

AGREEMENT

Between

BRITISH COLUMBIA HYDRO AND POWER AUTHORITY

and

WESTECH INFORMATION SYSTEMS INC

and

POWERTECH LABS INC

and

OFFICE AND PROFESSIONAL
EMPLOYEES' INTERNATIONAL UNION
LOCAL 378

Relating To

WAGES AND WORKING CONDITIONS

Effective Date 1991-04-01

Expiry Date 2002-03-31

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This Agreement is made and entered into by and between:

BRITISH COLUMBIA HYDRO AND POWER AUTHORITY

and

WESTECH INFORMATION SYSTEMS INC

and

POWERTECH LABS INC

(Parties of the first part)

and

**OFFICE AND PROFESSIONAL EMPLOYEES' INTERNATIONAL UNION
LOCAL 378**

(Party of the second part)

WITNESSETH that the Parties agree to exclude the operation of Section 50(2) and 50(3) of the Labour Relations Code and any subsequent equivalent legislative provisions, and that the following provisions shall take effect and be binding upon the Parties for the period commencing 1 April 1997 and ending on 31 March 2002, and thereafter until terminated as follows:

A representative of the Party of the First Part, or a representative of the Party of the Second Part may at any time give to the other party "four" months or more written notice of its intention to re-open the Agreement on that date or any date thereafter. The Agreement shall be re-opened on the date specified in such notice.

This Collective Agreement shall remain in full force and effect until a new and/or revised Collective Agreement is signed by the Parties.

ARTICLE 1

RECOGNITION CLAUSES

- 1.01 (a) This agreement shall apply to and be binding upon the employees of Hydro as described in the Certificate of Bargaining Authority of the Union dated 31 July 1962 and as may be amended by the appropriate authority.
- (1) The Parties agree that all terms and conditions of the Collective agreement shall apply to and be binding upon all employees of Power-tech and Westech as though they are employees of the OPEIU bargaining unit at BC Hydro.
- (b) Employees subject to this Agreement shall continue to be subject to the Agreement where such employees are required to perform their work functions on behalf of the Employer while temporarily away from their headquarters and outside the province. In cases where out of province working arrangements require variations to the terms and conditions of the Collective Agreement, the variations will be negotiated between the Parties specific to the circumstances.
- 1.02 Subject to the provisions of this Agreement, neither the Union nor the Employer in carrying out their obligations under this Agreement shall discriminate in matters of hiring, training, promotion, transfer, lay off, discharge or otherwise because of race, colour, creed, national origin, age, sex, sexual orientation, marital or family status, political affiliation or beliefs, or membership, holding of any office or activity in the Union. Notwithstanding the above, the Parties hereto subscribe to the principles of the B.C. Human Rights Act and the Canadian Charter of Rights and Freedoms.
- 1.03 (a) The Employer will not discriminate against any employee because of membership in the Union.
- (b) The Employer will permit employees who are officers, councillors, job stewards or other properly qualified representatives of the Union to carry out their duties on company time and with no loss in pay in respect to investigating complaints, resolving grievances, distributing Union bulletins, attending Joint Committee meetings, and orienting new employees as per Article 1.07(b)(3). Such employees when carrying out these duties on company time will first obtain the approval of their Supervisor and their

requests for time will not be unreasonably withheld. Where union representatives are required to conduct duties other than those outlined above, they shall be paid in accordance with Article 1.04(b).

- (c) The Employer recognizes the Union's right to select, subject to its sole discretion, Executive Board Members, Councillors, Job Stewards and any other Union official or representative whose duties involve, in whole or in part, representing Employees under this Agreement and the Employer agrees to co-operate with these persons in the performance of their duties on behalf of the Union and its membership employed by the Employer.
 - (d) The Union shall notify the Employer in writing of the names of the persons authorized to represent the Union and/or the employees for the purposes of this Agreement and shall notify the Employer in writing in advance of any changes in these names.
 - (e) The Employer agrees that access to its premises shall be allowed to any representative of the Union for the purpose of business related to the Union, provided advance notice is supplied to the Employer, in which case permission shall not be unreasonably denied. Access does not include use of employer facilities for group meetings without, in each case, the prior authorization of the Employer.
 - (f) If the Employer has authorized the use of Employer facilities for a group meeting, the Union shall have the right to place ballot boxes in the meeting room for the purposes of conducting Union elections, referenda, polling, and Collective Agreement votes.
- 1.04 (a) Properly qualified officers or representatives shall be granted leave of absence to carry out their duties insofar as the regular operation of the departments in which they are employed will permit and any application by them for such leave shall be given precedence over any other application for leave on the same day.

- (b) 1. (Refer to MOU #25)

The Employer will not charge the Union for salaries of Union representatives excused from work on Union business by arrangement with the employee's supervisor where the leave of absence is one (1) day or less.
 - 2. The amount of paid leave granted for the purpose of attending to Union business other than as described in Article 1.03(b) above shall not exceed 1410 hours (BC Hydro)/ 180 hours (Westech)/ 70 hours (Power-tech) per year in total for the bargaining unit.
 - 3. Where a leave of absence specified in (1) above exceeds one (1) day and for all other leaves of absence beyond a total of 1410 hours (BC Hydro)/ 180 hours (Westech)/ 70 hours (Powertech) per year for the bargaining unit, the Union is responsible for the costs of the leaves, including salary and a loading factor of twenty-two percent (22%).
- 1.05
- (a) Employees who are acting as full-time officers or employees of the Union, or who are appointed or elected to positions with the Office and Professional Employees' International Union, will be placed on Leave of Absence, with the time involved considered as service with the Employer. Such Leave, once approved, shall not be interrupted by the Employer during the approved period of the Leave. On conclusion of such Leave of Absence employees will return to the position they previously held unless the Employee has been the successful applicant for another job during the period of the leave, in which case the Employee shall be placed in the new job.
 - (b) The Employer will cooperate with full-time officers or full-time representatives of the Union in performing their Union responsibilities.
 - (c) The Union may use and maintain bulletin boards on the Employers premises and post notices as required. The Union will supply department heads with copies of any bulletins pertaining to matters in the Agreement, when they are posted by the Union.
 - (d) A Union member shall have the right to wear the recognized insignia of the Union.
 - (e) The Union shall have the right to display Union shop cards and Union decals pursuant to the Memorandum of Understanding 30.

1.06 **EMPLOYEE DEFINITIONS**

(a) Full-Time Regular

An employee hired to fill an ongoing position vacated by a regular employee or hired to fill a position which is of a continuing nature. New employees will be considered probationary for a period of up to three (3) months as provided in Article 7.01. The employee will participate in Benefit Plans in accordance with Article 10, and in the Pension Plan. By agreement with the Union, the Employer may hire a temporary employee to fill a position vacated by a regular employee.

It is agreed that the annual hours of work for full time regular employees for the purposes of this Agreement is 1957.5 and that this number shall be used to calculate applicable pro-rated entitlements for part-time and casual employees, unless expressly provided otherwise by this Agreement.

(b) Part-Time Regular

1. An employee hired to fill a part-time ongoing position vacated by a part-time regular employee or to fill a part-time position which is of a continuing nature. New employees will be considered probationary for a period of up to three (3) months as provided in Article 7.01.

2. Unless otherwise agreed with the Union, a part-time regular employee will work according to an assigned regular schedule but will not work more than thirty (30) hours per week except that the employee may in addition relieve a full-time employee on leave of absence, sick leave or annual vacation without change to full-time regular status.

a) An assigned regular schedule will be established by the Employer at the time of hire and will be for a minimum period of two (2) weeks.

b) Within an assigned schedule the days worked and the daily/weekly hours may differ.

Article 1.06(b) Cont'd

3. A supervisor may change an established schedule but must provide two (2) weeks notice of any change.

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4. Notice of change is not required where a schedule is varied by mutual agreement between the employee and the supervisor.
5. The employee will participate in Benefit Plans in accordance with Article 10, and in the Pension Plan.
6. Sick leave and annual vacation entitlements shall be prorated on the basis of time worked according to service.
7. Annual vacation and Statutory Holiday pay shall be paid bi-weekly as a percentage of bi-weekly earnings excluding annual vacation, statutory holidays and RWWL.
8. A part-time regular employee shall not be entitled to Reduced Work Week Leave provisions as provided in Article 11 of the Agreement but will be entitled to seven percent (7%) of gross bi-weekly earnings paid on a bi-weekly basis in lieu of Reduced Work Week Leave.
9. A part-time regular employee shall progress through the salary scales on the basis of accumulated service at the same job group and salary step. Such progression shall be determined by a quarterly review of accumulated service and shall occur effective the first of the month in which the employee accumulates 1957.5 hours calculated by multiplying the employee's straight time hours worked by a factor of 1.17.
10. The Employer shall not hire or use Part-Time Regular Employees to avoid the continuance, creation or filling of positions for or by full-time employees.

(c) Full-Time Temporary

1. Definition

Full-Time Temporary Employee shall mean an employee hired or used to work full-time hours to perform work of a temporary nature in a specific job for a continuous period of three (3) years or less, or for an extended period of time with a defined end date mutually agreed upon between the Employer and the Union.

2. Collective Agreement Coverage

This Agreement as it applies to Full-Time Regular Employees shall apply equally to Full-Time Temporary Employees, except as expressly provided otherwise by this Agreement, and then only to the extent so provided.

3. Seniority

Seniority for Full-Time Temporary Employees shall be calculated in accordance with Article 6.04.

4. Salary

Full-Time Temporary Employees shall receive the salary and compensation specified in this Agreement on the same basis as Full-Time Regular Employees. Full-Time Temporary Employees shall be paid a rate based on the appropriate step on the applicable salary scale which shall recognize the employee's accumulated service with the Employer in the same or related job.

5. Hours of Work

Full-Time Temporary Employees shall be subject to the Hours of Work provisions specified in this Agreement on the same basis as Full-Time Regular Employees.

6. Premium Pay

- (a) Full-Time Temporary Employees shall be subject to the Premium Pay provisions specified in this Agreement on the same basis as Full-Time Regular Employees.
- (b) Full-Time Temporary Employees whose period of employment exceeds one (1) year without any break in service shall thereafter for the duration of their employment as Full-Time Temporary Employees be paid by the Employer a premium in the amount of (five) 5 percent of gross earnings, paid on a bi-weekly basis, in lieu of any severance pay under this Agreement. The Employer shall not hire or use any Full-Time Temporary Employee for less than the one (1) year period specified above to avoid the continuance, creation or filling of positions for or by Full-Time Temporary Employees who are subject to this premium. This Clause 1.06(c)6(b) shall apply only to eligible Full-Time Temporary Employees hired after 15 December 1991.

7. Vacations and Vacation Pay

Full-Time Temporary Employees shall be subject to the Vacation and Vacation Pay provisions specified in this Agreement on the same basis as Full-Time Regular Employees.

8. Sick Leave .

Full-Time Temporary Employees shall be subject to the Sick Leave provisions specified in this Agreement on the same basis as Full-Time Regular Employees.

9. Reduced Work Week Leave (RWWL)

Full-Time Temporary Employees shall be entitled to Reduced Work Week Leave (RWWL) pursuant to Clause 11.01(a) on the same basis as Full-Time Regular Employees.

10. Health, Welfare and Benefit Plan Coverage

Full-Time Temporary Employees shall be entitled to full coverage and entitlements with respect to all health, welfare and benefit plan provisions, including Pension, of this Agreement on an equal basis with Full-Time Regular Employees except that dental plan coverage shall not apply until after one (1) year of continuous service.

11. Change in Status

The status of a Full-Time Temporary Employee shall automatically change to that of a Full-Time Regular Employee upon completion of the three (3) year, or extended period, referred to in Clause 1.06(c)1 above, and he/she shall retain his/her current position.

12. Restrictions on Use of Full-Time Temporary Employees

The Employer shall not hire or use Full-Time Temporary Employees to avoid the continuance, creation or tilling of positions for or by Full-Time Regular Employees.

13. Notice of Termination - Temporary Employees

Service of temporary employees may be terminated with two (2) weeks notice where the employee has completed six (6) months or more of continuous service, or pay-in-lieu of this notice.

(d) Casual Employees (Refer to MOU #27)

1. Definition

A Casual Employee is an employee hired or used on an as-and-when required basis in accordance with the provisions of this Article.

2. Collective Agreement Coverage

This Agreement as it applies to Full-Time Regular Employees shall apply equally to Casual Employees, except as expressly provided otherwise by this Agreement, and then only to the extent so provided.

3. Seniority

Seniority for Casual Employees shall be calculated in accordance with Article 6.06.

4. Wage and Compensation

Casual Employees shall be compensated for work performed in accordance with the applicable salary scale and shall be paid a rate based on the appropriate step on the salary scale which shall recognize the employee's accumulated service with the Employer in the same or related job.

5. Hours of Work

(a) The hours of work of Casual Employees who work full-time or who temporarily replace full-time employees in accordance with this Article shall be governed by Article II.

(b) The hours of work of Casual Employees who work part-time or who temporarily replace part-time employees shall not exceed thirty (30) hours per week.

6. Premium Pay

Casual Employees shall be subject to the Premium Pay provisions specified in this Agreement.

7. Payments in Lieu

In lieu of Annual Vacation, Reduced Work Week Leave (RWWL), Paid Holidays, Sick Leave and Health and Welfare, (excluding Pension Plan Benefits), Casual Employees shall be paid 17.58% of gross earnings on a bi-weekly basis.

8. Severance Pay

Casual Employees shall not be entitled to any severance pay pursuant to Clause 9.03.

9. Restrictions on Use of Casual Employees

The Employer shall not hire or use Casual Employees to avoid the continuance, creation or filling of positions for or by Full-Time Regular Employees, Part-Time Regular Employees, or Full-Time Temporary Employees, as the case may be.

10. Accredited Service

Total hours worked while in the employ of the company as a Casual Employee shall be deemed to be accredited service for the purposes of this Agreement. A casual employee who obtains either full-time or part-time employee status under this Agreement shall be credited with all such accredited service.

11 Notice of Termination - Casual Employees

The Employer shall give each casual employee whose employment is terminated one (1) days notice, or pay-in-lieu.

1.07 UNION SECURITY AND DEDUCTION OF DUES

- (a) The Employer agrees that all employees covered by this Agreement shall, within fifteen (15) days of the date hereof or within fifteen (15) days of their employment whichever event shall later occur, as a condition of continued employment become and remain members of the Union.
- (b) The Employer shall deduct from each such employee's pay the amount of any Union dues and assessments and remit same to the Union monthly, together with information as to the persons from whose pay such deductions have been made.
- (c)

1. The Employer will continue the practice of having the Employee Declaration Form signed at the time of hire. In addition, it will provide a copy of the Membership Application and Dues Deduction Authorization Form to the employee who is responsible for forwarding the form to the Union, The Union undertakes to provide sufficient copies of these forms to all Personnel offices.
2. The Employer will advise new employees of the existence of the Local Union, and of the requirements of membership which arise out of our Agreement.
3. The Employer will direct all new employees concerned to contact the appropriate Local Union representative following commencement of employment with the Employer. A Union representative shall have the right to meet with each new employee during normal work hours at the employee's work place, for a maximum of one (1) hour, sometime during the probationary period as operational conditions permit, in order to acquaint the employee with the Union.

1.08 **SAVINGS PROVISION**

- (a) In cases where the Collective Agreement covers matters referred to in any official policy, rule or regulation of the Employer, the applicable provisions of the Collective Agreement shall prevail.
- (b) In the event that any future legislation renders null and void or materially alters any provision of this Agreement, the remaining provisions shall remain in effect for the term of the Agreement, and the Parties hereto shall negotiate a mutually agreeable provision to be substituted for the provision so rendered null and void or materially altered.
- (c) The Employer agrees not to enter into agreements with employee(s) which violate the provisions of this Collective Agreement.

1.09 **LABOUR-MANAGEMENT COOPERATION**

The Union agrees to cooperate with the Employer in improving general efficiency and administrative practices.

JOINT COMMITTEE

(a) Establishment of Joint Committee

The Parties agree to establish a Joint Committee composed of two Union representatives and two senior Employer representatives, with each Party selecting its own representatives. This Committee may call upon additional persons for technical information or advice. The Committee may establish sub-committees or ad hoc committees as it deems necessary and shall set terms of reference for such Committees.

(b) Responsibilities of Committee

- (i) The Committee shall be empowered to review and make non-binding recommendations on matters referred to it by mutual agreement of the Parties. In referring matters, the Parties shall agree whether the subject will be dealt with on a standing or ad hoc basis.
- (ii) Notwithstanding the above, the Committee shall not have jurisdiction to review wages or any other matter of collective bargaining, including the Administration of this Agreement, except by mutual agreement of the Parties.

(c) Meetings of Committee

- (i) In the case of those matters to be dealt with on a standing basis, the Committee shall meet once every 90 calendar days. Sub-committee meetings and Committee- meetings to address ad hoc issues shall be scheduled as required by mutual agreement of the Parties. Employees shall not suffer any loss of straight time wages for time spent in Committee meetings.
- (ii) The Chair of the Committee shall alternate between a Union and an Employer representative.

1.11 **PRE-JOB CONFERENCES** (Refer to MOU #15)

The Employer will notify the Union prior to undertaking any construction or survey project which involves the determination of report points, standard and place of accommodation, or matters peculiar to the project which are not specifically or fully covered by the Agreement. A Pre-Job Conference will be held to discuss these matters if requested by either Party.

1.12 **EMERGENCY TRANSPORTATION**

On projects where hospital facilities are not available and when hospitalization of a sick employee is required by a doctor, or is considered essential by the Project Supervisor when there is no doctor in attendance, the Employer will arrange and pay for the transportation of the employee from the project to the hospital. The employee will arrange and pay for his/her own transportation back to the project.

1.13 **SENIORITY (BARGAINING UNIT)**

Where the words "bargaining unit(s)" or "union" are used in this agreement, such reference shall be deemed to mean OPEIU Local 378 members employed by the Employer and referred to in article 1.01 of this agreement.

1.14 **EMPLOYEE INFORMATION**

The Employer will supply on a biweekly basis the information contained on B.C. Hydro's program #ABOB900 plus 'seniority date', 'employee's gender' and 'division'.

1.15 **PERSONAL DUTIES NOT REQUIRED**

The Employer agrees that employees shall not be required to perform for any other employee (including, but not limited to management personnel), work or duties of a personal nature.

ARTICLE 2

JOB EVALUATION

2.01 THE JOB EVALUATION SYSTEM

(Refer to MOU #33 and #48)

- (a) The Parties agree to implement the Pay Equity Job Evaluation Plan ("Plan") pursuant to Memorandum of Understanding No. 33.
- (b) The Parties shall be responsible for jointly modifying and implementing the Plan pursuant to the terms of the Memorandum of Understanding. Upon completion of Plan implementation, the Employer shall be responsible for the application of the Plan and conducting evaluations to meet ongoing operational requirements.
- (c) The Employer agrees that any changes to Plan factor or factor weightings shall be subject to agreement between the Parties.
- (d) The job grouping for employees shall be determined by the application of the Plan.
- (e) The Employer is responsible for ensuring that all Job Descriptions and Evaluations are current and that every job is reviewed at least once every three (3) years. In order to discharge this responsibility, the Employer shall plan and carry out an annual review schedule that encompasses approximately one-third of all active, evaluated OPEIU jobs. The Employer shall provide the Joint Steering Committee as set out in (f) below with reports on the outcome of the annual review. The Employer will also send copies of the reports to the Union.
- (f) The Employer and the Union will establish a Joint Steering Committee to oversee the application of the plan, to resolve job evaluation disputes, to identify adjustments that may be needed and to make appropriate chance recommendations to the Parties to maintain the effectiveness of the Plan.

1. The Committee will consist of two representatives from each Party, with one male and one female representative from each Party. The Committee may call upon jointly agreed internal and/or external resources as required. The Employer shall allow reasonable time off work without loss of pay for OPEIU representatives to attend each meeting of the Committee. The Union will be responsible for travel and accommodation expenses for OPEIU representatives. Meeting space, equipment, supplies and jointly agreed upon external resources shall be paid by the Employer. The Committee shall be struck within 30 days following ratification of this Collective Agreement and shall meet on a Quarterly basis, or at such other intervals as may be required.
2. The Committee will maintain a current and relevant set of benchmark evaluations for the Employer to use in applying the Plan. A list of current benchmarks will be included in Appendix A.
3. The Committee will attempt to resolve job group level disputes before they are forwarded to an external third party for resolution pursuant to Article 2.04 below.
4. The Committee will identify adjustments or changes needed to maintain the effectiveness of the Plan, including the Appeal process, and will make appropriate recommendations for change to the Parties as required.
5. The Committee will monitor the application of the Plan to ensure that the jobs are current and that they have been placed within a hierarchy where appropriate as per the agreed upon Plan, and will make appropriate recommendations for change to the Parties as required.

2.62

JOB TITLES AND DESCRIPTIONS

- (a) The Employer agrees that it will provide the Union with copies of all job descriptions covering employees for whom the Union is certified as the bargaining agent.
- (b) The Employer will provide to the Union descriptions of new jobs prior to their implementation, and no job will be bulletined until the Union has received a copy of the draft job description which substantially describes the job.

- (c) A new job is defined for the purpose of this Article as:
 - 1. A newly created job which has not previously existed, or
 - 2. Any job within a section, the duties of which have not been performed by an employee within that section during the previous six (6) month period. Seasonal jobs, agreed training jobs and jobs which are part of a hierarchy within a section will not be considered as new jobs under this definition.
- (d) When jobs are to be downgrouped the Union will be notified and given reasons in writing thirty (30) days prior to the effective date.
- (e) The Employer will provide the Union with a list of job titles covering OPEIU affiliated positions four times a year.

2.03 SALARY TREATMENT

- (a) Changes in job groupings as a result of implementation of the Plan will be treated as follows:
 - 1. upgroupings - same relative position occupied in previous job group
 - 2. downgroupings - Article 7.03(a)6.
- (b) Subsequent changes in job groupings will be treated as follows:
 - 1. upgroupings - Article 7.04(a)
 - 2. downgroupings - Article 7.03(a)5.
- (c) It is agreed that salary treatment for employees covered by the implementation of the Plan who are currently in receipt of special salary treatment (i.e. - blue circle or red circle) shall continue to receive such treatment.

Where an employee believes that their job description does not fairly describe their actual job responsibilities and / or the group level of their job is incorrect, the employee shall have the right to appeal these matters through the Union. Such an appeal shall be in accordance with the provisions of this Clause. Where an employee believes that the duties he/she performs are more properly characterized by a job description other than his/her own, such work assignment disputes shall be processed as a grievance under Article 3.

- a) If an employee has a concern with either the accuracy of their job description or its pay group level, they may meet with their immediate manager to discuss their concerns, or if the employee prefers proceed directly to a formal review/appeal as per(b) below.
- b) The employee has the right to request a formal review/appeal of either the job description and/or the pay group level applicable to the job. To exercise this right, the employee shall complete Part 1 of the Job Evaluation Review Form. (Where there has been a discussion between the employee and their immediate manager as per (a) above, the employee should complete Part 1 of the Job Evaluation Review Form within 14 days of the meeting.) Copies of the completed form are to be forwarded to their manager and to the Union office.
- c) If the Union agrees that a formal review/appeal is required, following a consideration of the employee's concerns, the Union will complete Part 2 of the Job Evaluation Review form which will include a comprehensive rationale for the review/appeal and forward it to the Pay Equity Project Manager with a COPY to the employee. The rationale will include the following: an explanation of why the pay group level sought is more appropriate than the current pay group level and/or a written explanation for the Union's contention that the job description does not accurately reflect the duties performed (including providing a revised job description.) The Union's explanation will focus on the specific area(s) in dispute by referencing the benchmarks in the Job Evaluation Plan. The Employer will provide the Union with a comprehensive written explanation of its position on the evaluation within thirty (30) days of receipt of Part 2
- d) During the thirty (30) day period noted above, the Parties (one BC Hydro representative and one OPEIU representative) shall meet to discuss and consider their respective positions.

- e) If the Parties are unable to resolve a dispute either as to whether a job description reflects actual job content (as determined by the Employer), or with respect to the proper group level for a job, the dispute shall be referred to the Joint Steering Committee for consensus resolution.
 - (i) If the dispute includes a job description dispute which the Joint Steering Committee is unable to resolve 'in one day within 60 days of the dispute being referred to it, the dispute shall be referred to a Referee. In that event, the Referee will resolve the job description dispute, and, if the dispute is also with respect to the proper group level for the job, the Referee will resolve that aspect of the dispute as well.
 - (ii) If the dispute is solely about the proper job group level for a job, or if the dispute includes a job description dispute which the Joint Steering Committee is able to resolve, the committee shall, within 60 days of the dispute being referred to it, review and consider the alternate factor evaluations for the job description, and make a determination of the most appropriate factor ratings by referencing benchmark job evaluations. Where the joint Steering Committee is unable to reach consensus within one (1) day on the proper evaluation of the job, the dispute shall be referred to a Referee for resolution.
- f) A Referee's decision shall be final and binding, but shall not be used as a precedent in the evaluation of any other job. Decisions by a Referee will be published within thirty (30) days of the hearing.
- g) The Parties shall jointly agree upon a list of third party Referees, to be used on an as and when needed basis. The Referee shall be assigned to hearings dependent upon availability, on a rotating basis, from the list of Referees. The order of rotation may be varied by mutual agreement of the Parties. The Employer and the Union shall each pay an equal share of the fees and expenses of the Referee in each case.
- h) Time limits may be extended by mutual agreement of the Parties.

ARTICLE 3

GRIEVANCE PROCEDURE

3.01 DEFINITION OF GRIEVANCE

"Grievance" means any difference, disagreement or dispute between the Parties concerning the interpretation, application, operation or any alleged violation of any provision of this Agreement, including any questions as to whether or not any matter is arbitrable.

3.02 RIGHT TO GRIEVE

- (a) Any Employee who considers himself/herself aggrieved shall have the right to initiate and to process a grievance under this Agreement, subject to the consent of the Union.
- (b) The Union shall have the right to initiate and to process a policy grievance under this Agreement on behalf of itself, or an individual grievance on behalf of any Employee, or a group grievance on behalf of any group of Employees. The Parties specifically agree that a policy grievance may seek financial redress.
- (c) The Employer shall have the right to initiate and to process a grievance under this Agreement with respect to the Union's actions.

3.03 COMPLAINTS

Should an Employee have a complaint, the Employee and/or a Union representative shall discuss the complaint with the appropriate immediate supervisor or manager. A Union representative may discuss the complaint with other management personnel and/or employees as he or she may deem appropriate in the circumstances. Failing a resolution of an Employee's complaint, the matter may be initiated and processed as a grievance under this Article.

3.04 GRIEVANCE PROCESS

All grievances shall be processed in accordance with the following:

- (a) All grievances must be submitted in writing at the appropriate stage by:
 - (i) setting out the nature of the grievance and the circumstances from which it arose;
 - (ii) stating the provision(s) of the Agreement at issue or alleged to have been violated;
 - (iii) stating the redress or other action required to resolve the matter;
 - (iv) transmitting the grievance to the other Party.
- (b) Throughout the grievance procedure, in attempting to effect resolution, the Parties may fashion such settlements as they deem appropriate and mutually acceptable.
- (c) All grievances shall be resolved without stoppage of work.

3.05 STAGES OF APPEAL

(a) Stages

A grievance may be appealed in writing by the Union or the Employer through the following stages:

- (i) Stage I
immediate Supervisor or Manager and a Union representative or their respective alternate(s);
- (ii) Stage II
appropriate Manager and a Union representative or their respective alternate(s);

(iii) Stage III

appropriate Vice-President and Manager, Labour Relations, and a full-time union representative or their respective alternate(s);

(b) Dismissal and Termination Grievances

A grievance concerning the dismissal or termination of any Employee shall be initiated at Stage III of the grievance procedure.

(c) Job Selection Grievances

A job selection grievance shall be initiated at Stage II of the grievance procedure.

(i) In the event a senior applicant is selected a job selection grievance will not be initiated on behalf of a junior candidate.

(d) Policy Grievances

A Policy Grievance shall be initiated at Stage III. Policy Grievances shall be heard between the President of the Union and the Manager of Labour Relations, or their respective alternates. The Parties specifically agree that a policy grievance may seek financial redress.

(e) Group Grievance

A Group Grievance which involves more than one employee in the same headquarters shall be initiated at Stage I. Where a Group Grievance includes employees from more than one headquarters it shall be initiated at Stage II.

(f) Bypassing Stages

By mutual agreement between the Employer and the Union, any stage of the grievance procedure may be bypassed with respect to any grievance.

3.06 TIME LIMITS

(a) Initiating a Grievance

- (i) Individual grievances under this Article must be initiated within forty five (45) calendar days of the Employee's awareness of the circumstances giving rise to the grievance.
- (ii) Group or policy grievances under this Article must be initiated within sixty (60) calendar days of the Employee, the Union, or the Employer becoming aware of the occurrence or circumstances giving rise to the grievance.
- (iii) In the case of a job selection grievance, the grievance must be initiated within fifteen (15) full calendar days from the date of receipt of the written notification of the employee's unsuccessful candidacy. An extension to this limit shall be given where an employee wishing to raise a job selection grievance is absent on approved leave of absence, sick leave or vacation.

(b) Convening a Grievance Hearing

A grievance hearing under this Article must in each case be convened within twenty (20) calendar days following the date of receipt of the written grievance or written notice of appeal of the grievance to the next stage of the grievance procedure.

(c) Grievance Hearing Response

The grieving Party shall be provided with a written response by the other Party within twenty (20) calendar days following the date of the conclusion of the grievance hearing.

(d) Appealing a Grievance Denial

A grievance which is denied at Stage I or II of the grievance procedure must be appealed to the next stage of the grievance procedure within twenty (20) calendar days following the date of receipt of the written denial of the grievance.

(e) Referral to Arbitration

A grievance which is denied at Stage III of the grievance procedure must be referred to arbitration within thirty (30) calendar days following the date of receipt of the written denial of the grievance.

(f) Amendment of Time Limits

The time limits referred to in this Article may be changed at any time by mutual agreement between the Employer and the Union. Requests by either Party for extension of applicable time limits shall not be unreasonably denied.

3.07 COMPLIANCE WITH TIME LIMITS

Both Parties will undertake to adhere to and comply with the time limits set out in this Article.

3.08 TIME OFF WORK

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Employees required by either the Employer or the Union to attend or participate in any investigation, discussion, meeting or hearing arising pursuant to this Article with respect to any grievance shall be granted reasonable time off work by the Employer and this time shall be deemed to be time worked. Such time off work shall not be unreasonably denied by the Employer and the Employer shall only be required to pay the Employee's straight-time wages up to a maximum of seven-and-one-half (7 1/2) hours per day. Where the presence of the Employee is required by the Union, and travel is involved, the cost for transportation and expenses, including board and lodging, shall be borne by the Union.

3.09 EFFECTS OF SETTLEMENT

- (a) Where the Employer and the Union agree to the settlement of a grievance, such settlement shall be in writing and shall be final and binding on both Parties and each Employee in the bargaining unit affected by the settlement.
- (b) The grieving party may at its discretion by written notice withdraw any grievance at any time without prejudice to its position on the same or any matter.

3.10 REFERENCE TO ARBITRATION

(Refer to MOU #32)

A grievance not resolved at Stage III may be submitted by the grieving party to arbitration by written notice to the other Party.

3.11 SELECTION OF ARBITRATOR

(a) The following list of Arbitrators shall be appointed, for the term of this Agreement, to hear and resolve any matter referred to arbitration in accordance with the provisions of this Agreement:

- i) Hope, A.
- ii) Germaine, R.
- iii) Kelleher, S.

(b) The Parties shall agree to an Arbitrator from the above list or failing an agreement select an Arbitrator by a method of random draw to be agreed upon between the Parties. If the Arbitrator to be appointed is not available within an acceptable time period, another Arbitrator shall be selected.

(c) If none of the above listed Arbitrators is available within an acceptable time period, the Parties may agree upon an alternate Arbitrator or, failing such agreement, either Party may request the Minister of Labour to appoint an Arbitrator to hear the matter in dispute.

3.12 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. The Arbitrator shall not, however, have the power to add to, subtract from, alter, amend, or otherwise change or modify any part of this Agreement.

3.13 DECISION OF ARBITRATOR

The arbitrator shall proceed as soon as practical to examine the grievance and render judgment, and his/her decision shall be final and binding on the Parties and upon any employee affected by it.

3.14 ARBITRATION EXPENSES

Each Party shall pay one-half (1/2) of the fees and expenses of the Arbitrator including any disbursements incurred by the arbitration proceedings.

3.15 CONFIDENTIALITY - EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (Refer to Art. 26)

All information related to the Employee and Family Assistance Program shall be maintained in confidence and shall not be raised in evidence by either Party at any arbitration hearing under this Agreement. In this regard, an arbitrator shall not have the right to subpoena any Employee and Family Assistance Program representative or any documentation related to the functioning of the Employee and Family Assistance Program including, but not limited to, any documentation concerning the participation of any Employee.

Notwithstanding the above, either Party may introduce evidence concerning the type (i.e. mandatory or voluntary), nature, and outcome of an EFAP referral.

ARTICLE 4

SALARY SCALES AND ALLOWANCES

(Refer to MOU #1)

4.01

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- (a) Job groupings are established in accordance with the Employer's job evaluation plan. The salary scales applicable to these groupings shall be as set out in the following schedules with effective dates as shown.
- (b) Salaries of certain employees are not covered by these scales and are set out elsewhere in this Agreement.
- (c) Biweekly rates are computed on the basis of forty-six percent (46%) of monthly rates.
- (d) For conversion purposes only, hourly rates of pay are determined by dividing monthly salaries by 163.06.
- (e) Depending on the circumstances of the job, job evaluation exclusion rates are set subject to negotiation with arbitration if required.

- (f) The Employer may pay employees by direct deposit of salary to the financial institution(s) of the employee's choice. The Employee shall have the right to change the financial institution of his/her choice upon ten (10) calendar days notice to the Employer.

4.02 METER READING PREMIUMS

- (a) An employee experienced in meter reading who trains a new employee shall receive a bonus of \$1.30 for each working day the new employee is in his/her charge.
- (b) Meter Readers who perform special readings, follow-up readings and monthly account readings shall be paid \$1.35 per day plus \$.70 for each application taken, providing it is the first received by the Employer from the customer and is on the appropriate form.

4.03 TRADE DIFFERENTIALS AND FLOOR RATES

(a) Definitions

1. Floor Rate: a minimum monthly rate established to maintain a pay relationship between a job within the OPEIU bargaining unit and a job in another union within the same company.
2. Trade Differential: the adjustment amount which must be added to the base rate of an employee in a floor rated job to increase the employee's pay to the floor rate established for the job.

(b) Criteria

The purpose of floor rates is to establish and maintain a relationship between the salary paid to employees assigned to a position that entails a direct working relationship with members of other unions within the same company and the wages of those members.

Entitlement to a floor rate is conditional upon this direct working relationship complying with the following:

1. the duties performed by the employee must be interrelated with the union position over which the floor rate is based and must further relate to a major job responsibility of that base position; and
2. the employee must be responsible for determining the methods and procedures to be followed by the members of the other union(s); and
3. the employee must be responsible for ensuring that the work completed by the member(s) of the other union conforms to the Employer's specifications, standards and/or other relevant codes; and
4. the member(s) of the other union must be assigned to the employee to either:
 - (i) assist the employee in completing work assignments; or
 - (ii) complete work assignments with the assistance and/or direction of the employee; or
 - (iii) receive technical training in one or more major job responsibilities where such training is of a nature that it will qualify the member(s) of the other union to perform an approved position in their own bargaining unit, and where the employee is responsible for assessing the capability and eligibility of the trainees to be appointed to the end position; and
5. the working relationship between the employee and the members of the other union must be an ongoing and demonstrable part of the OPEIU job; "once-only" or hypothetical situations will not attract a floor rate.

(c) Floor Rate Type

Parity or a 5% differential will be determined as follows:

(1) Parity

when all criteria in 4.03(b) are met except 4.03(b)4(iii).

(2) 5% Differential

when all criteria are met, or when all criteria are met except 4.03(b)4(i) and/or 4.03(b)4(ii).

(d) Monthly Floor Rate Calculation

Where the regular monthly hours total 163.06 and the regular hours are 7.5 per day, or where the regular monthly hours total 173.93 and the regular hours are 8 per day the calculation of the monthly floor rate shall be:

(1) Parity =

1.00 x hourly rate of base job x regular monthly hours of base job;

(2) 5% Differential =

1.05 x hourly rate of base job x regular monthly hours of base job.

(a) Administration

1. Disputes arising from the application of the Floor Rate Criteria are subject to Article 3, Grievance Procedure, of the Collective Agreement.
2. Each Floor Rated Job will be reviewed and tested against the above defined criteria at the time that the Floor Rate is established, and at least once every three (3) years as a part of the Job Evaluation Section cyclical audit of all OPEIU bargaining unit Jobs with a report forwarded to the Parties in the attached format as a part of that review process.
3. Each Floor Rate established under Article 4.03 will be documented on a Trade Differential Sheet, a copy of which will be supplied to the local union; Floor Rates will be recalculated when the wage for the base job is changed and will be effective on the same date as the change in

wage. The local union will be advised in writing of recalculations of Floor Rates.

4. The effective date for the implementation of the Floor Rate Criteria to be 10 May 1983.
5. Employees in jobs that no longer qualify for a floor rate as of the effective date should not be affected by the new Floor Rates Criteria. However, new or transferred employees assigned to previously Floor Rated Jobs on or after the effective date will not be eligible to receive a Floor Rate or Trade Differential.

4.04 LENGTH-OF-SERVICE INCREASES

- (a) Salary advances within the ranges shall be automatic except that such increases may be withheld by the employee's supervisor based on an assessment of the employee's performance. Where an increase is to be withheld due to inadequate performance the supervisor will provide one (1) month's notice in writing to the employee affected, the officers of the Union, the appropriate Personnel Manager, and the Supervisor, Salary Administration.
- (b) Increases will not be granted to employees on probation. When in the opinion of the Employer the employee has fully restored his/her performance at some subsequent date, the employee shall regain his/her position within the salary scale on a non-retroactive basis.
- (c) Only one length-of-service increase will be granted an employee while on sick leave. After returning to work, the employee will next be entitled to an increase on the same date he/she would have been entitled to an increase had the employee not been absent for sickness.

- (d) Employees who have been on any other leave of absence in excess of three (3) months during the length-of-service period will receive a prorated length-of-service increase; that is, for each completed month of service in his/her present job since the last length-of-service increase the employee will have 1/12 of the next length-of-service increase for that job added to his/her basic salary. Employees who are on such leaves of absence on their length-of-service date will receive a prorated increase as described above on the first of the month following their return to work.
- (e)
 - 1. All employees in service on 1 January 1984 shall retain their 1 May or 1 November length-of-service increase date except as otherwise provided.
 - 2. All new employees or re-hires entering service after 1 January 1984 shall receive a length-of-service increase on their defined anniversary date except as otherwise provided.
- (f)
 - 1. An employee who by definition, laterally transfers between non-office jobs, or from a non-office job rate to a job grouped salary scale, or conversely, will receive his/her first length-of-service increase in the new job on the same date as the employee would have been entitled to receive a length-of-service increase had he/she remained on the former job.
 - 2. The length-of-service increase will be the appropriate dollar increment based on the new salary scale. Thereafter, the employee will progress on the dates applicable to his/her position on the new salary scale.
- (g) Provided that the increased salary will not exceed the maximum of the salary range, salary increases for employees who are eligible shall be granted in the following manner:
 - 1. An employee whose salary is equal to any step of his/her salary range will have his/her salary increased to the next higher step in that range.

2. An employee whose salary is between steps of his/her salary range will have his/her salary increased by an amount equal to the difference between the two steps between which his/her salary falls but where the increase would place his/her salary above the second higher step in the range beyond his/her salary prior to the application of the increase, his/her salary will only be increased to the second higher step.
- (h) Time worked continuously on different jobs having the same job group shall be cumulative.
 - (i) When an employee is promoted, the employee will receive a prorated length-of-service increase at the time of promotion; that is, for each completed month of service in his/her present job since his/her last length-of-service increase the employee will have 1/12 of the next length-of-service increase for that job added to his/her basic salary. Article 7.04 will then be used to determine the promotional increase. A "completed month" is where the promotion date is beyond the fifteenth day of a month.
 - (j) Employees who are promoted will have their length-of-service date established on the anniversary date of their promotion.
 - (k) For the purposes of this article, an employee's anniversary date will be determined as follows:
 1. For those employees who enter service or are promoted between the first and fifteenth day (inclusive) of any month, the anniversary date will be the first day of that month plus one (1) year.
 2. For those employees who enter service or are promoted between the sixteenth and last day (inclusive) of any month, the anniversary date will be the first day of the next month plus one (1) year.
 - (l) An employee whose job is reclassified to a higher salary grade as a result of changes in duties and responsibilities or as a result of re-evaluation will receive the promotional increase as set out in Article 7.04 and will continue to receive length-of-service increases on the new job on the same date as he/she would have received them had the employee been on the lower job. Employees who were at the maximum on the lower job will receive their first length-of-service increase on the higher job on the anniversary date of the job reclassification.

4.05 SALARY SCALES AND ALLOWANCES

- (1) Effective 1998-12-01, the salaries and salary scales of all employees covered by this Collective Agreement, except as modified by Memorandum of Understanding #1, shall be increased by 1.0% on salaries and salary scales in effect on 1998-11-30.
- (2) Effective 2001-04-01, the salaries and salary scales of all employees covered by this Collective Agreement, except as modified by Memorandum of Understanding #1, shall be increased by 2.0% on salaries and salary scales in effect on 2001-03-31.
- (3) It is recognized that the Public Sector Employers' Council (PSEC) has introduced monetary guidelines that provide certain limits to increases in total compensation Permitted in the public sector during the term of this collective agreement. Should the current PSEC guidelines be modified during the term of the collective agreement that permits additional compensation over and above the current guidelines, then either party may request a salary re-opener only.

