired, they will conduct Investigations and provide a written report with conclusions to the Chief Librarian or Board of Directors.

4. Follow-up

The respondent and complainant will be advised of the investigation findings by the Chief Librarian or any other person named to handle the investigation process.

Following an investigation, the Chief Librarian or designate will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.

5. Annual Review

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available at the Creston Valley Public Library and on their website.

Workplace Bullying and Harassment Complaint Form

This complaint form is for workers to report incidents or complaints of workplace bullying and harassment to the employer.

Name and contact information of complainant

Name of respondent

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved.
- any witnesses to the incident(s).
- the location, date, and time of the incident(s).
- details about the incident(s) (behavior and/or words used).
- any additional details that would help with an investigation.

Signature:

Date:

LETTER OF UNDERSTANDING #1

between

CRESTON PUBLIC LIBRARY ASSOCIATION

and

**CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 4959**

RE: Library Team Leader Job Classification Role and Work Functions

With respect to the above cited subject matter, the Employee and the Union, hereinafter referred to as the "Parties", do hereby expressly and mutually agree as follows.

(1) Role of Team Leadership

The role of a Team Leader is to provide mentoring, guidance and other assistance and support to bargaining unit Employees to promote enhanced morale and efficiency and work excellence, as directed by the Employer. The role of Team Leader is in addition to and does not replace the other duties of the incumbent in the job classification of Library Team Leader.

(2) Responsibilities of Team Leadership

In the exercise of her responsibilities for providing team leadership, the incumbent in the job classification of Library Team Leader performs work functions including but not limited to, relieving the Employer of detailed supervision of routine aspects of work by:

- (a) ensuring even work flow and consistency of effort;
- (b) allocating various phases of work to different individuals within a general framework provided by and in consultation with the Employer.
- (c) transmitting the Employer's instructions to other Employees;
- (d) performing a quality control function in respect of subordinates;
- (e) warning subordinates of unacceptable performance (quality or quantity of work) or conduct (observance of hours, appearance, etc.); should a subordinate's

performance or conduct fail to improve as a result of such warning then the Library Team Leader will bring the matter to the attention of the Employer for such further action as may be deemed necessary;

- (f) by providing training to Employees with respect to the performance of their job duties.

The work functions of Team Leader performed by the incumbent in the job classification of Library Team Leader shall be undertaken on the basis of consultation with and subject to the direction and final authority of the Employer's Chief Librarian.

No incumbent in the job classification of Library Team Leader shall impose any formal discipline on any bargaining unit employee.


(3) Changing the Letter of Understanding


This Letter of Understanding may be changed at any time by the written mutual agreement of the Employer and the Union.


(4) Incorporating Letter of Understanding into Collective Agreement

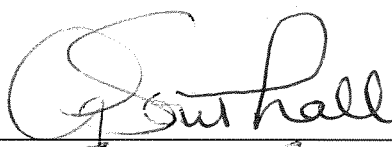
This Letter Of Understanding shall be deemed to be incorporated into the Collective Agreement between the Employer and the Union as if set forth in full therein in writing, and shall so apply.


Signed this 8 day of January, 2019

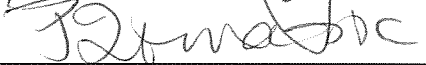












LETTER OF UNDERSTANDING #2

between

CRESTON PUBLIC LIBRARY ASSOCIATION

and

**CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 4959**

RE: Volunteers

With respect to the above cited subject matter, the Employer and the Union, hereinafter referred to as the "Parties", do hereby expressly and mutually agree as follows:

That "Volunteer" is defined in the DEFINITIONS portion of the Collective Agreement.

- (1) Both the Employer and the Union recognize that volunteers can and may perform a useful function in assisting the Library to meet its objectives.

Volunteers will be accepted at the workplace on the following conditions:

- A. Volunteers shall not be paid by the Employer.
- B. The Employer agrees:
 - i) That no employee shall be replaced either temporarily or permanently with a volunteer worker(s).
 - ii) That no employee shall be laid off as a result of the Employer utilizing the services of volunteer(s).
 - iii) That no position shall be excluded from or lost to the bargaining unit as a result of utilization of volunteers(s)
 - iv) That the use of volunteers will not adversely affect employment conditions or limit employment opportunities of the the bargaining unit.
- C. Should any conflict as to the use of volunteer workers arise between the Employer and the Union, such problems shall be subject to the grievance and arbitration procedures.

Volunteers do not do the following:

1. reference
2. rapid entries
3. book repair
4. overrides
5. memberships
6. overdue related problems
7. interlibrary loan requests
8. fines
9. story time (can assist but not run story time)
10. re-filling membership cards
11. any job that gives access to patron records

(2) This Letter of Understanding Takes Precedence

In the event of any conflict involving the language contained elsewhere in the Collective Agreement and the provisions of the Letter of Understanding, the provisions of Letter of Understanding shall take precedence and prevail.