OPEIU MONTHLY SALARY SCALES

EFFECTIVE: 1996-04-01

1.0083

	MINIMUM	STEP 1	MAXIMUM
GROUP 2	1909	2098	2288
GROUP 3	2080	2287	2496

	MINIMUM	STEP 1	STEP 2	MAXIMUM
GROUP 4	2269	2421	2571	2721
GROUP 5	2472	2638	2801	2965

	MINIMUM	STEP 1	STEP 2	STEP 3	MAXIMUM
GROUP 6	2700	2834	2967	3101	3235
GROUP 7	2944	3089	3235	3381	3527

	MINIMUM	STEP 1	STEP 2	STEP 3	STEP 4	MAXIMUM
GROUP 6	3211	3334	3465	3590	3719	3847
GROUP 9	3500	3637	3774	3916	4054	4192
GROUP 10	3816	3966	4114	4269	4421	4573
GROUP 11	4162	4323	4490	4654	4821	4986
GROUP 12	4538	4715	4893	5075	5256	5437
GROUP 13	4950	5138	5336	5534	5730	5930
GROUP 14	5395	5603	5817	6038	6250	6484

OPEIU BI-WEEKLY SALARY SCALES

EFFECTIVE: 1996-04-01

	MINIMUM	STEP 1	MAXIMUM
GROUP 2	878.14	965.08	1052.48
GROUP 3	956.80	1052.02	1148.16

	MINIMUM	STEP 1	STEP 2	MAXIMUM
GROUP 4	1043.74	1113.66	1182.66	1251.66
GROUP 5	1137.12	1213.48	1288.46	1363.90

	MINIMUM	STEP 1	STEP 2	STEP 3	MAXIMUM
GROUP 6	1242.00	1303.64	1364.82	1426.46	1488.10
GROUP 7	1354.24	1420.94	1488.10	1555.26	1622.42

	MINIMUM	STEP 1	STEP 2	STEP 3	STEP 4	MAXIMUM
GROUP 8	1477.06	1533.64	1593.90	1651.40	1710.74	1769.62

GROUP	MINIMUM	STEP 1	STEP 2	STEP 3	STEP 4	MAXIMUM
GROUP 8	1521.68	1579.64	1642.20	1701.54	1762.26	1822.98
GROUP 9	1658.76	1723.16	1788.48	1855.64	1921.42	1986.74
GROUP 10	1808.26	1879.56	1949.48	2023.08	2094.84	2167.06
GROUP 11	1972.48	2048.38	2127.96	2205.70	2284.36	2363.02
GROUP 12	2150.50	2234.22	2318.86	2405.34	2490.90	2576.46
GROUP 13	2346.00	2434.78	2528.62	2622.46	2715.38	2810.14
GROUP 14	2556.68	2655.12	2756.32	2861.20	2961.94	3063.60

GROUP	MINIMUM	STEP 1	STEP 2	STEP 3	MAXIMUM
GROUP 6	1279.72	1342.74	1406.22	1469.70	1532.72
GROUP 7	1394.72	1463.72	1532.72	1602.18	1671.18

GROUP	MINIMUM	STEP 1	STEP 2	MAXIMUM
GROUP 4	1075.48	1147.24	1218.54	1289.38
GROUP 5	1171.62	1249.82	1327.56	1405.30

GROUP	MINIMUM	STEP 1	MAXIMUM
GROUP 2	904.82	994.06	1084.22
GROUP 3	985.78	1083.76	1182.66

EFFECTIVE: 2001-04-01

OPBU BI-WEEKLY SALARY SCALES

GROUP	MINIMUM	STEP 1	STEP 2	STEP 3	STEP 4	MAXIMUM
GROUP 8	3308	3434	3570	3699	3831	3963
GROUP 9	3606	3746	3888	4034	4177	4319
GROUP 10	3931	4086	4238	4398	4554	4711
GROUP 11	4288	4453	4626	4795	4966	5137
GROUP 12	4675	4857	5041	5229	5415	5601
GROUP 13	5100	5293	5497	5701	5903	6109
GROUP 14	5558	5772	5992	6220	6439	6660

GROUP	MINIMUM	STEP 1	STEP 2	STEP 3	MAXIMUM
GROUP 6	2782	2919	3057	3195	3332
GROUP 7	3032	3182	3332	3483	3633

GROUP	MINIMUM	STEP 1	STEP 2	MAXIMUM
GROUP 4	2338	2494	2649	2803
GROUP 5	2547	2717	2886	3055

GROUP	MINIMUM	STEP 1	MAXIMUM
GROUP 2	1967	2161	2357
GROUP 3	2143	2356	2571

2.0

EFFECTIVE: 2001-04-01

OPBU MONTHLY SALARY SCALES

OPUI MONTHLY SALARY SCALES

EFFECTIVE: 1998-12-01

GROUP 2	MINIMUM	1928	2311
GROUP 3	MINIMUM	2101	2521

GROUP 4	MINIMUM	2292	2597	2748	
GROUP 5	MINIMUM	2497	2664	2829	2995

GROUP 6	MINIMUM	2727	2862	2997	3132	3267
GROUP 7	MINIMUM	2973	3120	3267	3415	3562

GROUP 8	MINIMUM	3243	3367	3500	3626	3756	3885
GROUP 9	MINIMUM	3535	3673	3812	3955	4095	4234
GROUP 10	MINIMUM	3854	4006	4155	4312	4465	4619
GROUP 11	MINIMUM	4204	4366	4535	4701	4869	5036
GROUP 12	MINIMUM	4583	4762	4942	5126	5309	5491
GROUP 13	MINIMUM	5000	5189	5389	5589	5787	5989
GROUP 14	MINIMUM	5449	5659	5875	6098	6313	6529

OPUI BI-WEEKLY SALARY SCALES

EFFECTIVE: 1998-12-01

GROUP 2	MINIMUM	886.88	974.74	1063.06
GROUP 3	MINIMUM	966.46	1062.60	1159.66

GROUP 4	MINIMUM	1054.32	1124.70	1194.62	1264.08
GROUP 5	MINIMUM	1148.62	1225.44	1301.34	1377.70

GROUP 6	MINIMUM	1254.42	1316.52	1378.62	1440.72	1502.82
GROUP 7	MINIMUM	1367.58	1435.20	1502.82	1570.90	1638.52

GROUP 8	MINIMUM	1491.78	1548.82	1610.00	1667.96	1727.76
GROUP 9	MINIMUM	1626.10	1689.58	1753.52	1819.30	1883.70
GROUP 10	MINIMUM	1772.84	1842.76	1911.30	1983.52	2053.90
GROUP 11	MINIMUM	1933.84	2008.36	2086.10	2162.46	2239.74
GROUP 12	MINIMUM	2108.18	2190.52	2273.32	2357.96	2442.14
GROUP 13	MINIMUM	2300.00	2386.94	2478.94	2570.94	2662.02
GROUP 14	MINIMUM	2506.54	2603.14	2702.50	2805.08	2903.98

JOB EVALUATION EXCLUSIONS SALARY SCALE - WITHOUT COMPRESSION

EFFECTIVE: 1998-12-01

SALARY SCALE #2 - LENGTH OF SERVICE

JOB TITLE	MIN	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Pastry Cook	1861	2057	2163			
Salad Maker)	1771	1958	2060			
Sandwich Maker)						
Records Clerk	BR 1725	1885	-2023			
Cook	1927	2121	2247			
Microfilm Clerk Operator	1864	2012	2123			
Travel Timekeeper)	2014	2170	2289	2424	2560	
Records/Microfilm Clerk)						
Senior Mail Clerk	2111	2254	2385	2525	2668	
Tracer	2213	2359	2464	2589	2700	2822
Fire Prevention Equipment S/M	2602	2866	3127			
Sr. Fire Prevention Equipment S/M	2729	3004	3274			
Meter Reader)	2188	2500	2814	3127		
Meter Reader B)						
Dist Meter Reader)						
Meter Reader Schedule Clerk	2213	2522	2822	3127		

JOB EVALUATION EXCLUSIONS SALARY SCALE - WITH COMPRESSION

EFFECTIVE: 1998-12-01

SALARY SCALE #3 - LENGTH OF SERVICE

JOB TITLE	MIN	STEP 1	STEP 2	STEP 3
Assistant Steward	2289	2423	2560	
Kitchen Helper - Dishwasher	1838			
Cafeteria Leader	2482	2663		
Chart Changer	2289	2423	2560	
Mail Truck Driver	2681			
Security Guard 1	2847			
Security Guard 2	2696			
Tobacco & Sundries Clerk	2387	2525	2668	
Attendant Clerk	2453	2578	2697	2822
Waitress	1884			
Messenger Clerk	1833	1978	2121	
Messenger Driver	2092	2350		
Messenger Utilityman	2423	2560		
Receiver-Shipper	2453	2578	2697	2822
Receiver-Shipper Clerk 1	2453	2578	2697	2822
Voltage & Tester Clerk	2578	2697	2822	

SURVEY & INSPECTION JOB EVALUATION EXCLUSIONS SALARY SCALE

EFFECTIVE: 1998-12-01

SALARY SCALE #4 - LENGTH OF SERVICE

JOB TITLE	MIN	STEP 1	STEP 2	STEP 3
Rodman	2880			
Chainman	3088	3245	3392	
Survey P.S. Operator	3687			
Junior Instrumentman	3388	3540	3701	
Clearing Inspector)	3698	3861	4013	
Instrumentman)				
Transmission Construction Inspector				
Senior Instrumentman)	4009	4132	4247	4366
Senior Clearing Inspector)				
Party Chief	4357	4488	4614	4742

**see page 33(d)

JOB EVALUATION EXCLUSIONS SALARY SCALE - WITHOUT COMPRESSION

EFFECTIVE: 1996-04-01

SALARY SCALE #2 - LENGTH OF SERVICE

JOB TITLE	MIN	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Pastry Cook	1843	2037	2142			
Salad Maker)	1753	1939	2040			
Sandwich Maker						
Records Clerk BR)	1708	1866	2003			
Cook	1908	2100	2225			
Microfilm Clerk Operator	1846	1992	2102			
Travel Timekeeper)	1994	2149	2266	2400	2535	
Records/Microfilm Clerk)						
Senior Mail Clerk	2090	2232	2361	2500	2642	
Tracer	2191	2336	2440	2563	2673	2794
Fire Prevention Equipment S/M	2576	2838	3096			
Sr. Fire Prevention Equipment S/M	2702	2974	3242			
Meter Reader)	2166	2475	2786	3096		
Meter Reader B)						
Dist Meter Reader)						
Meter Reader Schedule Clerk	2191	2497	2794	3096		

JOB EVALUATION EXCLUSIONS SALARY SCALE - WITH COMPRESSION

EFFECTIVE: 1996-04-01

SALARY SCALE #3 - LENGTH OF SERVICE

JOB TITLE	MIN	STEP 1	STEP 2	STEP 3
Assistant Steward	2266	2399	2535	
Kitchen Helper - Dishwasher	1820			
Cafeteria Leader	2457	2637		
Chart Changer	2266	2399	2535	
Mail Truck Driver	2654			
Security Guard 1	2819			
Security Guard 2	2669			
Tobacco & Sundries Clerk	2363	2500	2642	
Attendant Clerk	2429	2552	2670	2794
Waitress	1865			
Messenger Clerk	1815	1958	2100	
Messenger Driver	2071	2327		
Messenger Utilityman	2399	2535		
Receiver-Shipper	2429	2552	2670	2794
Receiver-Shipper Clerk 1	2429	2552	2670	2794
Voltage & Tester Clerk	2552	2670	2794	

SURVEY & INSPECTION JOB EVALUATION EXCLUSIONS SALARY SCALE

EFFECTIVE: 1996-04-01

SALARY SCALE #4 - LENGTH OF SERVICE

JOB TITLE	MIN	STEP 1	STEP 2	STEP 3
Rodman	2851			
Chainman	3057	3213	3358	
Survey P.S. Operator	3650			
Junior Instrumentman	3354	3505	3664	
Clearing Inspector)	3661	3823	3973	
Instrumentman)				
Transmission Construction Inspector)				
Senior Instrumentman)	3969	4091	4205	4323
Senior Clearing Inspector)				
Party Chief	4314	4444	4568	4695

**The following classifications shall be provided the minimum of the rates as set out below when employed in the Construction Department and providing technical direction to IBEW tradesmen
 Instrumentman - Parity with regular General Tradesman's rate.
 Senior Instrumentman - Parity with regular Wireman's rate.

JOB EVALUATION EXCLUSIONS SALARY SCALE - WITHOUT COMPRESSION

EFFECTIVE: 1998-12-01

SALARY SCALE #2 - LENGTH OF SERVICE

JOB TITLE	MIN	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Pasiry Cook	<u>1861</u>	<u>2057</u>	<u>2163</u>			
Salad Maker)	<u>1771</u>	<u>1958</u>	<u>2060</u>			
Sandwich Maker)						
Records Clerk	<u>1725</u>	<u>1885</u>	<u>2023</u>			
Cook	<u>1927</u>	<u>2121</u>	<u>2247</u>			
Microfilm Clerk Operator	<u>1864</u>	<u>2012</u>	<u>2123</u>			
Travel Timekeeper)	<u>2014</u>	<u>2170</u>	<u>2289</u>	<u>2424</u>	<u>2560</u>	
Records/Microfilm Clerk)						
Senior Mail Clerk	<u>2111</u>	<u>2254</u>	<u>2385</u>	<u>2525</u>	<u>2668</u>	
Tracer	<u>2213</u>	<u>2359</u>	<u>2464</u>	<u>2589</u>	<u>2700</u>	<u>2822</u>
Fire Prevention Equipment S/M	<u>2602</u>	<u>2866</u>	<u>3127</u>			
Sr. Fire Prevention Equipment S/M	<u>2729</u>	<u>3004</u>	<u>3274</u>			
Meter Reader)	<u>2188</u>	<u>2500</u>	<u>2814</u>	<u>3127</u>		
Meter Reader B)						
Dist Meter Reader)						
Meter Reader Schedule Clerk	<u>2213</u>	<u>2522</u>	<u>2822</u>	<u>3127</u>		

JOB EVALUATION EXCLUSIONS SALARY SCALE - WITH COMPRESSION

EFFECTIVE: 1998-12-01

SALARY SCALE #3 - LENGTH OF SERVICE

JOB TITLE	MIN	STEP 1	STEP 2	STEP 3
Assistant Steward	<u>2289</u>	<u>2423</u>	<u>2560</u>	
Kitchen Helper - Dishwasher	<u>1838</u>			
Cafeteria Leader	<u>2482</u>	<u>2663</u>		
Chart Changer	<u>2289</u>	<u>2423</u>	<u>2560</u>	
Mail Truck Driver	<u>2681</u>			
Security Guard 1	<u>2847</u>			
Security Guard 2	<u>2696</u>			
Tobacco & Sundries Clerk	<u>2387</u>	<u>2525</u>	<u>2668</u>	
Attendant Clerk	<u>2453</u>	<u>2578</u>	<u>2697</u>	<u>2822</u>
Waitress	<u>1884</u>			
Messenger Clerk	<u>1833</u>	<u>1978</u>	<u>2121</u>	
Messenger Driver	<u>2092</u>	<u>2350</u>		
Messenger Utilityman	<u>2423</u>	<u>2560</u>		
Receiver-Shipper	<u>2453</u>	<u>2578</u>	<u>2697</u>	<u>2822</u>
Receiver-Shipper Clerk 1	<u>2453</u>	<u>2578</u>	<u>2697</u>	<u>2822</u>
Voltage & Tester Clerk	<u>2578</u>	<u>2697</u>	<u>2822</u>	

SURVEY & INSPECTION JOB EVALUATION EXCLUSIONS SALARY SCALE

EFFECTIVE: 1998-12-01

SALARY SCALE #4 - LENGTH OF SERVICE

JOB TITLE	MIN	STEP 1	STEP 2	STEP 3
Rodman	<u>2880</u>			
Chainman	<u>3088</u>	<u>3245</u>	<u>3392</u>	
Survey P.S. Operator	<u>3687</u>			
Junior Instrumentman	<u>3388</u>	<u>3540</u>	<u>3701</u>	
Clearing Inspector)	<u>3698</u>	<u>3861</u>	<u>4013</u>	
Instrumentman)				
Transmission Construction Inspector				
Senior Instrumentman)	<u>4009</u>	<u>4132</u>	<u>4247</u>	<u>4366</u>
Senior Clearing Inspector)				
Party Chief	<u>4357</u>	<u>4488</u>	<u>4614</u>	<u>4742</u>

**see page 33(d)

JOB EVALUATION EXCLUSIONS SALARY SCALE - WITHOUT COMPRESSION

EFFECTIVE: 2001-04-01

SALARY SCALE #2 - LENGTH OF SERVICE

JOB TITLE	MIN	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Pastry Cook	1898	2098	2206			
Salad Maker)	1806	1997	2101			
Sandwich Maker)						
Records Clerk	BR 1760	1923	2063		BR	
Cook	1966	2163	2292			
Microfilm Clerk Operator	1901	2052	2165			
Travel Timekeeper)	2054	2213	2335	2472	2611	
Records/Microfilm Clerk)						
Senior Mail Clerk	2153	2299	2433	2576	2721	
Tracer	2256	2406	2513	2641	2754	2878
Fire Prevention Equipment S/M	2654	2924	3190			
Sr. Fire Prevention Equipment S/M	2784	3064	3339			
Meter Reader)	2232	2550	2870	3190		
Meter Reader B)						
Dist Meter Reader)						
Meter Reader Schedule Clerk	2257	2572	2878	3190		

JOB EVALUATION EXCLUSIONS SALARY SCALE - WITH COMPRESSION

EFFECTIVE: 2001-04-01

SALARY SCALE #3 - LENGTH OF SERVICE

JOB TITLE	MIN	STEP 1	STEP 2	STEP 3
Assistant Steward	2335	2471	2611	
Kitchen Helper - Dishwasher	1875			
Cafeteria Leader	2532	2716		
Chart Changer	2335	2471	2611	
Mail Truck Driver	2735			
Security Guard 1	2904			
Security Guard 2	2750			
Tobacco & Sundries Clerk	2435	2576	2721	
Attendant Clerk	2502	2630	2751	2878
Waitress	1922			
Messenger Clerk	1870	2016	2163	
Messenger Driver	2134	2397		
Messenger Utilityman	2471	2611		
Receiver-Shipper	2502	2630	2751	2878
Receiver-Shipper Clerk 1	2502	2630	2751	2878
Voltage & Tester Clerk	2630	2751	2878	

SURVEY & INSPECTION JOB EVALUATION EXCLUSIONS SALARY SCALE

EFFECTIVE: 2001-04-01

SALARY SCALE #4 - LENGTH OF SERVICE

JOB TITLE	MIN	STEP 1	STEP 2	STEP 3
Rodman	2938			
Chainman	3150	3310	3460	
Survey P.S. Operator	3761			
Junior Instrumentman	3456	3611	3775	
Clearing Inspector)	3772	3938	4093	
Instrumentman)				
Transmission Construction Inspector)				
Senior Instrumentman)	4089	4215	4332	4453
Senior Clearing Inspector)				
Party Chief	4444	4578	4706	4837

**see page 33(d)

ARTICLE 5

**TRAVELING ALLOWANCES,
MOVING EXPENSES
AND LIVING EXPENSES**

- 5.01 (a) Each employee will have an established headquarters, which will be the location where the employee normally works, reports for work, or the location to which he/she returns between jobs.
- (b) Employees hired for temporary work will be deemed to be headquartered at the location where they are recruited.

5.02 TRAVELING ALLOWANCES

- (a) The Employer will pay economy air fare for air travel and for other forms of travel, will pay the cost equivalent to first class standards as prevailed at the date of signing this Agreement and will pay for meals and sleeping accommodation for employees traveling to or from a job from a point of hiring or on company business.
- (b) When an employee is away from his/her headquarters and waiting time for departure of public transportation is expected to exceed two (2) hours from normal checkout time of his/her accommodation, the employee may retain such accommodation at the Employer's expense until the time it is necessary to vacate it in order to catch the scheduled transportation. While holding accommodation outside normal working hours the time will not be paid as time worked.
- (c) Where no work is performed on the day in question, time spent in traveling by public carrier to a new headquarters or to or from a temporary job away from headquarters, including time spent in waiting for connections, will be paid at straight-time rates to a maximum of seven and one-half (7 1/2) hours in each day or part thereof. Time spent in traveling at the request of the Employer on a normal day off shall be paid to a maximum of seven and one-half (7 1/2) hours at overtime rates.

- (d) Any time spent in travel by public carrier prior to or following the normal day's work will be paid for as time worked except that where overnight travel is required, and sleeping accommodation is available, the hours between 24:00 and 08:00 will not be paid.
 - (e) Where sleeping accommodation is required but not available, and travel takes place by public carrier, the time so spent will be paid as time worked.
 - (f) A day shall be the period from 00:01 hours to 24:00 hours and shall include Saturdays and Sundays.
 - (g) Except for those circumstances covered in Article 5.03, time spent in travel or transfer, either as a driver or passenger in a company vehicle or properly authorized personal vehicle, will be paid as time worked.
 - (h) Should an employee be discharged for cause while in the field, the employee will be paid for all time worked, traveling expenses and traveling time back to his/her established headquarters. An employee laid off will be paid for all time worked, traveling expenses, and traveling time back to his/her point of hire or his/her established headquarters, as the employee may request. The Employer will have no obligation under this clause to employees who resign in the field and have less than two (2) months' continuous service since their last date of hire.
 - (i) Except as provided in the following paragraph, employees will be returned to their established headquarters at the expense of the Employer prior to taking annual vacation provided such paid vacation is two (2) weeks or more, and in such circumstances will be returned from established headquarters to the work site at the expense of the Employer without any loss of paid vacation time.
 - (j) Where an employee is not required to and chooses not to be returned to his/her established headquarters prior to taking annual vacation, paid travel time and expenses actually incurred in reaching the destination of his/her choice will be reimbursed. The maximum amount which the Employer will reimburse would be those costs which would be incurred if the employee were returned to his/her established headquarters.
- 5.03 (a) Where employees are assigned to work away from regular headquarters and cannot return to same at the end of the working day and are provided with room and board, the Employer will designate a report point which, unless otherwise

mutually agreed at a pre-job conference, will be the place of accommodation, a company office or a job site and will be governed by the following conditions:

1. Where time spent in travel between the designated place of accommodation and the job site is less than 16 minutes, computed under normal travel conditions, the report point will be the job site. Time spent in travel in excess of the normal travel time due to abnormal conditions will be paid as time worked at the prevailing rate.
2. Where the time spent in travel between the designated place of accommodation and the job site is 16 minutes or more, computed under normal travel conditions, the report point will be the designated place of accommodation.
3. Notwithstanding the conditions as set out in 1 or 2 above, drivers of company vehicles will be paid in circumstances where traveling time between the designated place of accommodation and the job site is less than 16 minutes. Pay for such travel time will encompass the total time involved in transporting employees from the designated place of accommodation to the job site and return, which may include pick up and delivery of the vehicle from and to a third location.

5.04 Time spent in travel between headquarters and the work site or the report point and the work site at the commencement and termination of each day's work will be paid for as time worked.

5.05 Except as otherwise agreed by the Parties at a pre-job conference, regular employees working away from their established headquarters and unable to return to their normal place of residence at the end of each working day, shall have transportation costs paid to and from their established headquarters at three (3) week intervals. This shall not be construed to mean bus fare when other means of transportation are normally used. This entitlement may be shifted to take into account long week-ends, paid' vacation and other contingencies, but in no circumstances shall employer-paid trips exceed one (1) for every three (3) weeks over the period of such work away from their headquarters.

Employees traveling home under the above provision shall be reimbursed for costs incurred in the storage of personal effects where such storage is required.

It is understood that this entitlement includes transportation and storage costs only. It is also understood that employees taking advantage of the paid-trip-home entitlement are not eligible for weekend living-out allowance for non-working days.

5.06 Where a work assignment in the field is completed on the last regular working day of the week, and it is understood that the employee is to return to his/her headquarters rather than travel directly to another work location, the employee may travel to his/her headquarters at the earliest practical time to avoid the loss of a week-end at home. Time traveled will be paid as time worked.

5.07 **USE OF COMPANY AND PERSONAL VEHICLES**

(a) Conditions For Use Of Personal Vehicles

Ownership or provision of a personal vehicle shall not be a condition of employment. However, by mutual agreement between the Employer and an Employee and provided the Employee has completed an indemnity agreement as set out in point (iii) below, the Employee's private leased or owned vehicle may be used for the business purposes of the Employer, in which case the following conditions shall apply:

- (i) The Employer shall reimburse the Employee for distance traveled in the amount of forty cents (\$.40) per kilometer to a maximum of 1000 km, with fifteen cents (\$.15) per kilometer thereafter, in each calendar month. With approval of their manager, and where an employee is required to use their four wheel drive vehicle off-road, the Employer shall reimburse such distances traveled in the amount of fifty seven cents (\$.57) per kilometer to a maximum of 1000 km, with nineteen cents (\$.19) thereafter, in each calendar month.

- (ii) The Employer shall provide or pay for any additional parking required for any personal vehicle of any Employee which is used, upon proper authorization, for the business purposes of the Employer.
 - (iii) The minimum insurance for employee-owned or leased vehicles used on BC Hydro business shall be three hundred dollars (\$300) collision deductible, one hundred dollars (\$100) comprehensive deductible, one million (\$1,000,000) third party liability and underinsured driver coverage. Provided the Employee completes an indemnity agreement holding BC Hydro harmless for any liability to claims arising from accidents which happen while the vehicle is being used for personal reasons, BC Hydro will pay the above collision and comprehensive deductible, and third party liability in excess of the above coverage, in the event of an accident involving a vehicle being used on BC Hydro business.
 - (iv) If an Employee's insurance costs increase due to an accident which occurs while the Employee is using his or her personal vehicle, upon proper authorization, in the performance of the Employee's duties, the Employer shall pay the full cost of any such increase for the entire period during which any such increase applies, unless it is conclusively established that the Employee was grossly negligent.
 - (v) In addition to the above, where the Employee has the proper authorization and is required to use their vehicle more than six (6) days per calendar month for business purposes, the Employer shall pay the Employee the difference in cost between the Employee's normal vehicle insurance and insurance for business purposes as set out in Clause 5.07(iii) above.
- (b) Where an Employee elects to use his/her personal vehicle in preference to public transportation, the Employee shall receive an allowance of the flat amount of fare involved plus the amount meals would have cost when traveling by public transportation. Travel time will be paid as though the Employee traveled by public transportation.
- 5.08 (a) Where Employees are temporarily assigned to work away from their established headquarters, the Employer will provide board and, where necessary, lodging at no cost to the Employee in accordance with either Clause(s) 5.09, 5.10

or 5.11 below, depending upon the circumstances. Other reasonable expenses may be allowed, subject to supervisory control.

- (i) Notwithstanding the provisions of Clause 5.08(a) above, where an Employee is temporarily assigned to work away from his or her established headquarters within the Employee's local geographic area, as defined in Clause 9.01(d), the Employee shall not be entitled to any payment for an otherwise applicable meal if the following conditions are satisfied:
 - (1) The temporary assignment is at another BC Hydro headquarters equipped with cafeteria facilities and/or a lunchroom.
 - (2) The Employee must have been advised by the Employer prior to the end of his or her shift on the previous work day that on the following work day the Employee would be working temporarily away from his or her established headquarters but within the Employee's local geographic area.
- (b) If an Employee who is quartered in a commercial facility requests a room for himself/herself for either health or personal reasons, such request would be granted provided accommodation is available at the time.

5.09 A living out allowance of \$48.00/day effective January 17, 1992 will be paid to employees who would otherwise receive free room and board and who have the Employer's permission to be living out in accommodation not provided by the Employer. Unless the employee is returned to established headquarters or is granted paid travel time and expenses actually incurred as provided in 5.02(j) the living out allowance will not be reduced when an employee is on paid leave of absence such as annual vacation, sick leave, statutory holidays or days in lieu thereof; or for unpaid leave of absence not exceeding five working days; or while the employee is on Workers' Compensation up to the maximum of his/her unused sick leave allowance. Permission to live out will not be withdrawn except by mutual agreement. Notwithstanding the above, employees who have set up semi-permanent residences at the temporary location (such as mobile home or furnished apartment) will not have their living out allowances reduced when returned to established headquarters at the Employer's expense for periodic assignments or training of two (2) weeks or less.

5.10 Except as provided in Article 5.09 above, where the Employer is responsible for board and/or lodging, the employee may elect,

- (a) To be supplied with accommodation which is equipped with cooking facilities and shall receive twenty-five dollars (\$25.00) per day in lieu of board only; or thirty-three dollars (\$33.00) per day in lieu of board only where it is essential that employees cook for themselves; or
- (b) to submit an expense account in lieu of board only. It is the intent that reimbursement for board only will be based on reasonable meal expenses incurred.
 - (i) Employees entitled to reimbursement of all three meals in a day may claim up to thirty-three dollars (\$33.00) per day without receipts; claims over thirty-three dollars (\$33.00) per day must be supported by receipts.
 - (ii) Employees entitled to reimbursement for less than three (3) meals per day, may claim without receipts the per meal allowance as follows:
 - 1. Breakfast \$8.00
 - 2. Lunch \$10.00
 - 3. Dinner \$15.00

Reimbursement per meal over these amounts must be supported by receipts.

5.11 CAMP CHECKOUT ALLOWANCE

- (a) Where regular or temporary employees are provided with board and lodging away from headquarters and elect to return home on weekends or on other days upon which no work is scheduled, they shall, upon request, be granted a living allowance under the following conditions:
 - 1. Employees working from expense accounts - employees provided with expenses and who elect to return home and on whose behalf the Employer incurs no expenses for the weekend, shall be granted a daily allowance equal to the living out allowance set out in Article 5.09 above.
 - 2. Employees in camp - any employee who is living in camp accommodation provided by the employer may check out of such accommodation and the employer shall pay the employee a checkout allowance of seven dollars and fifty cents (\$7.50) per day. The checkout allowance will be

paid for leave on non-working days to a maximum of six (6) days with the provision that an employee will work his/her scheduled shifts immediately prior to and following such established leave. Notice of an employee's intent to check out will be made in accordance with normal camp requirements.

5.12 PAYMENT OF MOVING EXPENSES

- (a) This Article shall apply to regular employees, and temporary employees who have accumulated at least one (1) year's accredited service in the last two (2) years, who are required to change their established headquarters, either at managements direction or as the result of successfully applying for a bulletined job.
- (b) The Employer shall notify the employee in writing, whether the change is permanent or temporary. When the change is to a position of a continuing nature, outside the municipal area or town in which the employee's established headquarters is located, the Employer will bear the cost of moving expenses in accordance with the following:
 - (1) when a regular employee transfers to another job location permanently, at his/her own request, and where the job is of an equal or lower level than his/her present job, if the employee has more than four (4) years' service or if the employee has not been moved at the Employer's expense within the previous four (4) years;
 - (2) when an employee successfully applies for a bulletined job at a different location and a promotion is involved;
 - (3) when a regular employee's position becomes redundant and the employee is required to move to a new job location to continue in employment regardless of the length-of-service or the time interval between moves;
 - (4) when an employee is granted a transfer for compassionate reasons under the provisions of this clause, the Employer at its discretion may pay all or part of the employee's moving expenses.
- (c) Moving expenses for employees who qualify for a paid move under the foregoing are:

- (1) standard packing and moving charges, and transportation costs for the employee and family plus incidental expenses up to three hundred and fifty dollars (\$350.00). Incidental expenses would include such items as cleaning, disconnecting and reconnecting of appliances, etc. All expenses must be supported by receipts;
 - (2) an allowance to cover reasonable living expenses will be made to the employee when it is not possible to obtain suitable living quarters at the new location immediately;
 - (3) time off with pay will be allowed for the purpose of obtaining and moving into another home. This time off will be by arrangement with the Division Manager or delegate and will be in addition to any travel time entitlements to the new location;
 - (4) when management is the initiator of the transfer, consideration will be given to further reasonable expenses;
- (d) A regular employee who is promoted, directed by a manager to change headquarters, or displaced, shall be eligible, under the following conditions, for reimbursement for Realtors commission in selling his/her present home and legal fees in purchasing a new home in order to take another job within that company:
- (1) the employee has been notified in writing that the change of jobs is of a continuing nature;
 - (2) a change in headquarters is involved and the new headquarters is outside municipal boundaries of the present headquarters and where the parties agree that it is not practical for the employee to commute daily to the new headquarters;
 - (3) the employee is the registered owner or joint owner of the home he/she is vacating;
 - (4) costs are actually incurred and the employee provides receipts;
 - (5) the employee continues to work for the Employer for a minimum of one (1) year.

- (a) An employee who is residing in company housing and headquartered in a location which attracts an isolation allowance will, on retirement, be allowed up to one thousand dollars (\$1,000) of the cost of transportation of his/her household effects to any location in the province.

5.13 In cases of transfers of a temporary nature, because of management direction or employee request, the following will apply, subject to expenses being actually incurred and the employee being required to live away from his/her regular residence:

- (a) The employee shall receive living allowances as outlined in Article 5, Clause 5.08, 5.09, and 5.10.
- (b)
 - 1. In cases of long-term temporary transfers where an employee wishes to re-establish his/her household in the new location the circumstances will be discussed between the Union and the Employer and the Employer may, at its discretion, grant moving expenses to the employee concerned.
 - 2. When a temporary transfer exceeds six (6) months' duration and is to continue for an indefinite period or is to become a position of a continuing nature, the Employer may direct the employee affected to change headquarters provided there are no other employees in the same classification located at the established headquarters of that employee. However, if there are other employees in the same classification at the same headquarters who have sufficient experience, the Employer will offer the change of headquarters on the basis of seniority. Should none of the employees in the classification wish to change headquarters, the Employer may direct the employee with the least seniority to make the change. After the temporary assignment has been completed the employee who was transferred may bump back into his/her former headquarters.
- (c) It is understood that clause 5.13 does not apply where an employee is successful in a temporary job competition under Article 7.11.

5.14 COMPANY HOUSING

- (a) In areas where company housing is supplied as part of the conditions of employment, the employee will be so informed when he/she is selected. The employee will be informed of the quality of housing and the rental charges at the time of his/her selection.

- (b) If such housing as described above is not immediately available at the time of transfer, the Employer will supply free board and room in the case of a single employee, or pay reasonable living expenses (e.g. motel plus additional food and miscellaneous expenses) in the case of a married employee and family, until such time as permanent living quarters become available.

5.15 **ISOLATION ALLOWANCE**

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- (a) Subject to the conditions herein referred, full-time regular employees covered by this Agreement shall be eligible for an Isolation Allowance on the same terms and conditions as B.C. Hydro's IBEW(E) Local 258 affiliated employees, that is consistent with Appendix C of the current B.C. Hydro/IBEW Local 258 Agreement.
- (b) The conditions of Appendix C shall be applied to OPEIU Local 378 members, during the life of this Agreement, including any changes as might be agreed between Hydro and IBEW(E) Local 258 provided that an employee covered by this understanding shall not be paid an Isolation Allowance while any other member of his/her family in the same household is receiving an Isolation Allowance.
- (c) Notwithstanding clause 5.15(b) above, the Employer specifically agrees that the Employers program, Incentives for Attracting and Retaining Employees, as detailed in the brochure dated April 1991, is to be incorporated by reference in the Collective Agreement and subject to change only with the agreement of the Parties.

ARTICLE 6

SENIORITY

6.01 DEFINITION OF SENIORITY

Seniority shall be defined as the length of an Employee's continuous service with the Employer within the bargaining unit, subject to the provisions of this Article.

6.02 CALCULATION OF SENIORITY - GENERAL

(a) Seniority Calculation

Seniority shall be calculated as the elapsed time from the date an Employee is first employed by the Employer within the bargaining unit, unless the Employee's seniority is broken (in accordance with this Agreement), in which event such calculation shall be from the date the Employee returns to work following the last break in his or her seniority.

(b) Recognition Of Seniority With Predecessor Employers

Employees in the bargaining unit on April 1, 1993 who were formerly employees of any predecessor employer, and whose seniority with respect to any such predecessor is or was recognized by the Union or any of its predecessors shall have all such seniority recognized for the purposes of this Agreement.

(c) Determining Seniority For Employees Hired On Same Day

When two (2) or more Employees commence work with the Employer on the same day their relative seniority shall be determined by a method of random selection mutually agreed between the Employer and the Union.

(d) Seniority Accrual When Absent From Work

Except as expressly provided otherwise by this Agreement, seniority shall continue to accrue for any Employee who is absent from work due to layoff; Paid Holidays; Paid time off and approved leave of absence subject to the provisions of clause 6.02 (e) below.

- (e) Payment Of Union Dues To Preserve Seniority Accrual When Absent From Work

If an Employee continues to accrue seniority under this Agreement during any absence from work, such Employee must continue paying union dues, fees, assessments and/or levies to the Union during such absence. If the Employee does not continue to make such payments, then such Employee shall not accrue seniority for the period of the leave.

6.03 **CALCULATION OF SENIORITY - REGULAR EMPLOYEES**

Regular Employees shall accrue seniority under this Agreement in accordance with Clause 6.02 (a).

6.04 **CALCULATION OF SENIORITY - FULL TIME TEMPORARY EMPLOYEE**

Full time Temporary Employees shall accrue seniority under this Agreement on the same basis as Regular Employees.

When Full-Time Temporary Employees obtain regular employment status in accordance with this Agreement, without a break in service, they shall be credited with all seniority accrued pursuant to Clause 6.02(a). In addition Full-Time Temporary Employees who are terminated or change employee status and subsequently regain Full Time Temporary or Regular status within eight (8) continuous months shall be credited with all previous seniority accrued.

6.05 **CALCULATION OF SENIORITY - PART TIME REGULAR EMPLOYEES**

- (a) Notwithstanding Article 6.02(d), Part Time Regular employees shall, except in the circumstances set out in item 6.05(b) below, only accumulate seniority on the basis of time worked.
- (b) Part Time Regular employees shall accrue seniority when absent from work only in the following circumstances:
 - i) while laid off to the recall list.
 - ii) while absent from work on sick leave.
 - iii) while absent from work and in receipt of Income Continuance benefits.

iv) while absent from work and in receipt of Workers' Compensation benefits.

v) while absent from work on maternity leave.

vi) while on approved leave of absence.

Seniority shall be calculated on the basis of the average number of hours worked over the ten week period immediately prior to the commencement of the absence for any of the reasons listed above.

6.06 CALCULATION OF SENIORITY - CASUAL EMPLOYEES

Casual Employees shall not accrue seniority.

6.07 CALCULATION OF SENIORITY - PROBATIONARY EMPLOYEES

Probationary Employees who obtain regular status shall have their seniority dated from their entered service date.

6.08 PORTABILITY OF SENIORITY WITHIN THE BARGAINING UNIT

Any Employee who changes employment status from Regular, Part Time Regular or Temporary Employee to another of these categories of employment, without a break in service, shall be credited with all seniority accrued in accordance with this Agreement prior to such change in employment status.

6.09 SERVICE OUTSIDE THE BARGAINING UNIT

(a) An employee who leaves the Union and subsequently returns shall be treated as a new employee from the date of his/her return except as otherwise provided in this Agreement.

(b) Employees excluded under the Labour Relations Code of B.C. and thus required to withdraw from the Union shall be credited with all seniority accrued pursuant to this Article, provided they do not in the meantime become members of another Union. Any such employee shall have the right to exercise such seniority for the purpose of re-entry to the Union bargaining unit.

(c) Upon a decision by the Parties or the Labour Relations Board that a person and a job previously excluded from the bargaining unit shall henceforth be included in the bargaining unit, the person involved, at his/her option, may be granted seniority credit for the period of exclusion

provided it is approved by the Union and provided the person exercises such option in writing to the Union within thirty (30) calendar days of the date of entry. Seniority achieved under this clause will not be utilized under the lay-off and bumping provisions within the first twelve (12) calendar months from the date of entry and will not be utilized under the job selection or promotional provision within the first six (6) calendar months from the date of entry.

6.10

LOSS OF SENIORITY

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An Employee shall lose his or her seniority only in the event that:

- (a) the Employee is discharged or terminated for just cause and subsequently not reinstated;
- (b) the Employee voluntarily terminates employment in accordance with this Agreement;
- (c) the Employee is laid off and recalled and fails to return to work in accordance with this Agreement or is laid off for more than two (2) consecutive years;
- (d) a Full Time Temporary Employee does not subsequently regain Full Time Temporary status within 8 continuous months;
- (e) the Employee fails to maintain membership in good standing in the Union.

ARTICLE 7

EMPLOYMENT, TRANSFER AND TERMINATION

(Also refer to MOU #10 and MOU #17)

7.01 NEW EMPLOYEES

- (a) All persons accepting full-time regular or part-time regular employment with the Employer in jobs under the union's jurisdiction will serve a three (3) month probationary period. The period will start on the date the employee commences work in the full-time regular or part-time regular job for which they were hired. This period may be extended by mutual agreement between the Employer and the Union. Prior to the expiry date of the probationary period, but not less than five (5) working days before the expiry date of the period, the employee's supervisor will conduct a performance rating of the employee and will either confirm the employee's full-time regular or part-time regular status as applicable or terminate the employee.
- (b) Employees who transfer from a full-time temporary job to a full-time regular or part-time regular job of the same job title will be exempted from the three (3) months probationary period, or a portion thereof, provided that the time in the full-time temporary job and the full-time regular or part-time regular job as applicable, total a minimum of three (3) months unbroken service in the job.

7.02 HIRING RATES

- (a) Employees, including those from other unions within the company, are to be hired at the minimum rate of their job group. New employees who have had experience directly applicable to their jobs may be paid up to and including the one-year step. Higher starting rates than the one-year step may be paid in exceptional cases provided agreement is reached between the Employer and the Union.
- (b) If a temporary employee is successful in obtaining an appointment to a regular job other than the one in which he/she is employed, the employee's salary will be determined as though he/she were a new hire, except that consideration will be given to his/her experience, as set out in the previous paragraph.