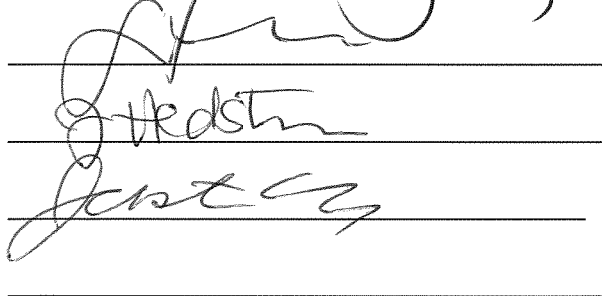
(3) Changing the Letter of Understanding

This Letter of Understanding may be changed at any time by the written mutual agreement of the Employer and the Union.

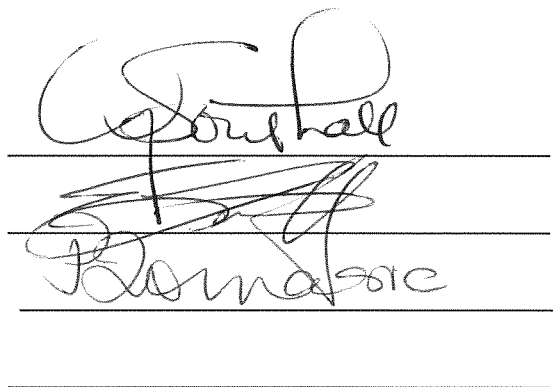
(4) Incorporating Letter of Understanding into Collective Agreement

This Letter Of Understanding shall be deemed to be incorporated into the Collective Agreement between the Employer and the Union as if set forth in full therein in writing, and shall so apply.

Signed this 8 day of January 2019



Gretchen
Justus



C. G. Hall

LETTER OF UNDERSTANDING #3

between

CRESTON PUBLIC LIBRARY ASSOCIATION

and

**CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 4959**

RE: Pay for Attendance at Staff Meetings

With respect to the above cited subject matter, the Employer and the Union, hereinafter referred to as the "Parties", do hereby expressly and mutually agree as follows:

(1) Pay for Attendance at Staff Meetings or Special Committee Meetings

Despite any provision of the Collective Agreement to the contrary, all pay for attendance at staff meetings involving any bargaining unit Employee(s), when convened by the Employer, shall be at straight-time hourly rates. For greater clarity and certainty, attendance at any such staff meeting(s) shall not attract any overtime, premium, penalty or any other additional pay for any bargaining unit Employee(s). However, the minimum pay at straight-time hourly rates for attendance by any bargaining unit Employee(s) at any such staff meeting shall be for at least two (2) hours. This minimum pay shall not be compounded by an Employee's regular straight-time hourly pay if the staff meeting is held during the Employee's scheduled hours of work.

(2) Changing the Letter of Understanding

This Letter of Understanding may be changed at any time by the written mutual agreement of the Employer and the Union.

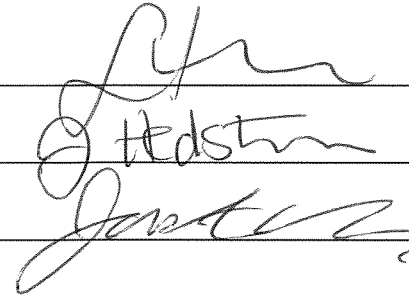
(3) Incorporating Letter of Understanding into Collective Agreement

This Letter Of Understanding shall be deemed to be incorporated into the Collective Agreement between the Employer and the Union as if set forth in full therein in writing, and shall so apply.

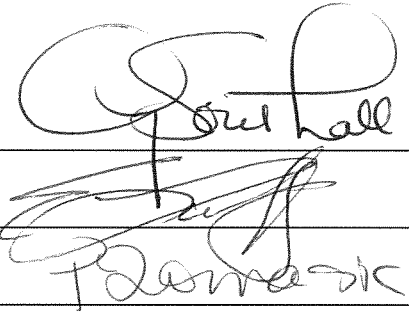
(4) This Letter of Understanding Takes Precedence

In the event of any conflict involving the language contained elsewhere in the Collective Agreement and the provisions of this Letter of Understanding the provisions of this Letter of Understanding shall take precedence and prevail.

Signed this 8 day of January, 2019



J. Hedstrom



J. P. Hall

LETTER OF UNDERSTANDING #4

between

CRESTON PUBLIC LIBRARY ASSOCIATION

and

**CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 4959**

RE: Transition to Employment Program Practicum Agreement

The Partners to this Letter of Understanding agree that the provision of work experience for up to two (2) participants of the Transitions to Employment Program is in the best interest of the community as a whole in assisting individuals with developmental and/or learning disabilities.

The purpose of this Letter of Understanding is to set in place the framework within which practicum placements at the Creston Valley Public Library shall operate.

The following terms and conditions must be met for a practicum placement to be acceptable:

1. Participants must be college-age students with an identified and documented cognitive disability (developmental or learning).
2. Library staff will be provided support and training where necessary at the Employer's expense where necessary, in order to assist participants for them to gain the best experience.
3. Additional staff will be made available if practicum participants affect productivity of existing staff in performing their regular duties.
4. Use of practicum students will have no impact on filling shifts due to sickness leave of absence, vacancies or layoff(s).
5. Practicum students are supernumerary and therefore must be accompanied on the front desk at all times by an LA1, LA2, Team Leader, Library Technician, or Chief Librarian. Pages will not be the sole library staff supervisor/companion on the front desk at any time.
6. The Employer will provide training for LA1's to orientate, provide guidance, support and direction to participants during working hours.
7. At the discretion of the LA1 assigned, LA1's will have the authority to make decisions on the appropriate level of tasks to be performed and adjust as necessary.

Given a practicum placement is designed to introduce students to specific work experiences and skills by placing them in a working environment for a prescribed period of time; it is expected that the participant can experience firsthand the demands of the workplace, jobs and skills he/she will face when entering the work force.

At no time will a practicum participant be placed in a workplace during a strike/lockout dispute between the union and the employer.

If a strike/lockout dispute arises during a practicum placement; the supervisor will cease the placement until such time as the dispute is resolved.

Safety Issues:

Before a student is placed in a practicum placement s/he will be given general occupational health and workplace safety training.

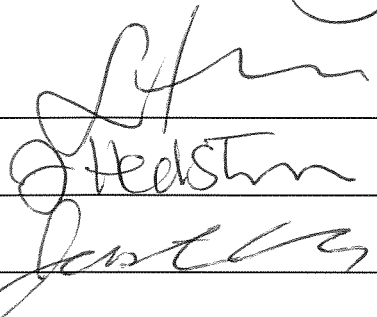
On the first day of the practicum placement the student will be given a site specific occupational health and safety training orientation before any hands-on tasks are performed.

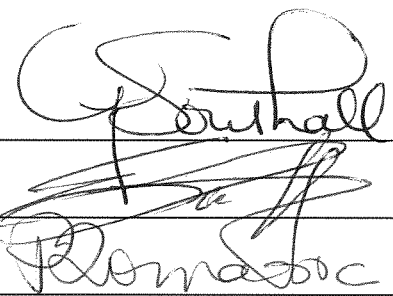
It is the responsibility of the sponsoring educational institute/program to provide third party liability and Worker's Compensation coverage for any practicum placement.

The practicum placement must be supervised at all times by the worker(s) whose job s/he is learning. At no time will a practicum placement be allowed to perform hands on work unsupervised by the worker whose job they are learning.

This agreement shall be subject to review throughout the term of the program. The parties will meet to review and renew prior to the start of any further practicums no later than December 1st of each year.

Signed this 8 day of January, 2019





LETTER OF UNDERSTANDING #5

between

CRESTON PUBLIC LIBRARY ASSOCIATION

and

**CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 4959**

RE: Recruitment and Selection Guidelines for Library Positions

The Employer will ensure that hiring decisions are based on the principle of merit to ensure a non-partisan approach is taken in determining suitable candidates. The "Principle of Merit" will determine a process which reflects competence and ability to perform a job. "Merit...is an important factor in ensuring a strong, neutral workforce..."

"The Public Service Act states that matters to be considered in determining merit must, having regard to the nature of the duties to be performed, include the applicant's education, skills, knowledge, experience, past work performance and years of service..."

"Hiring managers are responsible for conducting a fair, consistent and transparent process that results in the appointment of a qualified competent applicant."

1. Definitions

Guidelines should define each position ie. Regular, Casual, Temporary, Student, Practicum.

2. Planning

- **Job Descriptions** – should be accurate and reflect the scope of work encompassing positions to be posted. Where a classification has changed, or duties have changed, Article 13 provisions of the Collective Agreement will be applied. Where discrepancies occur which the Parties cannot agree upon the grievance procedure will be applied to resolve and disputes.
- **Potential Applicant Files** – All applications will be maintained in a file with resumes for a posting. Applications from qualified internal applicants will be considered before consideration is given to external applicants. Article 14.02 of the Collective Agreement will apply.