PROMOTIONS, DEMOTIONS AND TRANSFERS

- (a) The following definitions will apply in the event of job changes occurring within or between salary scale categories; i.e. office to office, non-office to office, non-office to non-office or office to non-office.
1. By definition, a "promotion" shall mean a move to a new job carrying a maximum step which is higher than the maximum step of the old job.
 2. By definition, a "demotion" shall mean a move to a new job carrying a maximum step which is lower than the maximum step of the old job.
 3. By definition, a "lateral transfer" shall mean a move to a new job which is neither a promotion or demotion as defined above.
 4. By definition, a "temporary promotion" shall mean a promotion, as defined above, which lasts for one (1) full working day or more and for six (6) months or less.
 5. By definition, "red-circled" shall mean that an employee's salary will be maintained above the maximum of the salary range for his/her job until such maximum is raised to a level above his/her salary.
 6. By definition, "blue-circled" shall mean that an employee's salary will be maintained above the maximum of the salary range for his/her job and that such salary will be increased by all subsequent across-the-board salary increases.
 7. By definition, "base rate" shall mean the monthly amount (according to the salary scale) paid to an employee, exclusive of overtime, premiums, allowances, trade differentials, etc.
 8. By definition, "floor rate" shall mean a monthly amount paid to an employee consisting of his/her base rate plus a trade differential, as defined in Article 4.03.

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7.04 PERMANENT PROMOTIONS

- (a) When an employee is promoted the employee will receive an increase of 5% on his/her base rate (or 5% per group of promotion, as the case may be) except that where the resultant salary would be less than the minimum of the new job group the employee shall receive such minimum; or where the resultant salary would be higher than the maximum of the new job group, he/she shall receive such maximum. For the purposes of this clause, "base rate" shall mean salary for the former job plus any prorated length-of-service increase as determined under Article 4.04(i).
- (b) When an employee is promoted from one floor-rated job to another floor-rated job the employee will receive an increase on his/her base rate in accordance with (a) above. Further, where the old floor rate is lower than the new floor rate the employee will receive the new floor rate; but where the old floor rate is higher than the new floor rate the employee will be red-circled at the old floor rate.
- (c) When an employee is promoted from a floor-rated job to a non-floor-rated job the employee will receive an increase on his/her base rate in accordance with (a) above. Further, where the old floor rate is higher than the new base rate the employee will be red-circled at the floor rate.
- (d) When an employee is promoted from a position he/she has taken under the provisions of Article 7.07 (a) and (b), the following salary policy will apply:
 - 1 . If the employee has been on the lower grouped job more than one (1) year the employee shall be promoted in accordance with 7.04 (a) above.
 - 2. If the employee has been on the lower group job less than one (1) year and is promoted to the same group he/she held prior to demotion, the employee will receive the salary he/she would have achieved had the employee remained on that higher job group level.
 - 3. If the employee is promoted to a job group higher than that he/she held prior to his/her demotion, the employee's salary will be determined by applying firstly the provisions of 7.04 (d)2 and then the provisions of 7.04 (a).

7.05 TEMPORARY PROMOTIONS

- (a) When, in the opinion of the supervisor, a temporary promotion is warranted to meet operational requirements, such temporary promotion shall be compensated as follows:
1. Where the period of temporary promotion is one (1) full working day or more and the promotion is two (2) groups or less above the employee's current level, the employee will receive an increase of 5% per group of promotion dating from the first day of promotion, except that:
 - (i) where the resultant salary would be less than the minimum of the new job group, the employee shall receive the minimum; or
 - (ii) where the resultant salary would be higher than the maximum of the new job group, the employee shall receive the maximum.
 2. Where a temporary promotion is for one (1) full working day or more and the promotion is three (3) groups or more above the employee's current level, the Employer will review the contents of the higher job group to determine the responsibilities to be assumed and will establish the appropriate job level for the relief period. The minimum increase will be two (2) groups.
 3. Where a temporary promotion is for one (1) full working day or more to a supervisory position or a position outside the bargaining unit the employee shall be paid at the higher rate.
 4. Where an employee on special salary treatment relieves on another job, the Employer will review the circumstances to determine whether or not the employee qualifies for a promotional increase as described in 1, 2 and 3 above.
 5. Prorating under Article 4.04(i) will not apply to temporary promotions.
 6. An employee temporarily on a higher grouped job shall receive the benefit of length-of-service increases which the employee would have received on the lower grouped job and his/her salary will be increased according to 7.05(a) 1, 2, 3 or 4. A temporarily promoted employee will also be eligible for length-of-

service increases on the higher grouped job if the temporary promotion is renewed and thus exceeds twelve (12) months in duration. However, the salary resulting from a length-of-service increase on the higher grouped job shall at no time be higher than the salary the employee would have received had the employee been permanently promoted to that job. Increases in salary awarded to temporary promotions are withdrawn when the employee returns to his/her regular job. The salary at which he returns to his/her regular job shall include any increases which would otherwise have come to the employee during the period of transfer.

7. In cases where apparent salary anomalies occur, resulting from transfers to and from temporary promotions, the Parties agree to discuss such cases on the merits, subject to grievance procedure.

7.06 **LATERAL TRANSFERS**

- (a) When an employee is, by definition, laterally transferred from one floor-rated job to another floor-rated job the employee will retain his/her old base rate. Further, where the old floor rate is lower than the new floor rate the employee will receive the new floor rate; but where the old floor rate is higher than the new floor rate the employee will be red-circled at his/her old floor rate.
- (b) When an employee is, by definition, laterally transferred from a floor-rated job to a non-floor-rated job the employee will retain his/her old base rate and be red-circled on his/her old floor rate.

7.07 **DEMOTIONS**

- (a) In the case of a demotion directly ascribable to the employee, for example through choice or as a result of inadequate performance, the following salary policy will apply:

If the employee has a year or more of service in the higher grouped job, upon demotion the employee will retain his/her rate if it is not beyond maximum of the lower grouped job; if it is beyond maximum the employee will be reduced to maximum of the lower group. If the employee has less than one (1) year's service in the higher-grouped job, upon demotion his/her salary will be that which the employee would have attained had he/she moved directly to the lower-grouped

job on the same date that he/she moved to the higher-grouped job. Under special circumstances, including health cases, the salary in the lower-grouped job will be negotiated by the Parties. Upon upward revision of the basic salary scale the employee will receive the general increases that accrue to his/her lower job grouping.

- (b) In the case of a demotion not directly ascribable to the employee, refer to the following sections:
 - 1. Re-evaluation - Article 2, Job Evaluation.
 - 2. Shortage of Work, Contracting Out, Automation, new equipment, new procedures, or reorganization - Article 9, Displacement, Layoff, and Recall.

7.08 **ELIGIBILITY FOR JOB COMPETITIONS**

- (a) An employee with less than six (6) months service in his/her position is not eligible to compete for a promotion unless the employee has the approval of his/her supervisor.
- (b) A regular employee with less than twelve (12) months service in his/her position is not eligible to compete for a lateral move or demotion unless the employee has the approval of his/her supervisor.
- (c) Employees who are laid off and eligible for recall under Article 9 shall be eligible to apply for job postings for as long as they remain on the recall list.
- (d) An employee may, by written notice, withdraw their application up to the point the selection is finalized without incurring any penalty or prejudice.
- (e) Employees who accept a job offer will be deemed to have withdrawn from other outstanding job competitions to which they have applied.

- 7.09 (a) It is the intent of the Parties that preference in appointments to job vacancies, OPEIU jurisdiction shall be given to Local 378 OPEIU members presently on the Employers staff, in this order:

(Also refer to Memorandum of Understanding # 10).

- 1. For regular positions, regular employees in accordance with the provisions of article 9.14.

2. For regular positions, regular employees in accordance with Article 9.13. In the event that a vacant position arises concurrent with the displacement of an employee who has the ability to perform the job and there is an employee(s) on recall who also has the ability to perform the job, preference for the offer of the position shall be given to the senior employee.
 3. Regular employees.
 4. Full-time temporary employees.
 5. Casual employees.
- (b) If at any time the Union is of the opinion that such preference has not been given, and the Employer selects from outside the bargaining unit, the Union shall have the right to grieve such selection. Where the Employer selects from outside the bargaining unit, the same ability requirements will be maintained.

7.10 JOB POSTING

- (a) A regular employee who is a member of the Union and already on the staff of a department in which a vacancy occurs may be promoted to such vacancy without that vacancy being posted on company bulletin boards.
- (b) Subject to Article 7.12, if a promotion is not made within a department, then the vacant position shall be posted on company bulletin boards for a minimum of five (5) working days in order to give employees an opportunity to apply for it. The job posting shall contain all pertinent details such as job title, date of job description, salary range or rate of pay, job group, replacement or addition to staff or new position, duties, qualifications, headquarters, job location, special conditions, and the closing date of the competition. A job posting for a temporary job must also state the anticipated end date for the temporary job. With agreement of the Union, under exceptional circumstances bulletining may be waived to permit interdepartmental transfers, promotions within a division, and hiring into entry-level jobs as defined in Article 7.13.
 - (i) Notwithstanding 7.10(b), applicants to a bulletin to which they have been unsuccessful may be considered for subsequent vacancies for position(s) that were posted on the original bulletin without having to reapply provided that such vacancies occur within three (3)

months of the date of posting of the original bulletin. These bulletins will remain posted and applications will continue to be accepted for any subsequent vacancies during the life of the bulletin. The applications will only remain valid provided no further bulletin for these position(s) is posted. These bulletins will apply to the following high turnover Customer Services Jobs in the Lower Mainland and Victoria: Meter Readers, Customer Inquiry Clerks, Credit Services Clerks, and Billing and Information Clerks. Additional classifications may be added by agreement of the Parties.

- (c) The Employer shall acknowledge receipt of each application for a bulletined job vacancy and the applicants in each competition shall be advised of the name of the employee selected to fill the vacancy. A late applicant shall be considered for a bulletined job provided the employee was absent from work due to sickness or vacation or away from established headquarters on company business at the time the job was bulletined, and provided his/her application is received before another person is selected to fill the vacant position.
- (d) Job selections and promotions under the foregoing shall be on the basis of ability (to perform the vacant job) and seniority, in that order. Where the employee who is junior is selected, his/her ability to perform the vacant job shall be significantly and demonstrably higher than candidates who have greater seniority.
- (e) Ability shall include consideration of the employee's performance on the employee's present job.
- (f) Confidential employees on the Employers regular staff may also apply for jobs covered by this Agreement but in such instance preference shall be given to members of Local 378 in accordance with this clause.
- (g) Although selection of employees under the foregoing paragraphs shall rest with the Employer, such selection shall be subject to the grievance procedure. The Employer shall ensure that in the exercise of its job selection rights under this article that no discrimination or favoritism affects any particular applicant for a job posting.

It is agreed that the selection criteria for each job with more than twenty (20) incumbents shall be the same, subject to specific emphasis of the job duties of each position.

Where an employee who bids laterally on the same position he/she currently holds does not possess the required educational qualifications, he/she shall be deemed to possess such qualifications. Where the employer has established an equivalency for required qualifications, such equivalency shall be applied in a fair and consistent manner. (Also see Memorandum of Understanding # 40).

- (h) The Employer will provide the Union copies of all job bulletins in a timely manner. The Employer will provide the Union with copies of applications for OPEIU job bulletins upon request to the local Personnel Offices. The Employer will provide the Union with the name, existing job title and employee number of successful OPEIU applicants for the Employer job vacancies, OPEIU jurisdiction.
- (i)
 - (i) The Employer may use testing to assess the requisite skills and abilities of applicants. Where used, tests must be administered fairly and without bias, and must be relevant to the job. More specifically, all candidates must receive the same questions and be provided with equal time in which to complete the test.
 - (ii) An employee who is given any test for job selection purposes under this Agreement shall have the right to review his or her test results and all documents relevant to the test, upon request.

7.11

- (a) Temporary jobs shall be bulletined, excluding those which can be filled within a department, those where the temporary job lasts less than six (6) months, or others specifically referred to the Union and mutually agreed. It is the intent of the Parties that such vacancies should be filled by internal promotion where the effective operation of the department permits.
- (b) A regular employee who is selected to fill a Full-Time Temporary position as defined in Clause 1.06(c)1 shall retain his/her status as a regular employee during such assignment, and shall be covered by all of the terms and conditions of this Agreement which are applicable to regular employees.
- (c) Upon completion of a full-time temporary assignment, a regular employee shall have the right to return to his/her regular job.
- (d) Deleted Feb. 27, 1999

- (g) Temporary jobs shall be rebulletined if they become permanent in nature, unless otherwise specifically agreed to with the Union. The employer agrees to provide a listing of all new employees hired under this provision once monthly to the Union.
- (f) Where a regular employee obtains a promotion to a temporary job under this clause which is outside the municipal area or town in which the employee's headquarters is located, the employee shall be provided moving expenses under Article 5.12(c) to relocate to the temporary headquarters and return to their permanent headquarters or relocation headquarters.
- (g) Where a regular Employee obtains a temporary job under this clause which represents a lateral transfer or a demotion, the Employee shall not be entitled to moving expenses, save and except that if the Employee subsequently obtains a regular job at the temporary headquarters or relocation headquarters, moving expenses as per Clause 5.12(c) (which also shall include moving expenses incurred in transferring to the temporary job provided receipts are submitted by the Employee) shall be paid by the Employer provided the Employee qualifies under the terms of Clause 5.12(b)(1) as at date of obtaining such regular job.

7.12 BULLETINING JOBS GROUP 4 AND BELOW

- (a) Bulletining of jobs at Group 4 or below may be waived by agreement with the Union.
- (b) Vacancies for regular positions occurring in the stenographic and word processing sections of the lower mainland at Group 4 or below need not be bulletined, provided that an appropriate standing bulletin will be posted at each location indicating the manner in which interested employees may apply.
- (c) At the discretion of the Employer it shall not be necessary to bulletin jobs Group 4 or below in the Northern Division; the South Interior; north of the Malahat on Vancouver Island; in Sechelt, Powell River, Hope and Lillooet.
 - 1. Although the geographic area described in Article 7.12(c) is delineated in terms of reference relating to Hydro's Electrical Operations Group, it will not be necessary to bulletin jobs Group 4 or below when the established headquarters of such jobs are within this geographic area, regardless of the organizational division in which the jobs are functionally located.
 - 2. In order not to restrict the right of Union employees to apply for such positions, the following method of applying for such positions will be used: applications may be made to the Personnel Manager of the area concerned, who in turn will acknowledge receipt of the application. Thereafter the employee applicant and the Union will be advised of each vacancy and the resultant selection.
- (d) The provisions of Article 7.09 shall apply when employees as defined in that Article apply on vacancies as provided in (b) and (c)2 above.

7.13 ENTRY-LEVEL JOBS

- (a) All vacancies in entry-level jobs listed below shall be bulletined unless otherwise mutually agreed. Notwithstanding the provisions of Article 7.09 the Employer may fill entry-level job vacancies by selecting applicants from outside the bargaining unit except that in the case of the Programmer Analyst Trainee, Group 8, and the Staff Auditor Trainee, Group 6, the Employer may fill up to one-half (1/2) of the vacancies from outside the bargaining unit without

reference to the Union. The Union may refer unemployed Union members to company employment offices for consideration against entry-level job vacancies.

(b) Entry-Level Job List

Chainman, Rodman	Non-off ice
Draftsman	Group 5
Meter Readers	Non-office

these jobs are found in several divisions of the Employer and all are considered to be included in this list.

Internal Audit	
Staff Auditor Trainee	Group 6

Electrical Operations	
Chart Changer	Non-office

Financial	
Pay Distribution Clerk 3	Group 5
Rate Clerk	Group 5

General Services	
Records Clerk	Non-office
Receiver-Shipper-Clerk 2	Group 5

Computer Systems	
Programmer Analyst Trainee	Group 8

System Engineering	
Laboratory Assistant	Group 5

7.14 Where an employee has been selected to fill another position, the supervisor concerned shall release the employee as expeditiously as possible after being notified of the transfer by the appropriate Personnel Department. Notwithstanding the above, if after six (6) weeks from date of notification the employee has not moved to the new job because of a delay ascribable to the Employer, the employee will be paid as if he/she were in the new position. The Employer will also reimburse the employee for reasonable out-of-pocket expenses incurred as a direct result of the Employer re-scheduling the date of transfer. Eligibility for length-of-service progression on the new job shall be determined from the date of acceptance for the new job.

ARTICLE 8

TECHNOLOGICAL CHANGE AND NEW PROCEDURE

8.01 DEFINITIONS

- (a) New Procedure for the purposes of this Agreement shall mean the introduction of any change in the nature of the Employer's work, operations, undertaking or business or in the manner in which the Employer carries on its work, operations, undertaking or business which results in the displacement of one (1) or more employees. Without limiting the generality of the foregoing, New Procedure shall be deemed to include:
 - (i) any reorganization, in whole or in part, of the Employer's work, operations, undertaking or business;
 - (ii) any technological change.
- (b) Technological Change for the purposes of this Agreement shall mean the introduction of any equipment or material different in nature, type or quantity from that previously used by the Employer or a change in the manner in which the Employer carries on its work, operations, undertaking or business related to the introduction of such equipment or material which results in the displacement of one (1) or more employees.

8.02 NOTICE OF NEW PROCEDURE

- (a) Whenever the Employer proposes to effect a new procedure, it shall give to the Union at least ninety (90) calendar days prior written notice. Such notice shall state:
 - (i) The nature of the new procedure;
 - (ii) The date on which the Employer proposes to effect the new procedure;
 - (iii) The number, location and classification of employees likely to be displaced due to implementation of the new procedure; and

- (iv) In general terms, the anticipated results of introduction of the new procedure upon the Employer's work, operations, undertaking or business and upon the affected employees.

8.03 MEETING TO REVIEW IMPACT

At the request of the Union, the Employer shall meet with the Union within seven (7) calendar days of the date of such request to review the effects of the intended disposal. This review will include the identities of the employees whom it is anticipated may or will be displaced.

8.04 DISPLACEMENT/LAYOFF

Any displacement of any employee(s), whether involving a layoff or not, arising in respect of the introduction of any new procedure must be undertaken in accordance with the provisions of Article 9 (Displacement, Layoff and Recall). Without limiting the generality of the foregoing, each affected employee shall be entitled to written notice of layoff, or pay in lieu of such notice, in accordance with Clause 9.02.

8.05 TRAINING

In the event that new procedure(s) is/are introduced into an employee's position, the employee shall be eligible for training.

8.06 RESOLUTION OF DISPUTES

Any dispute between the Parties with respect to any technological change or new procedure shall be subject to resolution in accordance with the grievance and arbitration procedures set forth in this Agreement.

ARTICLE 9

DISPLACEMENT, LAYOFF AND RECALL

9.01

DEFINITIONS

(a) Displacement

A displacement for the purposes of this Agreement shall occur when a regular employee loses his or her current position due to:

- (i) a lack of work; or
- (ii) implementation of new procedure, including but not limited to, technological change in accordance with the terms and conditions of this Agreement; or
- (iii) the transfer or other disposal of operations in accordance with the terms and conditions of this Agreement. It is understood that this Clause 9.01 (a) (iii) shall only apply when a regular employee exercises his right not to transfer in accordance with Clause 23.03.

(b) Layoff

A layoff for the purposes of this Agreement shall occur when a regular employee is displaced, as defined in Clause 9.01 (a) above, such that he or she is without work. Displacement shall be in inverse order of seniority provided the senior employee(s) has the ability to perform the remaining work. Such displacement will be by job title, within a department at a headquarters. Where a senior employee otherwise has the ability to perform the work in question but is being displaced due to not being offered a specific training opportunity that was provided to a junior employee, the employee will be offered the training to enable them to perform the remaining work subject to the training being completed within a ninety (90) calendar day period. The training will be offered to the original displacement only.

(c) Established Headquarters

Established headquarters for the purposes of this Article shall mean the location where the employee normally works, reports for work, or the location to which he/she returns between jobs.

(d) Local Geographic Area

Local Geographic Area for the purposes of this Article shall mean the area within a fifty (50) kilometer radius of an employee's established headquarters.

(e) Division

A division for the purposes of this Article shall mean an organizational unit headed by a manager reporting directly to a Vice-President or Senior Vice-President. Both Westech and Powertech shall be considered as separate divisions for purposes of the application of this Article. By way of example, the Customer Services Managers reporting directly to the Senior Vice-President of Customer Services shall be considered to head separate divisions for the purposes of this Article. Similarly, Power Supply Managers reporting directly to the Senior Vice-President Power Supply shall be considered to head separate divisions for the purposes of this Article.

9.02 NOTICE OF DISPLACEMENT/LAYOFF - REGULAR EMPLOYEES

The Employer will provide the Union with at least ninety (90) calendar days written notice when regular employees are to be displaced. The notice provided will include the anticipated effective date and the number and classifications or job titles of employees who may or will be displaced.

In the event that regular employees are laid off, the Employer shall provide such employees with written notice of layoff or pay in lieu of such notice in accordance with the following:

Six (6) months continuous service	2 weeks
Three (3) years continuous service	3 weeks

and for each year of continuous service in excess of three (3) years, one additional week to a maximum of eight (8) weeks.

9.03 SEVERANCE PAY - REGULAR EMPLOYEES

A regular employee whose employment is terminated in accordance with the provisions of this Agreement, except for just cause, shall be entitled to severance pay in accordance with the following:

- (a) on completion of six (6) months but less than two (2) years of continuous service two (2) weeks;
- (b) and for each additional year of continuous service equal to or greater than 2 years two (2) weeks to a maximum of fifty two (52) weeks

9.04 MEETING TO REVIEW IMPACT

At the request of the Union, the Employer will meet with the Union within seven (7) calendar days from the date of the request, to review the effects of the intended displacement of any regular employees. This review will include the identities of the regular employees whom it is anticipated will or may be displaced.

9.05 PLACEMENT IN VACANT POSITIONS WITHIN THE BARGAINING UNIT

(Also refer to MOU #19 and MOU #23)

The Employer shall offer vacant positions in their headquarters, local geographic area and in the company - in that order - to regular employees who are subject to displacement. Such placement in vacant positions shall be based on ability and seniority, in that order. In such cases the Union agrees to waive the requirement to post such vacancies. Any offer of placement shall be limited to an equal or lower level job group to the job from which the employee was displaced. Additionally, a regular employee who is subject to displacement and who is in receipt of blue-circle salary treatment, may be offered placement into a job group level up to and including that at which the employee's salary is blue circled.

These employees shall be eligible for training:

- (a) for the operation of new equipment and/or performing new procedures;
- (b) for qualifying for new jobs created by such changes;

(c) for other vacancies within the company for which they may be qualified.

9.06 PLACEMENT IN VACANT POSITIONS OUTSIDE THE BARGAINING UNIT

Regular employees who are subject to layoff shall have the right to accept or reject reassignment by the Employer to any positions or jobs outside of the bargaining unit which may be offered to these employees by the Employer. In the event that a regular employee who is subject to layoff accepts such reassignment, s/he shall continue to be subject to the provisions of this Article for so long as s/he has a right of recall or a right to return to a former position in accordance with the applicable provisions of this Article. The seniority of such employee shall continue to accrue for all purposes under this Agreement for so long as s/he has said rights, provided the employee continues to pay his/her Union dues. Upon expiration of the recall period or the forfeiting of recall rights, an employee placed in a regular position with the Employer(s) shall not be entitled to severance pay as set out in Article 9.03.

9.07 BUMPING PROCEDURE

- (a) A regular employee who is subject to displacement shall have the right to bump in accordance with this Article. Such employee shall exercise his/her bumping rights within his/her division then company-wide, in that order. Employees who exercise their bumping rights will not be required to change their status in terms of full-time or part-time. That is, where a 'least senior' bump under Article 9.07 would require the employee to change their status, the 'least senior' bump of the same status will also be offered. Job shares will be considered 2 PTR's for the purposes of bumping.
- (b) Providing the affected regular employee has greater seniority, the employee may bump, only within the employee's current division, an incumbent with less seniority:
1. in the same job, or;
 2. in a previously permanently held job, or a job derived from it as determined through the Employer's or B.C. Hydro's job evaluation historical records, or;
 3. in a job at a lower level not previously permanently held, provided the job is part of a "job hierarchy" as determined by the Employer, or B.C. Hydro's Job Evaluation department, whichever is applicable, and provided the

employee is currently employed within the “job hierarchy”, or;

4. in a job at a lower level not previously permanently held, provided the employee has the ability to perform the job.

Notwithstanding the foregoing, when an employee elects to exercise his/her bumping rights into a job and there is more than one incumbent in that job at a given headquarters, the employee must bump the least senior incumbent in that job at that headquarters. In the event the employee is denied the bump of the least senior incumbent as outlined above, the employee may then elect to bump the next least senior incumbent in that job at that given headquarters. Should subsequent bumps be denied, the above process may be repeated at the employee's option.

- (c) Only if the affected regular employee has greater seniority and is unable to bump into a job within his/her local geographic area in accordance with the above, the employee may then bump outside his/her current division and within his/her local geographic area, the employee with the least seniority:

1. in the same job, or;
2. in a previously permanently held job, or a job derived from it as determined through the Employer's or B.C. Hydro's job evaluation historical records, or;
3. in a job at a lower level not previously permanently held, provided the job is part of a “job hierarchy” as determined by the Employer or B.C. Hydro's Job Evaluation department, whichever is applicable, and provided the employee is currently employed within the “job hierarchy”, or;
4. in a job at a lower level not previously permanently held, provided the employee has the ability to perform the job.

- (d) Only if the affected regular employee has greater seniority, and is unable to bump in accordance with the above, then the employee may bump outside his/her current division, on a "company-wide" basis, the incumbent with the least seniority:
 - 1. In the same job, or;
 - 2. In a previously permanently held job, or a job derived from it as determined through the Employer's or B.C. Hydro's job evaluation historical records, or;
 - 3. In a job at a lower level not previously permanently held, provided the job is part of a "job hierarchy" as determined by the Employer or B.C. Hydro's Job Evaluation department, whichever is applicable, and provided the employee is currently employed within the "job hierarchy" or;
 - 4. In a job at a lower level not previously permanently held, provided the employee has the ability to perform the job.
- (e) For the purposes of administering the bumping process only, where more than one (1) regular employee is affected and elects to bump into the same job, the employees involved shall bump in order of seniority, until the bumping process is completed.
- (f) Bumping shall occur only as stated in the foregoing provisions unless otherwise agreed by the Parties. Bumping to a position at the same level that has not been previously held by a regular employee may be implemented by agreement of the Parties.
- (g) A regular employee who is bumped under the foregoing provisions may in turn exercise his/her seniority to bump another employee in accordance with this Article.

9.08 EMPLOYEE OPTIONS

A regular employee who is subject to displacement shall have the right to select one (1) of the following options. Upon written presentation of the options, the employee shall have three (3) full working days to select an option. This time limit may be extended by the mutual agreement of the Parties:

- (a) accept training, if applicable; or

- (b) accept placement in a vacant position, either within or outside the bargaining unit, in accordance with the provisions of this Article: or
- (c) exercise the bumping rights referred to in this Article; or
- (d) accept layoff, retaining the right to recall and to severance pay in accordance with this Agreement; or
- (e) accept severance in accordance with Article 9.03 of this Agreement.

9.09 **LAYOFF**

In the event that a regular employee is not trained, placed or is unable or declines to bump, under the terms of this Article, the employee shall be laid off, unless such employee accepts severance pay in full in accordance with Article 9.03 of this Agreement.

9.10 **SENIORITY ACCRUAL DURING LAYOFF**

In accordance with Article 6, seniority shall accrue for all purposes under this Agreement, for the duration of a regular employee's recall period, provided the employee is recalled to work prior to the end of such recall period.

9.11 **NO BENEFIT ENTITLEMENT DURING LAYOFF**

A regular employee on layoff is not entitled to employee benefits.

9.12 **RECALL PERIOD** (Refer to MOU #19)

The laid off regular employee's name shall be placed on a recall list for two (2) years and considered for any regular vacancy of an equal or lower job group in accordance with Clause 9.13 below. Notice of recall for placement interview purposes shall be made personally or by double registered mail. Should the employee fail to respond to the registered mail notice within five (5) working days, unless such time is extended by the Employer, the employee's name shall be dropped from the recall list. A copy of such notice shall be sent to the Union. The laid off employee is responsible for providing the appropriate Human Resources contact with his/her current mailing address and telephone number.

The Employer will maintain an up-to-date recall list and provide a copy to the Union upon request. Any grievance filed with respect to not being recalled shall be in accordance with the provisions of Article 3 of this Agreement.

9.13 RECALL TO WORK

- (a) Recall to the regular job from which the employee was laid off shall be made on the basis of seniority (i.e. last off, first on).
- (b) Recall to other regular positions shall be limited to jobs which are of an equal or lower job group to the job from which the employee was last laid off. Such recall shall be made on the basis of an employee's past record of ability and seniority.

9.14 RETURN TO FORMER POSITION

A regular employee with the highest seniority who was previously displaced from a job shall have preference to return to his/her original job in the same department if such job becomes vacant or is re-established and if the vacancy arises within two (2) years of the date of displacement from the job. In the application of this clause, the Union agrees to waive the requirement to bulletin.

9.15 IMPACT ON PAY RATES

- (a) Where a regular employee is displaced from his/her position and assumes a lower level position, the employee will be given blue-circle salary treatment.
- (b) An employee receiving blue-circle salary treatment in accordance with 9.15 (a) above will be granted continued protection in the event s/he receives a promotion from the lower level job. Continued salary protection will not be extended to employees leaving their position for lateral transfers or demotions.
- (c) Upon recall to his/her former job, an employee shall receive his/her former rate of pay plus any negotiated increases applicable to the period prior to recall. Salary treatment of recall to other positions as described in Clause 9.13(b) above shall be made in accordance with the following:
 - (i) An employee with one (1) or more years' service in the higher grouped job will retain his/her rate if it is not beyond the maximum of the lower grouped job. If an employee's rate is beyond the maximum of the lower grouped job, the employee's rate will be reduced to maximum.
 - (ii) An employee with less than one (1) year's service in the higher grouped job will assume the salary the employee

would have attained had he/she moved to the lower grouped job on the same date he/she moved to the higher grouped job.

9.16 DIRECTED RELOCATION

- (a) When the Employer is contemplating a directed relocation of the established headquarters of a regular employee who is not otherwise displaced, full consideration will be given to the employee's family needs and preferences prior to directing relocation.
- (b) Where there are multi-incumbents in a job and one or more but not all of the incumbents are to be transferred to their job at another headquarters subject to operational requirements the incumbent with the greatest seniority and present ability to perform the work shall be offered the position first. In the event that none of the incumbents elect to fill the position, the incumbent with the least seniority and present ability would be directed. In the case of a directed relocation beyond a regular employee's local geographic area, as defined in this Article, an employee will be accorded the options set forth in this Article.
- (c) Employees will be given not less than ninety (90) days written notice of a permanent directed change in established headquarters. A copy of this notice will be forwarded to the Union.

9.17 MOVING EXPENSES

- (a) Moving expenses arising with respect to any displacement under this Article shall be paid for by the Employer in accordance with Clause 5.12 (c) and Clause 5.12 (d). Employees being recalled to positions in accordance with this Article are not entitled to moving expenses.

ARTICLE 10

BENEFIT PLANS

(Refer to MOU #9 and MOU #16)

10.01 MEDICAL COVERAGE AND EXTENDED HEALTH BENEFITS

- (a) All employees except casual shall be eligible to receive the basic medical and surgical coverage provided by the B.C. Medical Services Act through the Medical Services Plan of B.C.
- (b) In addition to the above, eligible employees as defined above shall also be covered by an Extended Health Care Plan.
- (c)
 - (i) Eligible new employees (except Casual and those hired for vacation relief) are covered under the Medical Services Plan effective the first day of the next month following the date of employment, except when the date of employment is the first day of the month, or first normal working day in the month, then coverage is effective from the first day of that month.
 - (ii) Eligible new employees as in (i) above are covered under the Extended Health Care Plan effective date of hire.
 - (iii) Vacation relief employees are covered under the Medical and Extended Health Care Plans effective the first day of the month following four (4) continuous months of service except when the date of employment is the first day or first normal working day in the month, then coverage is effective from the first day of the fifth month of continuous service.
- (d) Premiums for both plans will be paid by the Employer. Participation in the plans is a condition of employment for all new employees as described above; however, employees covered by other medical plans may elect not to be covered by the above-noted plans.

- (e) Premiums shall continue to be paid on the foregoing basis for any subsequent compulsory basic medical, surgical and hospital plan introduced by the Provincial or Federal governments, unless the terms of such plans dictate otherwise.
- (f) Members of the Union who retire from the Employer's service on pension and who have completed ten (10) years of service may continue to be covered under the above plans with the Employer paying premiums indicated in this section.

NOTE: The word "month" as used above means "calendar month".

Notwithstanding that the renewal collective agreement will expire on March 31, 1997, the parties are agreed that effective December 31, 1997, the existing Clause 10.01 (f) will be replaced by the following:

Members of the Union who retire from the Employer's service on pension after December 31, 1997 and who have completed ten (10) years of service may elect to be covered under the Extended Health Care and Medical Services benefits plans administered for retired BC Hydro employees with the Employer paying premiums as indicated in this section.

10.02 GROUP LIFE INSURANCE

The Employer shall continue to provide a Group Life Insurance program which provides coverage of 200% of annual basic earnings. Premiums for this plan shall be paid by the Employer and dividends will accrue to the Employer. Except for casual employees and employees hired for temporary vacation relief enrollment is compulsory for all employees and plan coverage is effective date of hire. Enrollment for vacation relief employees is compulsory after four (4) months' continuous service. Employees who retire from company service after at least ten (10) years' service will continue with Group Life Insurance during retirement with the premium payable and the dividend collectible by the Employer. Immediately upon retirement the coverage will be 50% of that in effect prior to retirement. It will reduce annually thereafter on each anniversary of retirement by 10% of the amount in effect prior to retirement until a minimum of \$1,000 is reached and this latter amount shall remain in effect for the remainder of the retired employee's lifetime.

10.03 DENTAL PLAN (Also refer to MOU #19)

All regular employees and Full-Time Temporary Employees with greater than one year of continuous service shall be eligible for coverage under a dental plan provided by the Employer which will provide benefits equivalent to those offered by Medical Services Association as of the date of signing of the Agreement in Plan A (80% co-insurance, 90% effective 1 January 1999 and 95% effective 1 April 2001), Plan B (50% co-insurance, 65% effective 1 January 1999), and Plan C (50% co-insurance) with a limit of \$1500 (\$2000 effective 1 January 1999; \$2500 effective 1 April 2001) maximum lifetime benefits per person enrolled in the plan. Enrollment and continuous coverage in the dental plan is a condition of employment for eligible employees except that employees covered by another dental plan may elect not to participate in the company plan. Coverage commences effective the date of hire for regular employees and following one (1) year of continuous service for Full Time Temporary employees. The cost of the dental plan shall be paid by the Employer.

The parties agree that, in cases where spouses are both employed by BC Hydro, each spouse is entitled to the benefits of the dental plan.

10.04 ACCIDENT INSURANCE

Effective 1 January 1995, the Employer agrees to pay 100% of the premiums for an Accident Insurance Plan for 24 hour coverage. Subject to the terms of the Plan, the maximum death benefit shall be \$200,000, and maximum dismemberment benefit shall be \$75,000.

10.05 FLEXIBLE BENEFITS PROGRAM

- (a) Effective 1 January 1995, employees may elect to be covered by the benefit package outlined in clauses 10.01 through 10.04 (defined as Level 2) or by benefit Level 1 or Level 3 as detailed below.
- (b) Optional benefit levels provide the following coverage:

Level 1	Level 3
(a) Group Life Insurance	(a) Group Life Insurance
(b) Accident Insurance	(b) Accident Insurance
(c) Extended Health	(c) Extended Health
(d) Dental Plan	(d) Dental Plan
	(e) Medical Services Plan
- (c) Eligible Employees opting for Level 1 benefits shall receive a monthly payment in an amount approximately equal to the reduced

cost of these benefits relative to the cost of Level 2 benefits. It is understood and agreed that an Employee shall only have the right to opt for Level 1 benefits if the Employee can provide satisfactory proof that he or she is otherwise covered by Medical Services Plan. Eligible Employees opting for Level 3 benefits shall pay, on a monthly basis, the approximate additional cost for these benefits relative to the cost of Level 2 benefits.

- (d) Eligible employees will initially enroll on their date of hire (or the date they first become eligible, if later). Following the initial enrollment, there will be **an** annual re-enrollment for Flexible Benefits, Voluntary Accident Insurance and the Direct Pay Drug Plan with changes effective on January 1 each year. At this time, eligible employees may change their Flexible Benefits by only one level up or down from their current level.
- (e) Changes in Flexible Benefits, Voluntary Employee Accident Insurance, Voluntary Family Accident Insurance and the Direct Pay Drug Plan will also be allowed at other times during the year if:
 - (i) dependent status changes (i.e. the employee acquires dependents or no longer has dependents), or
 - (ii) the employee loses MSP, extended health, or dental coverage that was previously available through the spouse.

An employee may only move one level up or down during the year.

10.06 **VOLUNTARY BENEFITS**

- (a) In addition to the above, effective 1 January 1995 the following Voluntary Benefits shall be available to all eligible Employees with the full cost of such benefits paid for by the Employee on a monthly basis:
 - (i) Voluntary Employee Life Insurance
 - (ii) Voluntary Spouse's Life Insurance
 - (iii) Voluntary Employee Accident Insurance
 - (iv) Voluntary Family Accident Insurance
 - (v) Direct Pay Drug Plan (Level 2 and 3)

10.07 DETAILS ABOUT BENEFIT PLANS

Details about the benefit plans referred to in this Article are provided in the Employer's Benefit Brochure dated November 1994. It is understood that Level 1, Level 3, and Voluntary Benefits may be subject to change by the Employer. However, during the term of the current Collective Agreement, the Employer will seek the concurrence of the Union prior to making any changes.

10.08 BENEFIT PLANS ON LEAVE OF ABSENCE

- (a) An employee on leave of absence without pay, for reasons other than sick leave, maternity leave or adoption and paternity leave for a period of fifteen (15) days or more in any calendar month is required to prepay the whole cost of benefit plans as outlined in 10.01, 10.02, 10.03, 10.04, and 10.05 above in respect of that month.
- (b) Employees who are on Leave of Absence in accordance with Article 1.05 as full-time paid officers or employees of the Union, shall be eligible for coverage under all company benefit plans, on condition that the Employer's share of the cost of such plans is borne either by the Union or the Employee.

NOTE 1: Coverage in all Benefit Plans will be effective immediately following the completion of the qualifying period, if any.

NOTE 2: Further details on these plans are provided in the Supplementary Information attached to this Agreement.

10.09 BENEFITS DURING STRIKE OR LOCK OUT

The Employer agrees that in the event of any legal strike by the Union or legal Lock Out by the Employer, the Employer shall continue to provide existing benefit plan coverage, excluding Pension Plan, for those employees affected, provided the Union pays the total costs of benefit plan coverage to the Employer on or before the regular due date. By mutual agreement between the Parties, the Employer may pay the total cost of the benefit plan coverage and recover these costs from those employees affected on their return to work.

ARTICLE 11

WORKING HOURS

11.01 The hours of work of all employees, except part-time and casual employees (Article 1.06(b) and (d)), shift employees (Article 12.05) and those otherwise specifically mentioned in this Agreement, shall be as follows:

(a) Working Hours

1. The hours of work shall be the equivalent of thirty-five (35) hours per week. This will be done by working a normal week of five (5) x seven and one-half (7 1/2) hour days and allowing seventeen (17) days a year Reduced Work Week Leave (RWWL) in lieu of the thirty-five (35) hour week.
2. Notwithstanding Article 11.01 (a)1 above, full-time regular employees may elect by 1 December of each calendar year to take a cash payment in lieu of time off for any of the seventeen (17) RWWL days to be earned in the following calendar year. Since the cash payment will be made in advance of the RWWL being earned, a pro-rata adjustment will be made if the employee terminates from the employer before the end of the calendar year in which he/she receives the cash payment.
3. Full time temporary employees may elect to receive either time or cash for RWWL days to be earned. Time is defined as one full day off in each of the seventeen (17) bi-weekly pay periods which do not contain a statutory holiday. Cash is defined as seven percent (7%) of gross bi-weekly earnings paid on a bi-weekly basis.

Temporary employees cannot take RWWL days off in advance of having earned them.

(b) Standards and Authorized Variations

1. "Standard" means the condition specified in the Agreement.
2. "Authorized Variation" means a range of alternatives specified in the agreement, within which range a supervisor may vary from the standard due to operational requirements. The supervisor will provide employees with two weeks notice where an authorized variation is to be used.

(i) To the extent possible, authorized variations will be agreed to between the supervisor and the affected employee(s). Where agreement is not reached, the supervisor's change to an authorized variation will not be arbitrary discriminatory, or in bad faith, and consideration will be given to an employee's personal circumstances, and, where applicable, to an equitable sharing of preferred and unpreferred hours of work, prior to the change being implemented. It will be the responsibility of the employee(s) to inform their supervisor of the impact of the proposed change to the hours of work.

(c) Work Day

1. Seven and one-half (7 1/2) consecutive hours of work, exclusive of lunch period.

(d) Work Week

1. The standard will be Monday through Friday.
2. The authorized variation will be Monday through Saturday for employees whose job duties include: employee payroll processing, customer accounts, customer telephone enquiries or credit services. All employees of NCS are also covered by this variation. This list may be amended by agreement of the Parties.

(e) Starting Time

1. The standard starting time will be 08:00.
2. The authorized variation will be a starting time between 06:00 - 10:00.

(f) Lunch Break

1. The standard will be per current local practice.
2. The authorized variation will be one-half (1/2) hour or one (1) hour.