- **Job Postings and Advertising**

- Vacancies shall be posted (Article 14.01) in a conspicuous location for fourteen (14) consecutive calendar days to give all eligible employees an opportunity to apply.
- Postings shall contain Job Title, Required Qualifications, Education, Knowledge and/or skills and base hourly wage rate per hour (Appendix A).
- Where testing will occur, postings will identify the nature of the test and desired level of proficiency.
- Postings will be withdrawn at the discretion of the Employer. However, where a qualified candidate has been accepted as an applicant, good and sufficient reasons in writing shall be provided to the candidate and the Union where a posting is withdrawn. Postings will not be withdrawn for arbitrary or discriminatory reasons.
- Student Page and LA1 vacancies will be posted internally first. Where no suitable internal candidate is identified, postings may be made externally. LA2/Technician vacancies may be posted internally and externally concurrently in order to expedite and create efficiencies in the process. However, that shall not supersede consideration of all internal applicants on a posting. Consistency in consideration shall be applied.

3. Selection Process

- **Interview Panels**

- All interviews shall be conducted by a hiring panel.
- The minimum composition for a panel should be three individuals. The Director/Manager, Supervisor and a co-worker. Where no supervisor exists, two co-workers may participate on the panel.
- All applicants must be interviewed by the same panel comprised of the same members
- All applicants shall be asked or provided the same interview questions/tests.
- At no time, shall any member of the interview panel be related to any applicant being interviewed.

- **Regular Applicants**

- All applicants who have met the basic qualifications for the posting shall be interviewed.
- Where a posting may result in additional hours in the same classification, those hours will be awarded to the senior applicant if they have passed probation.
- Where only one internal applicant has applied, and is qualified for a position, the interview will be waived to make a placement.
- In the case of Student Page and LA 1 positions: Qualified internal applicants will be considered before consideration is given to external

applicants. Seniority provisions of the Collective Agreement will still apply should both internal and external candidates apply.

- **Pre-screening**

- Applications will be reviewed and where an applicant does not meet the minimum criteria of a posting, will be notified in writing for reasons the Employer will not be considering for an interview.

- **Non-Regular Applicants**

- Applicants who do not have regular status can only be considered after all qualified applicants have been interviewed.

- **Selection Criteria & Weightings/Interview Questions**

- The interview panel must use the job description to identify critical factors and to compose suitable questions. There should be questions for each factor, unless the information is available on the application and/or resume.
- Factors must include: qualifications; required knowledge; education; skills; ability to perform the work; and seniority (Article 12.08).
- Assign a weight to each factor to reflect their relative importance in predicting success on the job. Weightings should be indicated in percentages adding to the sum of 100%.
- Where an assessment is necessary, the Panel will determine specific requirements of the position for testing ie. Programs. Testing shall be reasonable and reflective of the role required.
- Candidates will be advised of the type of testing to be performed well in advance.
- Panels should agree on a minimum acceptable score BEFORE YOU START.

- **Interviews**

- Shall be scheduled by the Library Director.
- Candidates should be informed of the names and positions/titles of panel members, time, location and expected duration of the interview as well as the interview format.
- All candidates will be asked the same questions.
- DO NOT ASK Questions around age, marital status, union involvement, pregnancy, nationality, race, physical or mental disabilities, ancestry, place of origin, political beliefs, religious beliefs, or sexual orientation.
- Document and score all responses to questions. Take notes to support your rating.
- Scoring shall be done by the individual panel members in confidence until the conclusion of the interview. The Panel then will deliberate their scoring

to determine the selection of a successful applicant. Scores will not be changed during this process.

- Where an awarding of additional hours is to be made in the same classification, and the candidate has already passed probation; testing/skills assessment will not be necessary.
- Where testing/skills assessment is necessary, requirements for the job shall be communicated in advance of the interview to the candidate so that they may adequately prepare.
- Any documentation may be used in a grievance procedure and an individual may request to see documentation to his/her interview.
- In the case of an internal and an external candidate having equal qualifications, the internal candidate will be chosen.

- **Reference Checking**

- The hiring manager is responsible for checking references.

- **Post Interview**

- Total candidates scores for each factor or use consensus to come up with a single score.
 - If two or more candidates are deemed relatively equal seniority is the tie breaker (this is in addition to it being used as a weighted factor in the reflect the selection criteria).

- **Offers/Regrets**

- The hiring manager will advise the successful candidate.
 - The hiring manager will advise all unsuccessful candidates that the position has been filled.

- **Appeal**

- CUPE members not selected for a position may request reasons in writing and have access to the grievance procedure.

This agreement shall be reviewed on a year to year basis by the Parties.

Signed this 8 day of January, 2019