(g) RWWL Application

1. RWWL days, which have not been exchanged for cash in accordance with 11.01(a)2, will be put into the time-off bank detailed in 11.10 which may accumulate RWWL days, without limit, and which may be used for days off at a time which does not conflict with essential departmental requirements.
2. Prescheduling to be for twelve (12) week periods, or multiples thereof, with sign-up at least two (2) weeks in advance; may be varied by local mutual agreement. Union to consider sign-up criteria. RWWL application is dependent on cooperation and flexibility at scheduling time. Supervisors and staff should discuss the situation to gain a clear understanding of the needs of both the employee(s) and their supervisor to arrive at a mutually acceptable schedule.
3. RWWL will apply only to full-time regular and full-time temporary employees. Except for newly hired employees and terminating employees, a person's RWWL allowance will be earned by full-time regular and full-time temporary employees in service during that period.
4. Employees who are hired or who terminate during a period will earn and be paid out the period's RWWL allowance on the basis of 1/9 (one-ninth) of that period's RWWL allowance for each day worked during that period.
5. An equivalent percentage payment of RWWL will apply to part-time regular and casual employees in

accordance with Article 1.06(b) and (d) of this Agreement.

6. Employees on leave of absence without pay for a pay period will not earn RWWL for that pay period.
7. For those employees on sick leave, income continuance or leave of absence, if the employee received pay from B.C. Hydro for any part of the pay period, he/she earns the RWWL day for that period.

- (h) The Parties will jointly initiate and monitor some “flextime” experiments in agreed units of Hydro’s organization, independently of RWWL, during the life of the Agreement.
- (i) In cases where hours of work must be varied to obey Provincial Fire Regulations, or Forest Management Licensee Requirements, such work as is carried out under these conditions shall be at straight-time for the first seven and one-half (7 1/2) hours.
- (j) Policies and bulletins issued by the RWWL Task Force have been deleted and/or incorporated into the collective agreement where applicable. There is no intent to change the application or principles of the RWWL provisions.
- (k) Security Guards

All security guards shall have their hours scheduled in accordance with Article 11.01(a). However, it is recognized that an eight (8) hour day may be required for certain security guard shifts. A guard working such a shift shall be paid the same amounts as he/she would have been paid had he/she worked the normal work day and week as in Article 11.01 (a), above, and shall bank time worked between seven and one-half (7 1/2) hours and eight (8) hours per day which shall be taken off at straight-time rates at a time mutually agreed between the employee and his/her supervisor. In such cases overtime rates will apply to time worked beyond eight (8) hours in any day. In addition to the foregoing, RWWL will apply as provided in Article 11.01 (a).

(l) Meter Readers

1. In general, Meter Readers shall work a one hundred and fifty-seven and one-half (157 1/2) hour, twenty-one (21) day month, reduced, as appropriate, by RWWL, as provided in Article 11.01(a). The working day shall include office reporting and clerical time, travel time from office to start of route, and shall commence at 08:00.
2. It is the intent of both Parties to this Agreement that a one hundred and fifty-seven and one-half (157 1/2) hour month shall take care of moderate day-to-day variations in hours of work due to scheduling difficulties. Monthly time in excess of one hundred and fifty-seven and one-half (157 1/2) hours is to be paid at overtime rates or on the basis of time off according to Article 11.02. Daily and hourly rates shall be calculated on the basis of seven and one-half (7 1/2) hours per day.

(m) Service Centre

Employees in this section shall work a thirty-seven and one-half (37 1/2) hour week and not more than an eight (8) hour day. The provisions contained in this clause may be modified within the limits of any plan for scheduling the work of the employees over periods of time which shall be approved by the Union and the Service Centre Supervisor. In addition the provisions of Article 11.01(a), above, shall apply.

11.02 **OVERTIME PAYMENTS**

- (a) This clause applies to all employees except shift work employees and employees subject to flexible hours.
- (b) All time worked in excess of the hours stated in the preceding clauses of this section shall be paid for at the rate of double time (200%). All time worked on annual vacations shall be paid on the same basis plus regular salary. All time worked on statutory holidays or on scheduled days off in lieu of statutory holidays shall be at overtime rates plus regular salary, except as provided in Article 13.01(e) of this Agreement. All time worked on Saturdays, Sundays and Statutory Holidays will be paid at double time rates.
- (c) Notwithstanding Article 11.02(b), all time worked and/or travel associated with employee training shall be paid at straight time. It is understood that this clause does not apply to employees conducting the training.

(d) Overtime Banking (Non-shift Work Employees)

Employees may transfer to the time off bank defined in Article 11.10 up to 100% of monies earned for working overtime, to be taken as time off in lieu of wages. Overtime shall be credited to the bank in hours.

11.03 FLEXIBLE HOURS OF WORK

- (a) An employee whose job duties include: making presentations regarding the promotion of safety; representing the Employer at home improvement shows (including the PNE), trade shows, trade and contractor association meetings, and shopping centre displays; and making speeches to organizations such as service clubs, may be required to work flexible hours as defined below in order to attend such events.
- (b) Employees engaged in such work (as defined in 11.03(a) above) will not be required to work more than a maximum of ten (10) weekends per year under the flexible hours provision.
- (c) For purposes of this clause, and subject to the provisions of Article 11.01 (a)1 and 2, the flexible work period shall be thirty-seven and one-half (37.5) hours consisting of a maximum of five (5) consecutive days, Monday through Sunday. Time worked on scheduled days off will be compensated at double time rates.
- (d) A work day of any consecutive seven and one-half (7.5) hours, exclusive of lunch period, may be scheduled between 06:00 and 22:00 at straight-time rates. Time worked in excess of seven and one-half (7.5) hours per day will be compensated at overtime rates.
- (e) The Employer will provide as much advance notice as possible of a requirement to work flexible hours. Work scheduled under this clause will not interfere with scheduled annual vacation.
- (f) Where an employee subject to flexible hours works more than seven and one-half (7.5) hours per day, meal entitlements will be in accordance with Article 11.04.
- (g) Where the majority of working hours fall outside the hours of 08:00-16:30, a premium of one-half (1/2) hour at straight time will be paid. This premium will not apply to time worked on scheduled days off, annual vacations, statutory holidays, or scheduled days off in lieu of statutory holidays.

- (h) All time worked on annual vacations shall be paid at overtime rates plus regular salary. All time worked on statutory holidays or on scheduled days off in lieu of statutory holidays will be paid at double time rates plus regular salary, except as provided in Article 13.01 (e).

11.04

OVERTIME, TRAVEL TIME PAYMENTS AND MEAL INTERMISSIONS

- (a) If an employee is scheduled to work prior to his/her normal working hours and at his/her normal work location, traveling time will not apply.
- (b) If an employee is required to work overtime beyond his/her normal working day at his/her normal headquarters, no traveling time will be paid.
- (c) An employee called to work during off-scheduled hours or on a normal day off shall be paid at overtime rates.
- (d) All overtime worked between the hours of 00:00 and his/her normal starting time shall be paid for at 200% of straight-time rates.
- (e) Notwithstanding the provisions of Clause 11.04(i), a call-out occurring within a period of four (4) hours prior to the commencement of the employee's regular working day or shift will nevertheless require the employee to report at his/her regular hour and be paid at straight-time rates for his/her full regular shift.
- (f) Where an employee is required to work less than two (2) hours beyond his/her regular shift, a one-half (1/2) hour unpaid meal period will be allowed.
- (g) An employee will be paid for a one-half (1/2) hour meal period at the prevailing overtime rates, and the Employer will provide a meal or reimburse the employee for reasonable meal expenses incurred:
 - 1. where the actual overtime worked, exclusive of any meal period, is two (2) hours or longer before or after the regular day or shift;
 - 2. where an employee is called in and works four (4) hours overtime;

3. where an employee is required to work four (4) hours overtime beyond an overtime meal period already taken. Where this overtime follows a regular shift the first meal period regardless of when it is actually taken, will be considered to have been taken immediately after the regular shift.
 4. where an employee misses a paid meal period to which the employee is entitled, he/she shall nevertheless be paid at the prevailing rate for such missed meal period in addition to all time worked.
- (h) Where work is pre-scheduled for normal days **off and** employees have been notified on the previous working day and work is to commence within two (2) hours of the normal starting time, the employer will not be required to provide lunch or pay for meal time if taken.
- (i) An employee who has worked overtime shall return to work, after eight (8) hours' rest, but only if the employee can do so by the mid-point of his/her regular shift unless he/she will report earlier by mutual agreement. Whether or not the employee does report to work, the employee shall nevertheless be paid for the regular shift following the overtime at his/her normal straight-time rate. However, if his/her overtime finished at or before eight (8) hours prior to the mid-point of his/her regular shift on the day in question, the employee must return to work by the mid-point of his/her regular shift in order to qualify for full pay for his/her regular shift. An employee who is called in and reports to work before the expiration of his/her eight (8) hours absence shall receive double time (200%) payment for those hours which coincide with the working hours of his/her normal shift, plus his/her regular salary for the day.
- (j) Where an employee is required to work unscheduled overtime, the Employer will, on request of the employee, pay reasonable costs for alternative transportation home under the following conditions:
1. Provided that normal means of transportation is not available.
 2. Where employees are parties in car pool arrangements, "normal means of transportation" shall be deemed to include car pools.
 3. For purposes of this clause, "unscheduled overtime" is defined as that overtime occurring where an employee

is notified by his/her supervisor during his/her scheduled shift that the employee will be required to continue working beyond the scheduled quitting time.

11.05 REPORTING AT LOCATIONS OTHER THAN ESTABLISHED HEADQUARTERS

If an Employee is required to report for his/her regular day's work at a location other than his/her established headquarters, traveling time at the appropriate rate will be paid to and from that location, less the amount of time normally taken by the Employee to travel to and from his/her established headquarters. Mutually acceptable arrangements will be made with respect to travel arrangements and allowances, but no such arrangement will reduce any entitlement of the Employee under this Collective Agreement.

11.06 MINIMUM PAID PERIODS

- (a) If an employee is required to remain at the work place to work overtime, the employee will be paid for a minimum of one-half (1/2) hour. Time worked beyond the first one-half (1/2) hour of overtime will be recorded to the next higher quarter (1/4) hour. The applicable clause may be invoked with respect to meal intermissions. If the employee is required to return to his/her normal work location, aside from a normal meal intermission, or if the employee is required to perform overtime work at another location, a two (2) hour minimum will apply, plus whatever traveling time is applicable. An employee scheduled to work on his/her scheduled day off (e.g. RWWL day) will be paid for a minimum of four (4) hours at overtime rates, but will not be paid for time spent in traveling to and from his/her normal work location.
- (b) An employee called to work during off-scheduled hours or on a normal day off shall be paid at overtime rates for a minimum of two (2) hours beginning at the time the employee leaves his/her residence. One-half (1/2) hour at the prevailing rate shall be allowed an employee to reach his/her living quarters on completion of a call-out irrespective of the amount of time actually worked. When call-outs run into a normal shift the minimum call-out provision will not apply.

1 1 . 0 7 PREMIUM PAYMENTS

- (a) An employee who is required to work or travel underground shall be paid a premium of 10% of his/her prevailing rate for actual time involved. The premium rate will cease to apply when the actual site of work in a tunnel or underground

cavern has been completed to its final underground structural condition, e.g. natural rock; natural rock with gunite; natural rock with bolts; gunite, steel supports or concrete lining, in any combination or proportion. A vertical shaft will be considered an underground structure.

- (b) An employee who works underground during a half (1/2) shift will be paid the underground premium for that half (1/2) shift, and an employee who works at least six (6) hours underground in a day will receive the underground premium for all time worked on that shift, including any overtime.
- (c) Where the underground premium is paid and an employee is required to work underground for a majority of the time and during both halves of any one (1) shift the lunch period for that shift will be paid for at straight-time rates.
- (d) Where an employee is required to work on transmission towers at a height above ground of more than twenty-four (24) meters (eighty (80) feet) the employee will receive a straight-time premium for such actual time worked only.
- (e) A high time premium of 10% of regular pay will be paid when an employee is actually working on staging and scaffolding, or where the employee is supported by a safety belt or rope, at heights of nine (9) meters (thirty (30) feet) or more above a fixed platform, safety net, or natural ground surface. This clause is applicable to work under bridges when the above conditions apply. The minimum premium payable will be that for one (1) hour.
- (f) Helicopter Premiums
 - 1. Life insurance of not less than \$150,000.00 shall be provided for employees working in or under or traveling in helicopters.
 - 2. Employees who are actually engaged in working in or under helicopters shall be paid a premium of 25% over and above their base or floor rate, whichever is the greater.
 - 3. A helicopter premium of 25% of regular pay will be paid when an employee is traveling with another employee in receipt of a helicopter premium.
- (g) Training Premium Pay

In classroom training situations, where an employee who does not have responsibility for conducting training as part of their defined job duties is assigned to conduct such training, they shall be paid a premium of 5% of their normal hourly rate for all time spent in instruction.

- (h) Where an employee is required to work under conditions not specified in this Agreement which the Union considers merits premium pay, an appropriate premium will be determined by agreement between the Parties, and if no agreement is reached, the matter can be handled under the grievance procedure.
- (i) For reference to Provincial Fire Regulations or Forest Management Licensee Requirements see Article 11.01 (j).

11.08

STAND BY ARRANGEMENTS: NCS, SERVICE CENTRE & WESTECH INFORMATION SYSTEMS

- (a) An employee scheduled on standby, whether or not the employee carries a pocket pager, will be paid two (2) hours at straight-time for the twenty-four (24) hour period commencing daily at 08:00 Monday to Thursday, inclusive, three (3) hours at straight-time for the twenty-four (24) hour period commencing at 08:00 Friday, and four (4) hours at straight-time for the twenty-four (24) hour period commencing at 08:00 on a Saturday, Sunday or statutory holiday.
- (b) Where possible standby will be signed up on a voluntary basis with schedules posted at least ninety-six (96) hours in advance. Should an employee be given less than ninety-six (96) hours' notice of standby duty, the employee will be under no compulsion to accept such duty.
- (c) No employee will be compelled to accept standby on two (2) consecutive weekends or on two (2) consecutive holiday weekends.

11.09

TELEPHONE CONSULTATION

- (a) Where an employee is consulted by a supervisor or the supervisor's delegate by telephone outside of the employee's normal hours of work concerning a problem of work, a telephone consultation premium will be paid as follows:
 - 1. Pay per telephone consultation equivalent to one-half (1/2) hour or the length of the call, whichever is greater, at overtime rates, for calls prior to 23:00, and one (1)

hours pay at double time (200%) for calls between 23:00 and 07:00, except as indicated in 2. below.

2. If a second or successive telephone consultation takes place within one-half (1/2) hour of the end of a preceding call, it will be construed as being part of the preceding call and therefore not be paid unless the combined time exceeds the minimum paid period in 1. above.
3. The telephone consultation premium will not be paid if an employee is on standby duty.

11.10 TIME OFF BANK

(Refer to MOU #50)

- (a) Banked RWWL days, banked overtime, and unused A.V. from previous years entitlement shall be maintained in a single time off bank.
- (b) Time may be banked without limit. Time off at the employee's request must be taken at a time mutually agreed upon with the employee's supervisor, and is subject to essential departmental requirements. Such agreement will not be unreasonably withheld by the Employer.
- (c) The time off bank may only be paid out in cash due to exceptional circumstances upon application by the Employee when approved by a senior manager, or upon termination. In such cases, the time bank shall be withdrawn at the employee's base rate in effect on the day prior to payout.
- (d) An employee on a recall list may access the cash pay-out under Clause 11.10(c) at the time he/she is placed on the recall list and at eight (8) month intervals thereafter.

ARTICLE 12

SHIFT WORK

(Also refer to MOU #20, #49 and #51)

- 12.01 For shift work clauses effective prior to 1 January 1982, refer to previous collective agreement.

- 12.02 The Employers various operations have required and may continue to require shift work.
- 12.03 The Employer will provide the union and affected employees with three (3) months' notice prior to introducing new shift requirements in a work area. This will include work areas that already have shift requirements.
- 12.04 Should an employee's position become a shift position, the employee will have the option to either:
- (a) accept the shift position, or
 - (b) decline the shift position. In the latter event, the shift vacancy will be filled in accordance with the provisions of Article 7.10; the employee who has declined the shift position will continue to work regular days and hours, subject to departmental requirements, or will be treated in accordance with the provisions of Article 9.
- 12.05 With the exception of Service Centre employees, where employees work shifts, they shall be governed by the following conditions:
- (a) Working Hours
 - 1. The hours of work of all shift employees shall be the equivalent of thirty-five (35) hours per week. This will be done by allowing 17 days a year reduced work week leave in lieu of the thirty-five (35) hour week. An RWWL day will be earned in each of the seventeen

Article 12.05(a) Cont'd

(17) biweekly pay periods which do not contain a statutory holiday.

2. Notwithstanding Article 12.05(a)1 above, full-time regular employees may elect by 1 December of each calendar year to take a cash payment in lieu of time off for any of the seventeen (17) RWWL days to be earned in the following calendar year. Since the cash payment will be made in advance of the RWWL being earned, a pro-rata adjustment will be made if the employee terminates from the employer before the end of the calendar year in which he/she receives the cash payment.
 3. Full time temporary employees may elect to receive either time or cash for RWWL days to be earned. Time is defined as one full day off in each of the seventeen (17) bi-weekly pay periods which do not contain a statutory holiday. Cash is defined as seven percent (7%) of gross bi-weekly earnings paid on a bi-weekly basis.
 4. Notwithstanding the provisions outlined in Articles 11.01(g)1 and Article 11.01(g)2, it is intended that where RWWL days are available to be taken as time off they will normally be scheduled to allow shift employees one (1) full day off in each three (3) week period excluding the last week of the calendar year.
- (b) Work Day
Any consecutive seven and one-half (7 1/2) hours of work, exclusive of lunch period, in a twenty-four (24) hour period.
- (c) Work Week
Any consecutive five (5) days of work out of seven (7) consecutive calendar days. The remaining two (2) days will be scheduled as days off in lieu of Saturdays and Sundays.
- (d) Statutory Holidays
In recognition that statutory holidays may be scheduled work days for shift workers, employees will be scheduled off for eleven (11) days in lieu of statutory holidays. These days off in lieu of statutory holidays shall normally be scheduled in the pay period in which the statutory holiday falls.
- (e) Premium Pay

Premium pay for shift workers as outlined in this Article, who are required to work on Sundays and statutory holidays, shall be paid at time and one-half (1 1/2) for those days, except as provided in Article 12.05(f)2.

(f) Shift Premiums (Except NCS)

1. For the purposes of calculation of shift premiums, the day shift is defined as 08:00 to 16:30 and the basis of payment is as follows:

- (i) Shift workers shall be paid a shift premium equal to 6.7% of the average hourly rate for all hours of a specific shift that fall outside the day shift except that a shift premium equal to 10% of the average hourly rate shall be paid for all hours worked between 00:00 and 06:30.
- (ii) Where less than a majority of the hours of a specific shift fall within the period of 00:00 and 08:00, the period from the start of the shift to 06:30 attracts the 10% premium and the period from 06:30 to 08:00 attracts the 6.7% premium.
- (iii) Where a majority of the hours of a specific shift fall outside of the day shift, premium entitlement(s) shall apply to all hours.
- (iv) Where a majority of the hours of a specific shift fall within the period 00:00 to 08:00, the portion of the shift between 00:00 and 06:30 attracts the 10% premium and the remainder of the shift attracts the 6.7% premium.
- (v) For the purposes of this Article, average hourly rate is calculated on the basis of the average monthly salary of all OPEIU-affiliated employees as at 1 April of each year, converted to hourly rate in accordance with the formula contained in Article 4.01.

2. NCS Shift Premiums

- (i) For the purpose of calculating shift premiums, shifts are defined as:
 - (a) Day Shift 08:00 - 16:30
 - (b) Evening Shift 16:15 - 00:15
 - (c) Night Shift 00:00 - 08:00

- (ii) The following premiums will be paid where the majority of hours fall within a shift other than day shift or where the shift falls on a Sunday or Statutory Holiday:
 - (a) Evening and night shifts Monday to Friday - one (1) hour at straight-time rates;
 - (b) Evening and night shifts Saturday - two (2) hours at straight-time rates;
 - (c) Sundays and statutory holidays - all shifts - four (4) hours at straight-time rates.

- (iii) Except for day shift (as defined above), where the majority of hours of a shift fall within day shift the following premiums will be paid.
 - (a) Monday through Friday
 - one-half
 - (1/2)
 - hours at
 - straight
 - time

 - (b) Saturday
 - one (1)
 - hour at
 - straight
 - time

- (g) Lunch Periods
The lunch period will be taken as close as possible to mid-shift but may be varied or staggered for different employees from one (1) hour before to one (1) hour after the middle of the shift according to the needs of the work in progress.

- (h) Overtime Payments-Shift Workers

1. All time worked in excess of the hours stated in (b) above shall be paid for at the rate of double time (200%). All time worked on annual vacations shall be paid on the same basis plus regular salary. All overtime worked on scheduled days off in lieu of Saturdays, Sundays and Statutory Holidays shall be paid at 200%.
2. Notwithstanding the provisions of Article 11.04(d), shift workers who work overtime between the start time of the scheduled shift and eight (8) hours prior to the start of the scheduled shift shall be paid at 200% of straight time rates for those hours.
3. Notwithstanding Article 12.05(h)1 and 12.05(h)2, all time worked and/or travel associated with employee training shall be paid at straight time. It is understood that this clause does not apply to the employees conducting the training.

(i) Overtime Banking

Employees may transfer to the time off bank defined in Article 11.10 up to 100% of monies earned for working overtime, to be taken as time off in lieu of wages. Overtime shall be credited to the bank in hours.

(i) Sign-Ups

1. A majority of any group of shift workers may elect to have a sign-up on a seniority basis to establish choice of shifts, location and days off. Periods of the sign-up shall be 51 weeks or 24 weeks or more frequently by mutual agreement, provided that the period shall be a multiple of 3 weeks.
2. Seniority for shift sign-up shall be as defined in Article 6 or by criteria determined by a simple majority of the group concerned subject to approval by the Employer and the Union. Once established, seniority criteria may not be changed except by a two-thirds majority vote of the group concerned. The seniority list will be posted in conjunction with the sign-up. For all other purposes of this Agreement, seniority shall be established in Article 6.

(k) Notice Of Relief

1. To provide relief coverage for unscheduled leaves of absence due to sickness, accidents, etc., the Employer may request an employee to temporarily change his/her shift, When shift employees' scheduled shifts are changed, two (2) calendar days' notice will be provided. If less notice is given, up to the first two of the changed shifts, occurring consecutively, shall be at double time rates as follows:
 - (i) 48 hours' notice - no penalty;
 - (ii) 24 hours' notice - 1 shift at double time;
 - (iii) Less than 24 hours' notice - two shifts at double time.
2. Shift changes incurred by relief employees who are designated as such or shift changes requested by the employee will not be subject to overtime penalties.

ARTICLE 13

STATUTORY HOLIDAYS

- 13.01 (a) For the purposes of this Agreement, the following is acknowledged as statutory holidays:

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

or days in lieu of these listed holidays and any other public holiday gazetted, declared or proclaimed by the Federal Government or the Government of the Province of British Columbia.

- (b) Shift workers shall receive an equivalent number of days off in accordance with the conditions set out in Article 12.
- (c) When a statutory holiday falls on a Saturday or a Sunday and another day is not proclaimed in lieu thereof in accordance

with paragraph(a), a day off in lieu thereof will be given on the last working day immediately preceding or the first working day immediately following the weekend on which the statutory holiday or holidays fall. The day off in lieu will be chosen by the Employer and taken by employees either individually or in groups at the Employer's discretion.

- (d) An employee will receive normal straight-time pay for these days (or any day in lieu thereof granted under Clause (c) above) provided that on the working day immediately before and on the working day immediately following the holiday the employee was at work, or on sick leave (excluding an income continuance period), or on annual vacation, or on RWWL or on approved leave of absence not exceeding ten (10) working days.
- (e) Employees who are required to work on a day designated in lieu of a statutory holiday or holidays as provided in (c) above shall be notified by the Employer of such requirement to work not less than fourteen (14) days prior thereto, and in such event shall be paid at straight-time rates and shall have their day in lieu rescheduled as in (c) above providing such rescheduled day shall be consecutive with the weekend on which the statutory holiday or holidays fall. In the event of notification by the Employer of less than fourteen (14) days prior thereto, an employee who works on a designated day in lieu will be paid at overtime rates for all time worked plus regular salary for the day, and shall not be entitled to another day off in lieu thereof.

ARTICLE 14

VACATIONS AND LEAVES OF ABSENCE

(Refer to MOU #39)

14.01 Vacation periods and leaves of absence shall not conflict with essential departmental requirements,

14.02 YEAR-OF-HIRE VACATION ENTITLEMENT

- (a) Employees hired between 01-01 and 05-31 inclusive and who complete six (6) months' continuous service in the calendar year of hire may take five (5) days' vacation with pay in the calendar year of hire which, if taken, shall be deducted from their entitlement in their first anniversary year.

ANNUAL VACATION ENTITLEMENTS

- (a) An employee shall EARN his/her annual vacation entitlement for any calendar year only when the employee reaches his/her anniversary, although the employee may TAKE his/her annual vacation anytime during that calendar year. Annual vacation entitlements with pay shall be as follows:
1. Employees who terminate prior to their first anniversary date will receive vacation pay at the rate of 6% of gross earnings less any pay actually received for vacation taken.
 2. Vacation Entitlements (effective 1 January 1999)
 - (i) In the calendar year of:
 - *1st - 5th anniversary-
 d a y s
 - 6th - 8th anniversary-
 16 days
 - 9th - 16" anniversary-
 20 days
 - 17th - 24th anniversary-
 25 days
 - 25th and later anniversary-
 30 days
 - An employee shall not take a vacation in his/her first anniversary year until the employee has completed six (6) months continuous service nor until the employee has completed twelve (12) months continuous service if he/she has taken a year-of-hire vacation.
- (b) 1. Part Time Regular employees shall be entitled to leave of absence without pay in lieu of and in an amount equal to annual vacation entitlement.
2. Annual vacation entitlement anniversary milestones (as set out in Article 14.03 (a) 2) for Part Time Regular employees shall be pro-rated on the basis of time worked according to service.

- 3 The annual vacation entitlement for Part Time Regular employees who gain FTR status shall be governed by Articles 14.02 and 14.03 with respect to establishing an anniversary date for paid annual vacation and the taking of paid annual vacation the first year after obtaining FTR status. During the calendar year in which the employee obtains full time regular status it is understood that the employee's entitlement as set out in 14.03 (b) 1 above shall apply.

14.04 PAYMENT OF VACATIONS

- (a) Payment for vacations will be made at an employee's rate of pay at the time the vacation is taken or, depending upon his/her vacation entitlements, at the rate of 6%, 6.4%, 8%, 10% or 12% of his/her previous years earnings, whichever is the greater. Adjustments arising out of the percentage application will be made after the employee has completed his/her vacation for the calendar year. Notwithstanding the foregoing, deferred and banked vacations will be paid at the employee's rate of pay at the time the vacation is taken.
- (b) An employee in service prior to 1972, upon termination of service, will receive pay in lieu of any outstanding vacation earned in the previous calendar year (or the percentage equivalent, if greater) plus the applicable percentage on earnings in the current year to the date of termination.
- (c) IPEC employees who transferred to Hydro 1973-10-01 or later and who had been in service with IPEC prior to 1967, upon termination of service, will receive pay in lieu of any outstanding vacation earned in the previous calendar year (or the percentage equivalent, if greater) plus the applicable percentage on earnings in the current year to the date of termination.
- (d) An employee hired in 1972 or later, upon termination of service, will receive final vacation pay prorated to his/her anniversary date. IPEC employees who transferred to Hydro 1973-10-01 or later and who had been hired by IPEC in 1967 or later, upon termination of service, will receive final vacation pay prorated to his/her anniversary date.

14.05 **PAST SERVICE CREDITS**

All employees in or re-entering the Employer's service up to 1971-12-31, who have had previous service with the Employer will receive credit for past service in the determination of vacation entitlement as described in a Letter of Understanding dated 1968-06-25 (see Memorandum of Understanding # 42). All employees re-entering the Employer's service on or after 1972-01-01 will receive credit for past service in determining their vacation entitlements after completing one (1) full calendar year after re-entry.

14.06 **BROKEN VACATIONS**

Vacations may be taken in broken periods but normally at least two (2) weeks of the year's entitlement must be taken as a continuous period. Employees shall select their vacation periods in order of seniority as defined in this Agreement. However, only one (1) vacation period shall be selected by seniority until all employees in the signing group have selected one (1) period. Subsequently, all employees in the signing group who have chosen to take their vacation in broken periods shall select in order of seniority for a second vacation period and again for subsequent periods until all periods are chosen.

14.07 **BANKING VACATIONS**

- (a) Employees with three (3) weeks' vacation entitlement and five (5) years or more of service will be permitted to bank up to one (1) week of vacation and take it in the following year or later.
- (b) Employees with four (4) weeks' vacation entitlements will be permitted to bank up to one (1) week of vacation and take it the following year or later.
- (c) Employees with five (5) weeks' vacation entitlement will be permitted to bank up to two (2) weeks of vacation to be taken in the following year or later.
- (d) Employees will be permitted to bank any unused, annual vacation entitlement in the time off bank defined in Article 11.10.

14.08 **STATUTORY HOLIDAYS DURING VACATIONS AND LEAVE OF ABSENCE**

An employee will be granted one (1) extra day's vacation with pay for each statutory or company-observed holiday falling in his/her paid vacation period, or falling within any leave of absence period not exceeding ten (10) working days.

14.09 **RELIEVING ON HIGHER-GROUPED JOB**

If an employee is relieving on a higher-grouped job at the time the employee goes on vacation, and his/her promotion involves salary adjustment, his/her annual vacation will be paid at the higher rate if it is both preceded and followed by working time on the higher job and if there is a minimum of twenty (20) working days at the relief level. However, if an employee is required to postpone his/her period of annual vacation in order to carry out the duties of a higher-paid position for an uninterrupted period of a temporary transfer, and must therefore take his/her annual vacation at some other less convenient time, the employee shall nevertheless qualify for the higher rate for vacations as set out in the paragraph immediately preceding.

14.10 **PRORATION OF ANNUAL VACATION ENTITLEMENT**

- (a) Absences due to A.V., Time Off Bank, WCB, RWWL, and maternity leave.

Absences due to A.V., Time Off Bank, WCB; RWWL and maternity leave will not reduce subsequent vacation entitlements.

- (b) Absences due to sick leave and income continuance.

In any case, where an accumulation of such absences exceed six (6) calendar months in a calendar year, vacation entitlement in the following calendar year will be reduced by one-sixth (1/6) for each full month of absence in excess of six (6) months.

- (c) Absences other than in (a) and (b) above.

Where an accumulation of such absences exceed three (3) calendar months in any calendar year, annual vacation in the following calendar year will be reduced by one-ninth (1/9) for each full month of absence in excess of three (3) months.

14.11 LEAVE OF ABSENCE

- (a) Employees who have completed three (3) or more years of service with the Employer may apply for and where practical receive leave of absence without pay to be taken in unbroken sequence.
- (b) Employees who have completed five (5) or more years of service with the Employer shall receive on request up to five (5) scheduled working days a year without pay to be taken in unbroken sequence.
- (c) In addition to the provision of paragraph (b) above, and subject to departmental requirements, employees who have completed ten (10) or more years of service with the Employer shall receive on request up to five (5) extra scheduled working days a year without pay to be taken in unbroken sequence.
- (d) Leave of absence with pay shall be granted for the following, in accordance with conditions outlined in B.C. Hydro Corporate Policy Statement 09.4.02 dated 01 June 1993. In the event the Employer modifies this policy, it is agreed that the conditions which apply to OPEIU affiliated employees will not be diminished during the term of the current Agreement.
 - 1. Canadian Armed Forces (Reserve) Training;
 - 2. Jury Duty/Subpoenaed Witness Duty (except where the employee is involved as a plaintiff or a defendant);
 - 3. Conscription to Fight Forest Fires;
 - 4. Voluntary Rescue and Emergency Work;
 - 5. Leave for Legitimate Personal Reasons;
 - 6. Leave for Municipal Council or School Board Meetings; and
 - 7. Leave for Interprovincial and International Sports Events.
- (e) Education leave- refer to Article 20.
- (f) The Employer shall grant, on written request, leave of absence without pay:

- (i) for Employees to seek election in a Municipal, Provincial, or Federal election for a maximum period of ninety (90) days;
 - (ii) for Employees elected to a public office for a maximum period of five (5) years. This time period may be extended by mutual agreement between the Employer and the Union, such extensions shall not be unreasonably denied by either Party.
- (g) Once an Employee has commenced an approved leave of absence under Article 14.11 through Article 14.18 inclusive, such Employee shall not be called back to work by the Employer, without the consent of the Employee. If an Employee agrees to a call back to work by the Employer after the Employee has commenced an approved leave of absence, the Employer shall reimburse the Employee for any direct costs incurred by the Employee as a result of any such call back, and the Employee's remaining leave of absence shall, at the option of the Employee, be rescheduled to a time mutually acceptable to the Employer and the Employee.
- (h) Upon completion of any leave of absence granted pursuant to this Article, the Employee shall be returned to the job and work location he or she held immediately prior to commencement of the leave provided the job still exists. If the job no longer exists, a regular Employee shall be subject to displacement or layoff in accordance with Article 9.

14.12 **MATERNITY LEAVE**

Temporary employees are eligible for Pregnancy Leave and Parental Leave pursuant to the Employment Standards Act.

- (a) Leave of absence without pay for a continuous period not exceeding thirty (30) weeks will be granted to regular employees for maternity reasons. In addition, the employee may request up to 22 weeks unpaid leave to be taken in unbroken sequence with their maternity leave.

- (b) In order to be eligible for a leave of absence, a pregnant employee shall have a medical certificate completed by her physician and sent to the Employer's Director of Health Services as soon as the condition is known.
- (c) Employees will notify the Employer at least three (3) weeks in advance of the date on which the employee intends to begin her leave of absence. An employee may alter, but only once, the date of commencement of her leave of absence by providing written notice to the Employer no later than two (2) weeks prior to the date she originally wished to commence her leave of absence. Absences due to pregnancy related medical complications shall be covered by sick leave provisions before and after the maternity leave of absence provided that the employee is not eligible for EI (Employment Insurance) sick leave benefits. The granting of sick leave provisions in such cases must be medically supported and approved by the Employers Director of Health Services.

If the employee is eligible for EI sick leave benefits, the employee may supplement those benefits using her sick leave entitlement.

There will be no payment of sick leave provisions during the maternity leave period.

- (d) Once the employee has commenced her leave of absence, she will not be permitted to return to work during the six (6) week period following the date of delivery unless the employee requests a shorter period.
- (e) The request to return prior to six (6) weeks following the date of delivery must be given in writing to the employer at least one (1) week before the date that the employee indicates she intends to return to work and the employee must furnish the employer with a certificate of a medical practitioner stating that the employee is able to resume work.
- (f) Employees desiring to return to regular employment following maternity leave shall notify the Employer at least thirty (30) days prior to the desired date of return, or thirty (30) days prior to the expiry date of the maternity leave.

- (g) When an employee on maternity leave fails to notify the Employer of her desire to return to work in accordance with (6) above, or when an employee fails to return to work after giving notice, the employee's supervisor may elect to fill the resulting job vacancy without bulletining the job by:
 - 1. promotion of another employee from within the department or;
 - 2. changing the status of the temporary employees who relieved the employee on maternity leave.
- (h) The Employer will continue to pay the employer's portion of the employee's benefit premiums while the employee is on maternity leave. However, the employee will be responsible for the prepayment of their benefits for the additional 22 weeks of unpaid leave pursuant to Article 14.12(a).
- (i) Effective 31 March 2002, those employees who commence maternity leave on or after this date may be eligible for a "top-up" of their employment insurance payment.

14.13 **POST-MATERNITY BULLETINING RIGHTS**

- (a) A regular employee who terminates by not returning to work, in accordance with Article 14.12, may obtain the right to apply for job bulletins.
- (b) In order to qualify for the right to apply for job bulletins, the employee must advise the Employer of her resignation not later than twelve (12) weeks from the commencement of the leave of absence as per 14.12(a). The Employer may then proceed to fill the resultant job vacancy on a permanent basis.
- (c) The right to apply for job bulletins will be in effect for two (2) years from the date the employee is terminated. Seniority will continue to accrue during this period. The employee must be available to return to work within thirty (30) days of notification of being the successful applicant in a job competition. Otherwise, the supervisor may consider her to have withdrawn from the competition.

14.14 **PATERNITY LEAVE**

Temporary employees are eligible for Pregnancy Leave and Parental Leave pursuant to the Employment Standards Act.

- (a) Leave of absence without pay for a continuous period not exceeding twenty seven (27) weeks may be granted to regular employees who have completed three (3) years' continuous service. The leave may be commenced any time within one (1) year following the birth of the child.
- (b) Employees will give the Employer as much notice as possible of the date on which the employee wishes to begin the leave of absence.
- (c) Employees desiring to return to regular employment following paternity leave shall notify the Employer at least thirty (30) days prior to the desired date of return, or thirty (30) days prior to the expiry date of the paternity leave.
- (d) When an employee on paternity leave fails to notify the Employer of his desire to return to work in accordance with (c) above, or when an employee fails to return to work after giving notice, the employee's supervisor may elect to fill the resulting job vacancy without bulletining the job by:
 - 1. promotion of another employee from within the department, or;
 - 2. changing the status of the temporary employee who relieved the employee on paternity leave.
- (e) The Employer will continue to pay the employer's portion of the employee's benefit premiums while the employee is on paternity leave.

14.15 ADOPTION LEAVE

Temporary employees are eligible for Pregnancy Leave and Parental Leave pursuant to the Employment Standards Act.

- (a) Leave of absence without pay for a continuous period not exceeding twenty seven (27) weeks upon the adoption of a child may be granted to regular employees who have completed three (3) years' continuous service. The employee shall furnish proof of the adoption.
- (b) Employees will give the Employer as much notice as possible of the date on which the employee wishes to begin the leave of absence.
- (c) Employees desiring to return to regular employment following adoption leave shall notify the Employer at least thirty (30)

days prior to the desired date of return, or thirty (30) days prior to the expiry date of the adoption leave.

- (d) When an employee on adoption leave fails to notify the Employer of his/her desire to return to work in accordance with (c) above, or when an employee fails to return to work after giving notice, the employee's supervisor may elect to fill the resulting job vacancy without bulletining the job by:
 - 1. promotion of another employee from within the department or;
 - 2. changing the status of the temporary employee who relieved the employee on adoption leave.
- (e) The Employer will continue to pay the employer's portion of the employee's benefit premiums while the employee is on adoption leave.

14.16 BEREAVEMENT LEAVE

Leave of absence with pay not exceeding three (3) days shall be granted an employee in the event of a death in the immediate family. Immediate family shall include: spouse, common-law spouse, children or foster children, parents or foster parents, siblings, grandparents, grandchildren, and parents-in-law. Additional leave with pay in excess of three (3) days is subject to the approval of the Employee's Manager, such approval shall not be unreasonably denied.

14.17 FAMILY LEAVE

In accordance with Section 52 of the Employment Standards Act, leave of absence without pay for UP to 5 days, which may be taken in broken periods, shall be granted to an employee during each calendar year to meet responsibilities related to the care, health or education of a child in the employee's care; or the care or health of any other member of the employee's immediate family. Immediate family shall be defined as per Article 14.16.

- (a) Any unpaid leave taken on one day will reduce the five days available by one full day.
- (b) Employees are to give as much notice as possible to allow the employer to accommodate their absence.

(c) Additional leave without pay in excess of 5 days is subject to the approval of the Employee's manager. Such approval shall not be unreasonably denied.

(d) In the event Section 52 of the Employment Standards Act becomes null and void, Article 14.17 will be deemed null and void.

14.18

ELDERLY PARENT CARE LEAVE

In the case of serious illness or hospitalization of an elderly parent of the employee, when no one other than the employee can provide for the needs of the parent, and after notifying his/her supervisor, the employee will be provided with a one day leave of absence with pay per calendar year.

ARTICLE 15

SICK LEAVE AND INCOME CONTINUANCE

(Refer to MOU #6, #36 and #39)

Sick Leave and Income Continuance coverage between 1 April 1993 and 31 December 1994 will be as set out in Article 10.04 and Article 15 of the 1991-93 Collective Agreement between the Parties.

15.01 All references to "days" mean "working days": references to "years" mean "calendar years".

15.02 **PAST SERVICE CREDITS**

(a) Ex-B.C. Electric Employees:

An allowance based on the sick leave entitlement earned as at 1962-12-31, to a maximum of one hundred and fifty (150) days, shall be set up as a non-recurring bank of sick leave credit. This credit shall be used after the sick leave entitlement has been exhausted. Payout of banked time will be 5 days per 3 weeks of continued disability.

(b) Ex-B.C. Power Commission Employees:

The Employer acknowledges and will record as a non-recurring bank whatever net days of sick leave had been accumulated by such employees as of 1962-12-31. This accumulation may be used after the sick leave entitlement

has been exhausted. Furthermore, this accumulation or a portion of it as determined at 1962-12-31 less any sick leave charged against it after that date, may be used as credit towards early retirement. Payout of banked time will be 5 days per 3 weeks of continued disability.

- (c) B.C. Hydro Sick Leave Bank: Employees as at the date of ratification of the Collective Agreement will, effective 1 January 1995, have a non-recurring sick leave bank established according to the following:

Full Sick Leave Entitlement As at 1 January 1995	B.C. Hydro Sick Leave Bank in Days
50	1.6
55	5
60	8.3
65	11.6
70	15
75	18.3
80	21.6
85	25
90	28.3
95	31.6
100	35

This bank shall be used as a one time supplement to earnings while the employee is in receipt of income continuance benefits, at the employee's request. Payout of banked time will be 5 days per 3 weeks of continued disability.

15.03 CURRENT SICK LEAVE ALLOWANCES

(Refer to MOU #19)

- (a) All employees (except casual employees and those hired for vacation relief) who incur an injury or illness are entitled to and shall receive paid sick leave as hereinafter provided except when such an injury or illness is covered and compensated by Workers' Compensation Board payments. Eligible employees are provided with sick leave at full pay for a total of 105 calendar days off within a continuous 26 week period, after which they qualify for benefits under the income continuance plan. The employee shall report or cause to have reported to his/her supervisor the injury or illness which required his/her absence as soon as may be reasonably possible.

- (1) Full time temporary employees will not be granted paid sick leave during the first three (3) months of service, but at the end of three (3) continuous months of service will become entitled to sick leave and income continuance benefits as outlined above.
- (b) Vacation relief employees will not be granted paid sick leave during the first four (4) months of service, but at the end of four (4) continuous months of service will become entitled to sick leave and income continuance benefits as outlined above.
- (c) An employee may use sick leave entitlements for time lost through accidental injuries, other than WCB claims. Should an employee who is in receipt of paid sick leave benefits as a result of accidental injuries be successful in a claim for damages against a third party as a result of accidental injuries, and should that settlement include monies for lost wages, the Employer is to be reimbursed the full amount of all sick leave benefits but not more than those received as a result of the absence from work. Upon receipt of such monies the Employer will credit the employee with the number of sick days equivalent thereto.

15.04 **INCOME CONTINUANCE PLAN**

(Refer to MOU #16)

The employer agrees to pay 100% of the premiums for an income continuance plan. An employee unable to work due to sickness or off-the-job injury will become qualified for benefits following a total of 105 calendar days of absence within a continuous 26 week period, as provided under the plan. Benefits will be payable in the amount of 66 2/3% of the employee's basic earnings rate at onset of disability for a period of time as provided under the plan.

15.05 **INCOME CONTINUANCE BENEFITS**

- (a) Sick Leave Supplement to Income Continuance Benefits: An employee may use available time in non-recurring sick leave banks as outlined above to supplement income continuance benefits.
- (b) Advance Payments of Income Continuance Benefits: the Employer will advance income continuance payments equal to 66 2/3% of basic pay on regular pay days during the first month of a claim. These advances shall be refunded to the

Employer by the employee at the conclusion of his/her illness or earlier, at the employee's option.

- (c) Return to Work from Income Continuance: An employee in receipt of income continuance benefits shall not re-establish eligibility for sick leave until such time as they have returned to their pre-injury or illness hours of work. An employee participating in a rehabilitative or trial return-to-work who is unsuccessful in this effort shall, subject to the terms of the plan, continue to receive income continuance benefits until such time as they are able to return to their pre-injury or illness hours of work.
- (d) The total of the Income Continuance benefit and the supplement (after taxes) will not exceed the employee's normal net straight-time earnings.

15.06 **WORKERS' COMPENSATION**

- (a) In cases where employees are on Workers' Compensation, the Employer will provide a supplement sufficient to give the employees their normal straight-time net income. Neither the time off nor the payment shall be charged to sick leave entitlements.
- (b) During such time that an employee is on Workers' Compensation the employee shall continue to accrue seniority in accordance with Article 6, and shall be entitled to full benefits in accordance with Article IO. Annual Vacation and Reduced Work Week Leave entitlements will not be reduced while an employee is on Workers' Compensation.

15.07 **MEDICAL CERTIFICATE REQUIREMENT**

- (a) Medical Examination
 - (i) If an absence due to sickness exceeds five (5) working days, a medical certificate may be required by the Employer. Employees involved in frequent short-term absences (more than four (4) during each 1 Jan to 31 Dec period) may be required to undergo a medical examination by their own doctor. The employee shall arrange that his/her doctor furnish a report of the examination results to the Employer.
 - (ii) If an absence due to sickness exceeds thirty (30) continuous calendar days, and failing a medical examination being conducted by the employee's

physician prior to return to work, the Employer may require such an examination.

(b) Confidentiality of Medical Information

Any representatives of the Employer or the Union who have access to medical information pertaining to an employee shall maintain that information in strict confidence, unless ordered to divulge any of such information by a court or other legal authority of competent jurisdiction acting properly under the law.

(c) Costs Borne by Employer

All costs for obtaining any medical certificate, examination, or doctor's report under this clause 15.07 shall be borne by the Employer.

15.08 SEVERANCE PAY FOR HEALTH CONDITIONS

Employees with health problems will be considered for severance pay providing the employee is not receiving income continuance benefits.

15.09 **MEDICAL AND DENTAL APPOINTMENTS**

Employees who go for medical and dental appointments will not have any such leave deducted from their sick leave or their pay for periods of two (2) hours or less. Appointments beyond two (2) hours will result in the excess over two (2) hours being deducted from sick leave or from pay (if paid sick leave is exhausted). Travel time of up to two (2) days shall be granted, where required for medical reasons, for travel to remote medical specialists or facilities. Time off for travel shall be treated as leave of absence with pay. (Refer to Memorandum of Understanding #9).

ARTICLE 16

CLOTHING AND FOOTWEAR ALLOWANCE

16.01 **CLOTHING**

The Employer will provide uniforms and other items of clothing, as specified, to employees engaged in the occupations listed below. Where rainwear is specified, cold weather clothing shall be substituted on proof of need.

(a) **Cafeteria Employees**

The Employer will provide protective clothing for use on the job where reasonable need is shown and where the nature of the work results in excessive wear, damage, or soiling of clothing.

(b) **Meter Reading**

- I. To any employee engaged up to 50% of the time in reading meters:
 - every two (2) years a uniform consisting of a windbreaker , one (1) sweater or sweatshirt, two (2) pairs of trousers, two (2) pairs of walking shorts, three (3) shirts, one (1) summer cap and one (1) winter cap;
 - every four (4) years, one (1) leather belt, on request;
 - rainwear on proof of need;

on presentation of cash receipt, reimbursement for cleaning and necessary repairs to uniforms;

2. To any employee engaged over 50% of the time in reading meters:

* annually, a uniform consisting of a windbreaker, one (1) sweater or sweatshirt, two (2) pairs of trousers, two (2) pairs of walking shorts, three (3) shirts, one (1) summer cap and one (1) winter cap;

every two (2) years, one (1) leather belt, on request;

rainwear on proof of need;

on presentation of cash receipt, reimbursement for cleaning and necessary repairs to uniforms;

- when mutually agreed, meter readers may receive an equivalent monetary allowance to purchase suitable alternative clothing to rainwear.

(c) Senior Mail Clerks and Mail Truck Drivers

a uniform consisting of a jacket and two (2) pairs of trousers with replacement on proof of need;

on presentation of a cash receipt, reimbursement for cleaning and necessary repairs to uniforms.

(d) Mail Clerks and Addressograph Machine Operator

a smock or apron.

(e) Security Guards

every two (2) years a uniform consisting of a tunic, two (2) pairs of trousers and a cap;

- with replacement on proof of need, one (1) overcoat or parka, one (1) raincoat, three (3) shirts and two (2) ties:

(f) Survey Crews and Inspectors

The Employer will provide for use on the job, safety hats, and also hip waders for extraordinary wet locations.

- 16.02 All uniforms are and remain the property of the Employer and shall be returned to the Employer if the employee leaves service, or transfers to an unrelated job.
- 16.03 Quality of all clothing supplied by the Employer shall be approved by the Joint Safety Committee acting under Clause 18.03 (d) of this Agreement.
- 16.04 **Safety Shoes**
- When employees are engaged in work situations in which hazards make appropriate the wearing of safety footwear, the Employer will provide and repair appropriate safety footwear on a 50-50 cost-sharing basis with each affected employee.
- 16.05 (a) When a considerable amount of the time worked is spent in walking and the overall care of employee's feet (i.e. health and protection) is the prime consideration, the Employer will provide and repair suitable footwear on a 50-50 cost sharing basis to employees engaged in meter reading and security guards on proof of need.
- (b) The following guidelines shall be considered in determining suitable footwear:
1. Footwear should be made of leather or other equally firm material.
 2. The soles and heels of such footwear should be of a material that will not create a danger of slipping.
 3. Footwear should be lace-up style and provide adequate ankle support.
 4. Footwear that has deteriorated to a point where it does not provide the required protection shall not be used.
- 16.06 Any question concerning the entitlement to footwear, or its suitability, under this Article shall be referred to the Joint Safety Committee for resolution in accordance with Clause 18.03(d) of this Agreement.

ARTICLE 17

TEA AND COFFEE SERVICE

- 17.01 The Employer agrees to supply beverages at an economic price at each employee's work place. Rest breaks not exceeding 15 minutes will be provided to employees twice a day during which work may cease. Employees are not to leave their immediate work area unless otherwise agreed by the supervisor. Rest breaks cannot be accumulated and taken off at a later date.

ARTICLE 18

SAFETY REQUIREMENTS

18.01 WORKING PRACTICES

- (a) It is the intent of the Parties to this Collective Agreement to conduct a safe operation.
- (b) Working practices shall be governed by the regulations of the province of British Columbia insofar as they apply.
- (c) No employee shall undertake any work which the employee deems to be unsafe. Such incidents must be immediately reported, and investigated by the local management in consultation with the local Occupational Health and Safety Committee.
- (d) No employee shall be subject to discipline for acting in compliance with Regulation 3.24 of the Workers' Compensation Board Industrial Health and Safety Regulations.

18.02 **INDUSTRIAL FIRST AID REQUIREMENTS AND COURSES**

- (a) Where the Employer requires an Employee to perform first aid duties in addition to the normal requirements of the job, the cost of obtaining and renewing the appropriate Industrial First Aid Ticket shall be borne by the Employer and leave of absence to attend the necessary courses shall be granted with pay up to a maximum of 7.5 hours per day.
- (b) Where the Employer has a requirement for one or more designated First Aid Attendants at an established headquarters, the Employer may ask, in seniority order, from highest to lowest, the Employees in the bargaining unit at that established headquarters which of them want to be designated as a First Aid Attendant on a voluntary basis. The most senior employee who volunteers may be given the designation and training, if necessary, in accordance with clause 18.02(a) above.
- (c) If the Employer is unable, pursuant to clause 18.02(b) above, to secure sufficient personnel to meet the requirements at an established headquarters for designated First Aid Attendants, the Employer may require in reverse order of seniority, from lowest to highest, Employees in the bargaining unit at that established headquarters to be designated as a First Aid Attendant on a mandatory basis, providing the Employer has first undertaken the following actions:
 - (i) allow the local Occupational Health and Safety Committee at the given established headquarters fifteen calendar days to secure, on a voluntary basis, sufficient suitable personnel to meet the unfilled requirements for designated First Aid Attendants.
 - (ii) seek volunteers from within the other Employee groups at the given established headquarters,
 - (iii) Employees in the bargaining unit who are designated to act as First Aid Attendants on a mandatory basis shall be given training, if necessary, in accordance with clause 18.02(a) above.
- (d) Employees required to possess an Industrial First Aid Ticket and who are designated to act as the First Aid Attendant in addition to their normal job responsibilities

shall receive the following allowance on the basis of the grade of Ticket which they hold:

Grade of W.C.B. First Aid Ticket	Pay Allowance in Addition to Basic Rates per Month
Level IT	\$24.45
Level 2	65.20
Level 2T*	89.65
Level 3	130.40

* with Transportation Endorsement

- (e) Employees designated to act as the Industrial First Aid Attendant in addition to their normal job duties will receive their full monthly allowance while on approved leave with pay or while on vacation.
- (f) Where the Employer has an additional requirement for a First Aid Attendant on a temporary basis, then provided the Employee acts as the First Aid Attendant for a minimum of ten (10) work days in any month, s/he shall receive the full monthly allowance.
- (g) Employees who possess an Industrial First Aid Ticket but are not designated as a First Aid Attendant shall receive the following allowance on the basis of the grade of Ticket which they hold:

Grade of W.C.B. First Aid Ticket	Pay Allowance in Addition to Basic Rates per Month
Level 2	21.19
Level 2T*	29.34
Level 3	44.01

* with Transportation Endorsement

18.03 JOINT SAFETY COMMITTEE (B.C. Hydro Only)

(Refer to MOU #4)

- (a) The Employer and the Union shall have a Joint Safety Committee comprised of two (2) Union representatives and two (2) management representatives, with each Party selecting its representatives subject to its sole discretion.
- (b) The Joint Safety Committee shall meet as necessary but not less than three (3) times each calendar year. The Chairperson for each meeting shall alternate between a representative of the Union and a representative of management. The Chairperson shall have the right to vote on all matters before the Committee.
- (c) The Committee, if it deems it appropriate, shall review and recommend upon all re-issues and revisions of Occupational Safety and Health standards which relate to work performed by bargaining unit members.
- (d) A majority decision of the Committee shall be binding upon the Parties. When the Committee fails to obtain a majority decision on any question referred to it, the question shall be resolved through the grievance procedure set out in Article 3, with arbitration if required.

18.04 HEALTH AND SAFETY TRAINING

- (a) The Employer shall ensure that all Employees are provided with adequate health and safety training, direction, and instruction to ensure the safe performance of their duties.
- (b) Each local Occupational Health and Safety Committee shall prepare an annual health and safety program. The program shall include training and education specific to the needs of the Employee group represented by the Committee.

18.05 SAFETY EQUIPMENT AND PROTECTIVE CLOTHING

- (a) Safety equipment and protective clothing required by the Employer and the Workers' Compensation Board, shall be provided by the Employer at no cost to the Employee. Such items shall be maintained in a state of good repair by the Employer, or otherwise replaced, at the expense of the Employer.

- (b) Safety equipment and protective clothing issued by the Employer to any Employee shall remain the property of the Employer and shall be returned to the Employer upon request or upon termination of the Employee.
- (c) Any dispute concerning safety equipment and protective clothing to be provided or paid for by the Employer shall be subject to resolution in accordance with Clause 18.03(d) above.

ARTICLE 19

DISCIPLINE AND DISMISSAL

(Also refer to MOU #11)

19.01 JUST CAUSE

The Employer shall not discipline or dismiss an employee bound by this Agreement except for just and reasonable cause including, but not limited to, cases involving non-culpable behaviour. The burden of proof of just cause shall rest with the Employer.

19.02 UNION REPRESENTATION

An employee who is subject to discipline or dismissal shall have the right to request the presence of a Union representative to act on his/her behalf. The employee shall be advised of this right prior to proceeding with the disciplinary meeting.

19.03 NOTICE

Beyond a verbal warning, the Employer shall provide an employee with written notice stating the disciplinary action to be taken, and the reasons for this action. The Union office will receive a copy of this written notice.

19.04 RIGHT TO APPEAL

The Union shall have the right to appeal, in accordance with the grievance and arbitration procedures contained in this Agreement, any discipline or dismissal involving any employee including, without limitation, any such action taken for alleged non-culpable reasons.

19.05 REMEDIAL AUTHORITY

Where an arbitrator, the Labour Relations Board of British Columbia or any other body of competent jurisdiction finds that an employee has been disciplined or dismissed improperly under this Agreement, the Arbitrator, the Labour Relations Board, or other body shall have the power to:

- (a) direct the Employer to reinstate the employee with full pay and to make the employee "whole" with respect to all seniority, benefits and other rights and entitlements which would have accrued to the Employee under the Collective Agreement had he or she remained working, or substitute such lesser remedy which in the opinion of the Arbitrator, Labour Relations Board, or other body, as the case may be, determines to be fair and reasonable;
- (b) make such other order as it considers fair and reasonable, having regard to all of the circumstances and the terms of this Agreement.

19.06 PAID TIME

Employees required by either the Employer or the Union to attend or participate in any investigation, discussion, or meeting leading up to and including the imposition of discipline or dismissal of any employee under this Agreement, shall be permitted to do so on company time. Such time paid for by the Employer shall not exceed seven and one-half hours per day per person. Employees to be granted paid time under this clause 19.06 will first obtain approval of their supervisor and such requests will not be unreasonably denied.

ARTICLE 20

TRAINING

20.01 It is the Employer's general intent to follow a policy of promotion from within. To this end the Employer will, where practical, assist all employees to develop their capacities to a maximum degree possible in line with their present and future careers with the Employer. This assistance may be in the form of financial aid or job rotation training, mentoring, coaching, conferences or education leave or other developmental opportunities, in accordance with the following provisions. However, provision of this training assistance does not at any time imply a promise of promotion.

* 20.02 **JOINT TRAINING COMMITTEE**

(a) There shall be a Joint Training Committee consisting of equal representation from the Employer and the Union. The Employer shall have four (4) representatives consisting of a representative for each Strategic Business Unit (Corporate and Financial Affairs, Marketing and Customer Services, Power Supply, Transmission and Distribution), and the Union shall have four (4) representatives. It shall be the purpose of this committee to examine the training needs of employees covered by this Agreement and make recommendations to the parties in relation to:

1. The changing staffing requirements in specific work areas.
2. Specific training needs to be covered by company-sponsored training programs and courses both inside and outside the Employer.
3. The communication to employees of information about training requirements and ways of acquiring training.
4. Promoting a desire for self-development amongst employees.
5. Trends in education and employee development.

The Committee shall function on a continuing basis and shall meet at least four (4) times per year, and at any other times the Committee deems necessary. Chairperson responsibilities will be shared equally and will rotate on an annual basis.

- (b). Committee members who are employees will be paid by the Employer for meetings which occur during regular working hours.

20.03

FINANCIAL AID-TRAINING COURSES

- (a) Employees may apply for financial assistance to undertake a course of training and development. The degree of financial aid assumed by the Employer will depend upon the circumstances involved.
- (b) In general, the Employer will provide for three (3) categories of financial aid as follows:
 - 1. Full cost of training borne by the Employer;
 - 2. Three-quarters cost of training borne by the Employer;
 - 3. Full cost of training borne by the individual, the Employer advancing a loan without interest.
- (c) In any particular instance the line supervisor in consultation with the appropriate Personnel Manager will be responsible for establishing the category under which application for financial assistance shall be made. The Division Manager and the Union will be consulted where agreement cannot be reached.
- (d) Cases Where Full Cost of Training is Borne by the Employer

This type of assistance will be given only at the instigation of management and requires approval by the manager of the division concerned. It is agreed that where specialized group training is to be offered, such training being a requirement in new jobs to be established, the Employer will post advance notice of such training, thus providing employees with the opportunity to apply for participation in the training course. The notice will advise that placement of employees on resulting jobs will be from amongst those taking the course. It is agreed that selection of applicants for participation in the course is at the discretion of management, and similarly, that selection of appointees to newly-established positions requiring this type of training will be at managements discretion without further bulletining.

(e) Cases Where Three-quarters (3/4) Cost of Training is Borne by the Employer

1. The Employer will bear three-quarters (3/4) the cost of training in those cases where management agrees that additional training would be helpful to the individual's present performance, or desirable in preparation for possible advancement within the employee's particular field of work. Cases where the period of training exceeds a year in duration shall be reviewed annually with respect to consideration for financial assistance. Moreover, at the Employer's discretion, consideration for assistance may be given only to one (1) or more units of a course, and not necessarily to a course in its entirety.
2. Application will be made through the appropriate Personnel Manager by the employee's supervisor and must be approved by the Supervisor and the manager of the division.
3. The Employer will, if requested, lend the employee the cost of the course (interest free). Upon satisfactory completion, the employee will be reimbursed with 75% of the original fee including prescribed textbooks and examination costs.

(f) Cases Where Full Cost of Training is Borne by the Employee

The employee will bear the full cost of outside training where a course is related to the Employer's business but not necessarily to the employee's normal career within the company. Application for a loan will be made to the appropriate Personnel Manager, and approved by the manager of the division.

(g) Loans and Deductions

In all cases where a loan is required, the employee is to provide the first \$25.00. Repayment of a loan will be by payroll deductions in equal installments over the period of the course.

20.04 **JOB ROTATION**

- (a) Selection for job rotation training will be made only from those employees whose job performance and potential warrant it.
- (b) It is intended that job rotation will provide selected employees with wider experience and knowledge, to the joint benefit of the individual and the Employer.
- (c) Job rotation will not interfere in any way with the normal procedure to be followed in the filling of job vacancies as set out in this Agreement.
- (d) The selection of employees for job rotation will be the responsibility of Division Managers, but employees may apply to be considered for this training. However, employees are not obligated to accept invitations to take part in job rotation.
- (e) Selected employees will have their assignments on each job rotation reviewed with them in detail, as follows:
 - 1. The purpose of the rotation program as it applies to the individual.
 - 2. The nature of the assignments involved. This will be done by either referring to an existing job description, or by preparing a list of duties if a new position is involved.
 - 3. The period of the assignment. This will normally be six (6) months. There will be a three (3) month and six (6) month evaluation of the employee's performance when his/her progress will be discussed with him/her.
- (f) Employees will retain affiliation with their regular positions for record purposes, and their periods of rotation will be for six (6) months or less, renewable for a further six (6) months by agreement with the Union.
- (g) The Employer's salary administration policy provides no impediments to a rotation program:

1. An employee moving to a position which is at the same level or lower level than his/her regular position will retain his salary and continue to be treated in terms of salary progression on his/her regular job.
 2. An employee moving to a position which is at a level higher than his/her regular position will maintain his/her present rate or be increased to the minimum rate for the job, if the latter is higher. (If the job is later bulletined and the trainee is the successful applicant the regular salary policy for increases will apply). Upon return of the applicant to his/her regular job, the employee will return to the salary he/she would have reached had he/she remained on his/her regular job.
- (h) Employees moving from a union job to an exempt job for training purposes will retain their union status and vice versa.
- (i) The Personnel Manager, in liaison with Human Resource Planning and Development, will assist line organization in working out job rotation projects for training purposes.

20.05 EDUCATIONAL LEAVE

- (a) Educational leave without pay of up to four (4) years may be granted to regular employees of B.C. Hydro, subject to departmental requirements, for the purpose of pursuing a full-time course of studies. The employee's position will be retained for the person on leave for a period of two (2) years. At the end of two years, the employee loses the right to the employee's former position but retains bulletining rights to any posted vacancy until the end of the leave.
- (b) Any requests for such leave will be considered on their individual merits and will not be unreasonably denied. Such consideration will include, but not be limited to, an assessment of the future value of the course of studies to the Employer. Subject to the above considerations, leave of absence may also be granted to attend semester-based courses of study. Approval of any request for education leave shall rest with the appropriate Manager, or delegate, concerned.
- (c) Any employee hired to relieve an employee on educational leave will maintain temporary status of the duration of the leave. Should the employee on leave fail to return after two (2) years, the employee's supervisor may elect to fill the resulting job vacancy without bulletining the job by:

1. promotion of another employee from within the department, or;
2. changing the status of the temporary employee who relieved the employee on education leave.

ARTICLE 21

EMPLOYMENT INSURANCE

- 21.01 Employment Insurance coverage will be provided (the Employer paying the employers contribution) during the life of this Agreement for employees who would, if employed by a private employer, be eligible for such coverage under the provisions of the Employment Insurance Act.

ARTICLE 22

BRITISH COLUMBIA HYDRO AND POWER AUTHORITY PENSION PLAN

- 22.01 The annual report of the Auditor, the annual report of the Superannuation Commissioner and the triennial report of the Actuary under the British Columbia Hydro and Power Authority Pension Plan shall be forwarded to the Union as soon as possible after they are received by Hydro.
- 22.02 No recommendation will be made by Hydro to the Lieutenant-Governor in Council with regard to amendment of the British Columbia Hydro and Power Authority Pension Plan until the Union has been consulted by Hydro and has been given a period of four (4) weeks to make representations to Hydro.

ARTICLE 23

NOTICE OF TRANSFER OR OTHER DISPOSAL OF OPERATIONS

23.01 **NOTICE OF TRANSFER OR OTHER DISPOSAL**

The Employer agrees to give the Union as much advance notice as legally possible with respect to any sale, merger, lease, transfer, assignment, receivership, bankruptcy proceedings or other disposal of the Employer's operation, in whole or in part, which effects any employee in the bargaining unit.

23.02 **NOTICE OF EXISTENCE OF AGREEMENT**

The Employer shall give advance notice of the existence of this Agreement to any other party involved in any disposal of the Employer's operation, in whole or in part, in any manner referred to in this article.

23.03 **RIGHT TO REFUSE TRANSFER**

Employees who are impacted by any transfer or other disposal by the Employer of its operation, or any part thereof, in any manner referred to in this Article may elect not to transfer and shall be treated in accordance with Article 9 (Displacement, Layoff, and Recall).

23.04 **MEETING TO REVIEW IMPACT**

At the request of the Union, the Employer shall meet with the Union within seven (7) calendar days of the date of such request to review the effects of the intended disposal.

ARTICLE 24

CONTRACTING OUT

24.01 A regular employee of B.C. Hydro shall not be laid off as a direct result of the Employer contracting out work presently performed by the employee unless the employee is given the following options:

1. To exercise his or her bumping rights;

2. To accept a placement opportunity;

3. To accept training.

and declines all three.

Salary treatment under this article shall be in accordance with Clause 9.15.

ARTICLE 25

CHILD CARE REIMBURSEMENT

- 25.01 Where the Employer requires an employee to work overtime or be away from their personal residence overnight and as a result the employee incurs additional child care expenses, they will be entitled to reimbursement of child care expenses up to \$25 per day upon production of a receipt to a maximum of 15 days per calendar year. The Parties agree to review individual circumstances which exceed the annual calendar year maximum with respect to the application of this clause.

ARTICLE 26

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

(Also refer to MOU #31 and Art. 3.15)

- 26.01 The Employer agrees to continue B.C. Hydro's Employee And Family Assistance Program (EFAP) which is available to employees, their spouses, and dependent family members. The program offers professional and confidential assistance and support through problem identification, assessment, referral and treatment.
- 26.02 This Employer-funded, confidential, assessment/referral service will be monitored by a Joint EFAP Committee who shall be responsible for making recommendations on how to improve the operation of the Employee And Family Assistance Program. The Joint EFAP Committee shall consist of one (1) representative from the Employer and the Union with each Party selecting its representatives subject to its sole discretion. It is understood that other employee groups may provide representation on the committee.

26.03 The Employer will consult with the Committee regarding the selection of local providers of EFAP services. The Employer will not select local providers to which the Committee has reasonable objections.

ARTICLE 27

MEMORANDA OF UNDERSTANDING -AGREEMENT

- (a) The following memoranda attached to this Agreement are included in and form part of the Agreement as long as each memorandum is effective:
- (b) WHEREVER the abbreviation PPI has been used it shall refer to Hydro's Policies and Procedures Instructions.
- (c) WHEREVER the singular or masculine is used **in** this Agreement, the same shall be construed as meaning the plural or the feminine where the context or the Parties hereto so require.
- (d) IN WITNESS WHEREOF the Parties hereto have hereunto affixed their hands through their respective officers on the

OFFICE AND PROFESSIONAL
EMPLOYEES' INTERNATIONAL
UNION, LOCAL 378

BRITISH COLUMBIA HYDRO
AND POWER AUTHORITY

R. Tuckwood
President

B. Smith
Chair

S. Watson
Senior Business Representative

M. Costello
President

D. Hill
Bargaining Team Member

G.P. Sexsmith
VP, Human Resources

M. Leier
Bargaining Team Member

D.G. Corbett
Manager, Labour Relations

S. Matheos
Bargaining Team Member

A.E. Janes
Chair, Negotiating Committee

J. New
Bargaining Team Member

L. Rilkoff
Bargaining Team Member

J. Smeets
Bargaining Team Member

APPENDIX 'A

BC Hydro / OPEIU Job Evaluation Plan

Benchmark Jobs and Group Level

<u>Administrative Clerk 1</u>	<u>5</u>	<u>Key Account Representative 1</u>	<u>7</u>
<u>Administrative Clerk 2</u>	<u>5</u>	<u>Legal Services Clerk</u>	<u>6</u>
<u>Analyst Accountant</u>	<u>10</u>	<u>Legal Services Secretary</u>	<u>5</u>
<u>Apparatus Technician 1</u>	<u>8</u>	<u>Mailing Services Clerk</u>	<u>4</u>
<u>Area Office Administrator</u>	<u>8</u>	<u>Marketing Operations Specialist 3</u>	<u>9</u>
<u>Area/Program Environmental Biologist 1</u>	<u>9</u>	<u>Material Planner 1</u>	<u>8</u>
<u>Buyer 2</u>	<u>8</u>	<u>Office Administration Assistant</u>	<u>5</u>
<u>Civil Engineering Technologist 3</u>	<u>10</u>	<u>Office Administrator</u>	<u>6</u>
<u>Computer Network Specialist 4</u>	<u>13</u>	<u>Operations Maintenance Coordinator</u>	<u>8</u>
<u>Computer Operator 1</u>	<u>5</u>	<u>PC and LAN Specialist 1</u>	<u>8</u>
<u>Construction Officer 3</u>	<u>11</u>	<u>Plant Chemist</u>	<u>14</u>
<u>Construction Officer 4</u>	<u>13</u>	<u>Programmer Analyst 1</u>	<u>8</u>
<u>Contracts Clerk 4</u>	<u>6</u>	<u>Programmer Analyst 3</u>	<u>11</u>
<u>Coordinator Occupational Safety and Health</u>	<u>10</u>	<u>Programmer Analyst Leader</u>	<u>11</u>
<u>Corp. Services Support Clerk</u>	<u>6</u>	<u>Property Assistant</u>	<u>5</u>
<u>Customer Service Account Representative 7</u>	<u>7</u>	<u>Public Affairs Officer</u>	<u>10</u>
<u>Customer Service Collection Representative</u>	<u>7</u>	<u>Purchasing Support Clerk 2</u>	<u>6</u>
<u>Database Analyst 1</u>	<u>9</u>	<u>Rates Research Analyst</u>	<u>9</u>
<u>Deduction Accounting Clerk 2</u>	<u>5</u>	<u>Senior Corporate Treasury Analyst</u>	<u>13</u>
<u>Divisional Financial Support Administrator</u>	<u>7</u>	<u>Service and Design Rep. 10</u>	<u>11</u>
<u>Drafter 2 IT&D Group 7)</u>	<u>6</u>	<u>Service and Design Rep. 7</u>	<u>8</u>
<u>Drawing Records Clerk 2</u>	<u>3</u>	<u>Service and Design Rep. 8</u>	<u>8</u>
<u>Electrical Engineering Technologist 2</u>	<u>9</u>	<u>T&D Line Department Rep.</u>	<u>6</u>
<u>Environmental Technician Specialist 4</u>	<u>12</u>	<u>Tour Guide 1</u>	<u>4</u>
<u>Financial Analyst</u>	<u>10</u>	<u>Transmission Maintenance Technician</u>	<u>10</u>
<u>GIS Operator 1</u>	<u>5</u>	<u>Vegetation and Pole Inspector</u>	<u>8</u>
<u>Inspector 1</u>	<u>7</u>		

MEMORANDUM OF UNDERSTANDING # 1

RE: SALARIES AND SALARY SCALES

(Refer to Art. 4)

1. Calculation of New Salary Scales

New salary scales shall be calculated such that effective 1996-04-01 scales shall be 1.08 of the scales in effect on 1996-03-31.

2. Calculation of Individual Salary Increases

The salaries of individual employees shall be calculated by the same method used to calculate new salary scales as set out in 1 above, however, no employee shall, as a result of the application of the general increase, be paid below the minimum or above the maximum of the salary scale for his/her job. The exception to this will be any employee who, as at 1996-04-01, was receiving special salary treatment, in which case special treatment will continue in accordance with the terms of the Collective Agreement.

3. Red-Circle Salaries

Employees whose salaries are "red-circled", i.e. above the maximum of an expired salary range, shall receive only that portion of any salary increase which will bring their salaries to the maximum of the same salary range in the new scales.

4. Method of Rounding

All monthly salaries are rounded to the nearest whole dollar, and all hourly wage rates are rounded to the nearest whole cent:

- 0.50 and over are rounded to the next whole cent (dollar)

- 0.49 and under are rounded to the last whole cent (dollar).

S. Watson
Senior Business Representative
OPEIU, Local 378

M. R. Corrigan
Labour Relations Officer
B.C. Hydro

1996-11-22
Date

MEMORANDUM OF UNDERSTANDING # 2

RE: WORK LEADERSHIP RESPONSIBILITIES

(Refer to MOU #35 and #57)

EFFECTIVE DATE: 1981-07-13

This memorandum sets out an understanding reached by Hydro and Local 378 of the OTEU during the 1971 round of negotiations relative to work leadership.

It is agreed that:

Work leadership responsibilities shall be as follows:

- (a) may perform duties largely similar to those whose work he/she directs;
- (b) may perform duties related to but at a higher level than the work of the subordinates whom he/she directs;
- (c) relieves the supervisor of detailed supervision of routine aspects of the work by-
 - (i) ensuring even work flow and consistency of effort;
 - (ii) allocating various phases of work to different individuals within a general framework laid down by the supervisor;
 - (iii) transmitting the supervisors instructions to other employees;
 - (iv) performing a quality control function in respect to subordinates;
 - (v) 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 work leader will bring the matter to the attention of the supervisor who will take suitable disciplinary action;

- (vi) assists the supervisor in his/her responsibilities by providing on-the-job detailed training to employees with respect to the performance of their job duties.

F.M. deMoor
Business Representative
Local 378, OTEU

C.M. Leffler
Manager, Labour Relations
B.C. Hydro & Power Authority

1981-07-13

MEMORANDUM OF UNDERSTANDING # 3
(Previously Letter of Intent # 3)

RE: JOINT REVIEW COMMITTEE

During 1991 negotiations for a renewal to the BCH/Western - OTEU Collective Agreement, the Parties agreed to create, under Article 1.10, a joint union/management Committee with a mandate to review and make non-binding recommendations on issues of mutual concern to the Parties.

Subject to the constraints of the above contract language, the Parties agree that there are a number of topics suitable for review, discussion, or delegation to sub-committee by the Joint Committee. With respect to the current set of negotiations, B.C. Hydro agrees that a number of topics raised by the Union as issues or concerns are appropriate for review of their strategic direction by the Committee.

These topics include, for example:

U-1 Income Continuance
U-22 Employee Assistance Program
U-37 Voluntary Phased-In Retirement Option

In addition to the above subjects, it is Western Integrated Technologies desire to address the subject matter in U-16 (Occupational Health and Safety) through the Joint Committee between the Parties as proposed in Article 1.10.

The employers further acknowledge that the above list and the focus of discussion is subject to change as the Committee explores each item in further detail.

FOR THE UNION

FOR THE EMPLOYER

Don Percifield
Senior Business Representative

Ken Szabo
Manager, Human Resources
Western

Irene Holden
Senior Labour Relations Officer
BC Hydro

15 Dec 91

**MEMORANDUM OF UNDERSTANDING # 4
(Previously Letter of Intent # 4)**

(Refer to Art. 18.03)

RE: JOINT SAFETY COMMITTEE

During 1991 negotiations for renewal to the BCH/Western - OTEU Collective Agreement, B.C. Hydro and the OTEU, Local 378 committed to the creation of a joint safety committee under Article 18.

In order to ensure an effective joint safety committee, B.C. Hydro and the OTEU, Local 378 agree to strike a task force comprised of two members from each of the Employer and the Union, who are knowledgeable in matters of industrial health and safety, to determine the most appropriate structure and terms of reference for the safety committee. The Employer and the Union shall each be responsible for selecting its task force representatives. The task force shall report its recommendations back to B.C. Hydro and the OTEU, Local 378 within two months of being struck.

FOR THE UNION

FOR THE EMPLOYER

Don Percifield
Senior Business Representative
OTEU

Irene Holden
Senior Labour Relations Officer
BC Hydro

15 Dec 91

**MEMORANDUM OF UNDERSTANDING # 5
(Previously Letter of Understanding # 5)**

RE: REFERRALS FOR TEMPORARY SUMMER JOBS

The Employer is prepared in connection with temporary employment to offer the following undertaking:

“The Employer will notify the Union in advance of temporary summer relief requirements which **arise** within the company. The Union will be provided with every reasonable opportunity to refer candidates for consideration against such vacancies.”

J, Greatbatch
Business Representative
OTEU, Local 378

A.E. Janes
Manager, Labour Relations
B.C. Hydro

1989-08-3 1
Date

**MEMORANDUM OF UNDERSTANDING # 6
(Previously Letter of Understanding # 2)**

(Refer to Art. 15)

RE: SICK LEAVE CONTROL

25 June 1971

Mr. E.R. Peck, Manager
Labour Relations Department
B.C. Hydro and Power Authority
970 Burrard Street
Vancouver, B.C.

Dear Mr. Peck:

Re: Sick Leave Control (P-6/M-30)

During the present set of negotiations we have discussed Hydro's assertion that the sick leave entitlement of employees covered by our Agreement is being abused by some. You have asked the Union to consider ways in which we can assist Hydro in controlling any abuse of sick leave.

First, let me say that the Union's basic position is that employees should be permitted to take sick leave if and when they are suffering from illnesses. We would not encourage any action which would persuade employees to come to work when they suffer from illnesses which, for their good and for the good of others working near them, should require them to be absent from work.

However, on behalf of the Union, I can assure you that we do not and will not condone the abuse of sick leave by any of our members. To this end we have already agreed to certain changes to the Agreement which were requested by Hydro. In addition we would agree that Hydro should inform employees by means of bulletins of the need for using sick leave only when they are genuinely sick, and further, that a permanent bulletin to this effect could be placed on bulletin boards throughout the Hydro system. We would also undertake to counsel members who apparently are taking above average absences because of sickness.

We hope that this will convince you of our willingness to cooperate in this matter.

Yours sincerely,

R.F. Bone
President
Local 378, OTEU

**MEMORANDUM OF UNDERSTANDING # 7
(Previously Letter of Understanding # 7)**

RE: ACCREDITED SERVICE, IPEC & CONSTRUCTORS

25 June 1971

Mr. R.F. Bone
President, Local 378
OTEU
1116 Hornby Street
Vancouver, B.C.

Dear Mr. Bone:

Accredited Service, IPEC & Constructors
(A-40/U-70)

During the course of our current negotiations it was agreed that an employee who transfers henceforth to B.C. Hydro from International Power and Engineering Consultants Ltd., or from Peace Power Constructors Ltd., or Columbia Hydro Constructors Ltd.(i.e. direct service with Constructors, but excluding service with assigned contractors) will receive credit for service in those companies for purposes of determining Hydro sick leave and vacation allowances. In such instances the sick leave waiting period would be waived.

Yours sincerely,

E.R. Peck
Manager, Labour Relations Department
B.C. Hydro and Power Authority

**MEMORANDUM OF UNDERSTANDING # 8
(Previously Letter of Understanding # 11)**

RE: OCS MAIL SERVICE

1996-12-04

Mr. S. Watson
Senior Business Representative
Office & Professional Employees'
International Union, Local 378
2nd Floor, 4595 Canada Way
Burnaby, B.C.
V5G 4L9

Dear Mr. Watson:

Re: OCS Mailing Service

Hydro will provide OCS mailing service to the Union office located at 2nd Floor, 4595 Canada Way, Burnaby, BC V5G 4L9. The service will be rendered at a cost to be determined by Hydro from time to time and shall include drop-off and pick-up of mail once daily on normal working days.

Yours truly,

A.E. Janes
Manager, Labour Relations
B.C. Hydro and Power Authority

Revised 1996-12-20

**MEMORANDUM OF UNDERSTANDING # 9
(Previously Letter of Understanding # 15)**

(Refer to Art. 15.09)

RE: MEDICAL AND DENTAL APPOINTMENTS

Mr. S.J. Benson
Labour Relations Supervisor
B.C. Hydro & Power Authority
970 Burrard Street
Vancouver, B.C.
V6Z 1Y3

8 November 1983

Dear Mr. Benson:

Re: Medical and Dental Appointments

On behalf of the Union, I can assure you that we do not and will not condone the abuse of Article 15.09 of the Collective Agreement which has been negotiated to provide time off without loss of pay for "legitimate" medical and dental appointments.

The Union agrees that the employer is entitled to as much notice as possible to facilitate replacement staff and scheduling of work. All employees should cooperate by giving as much notice as they can.

Further, we would encourage our members to make every effort to schedule their appointments on RWWL days, near the end of a working day or lunch time to help minimize the impact of medical or dental appointments.

Sincerely yours,

F.M. deMoor
Business Representative
Local 378, OTEU

In Agreement:

S.J. Benson
Labour Relations Supervisor

**MEMORANDUM OF UNDERSTANDING # 10
(Previously Letter of Intent # 2)**

RE: ARTICLE 7.09 APPLICATION

In the 1991 set of negotiations, the definition of preference was discussed. It was determined that "preference" in this context would mean the employer will give advantage and priority to:

1. Regulars over Temporaries;
2. Temporaries over Casuals; and
3. Casuals over external hires;

in the job selection process. By inference this means that first consideration in job selections will be given to employees in the above order assuming that suitable candidates can be identified. If a junior candidate is selected from any of the above preference categories Clause 7.10 (d) will apply such that all of the more senior candidates previously considered and rejected must be reconsidered to determine if the junior candidate's ability to perform the vacant job is significantly and demonstrably higher than all of those more senior candidates.

FOR THE UNION

FOR THE EMPLOYER

Don Percifield
Senior Business Representative

Ken Szabo
Manager, Human Resources
Western

Irene Holden
Senior Labour Relations Officer
BC Hydro

15 Dec 91

MEMORANDUM OF UNDERSTANDING # 11

**RE: PERFORMANCE ASSESSMENT &
DEVELOPMENT REPORTS
EMPLOYEE PERSONNEL FILES**

(Refer to Art. 19)

The Parties agree as follows:

1. Performance Assessments and Development Reports

The Employers Performance Assessment and Development Report forms will only be used as a means of assisting a supervisor in the training and development of his/her OTEU staff.

These forms will not be utilized in any way relative to the conditions and provisions of the Collective Agreement.

These forms will be destroyed when replaced by the following year's forms.

2. Employee Personnel Files

Employees are entitled to read and review their personnel file. Upon request employees shall be given copies of all pertinent documents.

Upon written authorization of the employee, a Union Representative shall be entitled to read and review an employee's personnel file. Upon request, the Union Representative shall be given copies of all pertinent documents.

No letter of reprimand shall be entered in an employee's file without the employee's knowledge.

Letters or details related to complaints, reprimands or discipline involving an employee which are more than three (3) years old shall not be considered in any assessment of the employee's record and shall thereafter be removed at the request of the employee from the employee's personnel file, provided there has not been a further infraction.

D. Percifield
Senior Business Representative
OTEU

I.L. Holden
Senior Labour Relations Officer
B.C. Hydro

1991-12-15
Date

**MEMORANDUM OF UNDERSTANDING # 12
(Previously Letter of Understanding # 26)**

RE: PUBLIC LIABILITY COVERAGE

Mr. D. Percifield
Business Representative
OTEU Local 378
4740 Imperial Street
Burnaby, B.C.
V5J 1C2

15 Dec 91

Dear Mr. Percifield:

In the course of the 1991 Collective Agreement negotiations, the Union requested that the employer provide a statement of Public Liability Coverage for its employees. I am authorized to advise you as follows:

"The Employer will indemnify and hold harmless our employees from legal liability imposed upon them arising from their normal course of employment with the employer. The Employer does not and cannot be expected to assume risk from mistake by employees which are made by going beyond the scope of their employment or which arise from grossly negligent or irresponsible conduct.

In situations covered by this indemnity agreement the Employer will carry the defense of the action and be responsible for legal costs associated with the defense."

It is understood that this coverage applies to former employees if the incident giving rise to liability took place during the course of their employment with the Employer.

Sincerely,

I.L. Holden
Senior Labour Relations Officer
B.C. Hydro

K Szabo
Manager, Human Resources
Western

MEMORANDUM OF UNDERSTANDING # 13

**Between: British Columbia Hydro and Power Authority
(hereinafter referred to as the "Employer")**

**And: Office and Professional Employees International Union, Local 378
(hereinafter referred to as the "Union")**

RE: 10% ALLOWANCE FOR PROPERTY REPRESENTATIVES

WHEREAS, the historic 10% allowance paid to Land Representatives for irregular work hours up to forty (40) hours per week provided incumbents and the Employer with the required flexibility necessary to manage the irregular work hours inherent in the work of said Land Representatives; and

WHEREAS, while some field work continues today, there is also an increase in the time spent in the office by personnel now classified as Property Representatives 2 (formerly, Land Representative), such that the Employer wants to phase out the above cited 10% allowance in an equitable manner; and

WHEREAS, the Parties have the concern that removal of this allowance from persons currently receiving it would adversely affect pensionable earnings; and

WHEREAS, the Parties agree that the 10% allowance serves to simplify an Otherwise cumbersome administrative time-keeping task while employees classified as Property Representative 2 are in the field;

NOW THEREFORE, by signature(s) of their duly authorized representative(s) hereinafter affixed, the above Parties do hereby agree as follows:

1. It is agreed that those employees classified as Property Representative 2 who currently receive the 10% allowance for "irregular" work hours will continue to receive this allowance for so long as they remain in the Property Representative 2 position in the Acquisition and Field Services Department. The following named employees will thus be "grandfathered" in respect of continued receipt of this 10% allowance:

T. Huber	A. Forbes
L. Rilkoff	D. McLatchie
F. Turner	
2. It is agreed that the 10% allowance for the above named employees will continue to be treated as pensionable income.
3. It is agreed that when field activity for any of the above named employees is a major part of the workload, he will work up to eighty irregular hours

per pay period, beyond which the provisions of Article 11.02 (Overtime) will apply for authorized overtime.

4. It is agreed that in circumstances where any of the above named employees is assigned to work that does not require irregular hours (i.e. office based), he will continue to receive the 10% allowance; however, he will work an 8 hour day as opposed to the 7 1/2 hour day prescribed by Article 11.01. Overtime will not trigger until after 8 hours of work in respect of any 1 work day.
5. It is agreed that new hires classified as Property Representative 2 in the Acquisition and Field Services Department (i.e. those not listed in point 1 above) will receive the 10% allowance during periods where field activity is a major part of their workload, in which case they will work up to 80 irregular hours per pay period, beyond which the provisions of Article 11.02 will apply for authorized overtime.
6. It is agreed that the 10% allowance paid to any new hire classified as Property Representative 2 will not be treated as pensionable income.
7. It is agreed that while assigned to work that does not require irregular hours (i.e. office based) new hires classified as Property Representative 2 will not receive the 10% allowance and will work a 7 1/2 hour day as defined in Article 11.01. The provisions of Article 11.02 will apply for any authorized overtime work beyond this point.
8. For the purposes of this Memorandum of Understanding, "major part of the workload" shall be defined to mean more than 50% of work performed during any pay period.
 - (a) Any of the above named employees for whom it is projected or actual that field activity will or does form a major part of the workload during any pay period will not be obliged during that pay period to work any 8 hour day prescribed by Paragraph 4.
 - (b) Any new hire classified as a Property Representative 2 in the Acquisition and Field Services Department for whom it is projected or actual that field activity will or does form a major part of the workload of that employee during any pay period will receive the 10% allowance for the duration of that pay period.

9. For the purposes of this Memorandum of Understanding, "headquarters" shall be defined as any B.C. Hydro office as designated by the Employer and "field activity" shall be defined as work outside the designated office location.

Signed at _____, B.C. this _____ day of _____, 19

S. Watson
Senior Business Representative
OPEIU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1996-12-20
Date

MEMORANDUM OF UNDERSTANDING #14

RE: TECHNOLOGISTS-IN-TRAINING

EFFECTIVE DATE: 1981-04-01

B.C. Hydro and Local 378, OTEU, agree that this memorandum of understanding sets out the procedure whereby graduates of technological institutes may be hired by Hydro as "Technologists-in-Training" for the purpose of ultimately filling sub-professional jobs upon the satisfactory completion of a prescribed period of on-the-job training. It is the intent of the Parties that no LU378 properly qualified member will be discriminated against in selections of Technologists-in-Training as a result of implementing the provisions of this memorandum.

To these ends, the Parties agree as follows:

1. Each year Hydro will determine the appropriate market start rates.
2. Salary Scales

Scales will be constructed by creating four 6 - month steps. The steps will be determined by subtracting the start rate from the end rate and applying the dollar difference in equal increments.

 - (a) Designated Group 9
END RATE (24 mos.) - Group 9, Step 1.
 - (b) Designated Group 10
END RATE (24 mos.) - Group 10, minimum.
3.
 - (a) All Trainees covered by Scale 2(a) will progress, subject to satisfactory performance at 6-month intervals over a period of 24 months, ending at Step 1 of the Group 9 salary scale and thereafter in accord with the normal length-of-service increases.
 - (b) All Trainees covered by Scale 2(b) will progress, subject to satisfactory performance, at 6-month intervals over a period of 24 months, ending at minimum of the Group 10 salary scale and shall then progress to Step 2 of the Group 10 salary scale upon the completion of 36 months.
 - (c) Employees who complete their training shall have their length-of-service date determined based upon the date they reach the 24 -

month step in the case of those covered by (a) above, and the 36-month step in the case of those covered by (b) above.

4. Coincident with the establishment of new start rates and/or a revision to the main salary scales, the salary scales shall be amended in accordance with Clause 2 of this memorandum.
5. Technologist-in-Training vacancies are subject to the bulletining procedure.
 - (a) Hydro will determine annually its Technologist-in-Training requirements and vacancies; such vacancies shall be bulletined and preference shall be given to qualified Local Union 378 members currently on Hydro's staff.
 - (b) All internal applicants will be interviewed to assist those who may lack some of the necessary qualifications to determine what courses are required to enable them to qualify for the Technologist-in-Training program.
6.
 - (a) Upon satisfactory completion of a training period, a Technologist-in-Training will be placed, subject to the bulletining procedure, in one of the designated jobs in 8(b) below. He shall then be eligible to apply for other jobs under the terms of the Agreement.
 - (b) It is agreed that the designated jobs will be bulletined to give existing Technologists already in the same designated job classification an opportunity to transfer prior to the placement of Technologists-in-Training.
7. While undergoing training, a Technologist-in-Training will not be eligible to apply for any regular OTEU position unless such a request is mutually agreed by the Parties to the Agreement. Technologists-in-Training may apply for vacancies in their designated jobs prior to the expiration of their training period.
8. Each year the Parties will mutually agree on the number of Technologists-in-Training to be hired in the current year. Agreement will not be unreasonably withheld. Each year L.U. 378 will be supplied with the following:
 - (a) the division into which each Technologist-in-Training will be placed on the date of hire.
 - (b) the designated jobs into one of which a Technologist-in-Training will be placed upon satisfactory completion of training. Such jobs will be those covered by a regular job description as provided for in the Agreement.

Hydro will establish the entry level criteria, and acceptability, of internal applicants to qualify for entry into the Technologists-in-Training program. Hydro will provide financial assistance, in accordance with Article 20 of the OTEU Agreement and PPI AF-I-31.

The Parties further agree to reactivate the subcommittee of four(4) (two (2) Hydro and two (2) OTEU) whose terms of reference will be to make recommendations for the implementation of a procedure whereby Local Union 378 members currently on Hydro's staff may qualify for entry into the then prevailing Technologist-in-Training program. The sub-committee will be derived from the Joint Committee contemplated in Article 20 of the Agreement.

Further, L.U. 378 OTEU agrees that when the Parties mutually agree to implement the procedures and/or recommendations of the joint sub-committee referred to above, the provision contained in Section 8 of this Memorandum of Understanding will lapse.

F.M. deMoor
Business Representative
Local 378, OTEU

C.M. Leffler
Manager, Labour Relations
B.C. Hydro and Power Authority

1981-07-30
Date

MEMORANDUM OF UNDERSTANDING # 15

RE: "CONSTRUCTION AND FIELD WORK EMPLOYEES"

The conditions of this memorandum will apply to temporary employees of B.C. Hydro who are employed in construction and field work in the Construction and Engineering sectors of B.C. Hydro. The job classifications include testing and equipment erection, safety, clerical, survey, construction inspection and contract administration.

1. Established Headquarters

- (a) The established headquarters for temporary employees will be established at the time of hire. For local residents, this will be their initial reporting point. For other than local hires, this will be a specific location being a place of business, operations, or employment of the employer which is designated by Hydro. This location must be in the vicinity of the employee's normal residence. Where there is no place of business operations or employment of Hydro in the vicinity of the employee's normal place of residence the established headquarters for that employee will be discussed by the supervisor and the Union.
- (b) Established headquarters will not be changed during employment without the agreement of the Union or unless the employee is successful in obtaining a regular position at another established headquarters.

2. Free Area

The free area for all employees shall be the travel time normally taken to travel from the employee's normal place of residence to his/her established headquarters (regular work location). This travel time will be computed in any direction from the employee's normal place of residence. Temporary assignments with travel time in excess of this period shall attract reimbursement as follows:

- (a) Additional travel time in accordance with Article 11.05 where the employee actually travels to the temporary work location.
- (b) Where the cost of additional travel time exceeds the cost of room and board, the employee may be required

to go on room and board. Employees who would otherwise receive free room and board and have Hydro's permission to be living out in accommodation not provided by Hydro will be entitled to living out allowance as provided in Article 5

3. Hiring

The primary objectives of Hydro are to acquire an adequate and qualified labour force when it is needed and to provide for harmonious labour conditions on the job.

B.C. Hydro will cooperate fully with the Local Union in giving employment preference to OTEU Local 378 members available in B.C. To ensure that this is done B.C. Hydro will give the Local Union the first opportunity to supply. In carrying out this responsibility we expect that your Union will:

- (a) accept requests for a limited number of key personnel;
- (b) consider name requests for former employees who have been employed and laid off within the previous twelve (12) months;
- (c) give preference to qualified members or former members who are domiciled in the area of the work and are registered for work with the Local Union;
- (d) accept qualified non-union members who have been resident for at least the preceding ninety (90) days within forty (40) km (twenty five (25) road miles) of the job site or can satisfy both Hydro and the Union that he/she is a bonafide resident.

If the Union does not supply within a reasonable time, (forty-eight (48) hours not including non-working days except in unusual circumstances), employees will be secured through other sources.

4. Layoff

Layoff of temporary employees shall be conducted at job sites on the basis of seniority, having regard for the nature of the remaining work and the ability of the employees to perform it. Seniority is defined as total accumulated service with Hydro as a member of the Union. Seniority status will expire twenty four (24) months after the employee's last termination date.

5. Salary Treatment

Salaries shall be paid in accordance with the salary scales outlined in Article 4.

(Regular Survey and Inspection Employees, as at date of ratification, shall be 'grandfathered' with respect to the continued operation of Clause 5(a) - Hours of Work as set out in Memorandum of Understanding #15 in the 1991-1993 Collective Agreement)

6. Clerical Field Allowance

Clerical employees will receive \$5.00 per day for every calendar day that they are assigned away from their headquarters, except that employees will not receive this allowance when the period of assignment is fourteen (14) calendar days or less. If the assignment is over fourteen (14) days the allowance will apply from the first day.

7. Prior to the commencement of each construction season, pre-job conferences will be held between representatives of Hydro and the Union to discuss the season's program and matters peculiar to individual projects as detailed in Article 1.11. The following specific items will be discussed and mutually agreed as required:

- (a) The definition of projects and allied projects for the purposes of Article 1.01(c)1.

An employee moved from a project as defined to another defined project may be treated as a new hire on the project to which the employee is transferred, and must reestablish his/her service for purposes of Article 1.06(c)1.

- (b) The length of projects for purposes of Article 1.01(c)1,

Specific projects as defined in (a) above which will continue for periods in excess of three (3) years will be

described at the pre-job conference. In such instances temporary hirings required to staff such project and to replace those from established headquarters assigned to such projects may be allowed for periods in excess of three (3) years. In these instances temporary employees will not acquire regular status under Article 1.06(c)11.

- (c) To accommodate staffing of field locations and the replacement of field assigned employees temporary promotions for extended periods may be allowed.

D. Percifield
Senior Business Representative
OTEU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
Date

**MEMORANDUM OF UNDERSTANDING # 16
(Previously Letter of Understanding # 28)**

(Refer to Articles 15.04 and 15.05)

RE: INCOME CONTINUANCE CLAIMS PROCESS

BETWEEN

**BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
("Employer")**

AND

**OFFICE AND TECHNICAL EMPLOYEES UNION
LOCAL 378
("Union")**

1. In the course of the 1993 Collective Agreement negotiations, the Union requested that the employer establish a cooperative process for claims management when OTEU members are experiencing unusual difficulties with their Income Continuance Claims. For clarification, the following outlines the normal process for claims management:
 - (a) Personnel provides the employee with claim forms and related claim filing information.
 - (b) The employee obtains required medical information and completes his/her portion of the form and has their doctor forward the claim to Hydro's Medical Doctor who in turn forwards forms to Benefits Section.
 - (c) Benefits Section conducts an administrative review to ensure necessary forms and information are provided before forwarding material to insurance company.
 - (d) The adjudication process takes various steps from immediate acceptance (payment) of claims to varying follow-up procedures to ensure all objective medical information is on hand.
 - (e) Follow-up procedures are coordinated between Benefits Section, Personnel, and the employee.

2. To assist the OTEU in serving its members, Benefits Section will provide the following:

- (a) Information where a claim has been denied, or where the insurance company identifies that available objective information does not support continuation of a claim. Where the insurance company sees such events occurring, BC Hydro will request that they establish standards to ensure the provision of as much advance notice as possible. Where additional information is required, Benefits Section will coordinate discussion with the insurance company.
 - (b) In some situations benefits are temporarily suspended or delayed pending receipt of information. Most of these situations are resolved through routine communications (e.g. the employee has not responded to an information request or returned the required forms; the employee's doctor has not provided requested forms; administrative delays have occurred). When a serious claim management concern occurs, beyond the type outlined above, B.C. Hydro will inform the Union of such.
 - (c) When the insurance company identifies a positive rehabilitation opportunity that addresses a difficult return to work situation, Benefits Section will advise the OTEU and coordinate through Personnel relevant information related to the return to work. Where value would be added a meeting will be arranged with Personnel, Benefits, the OTEU, and the insurance company to ensure all problem solving opportunities have been addressed.
3. The above captures the commitment B.C. Hydro provided to the Union in our letter dated 3 March 1993.
 4. This Memorandum of Understanding may be changed at any time by the written mutual agreement of the Employer and the Union.
 5. This Memorandum 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 at _____ B.C. this _____ day of _____, 19____

D. Percifield
Senior Business Representative
OTEU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
Date

MEMORANDUM OF UNDERSTANDING # 17

**RE: U32 7 (j) RETIRED EMPLOYEES-
POSTING OF JOB VACANCIES**

This will confirm the understanding between the Parties that for the purposes of Article 7, an employee who retires under the provisions of the Pension Plan will be considered to have terminated employment. If the position is to continue the vacancy shall be subject to posting in accordance with the provisions of Article 7 of the Collective Agreement, unless otherwise agreed by the Parties.

R.N. Rennie
Business Representative
OTEU, Local 378

P.E. Green
Labour Relations Supervisor
B.C. Hydro & Power Authority

1977-11-15
Date

MEMORANDUM OF UNDERSTANDING # 18

RE: USE OF NON-BARGAINING UNIT CONSULTANTS

Mr. Scott Watson
Senior Business Representative
Office & Professional Employees'
International Union, Local 378
2nd Floor - 4595 Canada Way
Burnaby, B.C.
V5G 4L9

March 25, 1996

Dear Mr. Watson:

Re: Use of Non-bargaining Unit Consultants

During the course of 1996 negotiations, the Employers agreed to the implementation of a monitoring system related to the use of consultants that perform work that could otherwise be performed by employees in the OPEIU bargaining unit.

The Employers will review on a semi-annual basis (April/September) their use of consultants. The information collected will be provided to the Union and will contain detail regarding the nature and frequency of the work performed, start date and expected retention date, and whether the work performed could not otherwise be performed by employees in the OPEIU bargaining unit.

The first such report is due in July 1996, and thereafter in April and September. Subsequent reports detailing only new consultants or new contracts not subject to the previous review. It is understood the Union is not precluded from requesting a further review of a consultant previously reported or from raising a concern with respect to any consultant at any time.

The Union will first make inquiry of the Employer(s) regarding concerns with any consultant reported. Any disputes not resolved in these discussions regarding work within the scope of the Union's certification may then be referred directly to Stage III of the grievance process with the appropriate Senior Vice President.

Yours truly,

M.R. Corrigan
Labour Relations Officer

MEMORANDUM OF UNDERSTANDING # 19

RE: CONSIDERATION OF REGULAR EMPLOYEES
ON FTT ASSIGNMENTS

(Refer to Articles 9.05, 9.12 and 9.13)

Mr. Scott Watson
Senior Business Representative
OPEIU Local 378
2nd Floor - 4595 Canada Way
Burnaby, B.C.
V5G 4L9

21 March 1996

Dear Mr. Watson:

**Re: Consideration of Regular Employees on Recall for FTT
Assignments**

During the course of 1996 negotiations, the Parties agreed that qualified inactive regular employees on the recall list will be considered for any FTT assignment that may arise subsequent to the commencement of the individual period of recall.

It is understood that in the event a regular employee from the recall list is hired to fill a temporary assignment, such employee will hold FTT status for the period of the FTT assignment. Any such employee shall also retain his/her rights and status as a regular employee on the recall list for the duration of his/her recall period.

During any period of FTT employment as described above, the employee shall not be required to serve the qualifying period for dental benefits (art. 10.03) nor the qualifying period for entitlement to sick leave (art. 15.03). Furthermore, regular employees working in FTT assignments shall be entitled to access their time banks and current year AV entitlements during the period of temporary employment in accordance with the terms of the Collective Agreement.

Yours truly,

M.R. Corrigan
Labour Relations Officer

**MEMORANDUM OF UNDERSTANDING # 20
(Previously Letter of Understanding # 20)**

RE: SHIFT SCHEDULING - SERVICE CENTRE

Mr. F. deMoor
Business Representative
OPEIU Local Union 378
960 Kingsway
Vancouver, B.C.
V5V 3C4

14 September 1981

Dear Mr. deMoor:

Re: Shift Scheduling - Service Centre

During 1981 negotiations, the Parties agreed on revisions to Article 12 regarding shift work and, in particular, shift scheduling. Service Centre employees were excepted from the shift scheduling provisions due to difficulties in ensuring that these provisions could meet the scheduling criteria of the Service Centre.

We agree that following ratification of the Collective Agreement, the Parties will meet to determine the applicability of the shift scheduling provisions of Article 12 to the Service Centre, taking into account the need for adequate continuous coverage without reduction in service or increases in staffing.

Unless or until the Parties either agree to include the Service Centre in the scheduling provisions of Article 12 or, failing that, to vary such provisions, current scheduling arrangements will remain in effect.

Sincerely yours,

In agreement

F.M. deMoor

C.M. Leffler
Manager, Labour Relations

MEMORANDUM OF UNDERSTANDING # 21
(Previously Letter of Understanding # 21)
RE: VIDEO DISPLAY TERMINALS

13 January 1989

Ms. J. Greatbatch
Business Representative
Office and Technical Employees' Union
4740 Imperial Street
Burnaby, BC
V5J 1C2

Dear Ms. Greatbatch:

Re: Video Display Terminals

During 1989 negotiations, the Parties discussed the maintenance and operation of Video Display Terminals. As a result of these discussions, the Employer agreed to certain undertakings as follows:

- (1) Operation of Video Display Terminals shall be guided by B.C. Hydro's AFP 720 - 20 March 1982. Copies of this AFP will be made available to employees upon request.
- (2) Pregnant VDT operators may elect one of the following options:
 - (a) continue to work on the VDT;
 - (b) refrain from working on the VDT and be provided with alternative employment on a temporary transfer basis; this would be at the Employers discretion and subject to the availability of suitable alternative work which the employee can perform. Her rate of pay in the temporary position will be in accordance with article 7.07(a);
 - (c) take a leave of absence without pay until the commencement of maternity leave.
- (3) The Employer agreed to keep the Local Union informed of developments and of our endeavors as they relate to Video Display Terminals.

Sincerely,

A.E. Janes
Manager, Labour Relations

MEMORANDUM OF UNDERSTANDING # 22

RE: DRAFTER TRAINEES

This will confirm the agreement of the Parties to establish a Drafter Trainee Salary Scale formula which is comprised of the following elements:

1. Each year Hydro will determine the appropriate market start rate.
2. The scale will be constructed by creating Q-month steps, with the 24 - month step being Group 6 minimum, the 30-month step being Group 6 - Step 1, and the intervening steps between minimum and the 24 - month step being equal dollar increments.
3. Graduates from the Vancouver Vocational Institute, or its equivalent, who are placed on the training scale will be started at the 12 - month step.
4. All Trainees will progress, subject to satisfactory performance, at 6 - month intervals over a period of 30 months, ending at Step 1 of the Group 6 salary scale and thereafter in accord with the normal length-of-service increases. Employees who complete their training shall have their length-of-service date determined based upon the date they reach the 30-month step.
5. Coincident with the establishment of a new start rate and/or a revision to the main salary scales, the salary scale shall be amended in accordance with 2 above.
6. Those employees who are identified as Trainees prior to this Agreement and whose salaries were frozen shall have their new salary determined by a retroactive restructuring of the salary scale and shall then, if appropriate, be placed at a step in the 1981 scale consistent with their period of employment as a Drafter Trainee. For those employees who would otherwise have completed, their training they shall be placed at the appropriate steps in the Drafter 1 Group 6 salary scale.

Where Hydro has a requirement to fill a Drafter position, the position will be filled:

- (a) by internal promotion or bulletin; or
- (b) if there are no suitable internal candidates, then by external hire.

Where there is a requirement for a Drafter Trainee, the same procedure will be followed.

F.M. deMoor
Business Representative
Local 378, OTEU

C.M. Leffler
Manager, Labour Relations
B.C. Hydro & Power Authority

1981-07-30
Date

MEMORANDUM OF UNDERSTANDING # 23

**RE: REPLACEMENT OF TEMPORARY EMPLOYEES BY
REGULAR EMPLOYEES SUBJECT TO LAYOFF**

(Refer to Article 9.05)

March 25, 1996

Mr. Scott Watson
Senior Business Representative
Office & Professional Employees'
International Union, Local 378
2nd Floor - 4595 Canada Way
Burnaby, B.C.
V5G 4L9

Dear Mr. Watson:

**Re: Replacement of Temporary Employees by Regular Employees
Subject to Layoff**

During the course of 1996 negotiations, the Parties discussed a process whereby regular employees subject to layoff would be considered for existing temporary positions at the point they elect or are designated for layoff.

Specifically, where a temporary position is occupied by a Full Time Temporary (FTT) employee and a Regular employee has elected or is designated for layoff, the Employer will terminate the FTT and allow the Regular to complete the remainder of the FTT work requirement in the following circumstances:

1. Within the Lower Mainland (up to, but not including Squamish and Abbotsford), Victoria, or Nanaimo, the FTT position is in the same department as the Regular subject to layoff; outside the Lower Mainland (including Squamish and Abbotsford), outside Victoria, or outside Nanaimo, the FTT position is in the same headquarters as the Regular subject to layoff.
2. The FTT position is expected to continue for at least 3 more months from date of layoff of the Regular employee; and
3. The Regular has the prerequisite qualifications or an equivalency for the FTT position; and
4. The Regular has the ability to perform the FTT position,

Where the above criteria is met and more than one FTT position is identified, the FTT employee in the position with the longest expected duration from the date of

layoff of the Regular employee shall be terminated, with the Regular assuming the remainder of the work requirement.

The Regular employee shall hold FTT status for the period of the FTT work requirement. They shall also retain their rights and status as a Regular employee on the recall list for the duration of their recall period.

On an exception basis, where the termination of the FTT and assumption of the remainder of the work requirement by the Regular employee would have significant impact on the business of the department, the details and impact of such will be reviewed with the Union, and the employer may elect not to proceed with the termination of the FTT employee identified.

Yours truly,

M.R. Corrigan
Labour Relations Officer

Note: The Parties shall not use, refer to, or otherwise introduce this memorandum of understanding in any hearing or matter before a third party with respect to the intent or definition of "ability" or "present ability" and this memorandum shall not prejudice the positions of the parties in anyway regarding such intent or definition. The Parties recognize that the reference in this memorandum to "ability" means "present ability".

MEMORANDUM OF UNDERSTANDING # 24

RE: TRAINING SITUATIONS

INTRODUCTION

Normally, an employee receives his/her training and experience by being promoted through a series of established jobs for which separate and distinct job descriptions exist. The employee's progression from one job to another will occur when an opening exists and management determines that the employee is capable of performing the duties and responsibilities of the higher rated job.

In some situations, however, an employee is advanced through a series of progressively higher grouped jobs between which job evaluation can discover no significant difference in the duties, responsibilities and job demands. These jobs were created to allow employees to be trained for a specific job which the employee will eventually occupy, an "end" job. Under the old job evaluation system, separate job descriptions and job groups were established with relatively minor distinctions to create and deal with this type of training situation.

Minor differences in duties, responsibilities and job demands which previously resulted in different job ratings or job groupings may not be recognized under the new plan. Under these circumstances, the result will be that single job description describing the "end" job will be produced to cover all jobs in the present multi-level job structure.

When the need for a "Training Situation" is identified, Management will define the duties and responsibilities of the "end" job. A job description will be prepared for the "end" job only. This will be evaluated by the Job Evaluation Section (and will be subject to appeal as in all other job evaluation situations). Selections to training situations will be in accordance with Article 7.10 of the Collective Agreement and will include an assessment of the applicant's ability to perform the "end" job.

2 . DEVELOPING A TRAINING SCALE

- (a) The time span of the training scale leading from the start rate to Minimum of the "end" job will be the number of months (rounded to the nearest six months) of elapsed time to acquire the requisite knowledge and skills under the Previous Practical Experience (PPE) factor as determined in evaluating the "end" job.

- (b) The start rate will be determined by subtracting the number of years elapsed time under PPE from the job group of the "end" job, and will be the Minimum of the resulting job group salary scale.

(Example: "End" job Group 9
Elapsed time PPE 24 months
 $9 - 2 =$ Group 7 Minimum start rate)

However, where the rounded elapsed time PPE involves a half-year period, the start rate will be Step 1 of the appropriate salary scale.

(Example: Group 9 "end" job
30 months elapsed time off
start rate = $9 - 2 \frac{1}{2} = 6 \frac{1}{2}$
= Group 6, Step 1)

- (c) The training scale will be constructed by dividing the dollar difference between the "end" job minimum and the start rate by the number of six (6) month periods contained in the training period established in (a) above. The first such increment shall be the six month step, the second the 12 month step, etc., until the salary steps reach the Minimum of the "end" job salary scale.

3. PROGRESSION THROUGH THE SCALE

- (a) A trainee who enters the scale at the start rate will, subject to satisfactory performance, advance to each subsequent training salary step at six (6) month intervals based on his/her date of appointment to the training scale. Upon completion of the training, the employee will be placed at the Minimum of the "end" job salary scale. The employee will then be subject to progression within the salary range established for this job group in accordance with the Collective Agreement.
- (b) An internal applicant in a job carrying a maximum step below the maximum step of the job group used to establish the start rate of the training scale will receive a promotional increase in accordance with Article 7.04(a) of the Collective Agreement, and his/her subsequent progression will be as per 3(c)(ii) and (iii) below.

(c) An internal applicant whose salary is greater than the start rate shall enter the scale at his/her existing salary and will progress as follows, subject to satisfactory performance:

- (i) The time span of the training scale will be established as per 2(a) above.
- (ii) The employee will progress at six month intervals, by equal dollar steps, to the end of his/her training scale, which will be established at the same relative position in the "end" job scale as the employee occupies in his/her current salary scale.

(e.g. 24 month training scale, Group 9 "end" job,
employee at Group 7, Step 3

Start	2061	(Group 7 - 3)
6 month	2159	
12 month	2256	
18 month	2354	
24 month	2451	(Group 9 - 3)

- (iii) Subsequent salary progression will be in accordance with normal length-of-service increases, with the employee's length-of-service date determined based upon the date they reach the end rate of the training scale.
- (d) If a person having suitable experience is appointed to a training situation, management may place him/her in any training step judged to be appropriate to his/her applicable experience.
- (e) It is the intent of the Parties that employees should not remain on training scales for an indefinite period of time. To this end, any case in which a trainee is judged to be incapable of being trained to perform the end job in a satisfactory manner will be handled according to its merits.

4. SALARY TREATMENT FOR INCUMBENTS OF MULTI-LEVEL JOBS

- (a) At the time the new job evaluation system is implemented, incumbents employed in multi-level job situations which are replaced by training scales will be placed at a step in the training scale or end job appropriate to the incumbents applicable length-of-service in the multi-level job hierarchy, provided they do not suffer any reduction in earnings or horizons in their current salary group.
- (b) Incumbents currently in a multi-level job situation who are judged to be incapable of being trained to perform the "end" job in a satisfactory manner will be given special consideration in accordance with the intent expressed in 3(e) above.

S.J. Benson
Labour Relations Supervisor.
B.C. Hydro and Power Authority

F.M. deMoor
Business Representative
OTEU, Local 378

1984-01-19
DATE

MEMORANDUM OF UNDERSTANDING # 25

RE: LEAVE OF ABSENCE FOR UNION BUSINESS

The Parties agree that Article 1.04(b) of the Collective Agreement is interpreted to mean that the Union will reimburse the Employer for all time lost whenever an employee is continuously involved in Union business for more than one day, even if it is an Executive Board meeting, an Executive Council meeting, or a combination of the two.

A. Harvey, President
OTEU Local 378

A.E. Janes
Manager, Labour Relations
B.C. Hydro

1989-08-31
Date

MEMORANDUM OF UNDERSTANDING # 26

RE: JOB EVALUATION

During the 1986 negotiations the Parties reviewed the terms of a 5 February 1986 letter (from R. Hart to T. Westmoreland) between Hydro and the OTEU concerning the job classification appeal procedure and the 21 January 1986 Memorandum of Agreement on Job Evaluation. The purpose of the review was to ensure a basic understanding of the changes to the appeal procedure detailed in the latter document.

At the meeting it was understood that the appeal procedure remains unchanged except for shortening the time frame and the principal method of resolving disagreements will be by comparison to other jobs in the family.

It is further understood the OTEU intends, from time to time, to use the detailed point and factor plan analysis as a method to determine the merits of an individual appeal. The Union has also reserved the opportunity to submit this assessment as evidence at an appeal hearing.

A. Harvey, President
OTEU Local 378

23 July 1986
Date

D.B. Demerse, Manager
Labour Relations Department
B.C. Hydro

**MEMORANDUM OF UNDERSTANDING # 27
(Previously Letter of Understanding # 27)**

RE: EMPLOYEE CATEGORIES

BETWEEN

**BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
("Employer")**

AND

**OFFICE AND TECHNICAL EMPLOYEES UNION,
LOCAL 378
("Union")**

1. The Employer and the Union agree to the establishment of a Joint Employee Category Committee ("Committee") to review the usage of Employee categories. The Committee will be established within sixty (60) days following signing of the Collective Agreement. The costs of the Committee will be borne by BC Hydro.
2. The mandate of the Committee will be as follows:
 - (a) To determine the information required to be supplied by BC Hydro which will allow for the monitoring of category usage;
 - (b) To determine what, if any, additional information regarding the nature of the temporary position should be included on job bulletins;
 - (c) To determine a procedure to be used by the Committee in reviewing concerns with local management over usage of the appropriate Employee category;
 - (d) To review work patterns of the "Tempworks" staff and make recommendations on appropriate category application;
 - (e) To review as required, the information provided under (b) above and follow-up with local management based on procedures as detailed in (c) above.
3. The Committee will consist of two (2) representatives from each Party. The Employer shall approve and pay for reasonable time off work for the Union's representatives to attend each meeting of the Committee, to a maximum of seven-and-one half (7/12) hours per day, per person.

Meeting space, equipment and supplies required by the Committee shall also be paid by the Employer.

4. Notwithstanding the above, the Parties agree that the use of Casual Employees when required to work full time should be for days and weeks not months as detailed in the Giardini Arbitration Award on the use of Casuals dated 19 May 1994. The Parties agree that the time limit of "weeks" in this context will refer to eight (8) weeks or less, except in exceptional circumstances.
5. This Letter of Understanding may be changed at any time by the written mutual agreement of the Employer and the Union.
6. 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 at _____, B.C. this _____ day of _____, 19

D. Percifield
Senior Business Representative
OTEU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
Date

[NOTE: This Memorandum of Understanding was previously recognized as a Letter of Understanding]

MEMORANDUM OF UNDERSTANDING # 28

RE: JOB SHARING

Definition

Job sharing is defined as dividing all the functions of one full-time regular position between two regular employees (including previous regular employees with post-maternity bulletining rights), each of whom works part-time in a manner that provides full-time coverage for the position. The supervisor is responsible for communicating the requirements of the job to both employees.

1. Procedure

- (a) Regular employees wanting to job share may request the supervisor to consider a proposal for a job sharing arrangement. One of the regular employees must be the incumbent in the position and the other regular employee must enter the position by virtue of either a lateral transfer or a voluntary demotion. (Notwithstanding this, an employee can receive a promotion into a job sharing arrangement if they bid on a bulletined job share position as contemplated in point (b) below.) In making a submission it is important that both employees realize they are entering a partnership. Their proposal must provide information on the qualifications and experience of each proposed partner and give details on how the arrangement will ensure the work is efficiently and effectively completed. Details which must be considered in the submission include:
 - (i) which functions will be shared and which functions will be performed by only one partner;
 - (ii) how work load priorities will be determined on an on-going basis, and how these priorities will be communicated between partners to ensure nothing is missed;
 - (iii) preferred work schedule of each partner, preferred start date; and
 - (iv) other information required by the supervisor or by the job itself.

- (b) If the incumbent in the regular full-time position has been unable to attract a suitable partner, the Employer will assist the employee in the search for a suitable partner by advertising the opportunity company-wide; with specific reference to eligibility limited to regular employees (including previous regular employees with post-maternity bulletining rights). Selections for job sharing will be made on the basis of Article 7.1 O(d).
- (c) Proposed job sharing arrangements will be discussed with the appropriate Personnel Office and for each job sharing arrangement there must be a written understanding signed by each employee participating and the employee's supervisor, with a copy to the Union.

Subject to operational efficiency, requests for job sharing shall not be unreasonably declined by the employer.

- (d) Employees entering into job share arrangements will not be eligible for travel allowances or moving expenses at the commencement of a job share.

2. Job Sharing Conditions

- (a) Full-time regular employees who enter a job sharing arrangement change their status to part-time regular.
- (b) Notwithstanding Article 1.06(b)2, employees may be requested to relieve for each other at straight time rates unless the hours of work of the relieving employee exceed 7.5 hours per day or 37.5 hours per week.
- (c) Notwithstanding Article 1.06(b)7, and Article 14.03, employees in a job sharing arrangement will be entitled up to two (2) weeks leave of absence without pay annually. The two weeks may be taken in unbroken sequence.
- (d) Employees in a job share arrangement may elect to attend meetings such as Departmental Meetings, Training Courses, Joint Union/Management Committee Meetings, etc., without such hours being included in the total hours of the two job share partners. Such time will be considered time worked, however will not trigger the overtime provisions unless the hours of the individual exceed 7 1/2 per day or 37 1/2 in the week. Under these circumstances, employees will be paid a minimum of 2 hours at straight time.
- (e) Multiple job share partners working in a department may elect to work additional hours to their normal job share scheduled, in order

to cover off an absence from work of another job share employee. Such hours must be approved by the Department Manager and must not, when totaled with all other job share hours in the department, exceed the total number of job share hours allotted to job share arrangements working in that department. The only exception to this will be when the total number of job share hours has been increased as a result of (1) above.

3. Termination of the Job Sharing Arrangement

- (a) If the job sharing arrangement is terminated by the employer, thirty (30) days written notice must be given to the affected employees with a copy to the union.
- (b) Should the job sharing arrangement be terminated by the employer, the job sharing partner who originally held the position will again assume that position. The provisions of article 9 will apply to the other incumbent.

If the original incumbent declines the full-time regular position, then the remaining partner will be offered the job and the provisions of article 9 will apply to the original incumbent. If the remaining partner declines, the position will be bulletined and the provisions of article 9 will apply to this remaining partner.

- (c) An employee may only vacate the job share due to transfer or termination. In this event, the other employee will assume the position on a full time basis, and may elect to initiate a new job share partnership starting as per 1 above. The Union will be notified by the employer upon the termination of a job share arrangement.

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

5. This Memorandum 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 at _____, B.C. this _____ day of _____, 19

S. Watson
Senior Business Representative
OPEIU, Local 378

S. Matheson
Labour Relations Officer
B.C. Hydro

Revised 1996-12-20
Date

JOB SHARING

This document serves to record the specific terms and conditions which will be applicable to the following job sharing arrangement.

JOB TITLE:

WORK LOCATION:

NAMES:

(Original holder of job)
Please Print

(Job Share Partner)
Please Print

Specifics of Hours & Days to be Worked: Name:	Specifics of Hours & Days to be Worked: Name:

The Job Sharing arrangement will commence on:

It is understood and agreed that the method of termination and other terms and conditions of this Job Sharing arrangement are as detailed in MOU#28 of the B.C. Hydro/OPEIU Collective Agreement.

EMPLOYEE:

(Signature)

(Signature)

DATE:

APPROVING
SUPERVISOR:

(Name)

(Signature)

DATE:

C: Human Resources
OPEIU

**MEMORANDUM OF UNDERSTANDING # 29
(Previously Letter of Understanding # 29)**

RE: ACCESS TO CHILD CARE

BETWEEN

**BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
("Employer")**

AND

**OFFICE AND TECHNICAL EMPLOYEES UNION,
LOCAL 378
("Union")**

1. The Parties recognize that the availability of and access to quality childcare is an integral component in balancing family and career for working parents.
2. To this end, the OTEU shall nominate two (2) representatives to participate in the Joint Child Care Working Committee with an equivalent number of representatives from each of BC Hydro and the other employee groups within BC Hydro. The Committee will be chaired by the Work and Family Coordinator.
3. The purpose of the Committee is to review and discuss issues related to present and future child care needs for children of employees of BC Hydro.
4. As part of this joint venture, the Parties support the establishment of the Edmonds Childcare facility, currently in the planning process. The Committee will also investigate child care needs in areas of the province, outside the Edmonds headquarters and make recommendations to BC Hydro by 31 March 1995. Such recommendations may include, but not be limited to, acquiring designated space in existing facilities for children of BC Hydro employees. The report and recommendations will be made available to employees. Subsequent to these communications, the Committee will function in an advisory capacity to BC Hydro in structuring future child care initiatives.
5. The Employer will consult with the Committee regarding the selection of providers of child care. The Employer will not select child care providers to which the Committee has reasonable objections.

6. Access by employees in the bargaining unit to child care provided by the Employer must be on a basis which is at least equal to that accorded to employees outside of the bargaining unit.
7. This Letter of Understanding may be changed at any time by the written mutual agreement of the Employer and the Union.
8. 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 at _____, B.C. this _____ day of _____, 19

D. Percifield
Senior Business Representative
OTEU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
Date

[NOTE: This Memorandum of Understanding was previously a Letter of Understanding.]

**MEMORANDUM OF UNDERSTANDING # 30
(Previously Letter of Understanding # 30)**

RE: UNION SHOP CARDS AND DECALS

BETWEEN

**BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
("Employer")**

. AND

**OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION
LOCAL 378
("Union")**

1. The Parties agree that in response to the Union's Proposal regarding the display of Union Shop Cards and Decals, the agreement between the Parties on this issue dated 10 June 1992 shall be incorporated into the Collective Agreement in full force and effect. In specific:
 - (a) The Union may display union decals at the main entrance to buildings wholly occupied by BC Hydro where members of the OPEIU are employed. The exact placement of the decal will be done in consultation between the local union representative and local management. The decals will not be displayed at joint tenant locations. The decal wording will read as follows:

"Office and technical employees of BC Hydro in this office are represented by the Office & Technical Employees' Union Local 378."
 - (b) The Union may display union shop cards at the individual work area of the union representatives. It is understood they will not be displayed in reception areas or at customer interface locations. The exact placement of the shop cards will be done in consultation between the union representative and local management. The shop cards will read as follows:

“Office and technical employees of BC Hydro
in this office are represented by:

OTEU Local 378 OPEIU

Office & Technical Employees' Union

Office & Professional Employees' International Union”

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

Signed at _____, B . C . t h i s day of _____, 19 ____

D. Percifield
Senior Business Representative
OTEU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
Date

[NOTE: Office and Technical Employees Union has since changed it's name to Office and Professional Employees International Union, and this Memorandum of Understanding was previously a Letter of Understanding.]

**MEMORANDUM OF UNDERSTANDING # 31
(Previously Letter of Understanding # 31)**

**RE: DEFINITION OF "DEPENDENT FAMILY MEMBERS"
FOR THE PURPOSES OF THE
EMPLOYEE AND FAMILY ASSISTANCE PROGRAM**

BETWEEN

**BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
("Employer")**

AND

**OFFICE AND TECHNICAL EMPLOYEES UNION,
LOCAL 378
("Union")**

The above Parties do hereby expressly and mutually agree as follows with respect to the above cited subject matter:

- (1) The Employer and the Union agree that the definition of "dependent family members" for the purposes of Article 26 (Employee And Family Assistance Program) of the Collective Agreement shall be resolved within ninety (90) calendar days following the date of signing of said Collective Agreement by consensus among all of the duly authorized representatives to the Joint Employee And Family Assistance Program (EFAP) Committee, failing which resolution the matter may be referred by either Party for determination by an arbitrator acting under Article 3 of the Collective Agreement, in which case the arbitrator shall have the authority and the jurisdiction to add to or change the provisions of the Collective Agreement in order to implement his or her decision. For greater clarity and certainty, the Parties agree that the definition of "dependent family members" which arises pursuant to this Paragraph (1) shall be deemed to be included in the Collective Agreement as if set forth in full therein in writing, and shall so apply.

- (2) In the event of any dispute between the Employer and the Union concerning the application, operation, administration or violation of any provision of this Letter Of Understanding, it is mutually agreed that this Letter Of Understanding shall be deemed to incorporated into the Collective Agreement between the Parties as if set forth in full therein in writing, and shall so apply, in which case the dispute shall be subject to resolution in accordance with the grievance and arbitration procedure(s) contained in said Collective Agreement.
- (3) This Letter Of Understanding shall expire and become null and void once the provisions of Paragraph (1) above have been satisfied.
- (4) This Letter Of Understanding may be changed at any time by the written mutual agreement of the Employer and the Union.

Signed at _____, B.C. this o____ day f _____, 19____

D. Percifield
Senior Business Representative
OTEU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
Date

[NOTE: This Memorandum of Understanding was previously a Letter of Understanding.]

**MEMORANDUM OF UNDERSTANDING # 32
(Previously Letter of Understanding # 32)**

RE: EXPEDITED ARBITRATION

BETWEEN

**BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
("Employer")**

AND

**OFFICE AND TECHNICAL EMPLOYEES' UNION,
LOCAL 378
("Union")**

(Refer to Art. 3.10)

1. The Parties agree to incorporate this Letter of Understanding for the duration of the current Collective Agreement.
2. For the purpose of accelerating the resolution of applicable grievances, the Parties may mutually agree to refer to Expedited Arbitration any matter properly processed, as a grievance, in accordance with the provisions of the grievance procedure contained in this Agreement.
3. One of the following named arbitrators shall be selected by mutual agreement to hear the matter in dispute in accordance with the provisions of this Letter of Understanding:
 - (a) Ready, V
 - (b) Korbin, J
 - (c) Taylor, C.
4. The facts of the matter in dispute shall be presented during Expedited Arbitration by a designated representative of the Union and a designated representative of the Employer.
5. The decision of the Arbitrator shall be of no precedential value and shall not be referred to by either Party in any other proceeding.
6. The Parties may, by mutual agreement, refer a group of grievances, related or unrelated, to be heard pursuant to this Letter of Understanding by a single arbitrator.

7. The Parties agree to make use of agreed statements of fact to the greatest extent possible, and unless mutually agreed otherwise to limit witnesses to 2 (two) per Party for each case.
8. All other provisions of this Letter of Understanding with respect to arbitration and the arbitration process as outlined in Article 3 shall apply to Expedited Arbitration.

Signed at _____, B.C. this _____ day of _____, 19__

D. Percifield
Senior Business Representative
OTEU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
Date

[NOTE: This Memorandum of Understanding was previously a Letter of Understanding.]

**MEMORANDUM OF UNDERSTANDING # 33
(Previously Letter of Understanding # 33)**

RE: PAY EQUITY

BETWEEN

**BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
("Employer")**

AND

**OFFICE AND TECHNICAL EMPLOYEES UNION,
LOCAL 378
("Union")**

(Refer to Art. 2 and MOU #48)

With respect to the above subject matter, the Parties agree to develop and implement Pay Equity as follows:

1. For the purpose of this Letter of Understanding, it is agreed that "Pay Equity" shall be defined to mean "equal pay for work of equal value", regardless of gender.
2. Using a gender neutral, Pay Equity proven job evaluation system, implement Pay Equity valid job group levels and salaries within the OTEU bargaining unit.
3. A Joint Pay Equity Working Committee ("Committee") will be formed to review and adjust as required the Province of British Columbia/BCGEU job evaluation plan for the purpose of developing the BC Hydro/OTEU job evaluation plan ("Plan") which is to be used to implement Pay Equity within the OTEU bargaining unit. If the Committee determines that the Province of British Columbia/BCGEU plan and any modifications that may have been agreed to will not be effective in terms of achieving Pay Equity, the Committee may recommend alternatives to the Parties.
- 4 . The mandate of the Committee is as follows:
 - a) Review and adjust the Plan in the following areas:
 - . the job evaluation criteria to be used for BC Hydro's OTEU affiliated jobs
 - . the points given for each criteria score

- b) Carry' out the evaluation of the benchmark. jobs identified in Appendix A using the Plan for, BC Hydro's OTEU affiliated jobs. The Committee may add to or delete from the benchmarks identified in Appendix A as appropriate.
 - c) Establish point bands to correspond to BC Hydro's OTEU affiliated job group levels and incorporate them into the Plan.
 - d) Recommend an. implementation schedule for Pay Equity salary adjustments within, the funding and timing framework as set out in points 7 and 8 below. It is agreed that priority in implementation will be given to job groups two (2) through seven (7).
5. The Committee will consist of two (2) representatives from each Party, with one male and one female, representative from each Party. The Committee may call upon jointly agreed external resources as required for technical information. The Employer shall approve and pay for reasonable time off work for the Union's representatives to attend each meeting of the Committee, to a maximum of seven-and-one half (7112) hours per day, per person, with a total maximum of paid time off for Union Committee representatives restricted to 60 person days. Time off beyond this total maximum shall be 'billed to the Union. Meeting space, equipment supplies and technical advisors required by the Committee shall also be paid by the. Employer. The Committee shall be struck no later than 30 days following ratification of the renewal of the Collective Agreement, and shall conclude their mandate as established in point 4 above no later than six (6) months from the date of commencement of the Committee.
6. Should the representatives of the Parties be unable to reach agreement at any point in exercising their mandate as defined in point (4), the following steps shall be taken to resolve the impasse:
- (i) The issue in dispute shall be identified in writing by the Committee, with the respective positions of the Committee members on the matter clearly articulated. This information shall be forwarded to the Parties, who shall meet not later than 7 calendar days following receipt of the information, for discussion and resolution.
 - (ii) Following discussion between the Parties, and failing resolution, the matter may be referred to an arbitrator (to be named) for an expedited hearing. Each Party is permitted no more than (to be defined) pages of written material in support of their position on the matter. Hearings on each matter are to be no longer than one clay, with each Party allowed a maximum of four hours of presentation. The arbitrator shall adopt the position of one Party or the other, and his/her decision shall be binding. The arbitrator shall issue his/her decision within 7 calendar days of the hearing date.

7. Upon conclusion of the Committee's mandate as outlined in point (4), the Employer shall review all valid encumbered jobs in the OTEU bargaining unit using the Plan. Pay Equity salary adjustments will be effective 1 April 1995. Salary adjustments due to Pay Equity made subsequent to this date will be retroactive to this date. Upon completion of job review and necessary salary adjustments, Pay Equity implementation shall be completed.
8. Beginning April 1, 1993 BC Hydro will allocate 1 % of total OTEU annual salary (i.e. - total straight time earnings as at 31 March 1993) to be used to effect Pay Equity salary adjustments. This same amount will be allocated each year thereafter for the same purpose until all BC Hydro's OTEU affiliated jobs have been evaluated and necessary Pay Equity salary adjustments have been completed. BC Hydro will maintain a record of amounts allocated for this purpose and will credit such amounts with an annual rate of interest at BC Hydro's deposit account rate. The cost of interim salary scale adjustments, as attached in Appendix B, shall also be drawn from this funding. On completion of the necessary Pay Equity salary adjustments, allocated funds which are not used shall remain with the employer.
9. Upgroupings in salary as a result of changes in job groupings arising out of this Letter of Understanding will result in placement of the salary in the new job group at the same relative position occupied in the previous job group. Downgroupings will be treated as per Article 7.03(a)6.
10. Job Classification Appeals which had been filed prior to the agreement date of the renewal of the Collective Agreement will be processed under the terms of Article 2 as set out in the 1991-93 Collective Agreement between the Parties. No new Classification Appeals will be accepted after the date of renewal of the Collective Agreement.
11. BC Hydro will use the Plan for the ongoing management and maintenance of job group levels and new job evaluations within the OTEU bargaining unit. To this end, the Parties agree to replace the Classification System with the Plan as defined above with respect to the administration, application, and operation of Article 2 of the current BC Hydro/OTEU Collective Agreement. Following implementation of the Plan, the Parties agree to meet annually to review the operation of the Plan and discuss concerns with respect to Plan application and integrity.
12. This Letter of Understanding may be changed at any time by the written mutual agreement of the Employer and the Union.
13. 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 at _____, B.C. this _____ day of _____, 19

D. Percifield
Senior Business Representative
OTEU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
Date

[NOTE: This Memorandum of Understanding was previously a Letter of Understanding.]

APPENDIX "B"
Monthly Salary Scale - Effective Date of Ratification

	Minimum	Step 1	Maximum			
GROUP 2	\$1855	\$2040	\$2225			
GROUP 3	\$2023	\$2224	\$2426			
	Minimum	Step 1	Step 2	Maximum		
GROUP 4	\$2206	\$2353	\$2500	\$2646		
GROUP 5	\$2404	\$2564	\$2723	\$2883		
	Minimum	Step 1	Step 2	Step 3	Maximum	
GROUP 6	\$2625	\$2755	\$2885	\$3015	\$3145	
GROUP 7	\$2862	\$3004	\$3145	\$3287	\$3429	
	Minimum	Step 1	Step 2	Step 3	Step 4	Maximum
GROUP 8	\$ 3122	\$ 3242	\$ 3368	\$ 3490	\$ 3615	\$ 3740
GROUP 9	\$ 3403	\$ 3536	\$ 3669	\$ 3808	\$ 3942	\$ 4075
GROUP 10	\$ 3711	\$ 3855	\$ 4000	\$ 4150	\$ 4299	\$ 4446
GROUP 11	\$ 4047	\$ 4203	\$ 4365	\$ 4525	\$ 4687	\$ 4848
GROUP 12	\$ 4412	\$ 4584	\$ 4757	\$ 4934	\$ 5110	\$ 5286
GROUP 13	\$ 4812	\$ 4996	\$ 5188	\$ 5380	\$ 5571	\$ 5765
GROUP 14	\$ 5246	\$ 5448	\$ 5655	\$ 5870	\$ 6077	\$ 6285

The above salary scale is effective on the date of ratification of the renewal Collective Agreement.

The above salary levels and structure reflect the general wage increases of 1 April 93 and 1 October 93.

Retroactive salary payments as a result of the 1 April 93 and 1 October 93 general increases to the scales in effect at 31 March 93 are made on the basis of the 1991-1993 salary structure.

Implementation Details

- Upon ratification, employees in Job Groups 2 through 7 shall remain in the Job Group they currently occupy, but shall be placed in the same relative position on the new scale as they occupied on the 1991-1993 scale.

Examples

Position on 1991-1993 Scales	Position on New Scale	Effect of Change
1) <i>Employee at Minimum</i>	<i>Minimum</i>	1% +1% General Increase
2) <i>Employee on Step</i>	<i>Same Step on new scale (if step has been deleted, Employee moves to Maximum)</i>	
I) Step 1, Group 3	i) Step 1, Group 3	i) old salary - \$2061 salary after general Increase - \$2102 salary after scale adjustments - \$2224
II) Step 3, Group 5	ii) Max, Group 5	ii) old salary - \$2638 salary after general Increase - \$2691 salary after scale adjustments - \$2883
3) <i>Employee between Steps</i>	<i>Same relative position between Steps on new scale (if same relative position does not exist on new scale, Employee moves to Maximum)</i>	
i) 1/2 way between Step 2 & 3, Group 5	i) 1/2 way between Step 2 & Max. Group 5	i) old salary - \$2591 salary after general Increases - \$2643 salary after scale adjustments - \$2803
ii) 1/4 way between Step 4 & 5, Group 6	II) Max, Group 6	ii) old salary - \$3006 salary after general Increases - \$3066 salary after scale adjustments - \$3145
4) <i>Employee at Maximum</i>	<i>Maximum</i>	1% + 1% General Increase

**MEMORANDUM OF UNDERSTANDING # 34
(Previously Letter of Understanding # 34)**

RE: CO-OPERATIVE EDUCATIONAL STUDENTS PROGRAM

BETWEEN

**BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
("Employer")**

AND

**OFFICE AND PROFESSIONAL EMPLOYEES' INTERNATIONAL UNION
LOCAL 378
("Union")**

This letter will confirm the Parties' agreement to participate in the hiring of students under a Co-operative Education Program as follows:

1. Co-operative students (herein after referred to as "students") are defined as persons enrolled in and who have not graduated from a recognized post-secondary institution which shall include colleges, institutions, university colleges and universities. Students from all programs, schools of studies and disciplines shall be governed by the terms of this agreement. It is understood that this agreement does not apply to Co-op students who perform work within the scope of the order of certification of IBEW Local No. 258 bargaining unit.
2. All students will be required to become and remain OPEIU members for the duration of their work term. Students will be classified as full-time temporary (Co-operative Education) and will not be entitled to sick leave and will not participate in the benefits outlined in Article 10 or the Pension Plan. Co-op Education students will not be entitled to apply for regular or temporary OPEIU-affiliated bulletined positions.
3. The work term of employment of each student will normally be for a period not exceeding five continuous months in duration. The Employer will give the Union prior notice if there is an intention of extending the work term.

4. Up to one hundred and fifty (150) positions may be established and identified per calendar year as Co-operative Education positions. Any increase in the number of positions requires the mutual agreement between the parties.
5. The OPEIU will be advised of the students name, position, and department and educational institution.
6. Where more than three students from an engineering program or more than two students from any other program are required in any one department such will be subject to agreement of the Parties.
7. It is the intent of the Parties that participation in this program will not adversely affect existing jobs or employees covered by the Collective Agreement.
8. In the event of a labour dispute between the Parties students shall not be required to perform any duties at a headquarters where members are on strike or locked out. The Employer shall have the option of transferring the students to another headquarters where the dispute is not active or canceling the terms of participation.
9. Students will receive salary treatment in accordance with the following schedule. This schedule will be negotiated on an annual basis or at such times as may be mutually agreed to by the Parties:
 10.

Work Term (Monthly Salary)					
1	2	3	4	5	Graduate
1894	2105	2316	2527	2633	2738
11. In the event of a declaration is made by the Labour Relations Board of British Columbia that any specific group of students as described herein, are not within the scope of the Order of Certification granted to the Union, the Company shall cease to deduct and remit dues on their behalf. For greater certainty it is agreed and understood that in the event of such declaration the numbers of students as described above permitted within the bargaining unit through the instrument of this document shall be reduced to sixty (60) in any calendar year.
12. The Parties agree that this agreement may not be used, referred to or otherwise introduced in any hearing before the Labour Relations Board of British Columbia which relates to the scope of the Order of Certification.
13. This Memorandum of Understanding may be changed at any time by the written mutual agreement of the Employer and the Union.

14. This Memorandum 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 at _____, B.C. this _____ day of _____, 19

S. Watson
Senior Business Representative
OPEIU, Local 378

D.S. Connelly
Labour Relations Officer
B.C. Hydro

Revised 1996-12-20
Date

**MEMORANDUM OF UNDERSTANDING # 35
(Previously Letter of Understanding # 35)**

RE: PARTICIPATION BY EMPLOYEES IN JOB SELECTION

BETWEEN

**BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
("Employer")**

AND

**OFFICE AND TECHNICAL EMPLOYEES UNION,
LOCAL 378
("Union")**

(Refer to MOU #2)

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

- (1) It is agreed that only supervisory, managerial, excluded employees (who are engaged in matters related to personnel functions pursuant to Section(s) 1 and 139 of the Labour Relations Code of British Columbia, or any equivalent successor legislation) shall be authorized to make job selection decisions under the Collective Agreement.
- (2) It is agreed that in the application of Paragraph (1) above, a Work Leader or other designated Employees in the bargaining unit who have specific technical expertise may act as advisor to the Employer during the job selection process under the Collective Agreement. It is understood and agreed that such advisor shall only provide technical input about the requirements of the job which is under competition and may be required to prepare assessment and testing materials for the selecting manager.
- (3) It is agreed that when a Union member participates in the job selection process as set out under Paragraph (2) above, it shall be voluntary and shall not be deemed to be a condition of employment. It is understood and agreed that if the work performed in this advisory capacity warrants a temporary promotion then the applicable provisions of the Collective Agreement, concerning temporary promotion, shall apply.
- (4) The Employer specifically agrees not to amend any job description held by any Work Leader or any other OTEU affiliated job description to incorporate job selection responsibilities into their

duties or attempt to have them designated as excluded Employees pursuant to the Labour Relations Code of British Columbia, or any successor legislation.

- (5) The Employer specifically agrees not to compel any Employee in the bargaining unit who participates in the job selection process in accordance with Paragraph (2) above to testify before either an arbitrator or the Labour Relations Board of British Columbia, or any of its successors.
- (6) This Letter Of Understanding may be changed at any time by the written mutual agreement of the Employer and the Union.
- (7) 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 at _____, B . C . t h i s day of _____, 1 9 -

D. Percifield
Senior Business Representative
OTEU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
Date

[NOTE: This Memorandum of Understanding was previously a Letter of Understanding.]

**MEMORANDUM OF UNDERSTANDING # 36
(Previously Letter of Understanding # 36)**

RE: DUTY TO ACCOMMODATE

BETWEEN

**BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
("Employer")**

AND

**OFFICE AND TECHNICAL EMPLOYEES UNION
LOCAL 378
("Union")**

1. The Parties to this Collective Agreement agree that they shall jointly share in their duty to reasonably accommodate, by placing in any job they are capable of filling, employees:
 - (a) who are incapacitated due to general impairment of health for the efficient performance of their regular duties; or
 - (b) permanently or temporarily disabled by a work related injury or illness.
2. In placing employees as per the above, the Union agrees to waive the applicable job posting requirements for the available placement position.
3. An employee subject to placement shall be entitled to all terms and conditions of their respective employee category - full time, part time, or casual - as set out in the Collective Agreement provided they meet the applicable employee definition as defined in Article 1.06. Where modified terms, including but not limited to hours of work, job duties, applicability of benefits, are required to accommodate an employee they shall be discussed on a case by case basis and jointly agreed by the Parties.
4. The employer shall give due consideration to workplace access and modifications, and personal circumstances in accommodating employees.
5. By mutual agreement, the employer may place eligible employees from outside the bargaining unit into positions encompassed by the OTEU's certification. In such cases the employee's bargaining unit seniority shall commence effective the date of placement into the bargaining unit.
6. The above terms are subject to a position being available that meets the needs of the operation and the abilities of the employee.

7. This Letter of Understanding may be changed at any time by the written mutual agreement of the Employer and the Union.
8. 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 at _____, B.C. this _____ day of _____, 19

D. Percifield
Senior Business Representative
OTEU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
Date

[NOTE: This Memorandum of Understanding was previously a Letter of Understanding.]

MEMORANDUM OF UNDERSTANDING # 37

RE: MICA CREEK

BETWEEN

**OFFICE AND PROFESSIONAL EMPLOYEES' INTERNATIONAL UNION
LOCAL NO. 378**

AND

B.C. HYDRO AND POWER AUTHORITY

It is understood and agreed to review this memorandum prior to March 31st, 1998, at which time it may be revised and/or extended upon, only by written mutual agreement of the Parties. This Memorandum shall apply to all employees headquartered at Mica Creek governing matters related to transportation, residency and variation to the standard hours of work. Except where specifically provided herein all terms and conditions of the Collective Agreement shall apply.

TRANSPORTATION

1. In general employees will be required to operate vehicles for the purpose of transporting employees from the established muster point(s) in Revelstoke to Mica as detailed below.
2. Hydro will provide appropriate transportation which meets the requirements of all applicable Safety Acts and Regulations, between the established muster points at Revelstoke and Mica at the commencement and completion of each "Mica Work Week" as defined below. Travel each way between the established muster point and Mica will be compensated as set forth in this document in 14 below. Employees leaving the established muster point by 08:00 (Day 1 of Mica Work Week) will not lose any of their regular straight time (x 1) salary as a result of delays caused or encountered by road or weather conditions between Revelstoke and Mica. Reasonable effort will be made to seat two (2) employees to a bench seat or alternative transportation may be provided.
3. Hydro will provide vehicles for transportation of employees residing in the Mica staff house to the Mica powerhouse, time for such travel at the beginning and end of each "Mica Regular Shift" as defined in 12 below will not be paid by the company.
4. An employee who for any reason is absent or misses the transportation provided by the company between the muster points will then be responsible for providing their own transportation at no cost to B.C. Hydro.

Time lost as a result of such an occurrence will not be paid by the company. In circumstances when commencing or returning from sick leave or in the case of emergency situations upon request B.C. Hydro shall make reasonable attempts to provide an appropriate vehicle which can be used by the employee(s) to travel between Revelstoke and Mica. At B.C. Hydro's request and if a Mica employee is willing to drive a B.C. Hydro vehicle to Revelstoke on their own time for the purposes of transporting an employee returning from sick leave then the employee will be paid 45 minutes travel time upon their return during regular Mica Hours.

5. Employees off shift when traveling to the established muster point or between the powerhouse and staff house will not receive compensation for such travel time.
6. Employees driving B.C. Hydro vehicles while on company business or other pre-authorized use which may include driving a vehicle to their home by the most direct route shall be covered by B.C. Hydro's insurance. Such insurance shall not be less than the minimum required by Provincial Regulations or the normal coverage as provided by the company whichever is superior.
7. It is the responsibility of B.C. Hydro to ensure that authorized employees who travel between the established muster points and the powerhouse and staff house in company vehicles are covered by the Workers' Compensation Act or equivalent and all other applicable regulatory requirements.

ACCOMMODATION AT MICA

8. Employees with permanent domiciles outside of Mica may reside at the staff house without charge. Staff house facilities will be maintained to acceptable standards.
9. Employees with permanent domiciles outside of Mica will not be eligible for payment of isolation allowance. No rental charges shall apply to employees claiming permanent residency in Mica and who reside in the staff house.
10. Employees who successfully bulletin to any position(s) at Mica or who as a result of any other application of provisions of the Collective Agreement are headquartered at Mica as of the date of signing of this Memorandum of Agreement shall be offered the choice of either full time single residency in the staff house or participating in the commuting arrangements as described above.
11. Hydro will maintain the townsite recreation facilities (unless otherwise agreed) and these facilities shall be available for use to employees and

MoU #37 Cont'd

their guests, the company will consult with employees prior to making changes to the existing facilities.

HOURS OF WORK - SCHEDULE

12. Regular hours of work for employees headquartered at Mica will normally be:

09:00 to 12:00 and 12:30 to 17:15 (7.75 hrs. Worked) Day 1
07:30 to 12:00 and 12:30 to 17:15 (9.25 hrs. Worked) Day 2 and Day 3
07:30 to 12:00 and 12:30 to 15:45 (7.75 hrs. Worked) Day 4

When requested by employees, with approval of the local union and agreed to by the employer, any holiday listed in Article 13.01 (a) which falls on a Tuesday, Wednesday, or Thursday may be taken off either the proceeding Monday or following Friday.

13. It is understood and agreed that Day 1 of the above schedule will fall on a Monday save and except in the case where such day is a Statutory Holiday whereupon Day 1 shall be deemed to be Tuesday.
14. This schedule includes 45 minutes paid travel time from the established muster point at Revelstoke to Mica and one (1) hour paid travel time from Mica to the established muster point at Revelstoke. If this travel time falls outside normal hours of work due to an employee required to work into normal travel time then they will be paid overtime rates.
15. Each day worked shall be paid at seven and one half (7.5) hours and the remaining time shall be credited to each employees Time Bank.
16. Credit shall not accrue to the Time Bank under the following conditions:
annual vacation,
days taken as Time Off (whole or part),
compensable days (WCB),
paid or unpaid leaves of absence,
such time shall be recorded at the rate of seven and one half (7.5) hours per day.
17. Sick leave days (whole or part) shall be compensated by seven and one half (7.5) pay with the appropriate remaining time for the day(s) to be drawn from the employee's sick leave bank to supplement his/her Time Bank.
18. Notwithstanding 16 and 17 above, where an employee is absent for part of the work day, his/her time bank shall be credited with time worked as described in 12. above.
19. Employees Time Bank will be reduced by seven and one half (7.5) hours for each Mica Day taken off. Annual vacation may supersede a scheduled Mica Day.

20. Not later than November 30th the Parties will agree on a Mica Schedule for the following year. This schedule will allocate Fridays as RWWL Days or Mica Days off in weeks in which there are no Statutory Holidays. In the case of both RWWL and Mica Days, with forty-eight (48) hours notice employees may be required to work on the designated Friday, taking the following Monday or Thursday off, by mutual agreement with their manager, as a day in lieu. In event less notice is given then the provisions of Article 11 (Overtime Premiums) of the Collective agreement shall apply. The application of this requirement shall not be exercised for a combined total of more than twenty (20) days in a calendar year.
21. Where an employee is off work and in receipt of income continuance or WCB (Workers' Compensation Board) benefits, any Mica Day scheduled during that period will be superseded by those benefits.
22. If an employee has insufficient hours in their Time Bank to cover a scheduled Mica Day, the employee may utilize annual vacation to supplement it, or they may accrue a negative balance to a maximum of five days. If annual vacation has been exhausted the Mica Day may be taken as an unpaid leave of absence. Employees may be permitted where approved by their manager, to work on a scheduled Mica Day and receive straight time credit to their Time Bank.

Temporary Changes of Headquarters

23. Where an employee headquartered at Mica is assigned on a temporary basis to another headquarters they shall assume the regular hours of work provided in Article 11.01.
24. Where an employee whose headquarters is outside Mica is assigned on a temporary basis to work at Mica, B.C. Hydro may elect to have them either maintain their regular hours and days of work, or adopt the hours and days of work of Mica personnel. In the latter the employees will have positive Time Bank balances scheduled off at the end of their temporary assignment to Mica. Negative balances shall be forgiven.

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

S. Banks
Business Representative
OPEIU, Local 378

H.J. Vatne
Labour Relations Officer
B.C. Hydro

1997-06-10
Date

MEMORANDUM OF UNDERSTANDING # 38

RE: CROSS-BULLETINING (HYDRO)

1. B.C. Hydro agrees to consider OTEU affiliated employees of Powertech, and Power Serv Pacific, along with employees currently on staff, on bulletins posted to fill vacancies for positions within the OTEU bargaining unit in B.C. Hydro provided B.C. Hydro continues to maintain no less than 50 percent ownership in Powertech. In the case of Power Serv, the above provision will continue to apply only while the 50/50 interest remains in effect between B.C. Hydro and ABB.
2. Selections will be made on the basis of the Article 7 job selection provisions of the collective agreement.
3. Seniority for job selection purposes will be calculated as per Article 6 of the collective agreement, and employees employed by Powertech or Power Serv Pacific will be given seniority credit for all continuous service with such other party (or its predecessors) provided they were members of the Union and such membership was continuous.
4. When an employee is selected for a job under the terms of this memorandum the eligibility requirements for the benefit plans described in Article 10 will be waived. In addition, seniority and length of service will be transferred for vacation, sick leave and LOA entitlements.
5. B.C. Hydro agrees to provide to Powertech and Power Serv Pacific copies of its bulletins for vacant positions within its OTEU bargaining unit, and to post bulletins received from such other parties where bulletins are normally posted.
6. This Memorandum of Understanding may be changed at any time by the written mutual agreement of the Employer and the Union.
7. This Memorandum 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.

D. Percifield
Sr. Business Representative
OTEU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
D a t e

MEMORANDUM OF UNDERSTANDING # 39

RE: SICK LEAVE WHILE ON ANNUAL VACATION

7 August 1997

(Refer to Articles 14 and 15)

Mr. S. Watson
Senior Business Representative
Office & Professional Employees'
International Union, Local 378
2nd Floor, 4595 Canada Way
Burnaby, B.C.
V5G 4L9

Dear Mr. Watson:

This is further to our discussions with respect to the application of sick leave once an employee has commenced Annual Vacation, as well as the application of sick leave with respect to scheduled RWWL days.

The Union agrees to recognize B.C. Hydro's practice in the application of sick leave once an employee has commenced Annual Vacation, which is to defer Annual Vacation when serious disability or illness, certified by a doctor, occurs after the commencement of Annual Vacation and the Annual Vacation has been scheduled for longer than five days.

It is understood and agreed that such deferral of Annual Vacation for serious disability or illness does not apply in cases where the Annual Vacation has been scheduled for a period of five days or less and the employee has already commenced their vacation.

With regards to the application of sick leave and RWWL days, the Parties agree that the following principles will be applied:

- 2 When sickness occurs after quitting time of a given working day but before starting time on the immediately following normal working day which is a scheduled RWWL day, such RWWL day will be taken and recorded as such.

2 When a person is off sick on the working day before a scheduled RWWL day, or sickness occurs during the working day before a scheduled RWWL day, and should the sickness continue into or through the scheduled RWWL day, the time will be recorded as sick leave and the RWWL day shall remain in the employee's Article 11 .10 (a) time bank and may be rescheduled at a later date.

Yours truly,

Susanne Matheson
Labour Relations Officer

Scott Watson
Senior Business Representative

Date

MEMORANDUM OF UNDERSTANDING # 41

RE: LIFESTYLE COORDINATORS

WHEREAS, B.C. Hydro requires the flexibility to select and rotate employees from any employee group to perform the function of Lifestyle Coordinator in the employer's health and wellness program in order to ensure the continued success of the program; and

WHEREAS, The Office and Professional Employee's Union Local 378 takes the position that the Lifestyle Coordinator duties are encompassed by the Union's Order of Certification:

NOW THEREFORE, the Parties agree that the following terms will apply in resolving their mutual concerns:

- (1) job selections for the position of Lifestyle Coordinator will be made based on the language of Article 7.10(d); however, the Union has acknowledged B.C. Hydro's concern that the employer must be able to solicit interest and select candidates from all employee groups. To this end the Parties further agree as follows:
 - (a) applicants from all employee groups will be evaluated based on the same selection criteria for any given competition; and
 - (b) should an applicant from outside the OPEIU bargaining unit apply and whose ability is significantly and demonstrably higher than applicants within the bargaining unit, the Employer shall be free to select the external applicant, subject to the grievance procedure. In the event the successful applicant is from outside the bargaining unit, the terms of Points 4(a) - (c) below shall apply.
- (2) in order to encourage interest in available Lifestyle Coordinator positions, job bulletins shall be posted in a generic, "expression of interest" fashion, with mention made that the positions are covered by the terms of the OPEIU Collective Agreement;
- (3) Lifestyle Coordinator positions may be either permanently held by the incumbent, or they may be designated as rotational, subject to the operational requirements of the area to which the position reports. Where the position is designated as rotational, the following applies:
 - (a) the Parties agree to apply the terms of Article 20.04 for up to three (3) years from the date of selection;

- (b) the successful applicant's regular position will be held open and the applicant shall return to this position following their rotation as a Lifestyle Coordinator. Such applicants shall not be eligible to occupy any other rotational Lifestyle Coordinator position for a period of 3 years from the expiry date of his/her most recent rotation.
 - (c) where the successful applicant is from outside the bargaining unit, the terms of Article 20.04(f) shall apply for the duration of the rotation, with an equivalent union dues deduction payable to the OPEIU for this period.
- 4. current Lifestyle Coordinator incumbents at the signing of the 14 July 1992 Letter of Understanding shall remain in their positions and retain their current affiliations.
- 5. if a Lifestyle Coordinator position is posted to be permanently held, rather than designated as rotational, all persons, including incumbents of other Lifestyle Coordinator positions may apply. The 3 year restriction set out in (3) above does not apply.
- 6. any person whose regular position is a bulletined permanent Lifestyle Coordinator position is not eligible to apply for a Lifestyle Coordinator position when it is posted on a rotational basis.
- 7. persons who occupy a rotational Lifestyle coordinator position are not eligible to compete for other rotational Lifestyle Coordinator positions.
- 8. persons occupying a rotational Lifestyle Coordinator position are subject to being bumped in accordance with Article 9.07 of the collective agreement. Incumbents of rotational Lifestyle coordinator positions who are bumped shall be returned to their regular position. Employees who bump into the rotational Lifestyle Coordinator position shall occupy that position only for the remainder of the rotational period after which time they shall receive options in accordance with Article 9.08 of the collective agreement. Vacant rotational Lifestyle Coordinator positions will not be considered vacancy placement opportunities under Article 9.05 of the collective agreement.

This Memorandum of Understanding may be changed at any time, or otherwise terminated, by mutual agreement of the parties.

Signed at _____, B.C. this _____ day of _____, 19

S. Watson
Senior Business Representative
OPEIU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

Revised 1996-12-20
Date

MEMORANDUM OF UNDERSTANDING # 42

RE: PAST SERVICE CREDITS FOR DETERMINING
OF ANNUAL VACATION ENTITLEMENT

25 June 1968

Dear Mr. Swanson:

This will record our understanding of Section 14(b) of the Agreement which reads as follows:

"All employees in or re-entering the Employer's service up to 1971-12-31, who had had previous service with the Employer will receive credit for past service in the determination of vacation entitlement..."

1. Calculation of Vacation Pay ("Month(s)" means full calendar month(s)). The amount of paid vacation in the year after re-entering service will be calculated as follows:

All employees re-entering Hydro service who have had previous service will receive the following calendar year after re-entering service, a paid vacation based on the number of months worked during the year service was re-entered according to the following:

- 1 day for each month worked to a maximum of 10 days where past service was less than 5 years;
- 1 1/2 days for each month worked to a maximum of 15 days where past service was from 5 to 14 years;
- 2 days for each month worked to a maximum of 20 days where past service was from 15 years to 24 years;
- 2 1/2 days for each month worked to a maximum of 25 days where past service was 25 years or more.

Note: The phrase "past service" includes the number of full calendar months of service during earlier periods of employment plus service in the first year of re-employment, plus service up to the end of the calendar year in which the vacation is being taken. Divide the total number of full calendar months by 12 to determine the number of calendar years.

2. Calculation of Vacation entitlement ("Month(s)" means full calendar month(s))

Although the number of paid vacation days is subject to service during the year in which the employee re-enters Hydro service, the total length of vacation entitlement is a condition of the total of past service plus service in the year the employee re-entered the job.

Example:

An employee works 4 months in the year he re-enters service and has 6 years of prior service: the next year he will receive:

Paid vacation - 1 1/2 days for each of the 4 months he worked in the year he re-entered service = 6 days paid vacation.

'Vacation Entitlement - Total service = 6 years and 5 months, 'therefore the employee is eligible for 3 weeks' vacation entitlement which would be made up as follows: 6 days with pay and Q days without pay.

If you, do not reply to the contrary we will assume you agree with this interpretation of Section 14(b) of the agreement.

Yours very truly,

B.D. Macdonald,
Labour Relations Assistant,
Labour-Management Services

[NOTE: Section 14(b) is now Article 14.051

REVISED

MEMORANDUM OF UNDERSTANDING # 43

RE: Work Experience Placements - Career and Personal Planning Program

Given the initiatives of the Provincial Government regarding the Work Experience Programs for students in grades 11 and 12, the Parties agree to the following in respect to the offering of "Work Experience Placements" and "Job Shadowing Opportunities" at B.C. Hydro associated with this particular program.

1. Students shall be enrolled in a secondary school level program.
2. Participating students shall not (1) replace; (2) displace; (3) delay the filling of a vacant budgeted/approved position in the bargaining unit; or (4) replace leaves of absence.
3. Duration of participation of any one student in the Career Preparation option shall not exceed 100 hours in any 12 month period.
4. Duration of participation of any one student in the Career and Personal Planning option shall not exceed 30 hours in any 12 month period.
5. Students shall not receive any form of remuneration for tasks performed, nor be entitled to become members of the Union.
6. The employee assigned to oversee, or provide a "shadowing" opportunity to a student shall be provided with adequate time to do so.
7. The Employer will complete a Work Experience Placement Partnership Agreement form for each student with each school district participating in the program, which will also be signed by the local Union Representative (Job Steward or Executive Councillor) and a copy forwarded to the Union office.
8. This Agreement may be canceled by either Party providing 30 days notice, and is without prejudice to either Parties' position regarding the offering of such placements.

Signed at Vancouver, B.C. this 7th day of October, 1997

Pamela Poisson
O.P.E.I.U. Union Representative

Susanne Matheson
Labour Relations Officer

1996-12-20
Date

MEMORANDUM OF UNDERSTANDING # 44

RE: HARASSMENT-FREE WORKPLACE

1. The Employer recognizes the right of all employees to work in an environment free from harassment.
2. Employees are responsible for conducting themselves within the spirit and intent of this memorandum and for contributing towards a work environment free from harassment.
3. Managers will foster in their areas a working environment where harassment is not tolerated and will take appropriate and timely action whenever they have actual knowledge of harassment.
4. All complaints of harassment will be taken seriously and will be investigated in a confidential, impartial and timely manner. Harassment constitutes unacceptable behavior which will not be tolerated and may be subject to discipline.
5. Retaliation against an individual, who has made a complaint of harassment or who has provided information, is prohibited. This situation shall be considered a form of harassment and shall be dealt with through this memorandum.
- I 6. Formal disciplinary action may be taken against a complainant if it has been determined after thorough investigation that a complaint of harassment was made maliciously or with specific intention to harm.
7. Definitions

(a) Sexual Harassment

Sexual harassment includes comment or conduct of a sexual nature, including sexual advances, requests for sexual favours, suggestive comments or gestures, or physical contact when any one or more of the following conditions is satisfied:

- (i) the conduct is engaged in or the comment is made by a person who knows or ought reasonably to know that the conduct or comment is unwanted or unwelcome;
- (ii) the comment or conduct is accompanied by a reward, or the express or implied promise of reward for compliance;
- (iii) the conduct or comment is accompanied by reprisal, or an express or implied threat of reprisal for refusal to comply;

- (iv) the conduct or comment is accompanied by the actual denial of opportunity or the express or implied threat of the denial of opportunity for failure to comply; or
- (v) the conduct or comment is intended or has the effect of creating an intimidating, hostile or offensive environment.

(b) Personal Harassment

Personal Harassment is objectionable conduct or comment directed towards a specific person, which serves no legitimate work purpose and has the effect of creating an intimidating, humiliating, hostile, or offensive work environment.

8. Complaint Procedure

- (a) An employee who feels subjected to harassment should make every effort to tell the offending party to stop such behaviour, prior to proceeding under this complaint procedure.
- (b) If the problem is not resolved through discussion between the individuals concerned, the employee who feels they have a harassment complaint may contact an external advisor who will:
 - (i) investigate the matter, and
 - (ii) maintain a strict degree of confidentiality with the employee(s) concerned: and
 - (iii) through discussion with the individuals concerned, effect a resolution which is agreeable to all concerned.
- (c) The external advisors shall be Employer funded. The Employer will consult with the Employee and Family Assistance Program Committee regarding the selection of advisors. The Employer will not select advisors to which the Committee has reasonable objections. The Parties agree that the external advisors shall only be used for the term of the current Collective Agreement.

- (d) In the event the problem is not resolved under (b) above an employee may raise a grievance through the Union to the Vice-President - Human Resources at Stage III, within 180 calendar days of the events giving rise to the original complaint. Notice of any grievance and an opportunity to attend, participate in and be represented at any grievance or arbitration hearing will be given to the alleged offender.
 - (e) An arbitrator hearing a grievance under this clause shall have the authority to:
 - (i) uphold or dismiss the grievance; and/or
 - (ii) return the issue to the Vice-President Human Resources to determine the appropriate disciplinary penalty; and
 - (iii) retain jurisdiction to resolve any matters related to this issue; and
 - (iv) make such further orders as may be necessary to provide a final and binding resolution of the grievance.
 - (f) At any stage in the above procedure an employee may seek assistance and/or involvement by a Union business representative.
9. This Memorandum of Understanding may be changed at any time by the written mutual agreement of the Employer and the Union.
10. This Memorandum 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 at _____, B.C. this _____ day of _____, 19

D. Percifield
Senior Business Representative
OTEU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
D a t e

MEMORANDUM OF UNDERSTANDING # 45

**RE: POWERTECH LABS INC.
LOCAL ISSUES AND TRAINING**

LOCAL ISSUES:

1. Business Travel

- 4 Travel time shall not apply where work is scheduled prior to or after an employee's normal working hours at the employee's normal work location.
- b) Where an employee is required to work unscheduled overtime, the Employer will, on request of the employee, provide or pay reasonable costs for alternate transportation to the employee's home under the following conditions:
 - (i) provided that normal means of transportation is not available;
 - (ii) where an employee is in a car pool arrangement, "normal means of transportation" shall be deemed to include the car pool;
 - (iii) for purposes of this provision, "unscheduled overtime is defined as that overtime occurring where an employee is notified by the employer during his/her scheduled shift that the employee will be required to continue working beyond the scheduled quitting time.
- c) If an employee is required to report for a regular scheduled day of work at a location other than the employee's normal work location, travel time at double time (2x) rates will be paid to and from that location, less the amount of time normally taken to travel to and from the employee's normal work location.
- d) Time spent traveling at the request of the employer on an employee's scheduled day off shall be paid to a maximum of seven and one-half (7 1/2) hours at straight time rates.
- e) Any time spent in travel by public carrier prior to or following the normal day's work will be paid for as time worked, except that where overnight travel is required, and sleeping accommodation is available, the hours between 24:00 and 08:00 will not be paid.
- f) The employer shall pay all reasonable expenses incurred by an employee when traveling at the request of the Employer on

Company business, including but not limited to air travel, and other means of transportation, accommodations, meals and other expenses directly related to such travel requirements.

2. Overtime

The overtime banking provision set out in Article 11.02(d) of the 1993-1996 B.C. Hydro/OTEU Collective agreement shall apply to Power-tech employees up to the point where they have worked 37.5 hours at overtime rates in a twelve month period, beginning April 1 of each year. For those employees whose overtime work exceeds 37.5 hours, the following shall apply with respect to overtime banking for all overtime hours worked, in excess of the first 37.5 hours, within the designated 12 month period:

- a) Employees must transfer at least 50% of monies earned for working overtime to a reserve time bank which is separate and apart from the time bank defined in article 11.10. Such reserve banked time shall be taken as time off in lieu of wages and shall be credited/debited to the bank in hours.
 - b) Accumulated reserve bank time may be taken off at the employee's discretion, subject to operational requirements. Accumulated reserve bank time in excess of the first 37.5 hours worked at overtime rates referred to above, may be scheduled off by the employer with as much prior written notice as practical but not less than 7 calendar days.
 - c) Reserve bank time not taken or scheduled off shall be paid to the employee at their request as of March 31 of each year or in the event payout request is not made, shall remain in the reserve time bank.
- 4 The accumulation of overtime hours as outlined above will commence the date of ratification for the fiscal year ending 31 March 1996.

3. Christmas Shutdown

- a) It is understood and agreed that the Employer may schedule a shutdown of its operations between the Christmas and New Years Holidays in any year. Such vacation shut down may be preceded by the weekend prior to Christmas Day and the weekend following New Years Day.

- b) In the event that the Employer implements a shutdown during the Christmas period, an Employee may request and receive a combination of time off, for any of the days the Employee would have normally worked during the period of the shutdown which are not covered by Paid Holidays, in accordance with the following:
 - i) unused annual vacation entitlement;
 - (ii) banked time, banked overtime and/or days in lieu;
 - (iii) time off without pay.
- c) The Employer shall provide all Employees with a minimum ninety (90) calendar days prior written notice of a planned Christmas Shutdown.
- d) Where the Employer has a requirement for work to be performed during a Christmas shutdown period, the performance of such work by any Employee shall be subject to the following:
 - (i) The Employer shall ask, in seniority order, from highest to lowest, the Employees who normally perform the available work if they want to work during the Christmas Shutdown and those Employees who accept shall be scheduled to work the required days;
 - (ii) If the Employer is unable, pursuant to the above, to secure sufficient personnel to meet the work requirements, the Employer shall have the right to schedule Employees in reverse order of seniority, from lowest to highest, who normally perform the available work to work during the Christmas Shutdown period.
- e) Any Employee who is scheduled to work any Statutory Holiday during any Christmas Shutdown period and who, without adequate reason, does not work shall not be entitled to any pay beyond that normally received for such Statutory Holiday(s).
- f) The Employer shall give at least ten (10) working days notice to each Employee who is scheduled to work, in accordance with the provisions of this section, during a Christmas shutdown. This provision shall not apply to circumstances beyond the control of the Employer.

TRAINING

In response to the union's proposal with respect to training, the parties hereby agree that a joint OTEU/Powertech training committee, consisting of two (2) representatives from the employer and two (2) representatives from the union shall be convened following ratification.

Committee members who are employees will be paid by the employer for meeting which occur during regular working hours. The purpose of the committee shall be as outlined in article 20.02(a) of the 1993-1996 B.C. Hydro/OTEU collective agreement.

Further to the purpose of the committee, the committee members shall provide a report to the president of each of Powertech Labs and OTEU, local 378 no later than March 31 1996 detailing results, progress, and planned action in achieving the committee's purpose. Following this date a semi-annual report will be provided to each member and the President of each of Power-tech and the OTEU.

Signed in Vancouver, B.C. this 20th day of October, 1995.

Scott Watson
OPEIU Business Representative

Mike Corrigan
Labour Relations Officer

Carol Slusar

George McCrae

Jim Brezden

MEMORANDUM OF UNDERSTANDING # 46

RE: WESTECH - EMPLOYEE DEVELOPMENT

The parties hereby agree that with respect to the development of OTEU affiliated employees with the employer.

- a) The parties will continue active participation in the Joint Training Committee within the provision of Article 20.02.
- b) The following specific objectives will be pursued between the date of ratification of this memorandum and 31 March 1996.
 - (i) A training policy statement developed by the employer in discussion with the committee will be published by the employer.
 - (ii) The employer will implement a new recording system which will more accurately break down the type of training being pursued. The employer will ensure that training is recorded accurately. Each employee will receive a report of their training time on a quarterly basis.
 - (iii) A base line curriculum of basic skills will be developed by the committee and to the extent possible the courses sourced, including identification of in-house courses that may require development.
 - (iv) The status of these initiatives and future initiatives will be communicated to the OTEU affiliated staff and a report will be provided on a semi-annual basis to the President of each of Westech and the OTEU.

Signed in Vancouver, B.C. this 20th day of October, 1995.

Scott Watson
OPEIU Business Representative

Mike Corrigan
Labour Relations Officer

Joe Smeets

Gerry O'Reilly

Rob Larsen

Jean Wong

MEMORANDUM OF UNDERSTANDING # 47

RE: WESTECH -TRAVEL TIME

It is understood and agreed that:

When the employer directs an employee to work at a temporary work location away from his or her established headquarters, which work does not allow the employee to return to his/her personal domicile following the conclusion of working hours in each work day, travel time on the day of travel to and the day of return from such temporary work location which is in excess of the employee's regularly scheduled hours of work in any work day or which falls on a scheduled day off shall be paid at straight-time (1x) rates. Such travel time may be incurred before and/or after the employee's regularly scheduled hours of work.

While an employee is working at a temporary work location which is subject to the provisions of the clause above, the provision of the clause above shall apply with respect to travel time to and from such temporary work location.

Signed in Vancouver, B.C. this 20th day of October, 1995.

Scott Watson
OPEN Business Representative

Mike Corrigan
Labour Relations Officer

Joe Smeets

Gerry O'Reilly

Rob Larsen

Jean Wong

MEMORANDUM OF UNDERSTANDING # 48

**RE: INITIAL IMPLEMENTATION AND ONGOING MAINTENANCE OF
PAY EQUITY JOB EVALUATION**

(Refer to Article 2 and MOU #33)

Whereas the Parties agree that this Memorandum of Understanding will govern the settlement of grievances #18-96 (96.0059) and # 91-95 part 2 (95.0241), where applicable:

and

whereas it is agreed the provisions of article 9 do not apply to the implementation and ongoing administration of the Pay Equity Job Evaluation Plan, except with respect to matters that are not expressly provided herein,

the Parties agree to the following:

1. The Parties agree that each provision of this Memorandum will only apply with respect to emerging jobs derived from or superceding the originating job, unless otherwise agreed by the Parties.
2. This Memorandum stands alone and the Parties agree that its provisions cannot be relied on in any dispute with respect to the interpretation or application of any other provision of the Collective Agreement. It is confined to those issues defined as falling within its terms.
3. Disputes arising under this Memorandum will be addressed in an expedited process by reference to one of the following mediator/arbitrators - J. Gordon, A. Hope, S. Kelleher, D. Munroe. The process will be informal and decisions that cannot be reached by consensus will be made by the mediator/arbitrator and will be final and binding. The mediator/arbitrator will be selected for disputes by rotation or by mutual agreement provided that the mediator/arbitrator selected agrees to hear the dispute within 7 working days and to publish any decisions required within 72 hours of having completed the hearing. Decisions will not be precedential; will be brief; will be confined to findings of fact, brief analysis and the result.
4. Where there are multi-incumbents in the same job within a department (a department for purposes of this memorandum is the same as referred to in Article 7.10(a)) and as a result of applying the Pay Equity plan for one or more but not all the incumbents positions are to be upgrouped, it is recognized that no candidate has a vested right to the upgrouped job. B.C.Hydro will apply the process outlined in Article 7.10(a) among the multi-incumbents. Where there is an increase in position(s) or if there is

an existing vacancy they will be filled using the process outlined in Article 7.10(a) or(b). Selections will be based on Article 7.10(d).

5. Where there are *multi-incumbents* in the same job within a department and as a result of applying the Pay Equity plan one or *more but not all* the incumbent's positions are to be *downgrouped*, the decision as to which incumbent(s) will remain in the higher position will be addressed under the expedited mediation/arbitration process set out in this Memorandum.
6. Where there are *single or multi-incumbents* in the same job within a department and as a result of applying the Pay Equity plan all the incumbents positions are either *upgrouped, downgrouped or remain at the same level* they will all be assigned to the job.
7. Where there is a *single incumbent* in a job within a department and duties are added, deleted, or otherwise changed and either a different existing title is required at the *same /eve/ or different level* or a new job is created at the *same /eve/ or different /eve/*, then providing the emerging job is derived from the originating job or supercedes the originating job or if the Parties otherwise agree, and providing the incumbent has the present ability to do the job she/he shall assume the position. In the event the individual does not have the present ability and cannot achieve the necessary level of ability with training, in a reasonable period of time, the individual will be displaced.
8. Where there are *multi-incumbents* in the same job within a department and duties are added, deleted or changed in one or more but not all positions and either a different existing title is required at the *same level* or a new job is created at the *same level*, then provided the emerging job is derived from the originating job or supercedes the originating job or if the Parties otherwise agree, the incumbent with the greatest seniority and present ability to perform the job shall be offered the position first. In the event none of the incumbents in the originating job elect to fill the emerging job, the incumbent with the least seniority and present ability would assume the job. If none of the incumbents has the present ability and cannot achieve the necessary level of ability with training in a reasonable period of time, the most junior individual(s) will be displaced.
9. Where there is a *single incumbent* in a job within a department, pursuant to Article 9.16(a) and (b) the incumbent may be transferred from his/her current job to a job at *another headquarters* having the *same level* but a different job title and job code, provided the emerging job is either derived from or supercedes the originating job.
10. Where there are multi-incumbents in the same job within a department and pursuant to Article 9.16(a) and (b) one or more but not all of the incumbents are to be transferred from their current job to a job at another headquarters having the same level but a different job title and job code,

then providing the emerging job is either derived from or supersedes the originating job, the incumbent with the greatest seniority and present ability to perform the job shall be offered the position first. In the event none of the incumbents in the originating job elect to fill the position, the incumbent with the least seniority and present ability would be directed.

Scott Watson
OPEIU Local 378

Mike Corrigan
B.C.Hydro

November 7, 1996
Date

November 5, 1996
Date

MEMORANDUM OF UNDERSTANDING # 49

RE: CONTINUOUS SHIFT OPERATIONS AT NCS

This Memorandum is for a one year pilot period commencing pay #2 on January 10th, 1998, and will be renewed and become part of the Collective Agreement following the pilot period unless either Party provides 2 months notice of intention to seek modification or let the agreement lapse.

In the event a dispute arises over the interpretation or application of this Memorandum the matter will be decided giving consideration to the principle that the agreement is not intended to result in decreased benefits or conditions for the employees; neither should the agreement result in increased costs for the employer.

1. The hours of work for full-time Computer Operator 3 employees in continuous operations will be from 7:00am to 7:15pm or 7:00pm to 7:15am. Starting times may be varied by agreement of the Manager and the employee(s).
2. Shift rotation will be on a four 'days on' - six days off basis with the exception of the relief shifts, which will be three 'days on' - four days off. This includes 17 RWWL days built into the schedule. The shift rotation may be changed by mutual agreement between the majority of the affected employees and management. The Union will be notified of any proposed changes to established shift rotations prior to their implementation. In the event the Union disagrees the original shift rotation will be maintained.
3. Each shift shall have an unpaid lunch period of thirty-five (35) minutes.
4. In the event an employee is scheduled for an education course on a day(s) that would normally be scheduled off, the employee will be paid at straight-times for the duration of the course, subject to a minimum payment of four hours. The employee may elect to be paid cash or have the time credited to their time off bank. If notice of less than 24 hours is received the employee affected will be paid at overtime rates for the first day of the course. Should an employee be scheduled for training on their scheduled days off more than once in an eight week period, overtime rates will apply.

5. Subject to the approval by the Manager or his/her designate, employees under this memorandum may request a mutual exchange of working hours. Each employee shall assume the hours of work of the employee she/he replaces but shall continue to receive her/his own regular rate of pay. If premium payment is involved, the premium will be paid to the employee working the work period to which the premium rate applies.
6. It is understood that shifts will be 11 hours 40 minutes, excluding the lunch period. An employee's time bank will be credited with 4.16 hours for each day worked.
7. Annual vacation, sick leave, WCB, jury duty, compassionate leave, etc. are paid at 7.5 hours for each day scheduled to work, with 4.16 hours being added to their time bank.
8. An employee's entitlement to annual vacation days will be pro-rated by dividing the annual vacation entitlement in hours by 11.66. The corresponding calculations are:

15 days vacation - 9.65 scheduled days off
20 days vacation - 12.85 scheduled days off
25 days vacation - 16.05 scheduled days off
30 days vacation - 19.30 scheduled days off

Partial days will be converted back to hours and added to the employee's time bank in the New Year.
9. 'Days on' that are scheduled off for other than current vacation entitlements will have 7.5 hours paid from their time bank. Each pay period will also have 4 days off scheduled which represent the equivalent of Saturdays and Sundays.
10. Employees shall have three (3) fifteen (15) minute paid rest periods per shift.
11. Employees shall be scheduled to work 150 shifts (totaling 1750 hours) in each calendar year, less vacation entitlement.
12. If at the end of the calendar year a shift worker has not worked or has exceeded the prescribed hours (1750 hours), the excess or deficit will be carried over and integrated into the schedule for the first quarter of the following calendar year.

13. Employees who work statutory holidays as part of their 'days on' schedule shall be paid a premium rate of one and one-half times the normal rate of pay for all hours of work which fall on the statutory holiday (00:00 - 24:00 including Christmas Day and New Years Day).
14. No NCS employee shall be scheduled to work both Christmas day and New Years Day. Christmas day for scheduling purposes only shall be considered the period between 7:00pm Dec 24th to 7:15pm Dec 25th. New Years day shall be considered the period between 7:00pm Dec 31st to 7:15pm Jan 1st.
15. As statutory holidays are already excluded from the scheduled 1750 hours, employees are not entitled to any additional days off.
16. Shift premiums cease upon commencement of Income Continuance.
17. Notice of relief situations under Article 12.05(k) shall include vacation relief, banked time off requests and training.
18. Employees working these shifts will receive 11.727% premium on their gross salary representing a blended average of the shift premiums under Article 12.05(f)2.

Sheila Banks
OPEIU Local 378

Hal Vatne
B.C.Hydro

January 8, 1998
Date

January 8, 1998
Date

MEMORANDUM OF UNDERSTANDING # 50

**RE: PAYOUT OF TIME OFF BANK UPON CHANGE OF STATUS
FROM/TO FTR TO/FROM PTR**

The Union and the Employer thereafter referred to as the "Parties") hereby agree to the full and final settlement of the Payout of Time Off Bank When Changing Employee Status from FTR to PTR Grievance (Union #97.0054/BCH #48/96) upon the following terms and conditions:

1. An employee who changes status from FTR to PTR or vice versa will maintain their time off bank accumulated under Article 11.10 (a). This time off bank does not include current year Annual Vacation.
2. **Changing Status from FTR to PTR.**

PTR employees are automatically paid a bi-weekly percentage for AV, RWWL and Statutory Holidays as outlined in Article 1.06(b) 7 & 8. This percentage payment will be applied to time scheduled off as a PTR. It is understood that when changing status from FTR to PTR, Pay Department will make a one time adjustment to the number of days in the employee's time off bank earned as a FTR such that when a day is taken from the time off bank as a PTR and the bi-weekly percentage is applied, the amount paid out as a PTR equates that which was earned as an FTR.

The benefit calculation formula used in determining the appropriate bi-weekly percentage is: $((AV\% + 4.4\%) \times 1.07) + 7\%$ where the AV% is based on the employee's years of set-vice, 4.4% is the percentage for statutory holidays, and 7% is the percentage for RWWL days. Because AV and Statutory holiday pay form part of gross bi-weekly earnings as per Article 1.06(b)(8), these amounts are multiplied by 1.07 to ensure RWWL is paid on earned AV and Statutory holiday pay.

For example, an employee with 5 years of service will have a bi-weekly percentage of 18.13% applied to their pay upon changing status to PTR. If such employee had 20 days in their time off bank, upon change status to PTR, their time off bank will be adjusted to 16.93 days (20 days divided by 1.1813). This adjustment will keep the employee whole as the employee's bi-weekly percentage will automatically be applied back to their pay when the employee utilizes time from their time off bank.

3. **Changing Status from PTR to FTR.**

When changing status from PTR to FTR the employee's time off bank will be increased by the amount of the employees' applicable bi-weekly percentage.

4. Any request by an employee to have their time off bank paid out in cash will be made as per Article 11.10 (c).

5. This agreement also applies to an employee who changes status from FTT to PTR. The provisions of point #2 above will apply in this case.

6. This agreement does not apply to an employee who changes status to or from that of a Casual. It is understood that for an employee who changes status from FTR, PTR or FTT to that of Casual, that the employee's time off bank will be paid out in full. Similarly, should a Casual employee accumulate a time off bank and then change status to FTR, PTR or FTT, their time off bank will be paid out in full.

Sheila Banks
Business Representative
Office & Professional Employees'
International Union, Local 378

Date December 3, 1997

Karen Popoff
Labour Relations Officer
BC Hydro

Date December 3, 1997

MEMORANDUM OF UNDERSTANDING # 51

BETWEEN

OPEIU LOCAL 378 AND BC HYDRO

RE: SEVEN DAY PER WEEK SHIFT OPERATIONS
AT NETWORK OPERATION SERVICES

The agreement reached under this Memorandum is necessitated by recent developments within the Electric Utility Industry in the Pacific Northwest and California. Effective 31 March 1998 at the latest, the respective Utilities will be implementing a seven day per week Pre-Scheduling function within their Control Areas. In order to accommodate this change in the BC Hydro Control Area, the Parties have agreed to a shift operation of the Pre-Scheduling function currently located at Burnaby Mountain, within T&D Network Operation Services.

In the event a dispute arises over the interpretation or application of this Memorandum the matter will be decided given consideration to the principle that the agreement is not intended to result in decreased benefits or conditions for the employees; neither should the agreement result in increased costs for the employer.

1. The hours of work for full-time Transmission Records Administrator employees in the Network Operation Services seven day per week operations will be from 07:15 hrs to 18:00 hrs. Starting times may be varied by agreement of the Manager and the employee(s).
2. Shift rotation will be on a four 'days on' - four days off basis. The shift rotation may be changed by mutual agreement between the majority of the affected employees and management. The Union will be notified of any proposed changes to established shift rotations prior to their implementation. In the event the Union disagrees the original shift rotation will be maintained.
3. Each shift shall have an unpaid lunch period of thirty (30) minutes.

4. In the event an employee is scheduled for an education course on a day(s) that would normally be scheduled off, the employee will be paid at straight-times for the duration of the course, subject to a minimum payment of four hours. The employee may elect to be paid cash or have the time credited to their time off bank. If notice of less than 24 hours is received the employee affected will be paid at overtime rates for the first day of the course. Should an employee be scheduled for training on their scheduled days off more than once in an eight week period, overtime rates will apply.
5. Subject to the approval by the Manager or his/her designate, employees under this memorandum may request a mutual exchange of working hours. Each employee shall assume the hours of work of the employee s/he replaces but shall continue to receive his/her own regular rate of pay. If premium payment is involved, the premium will be paid to the employee working the work period to which the premium rate applies.
6. It is understood that shifts will be ten hours and 15 minutes (10.25 hours), excluding the lunch period. An employee's time bank will be credited with 2.75 hours for each day worked.
7. Employees shall have three fifteen (15) minute paid rest periods per shift.
8. Current annual vacation, current RWWL days, sick leave, WCB, jury duty, compassionate leave, etc. are recorded at 7.5 hours for each day scheduled to work, with 2.75 hours being added to their time bank.
9. An employee's entitlement to annual vacation days will be pro-rated by dividing the annual vacation entitlement in hours by 10.25. The corresponding calculations are:
15 days vacation - 10.98 scheduled days off
20 days vacation - 14.63 scheduled days off
25 days vacation - 18.29 scheduled days off
30 days vacation - 21.95 scheduled days off

10. Employees will continue to be eligible for the cash payment in lieu of time off for any of the seventeen (17) RWWL days as set out in Article 11.01(a). Employees electing time off will have their RWWL days pro-rated by dividing their RWWL entitlement (in hours) by 10.25 as follows:

<u>Regular Y days</u>	<u>Pro-rated amount</u>
17	<u>12.44 days</u>
16	<u>11.71 days</u>
15	<u>10.98 days</u>
14	<u>10.24 days</u>
13	<u>9.51 days</u>
12	<u>8.78 days</u>
11	<u>8.05 days</u>
10	<u>7.32 days</u>
9	<u>6.59 days</u>
8	<u>5.85 days</u>
7	<u>5.12 days</u>
6	<u>4.39 days</u>
5	<u>3.66 days</u>
4	<u>2.93 days</u>
3	<u>2.20 days</u>
2	<u>1.46 days</u>
1	<u>0.73 days</u>

11. Partial or unused annual vacation days will be converted back to hours and added to the employee's time bank in the new year. Partial or unused RWWL days as in item 10 which reside in the time bank will be converted back as well.
12. "Days on" that are scheduled off for other than current vacation entitlements or current RWWL days will have 7.5 hours paid from their time bank. Each pay period will also have 4 days off scheduled which represent the equivalent of Saturdays and Sundays.
13. Employees shall be scheduled to work an average 182.5 shifts (totaling 1875 hours) in each calendar year, less vacation entitlement and RWWL days.
14. If at the end of the calendar year a shift worker has not worked or has exceeded the prescribed hours (1875 hours), the excess or deficit will be carried over and integrated into the schedule for the first quarter of the followinn calendar year.
15. Employees who work statutory holidays as part of their 'days on' schedule shall be paid at a premium rate of one and one-half times the normal rate of pay for all hours of work which fall on the statutory holiday. No Pre-y Scheduling employee shall be scheduled to work both Christmas day and New Years day.

16. As statutory holidays are already excluded from the scheduled 1875 hours, employees are not entitled to any additional days off.
17. Shift premiums cease upon commencement of Income Continuance.
18. Employees working these shifts will receive premiums in accordance with the shift Premiums under Article 12.05(f)1. I.e.: 6.7% between 07:15 - 08:00 and 16:30 and 18:00.

Sheila Banks
OPEIU Local 378

Hal Vatne
BC Hydro

24 February 1998
Date

24 February 1998
Date

MEMORANDUM OF UNDERSTANDING # 52

BETWEEN

OPEIU LOCAL 378 AND BC HYDRO

RE: BARRARD THERMAL

This Memorandum is for a 6 month pilot period commencing Monday May 25, 1998 unless the Parties agree to a further extension.

In the event a dispute arises over the interpretation or application of this Memorandum the matter will be decided giving consideration to the principle that the agreement is not intended to result in decreased benefits or conditions for the employee; neither should the agreement result in increased costs for the employer.

1. The hours of work for the full-time Chemist, and Lab Technicians will be from 7:30am to 4:45pm or 7:30pm to 04:45am. Starting times may be varied by agreement of the Manager and the employee(s).
2. Shift rotation will be on a four 'days on' - three days off basis. This includes RWWL days which have been built into the schedule. Consequently, the time bank enhancement does not apply to RWWL days. The shift rotation may be changed by mutual agreement between the majority of the affected employees and management. The Union will be notified of any proposed changes to established shift rotation prior to their implementation. In the event the Union disagrees the original shift rotation will be maintained.
3. Each shift shall have an unpaid lunch period of thirty (30) minutes.
4. Subject to the approval of the Manager or his/her designate, employees under this memorandum may request a mutual exchange of working hours. Each employee shall assume the hours of work of the employee she/he replaces but shall continue to receive her/his own regular rate of pay. If premium payment is involved, the premium will be paid to the employee working the work period to which the premium rate applies.
5. It is understood that shifts will be 8 hours 45 minutes, excluding the lunch period. An employee's time bank will be credited with 1.25 hours for each day worked.

6. Sick leave, WCB, jury duty and compassionate leave are paid at 7.5 hours for each day scheduled to work, with 1.25 hours being added to their time bank.
7. An employee's entitlement to annual vacation days will not be pro-rated. Annual vacation will be scheduled in one week blocks (M-F) at 7.5 hours per day. Consequently, 1.25 hours will not be added to their time bank.
8. 'Days on' that are scheduled off for other than current vacation entitlements will have 7.5 hours paid from their time bank. Each pay period will also have 4 days off scheduled which represent the equivalent of Saturdays and Sundays.
9. Employees shall have two (2) fifteen (15) minute paid rest periods per shift.
10. Any excess or deficit in hours will be reconciled at the end of the six month period unless the Parties agree to extend this agreement.
11. Employees who are required to work statutory holidays as part of their 'days on' schedule shall be paid a premium rate of one and one-half times the normal rate of pay for all hours of work which fall on the statutory holiday (00:00 - 24:00). The employees will also have 7.5 hours credited to their time bank.
12. Employees who are scheduled to work a statutory holiday as part of the 'days on' schedule but are not required due to reduced holiday staffing needs, shall take the day off and receive 7.5 hours pay for the day. However, 1.25 hours will not be credited to their time bank. It is recognized that this has the potential for an employee accumulating a negative time bank balance which will require reconciliation. Choice of working the holiday or taking it off will be offered on basis of seniority unless there are operational reasons leading the manager to designate otherwise.
13. As Statutory holidays are not built into the schedule any employee who is not scheduled to work on a statutory holiday shall be entitled to 7.5 hours credited to their time bank.
14. No Burrard Thermal employee shall be scheduled to work both Christmas day and New Years day. Christmas day for scheduling purposes only shall be considered the period between 7:30pm Dec. 24th to 7:30pm Dec. 25th. New Years day shall be considered the period between 7:30 Dec. 31st to 7:30pm Jan. 1st.
15. Shift premiums will be paid in accordance with Article 12.05(f) and cease upon commencement of Income Continuance.

16. Notice of relief situations under Article 12.05(k) shall include vacation relief, banked time off requests and training.

Scott Watson
OPEIU, Local 378

Hal Vatne
BC Hydro

3 June 1998

3 June 1998

MEMORANDUM OF UNDERSTANDING # 53

RE: SELF-FUNDED SABBATICAL LEAVE

During the 1997 round of negotiations the Parties agreed to provide regular OPEIU members the opportunity to participate in a self-funded sabbatical leave program. The details of the program are the same as what is offered to Management and Professional staff at B.C. Hydro and will be provided to an employee upon their request.

Subject to the application of Article 9, at the end of the leave the employee will return to the regular position they held immediately prior to their departure. In the event that an employee on a leave pursuant to this memorandum would have been displaced 'but for' the leave, the employee will be subject to Article 9 but will not receive their Article 9 options until their return to work date, unless otherwise agreed to by the Parties. The employee is to contact the Employer at least 14 (fourteen) days in advance of their return to work date to confirm their return to work.

The program that is in effect for Management and Professional staff on the date of ratification of the Agreement shall remain in effect for OPEIU affiliated employees for the term of this Agreement.

Karen Popoff
BC Hydro

Scott Watson
OPEIU, Local 378

October 14, 1998

MEMORANDUM OF UNDERSTANDING # 54

RE: OPEIU AND BC HYDRO'S LABOUR RELATIONS FORUM

This Memorandum of Understanding sets out the basis for establishing and maintaining an ongoing Labour Relations Forum (Forum) between the Office and Professional Employees' International Union (OPEIU), Local 378 and BC Hydro.

It is understood that a more favourable relationship cannot be simply negotiated or mandated, it must be developed together by the parties to the relationship. However, the parties recognize that without a shared relationship philosophy, it will be difficult to improve the current relationship. Representatives of the OPEIU and BC Hydro therefore acknowledge the need to work jointly with each other and with their principals toward the development of a more harmonious relationship.

The OPEIU and BC Hydro also recognize that many factors, both internal and external, have created and will continue to create new challenges to an effective working relationship. The parties therefore wish to set out the principles and guidelines for the establishment of the Forum and to identify the ways in which the OPEIU and BC Hydro intend to address certain labour relations issues on an ongoing basis. Nothing in this document is intended to abrogate any rights presently held by either party. The parties also recognize that in striving to meet their objective of establishing a stable and productive working relationship, periodic amendments to this document may be required from time to time.

One of the objectives of establishing this Forum will be to have a mechanism in place to respond to certain issues raised by either party which, if not dealt with in a timely fashion, could adversely affect the relationship between the parties. The parties recognize the importance of developing a consultative Forum for purposes of securing and maintaining a Collective Agreement that reflects the ongoing needs of the parties bound by it and which seeks to build labour relations stability within BC Hydro.

1. Working/Problem Solving Sessions

A consultative Forum (known as the Labour Relations Forum) will be established, maintained, and scheduled, to enable the parties to deal with certain issues for the purpose of improving the Labour Relations environment within BC Hydro. This Forum will consist of regularly scheduled meetings between the parties, and other such meetings as required, with the expectation that there would be no less than eight meetings per year.

2. Representation

There will be two designated senior representatives assigned from each party, one of which will be the President. OPEIU Local 378 (or designate), and the other, the Manager, Labour Relations, BC Hydro (or designate). The designated representatives will coordinate their respective agendas and will work toward the resolution of issues brought forward. Other participants may be brought in by the parties on an "as required" basis to act as a resource in helping resolve the issues being addressed.

3. Issues to be Addressed

Issues brought forward by the parties may include, but not be limited to, the following: proposed changes to the collective agreement; mutually agreed unresolved issues from the most recent round of collective bargaining; other mutually agreed non-bargaining issues from either party; and, business focused operational issues that have a labour relations impact. Issues brought to the Forum will be discussed on an informal and without prejudice basis, and categorized as being: (1) potentially resolvable within the Forum; (2) not resolvable within the Forum; (3) referable to collective bargaining; and (4) set aside with reasons to the initiator. Every effort will be made to deal with "resolvable issues" as expeditiously as possible. In regard to such issues, the parties will endeavor in good faith to arrive at resolutions without external assistance. However, the parties agree that some "resolvable issues" may require third party assistance, and the parties will therefore appoint a standing mediator who may be called upon as the parties determine.

4. Resolution Implementation

Resolutions to issues that involve changes to the Collective Agreement shall be announced and implemented as the parties determine. It is understood that some resolutions may require a ratification procedure.

5. Communications

Communication of Forum resolutions will be jointly coordinated. To that end, the parties will keep joint minutes. In addition, each party will be free to engage in direct communications with their respective constituents, with a copy of such communiques being sent to the other party.

Labour Relations Forum: Collective Bargaining

- Except in relation to proposed changes to the Collective Agreement, the Forum will continue its activities during periods of formal collective bargaining.
- Formal collective bargaining will commence after either party gives the other party written notice of its intention to renew the Agreement in accordance with the terms of the Collective Agreement between the Parties. Typically, notice to bargain will occur no less than four months Prior to the expiry of the Collective Agreement. The objective is to conclude bargaining by the expiry date of the current agreement.
- The Parties will commit appropriate resources to the bargaining process to enable issues to be dealt with in an expedited and thorough fashion.
- Issues resolved through the Forum that are not ratified and implemented immediately will subsequently be brought to the bargaining table for incorporation in the next renewal Collective Agreement and Will be subject to ratification as part of that settlement.

The Parties believe that in order to achieve 'a Positive labour relations environment there must be open communication and trust between the Parties and a shift towards a more constructive approach to resolving issues of mutual concern. In support of the objective to achieve and maintain positive labour relations, the Parties commit themselves to the Principles of the Labour Relations Forum

Ron Tuckwood
For OPEIU, Local 378

Garry Corbett
For BC Hydro

October 5.1998

MEMORANDUM OF UNDERSTANDING # 55

Between

BC Hydro
and
OPEIU, Local 378

RE: GAINSHARING

The Parties agree to implement a Gainsharing Program for the term of the collective agreement.

The objectives of the Gainsharing Program will be towards achieving measurable performance/productivity gains on initiatives that are within the control of employees and that have a positive impact on initiatives such as customer satisfaction, safety and health, and overall corporate performance. The Gainsharing program is intended to give employees a direct stake in the results they produce and to provide meaningful compensation contingent upon results. The Gainsharing Program will be based on the following conditions and elements:

1. BC Hydro and the OPEIU will each appoint 2 representatives to a Joint Committee on Gainsharing.
2. The Joint Committee will be charged with the responsibility to:
 - (a) Define the scope of the gainsharing program, including the application of gainsharing at Powertech Labs Inc. and Westech Information Systems Inc.;
 - (b) Identify and establish initiatives capable of generating performance gains or improvements;
 - (c) Evaluate and confirm the performance measures and/or formulas to be used in assessing performance gains;
 - (d) Define plans for monitoring and evaluating each undertaking comprising the Gainsharing Program;
 - (e) Make recommendations to the Parties as to the method of payment for savings determined by the committee to be eligible, and/or performance gains achieved under the program.
3. The Joint Committee will meet as it deems necessary between 1 January 1999 and 1 May 1999 to produce in good faith a written, comprehensive

Gainsharing Plan founded upon the elements of this Letter of Understanding.

4. The payments of targeted gainsharing amounts, or portions thereof, are subject to the following:
 - (a) The production of an agreed Gainsharing Plan on or before 1 May 1999;
 - (b) Approval of the gainsharing plan by the Parties;
 - (c) The realization of all or a portion of the gains described in the Gainsharing Plan.

Karen Popoff
BC Hydro

Scott Watson
OPEIU, Local 378

14 October 1998

MEMORANDUM OF UNDERSTANDING # 56

Between

BC Hydro

and

Westech Information Systems Inc.

and

Powertech Labs Inc.

and

OPEIU Local 378

RETURN TO WORK PROGRAM - GAINSHARING

In recognition of the joint success the Parties have had with the Return to Work Program since its inception in November 1995, the savings attributable to the return to work of OPEIU members will be shared and will be paid in a lump sum payment of \$390 dollars to OPEIU members. This payment will occur upon ratification of the collective agreement and will apply to all regular and full time temporary employees with 6 months or more service as of 30 June 1998, who are still employed as of the date of ratification. It is understood that "full time temporary" in the immediately preceding sentence includes co-OP students. The lump sum will be converted to hours based on each eligible employee's individual rate of pay and will be deposited into each eligible employee's time off bank.

The Return to Work Program will be continued for the duration of this collective agreement, with the annualized savings being used to increase benefit provisions, as detailed in the Memorandum of Agreement. The exact language describing the Return to Work Program will be referred to the Labour Relations Forum

Karen Popoff
Labour Relations, BC Hydro

Scott Watson
Sr. Business Representative
OPEIU, Local 378

14 October 1998

MEMORANDUM OF UNDERSTANDING #57

RE: PAY EQUITY - CSFR 5 AND WORK LEADER

(Refer to MOU #2)

Upon mediation, the Parties agreed to settle all of the outstanding grievances relating to the implementation of the Pay Equity Job Evaluation Plan (the "Plan") raised in the Union's grievance letters dated August 28, 1996 and October 1, 1996 (save and except for those matters previously resolved in the November 7, 1996 Memorandum of Understanding between the Parties), which Plan is prescribed by Memorandum of Understanding No. 33 and Article 2 of the Collective Agreement, upon the following terms:

1. The Parties recognize that under the express terms of Letter of Understanding No. 33, Section 9, the application of the Plan may result in the downgrouping of some jobs.
2. (a) All employees who are currently classified as non-office Meter Readers shall remain "grandfathered" in their current job description and salary scale pursuant to the terms of the March 19, 1991 Memorandum of Agreement between the Parties re: Meter Readers. The "grandfathered" Meter Readers shall continue to be provided with the options set out in said Memorandum.
 - (b) With respect to employees hired subsequent to March 19, 1991 into positions that involve a substantial amount of meter reading, these incumbents shall continue to be classified as Customer Service Field Representative 5.
 - (c) If as a result of a review under the terms of the Plan, the CSFR 5 job is upgrouped in salary, the Parties agree that prior to the implementation of the newly evaluated CSFR 5 job, the Parties will meet to review what impact, if any, the upgrouping should have on CSFR 5 incumbents whose duties involve substantially meter reading functions. It is understood that BC Hydro may modify the job duties for those CSFR 5 positions which involve substantially meter reading functions, with the possible result that such positions and incumbents would remain at their current pay group level.
- (d) The Parties shall establish a joint committee in an effort to address concerns raised by the Employer relating to the positions which require a substantial amount of meter reading, with the Parties agreeing to enter such discussions in good faith. The concerns raised by the employer include, but may not be limited to:
 - (i) interaction of the meter readers with the public; and
 - (ii) completion of and changes to meter reading routes.

3. If an employee is assigned substantially all the duties and responsibilities that are set out in Memorandum of Understanding No. 2 ("Work Leadership Responsibilities") that employee will be designated as a Work Leader, but if an employee is not assigned substantially all of those duties and responsibilities, the employee will not be designated as a Work Leader.

It is recognized that there may be positions with other forms of work direction and/or guidance, which duties are set out in the job description; however, these duties do not represent substantially all of the duties and responsibilities set out in MOU #2. Therefore, such positions will not have the "Work Leader" designation in their job title and will be evaluated under the Plan.

Work Leader positions shall also be evaluated under the Plan, and where the Plan does not specifically result in a higher job grouping, a Work Leader position shall be paid a minimum of one job group above the highest grouped OPEIU affiliated position over whom the Work Leader has M of U #2 responsibilities.

4. With respect to the current Plan implementation, as set out in Section 7 of MOU #33, BC Hydra shall review the manner in which jobs are described by the various Strategic Business Units and, if it is determined that there are jobs in which employees are required to do essentially the same work, every reasonable effort will be made to ensure that those jobs are described in a similar manner and are assigned the same title and job code. The Union's Job Evaluation Officer shall be provided with details of said review and be provided the opportunity for comment and input.
5. Any disputes that arise under the terms of this Memorandum of Settlement, including disputes relating to the interpretation of the Plan and descriptive relationship of jobs between Strategic Business Units, may be referred to Dalton Larson, who shall meet with the Parties and attempt to resolve the dispute through a process of non-binding mediation. Any disputes relating to the interpretation of the Plan shall be resolved by reference to the express terms of the Plan and the collective agreement and the generally recognized principles of job evaluation.

Dated this 20th day of November, 1996 at Vancouver, British Columbia

Signed for OPEIU, Local 378:

Signed for BC Hydro:

Scott Watson
Senior Business Representative

Michael Corrigan
Labour Relations Officer

SUPPLEMENTARY INFORMATION

B.C. Hydro Pension, Group Life Insurance,
Income Continuance, Medical Services and Dental Plans

NOTE: These plans are not necessarily agreement matters. Details below are provided for information only. The plans reflect details of benefits provided at Level 2 of the Flexible Benefits Plan.

Employees wishing further information about these plans or plan benefits at Levels 1 or 3 of the Flexible Benefits Plan should either consult their booklet "You and B.C. Hydro", "Hydro Flex for OPEIU Employees" or direct enquiries to Personnel offices.

PENSION PLAN

The Hydro Plan was introduced in 1965 and provides a pension based on 2% of the average of the best five (5) consecutive years plan earnings for each year of service as a member of the plan. Membership is compulsory for new regular and full-time temporary employees after three (3) months service. Membership is optional for OPEIU casual employees whose earnings exceed 35% of the Yearly Maximum Pensionable Earnings (YMPE) for two consecutive calendar years.

Normal retirement is at age 65. Retirement following age 60 (or after age 55 with 35 years service), is possible without reduction of the accrued pension. Earlier retirement after reaching age 50, with at least ten (10) years service and provided age plus service is at least 65, is also possible. For employees retiring prior to age 60 the pension is reduced by 5% for each year the retirement date is before age 60 or for those retiring after age 55, 5% for each year service is less than 35 if this results in a smaller reduction.

Effective April 1/99 the reduction for early retirement will be reduced from 5% per year to 3% per year.

Effective April 1/2000 the age and service requirement of 55-59 years of age with 35 years of service will be changed to a minimum of age 55 with age and service totaling 85.

Please note that applicable Pension Plan rules are applied at the time of termination of employment or death. Therefore, prospective rule changes only apply to employees who terminate (or die) after the effective date of the change.

Integrated with the Canada Pension Plan, the plan requires contributions of 6.31% of plan earnings, 1.1 % of which is allocated for cost of living supplements. Hydro matches employees' required cost of living contributions and contributes the additional funds necessary to provide the promised benefits.

Hydro administers the plan and the B.C. Superannuation Commissioner has custody of the funds and manages their investment under regulation of the B.C. Hydro and Power Authority Act.

Pensions are indexed each year on 1 January with the percentage increase limited by either the cost of living increase or the amount of funds available in the Index Reserve Account. The Index Reserve Account is derived principally from matching contributions and from interest earned on plan funds set aside to pay pensions to the extent that the interest exceeds the amount the actuary has assumed will be earned.

GROUP LIFE INSURANCE PLAN

The Group Life Insurance Plan is underwritten by Sun Life Assurance Company. For new employees under age 65 enrollment is compulsory. For part-time regular and full-time regular employees, coverage is effective the first date of employment. For full-time temporary employees coverage is effective after 3 months continuous employment; only casual employees are excepted.

Coverage during employment is for 200% of basic annual earnings. Changes to coverage, necessitated by changes in earnings, take place for employees at work 1 January and 1 July each year, based on basic pay rates in effect on those dates. Coverage terminates thirty-one (31) days after employment terminates but may be converted to an individual policy without the need to provide evidence of insurability, within that thirty-one (31) day period.

An employee who becomes totally and permanently disabled before age 65 or date of retirement, if earlier, will have full coverage continued until age 65 or retirement date, if earlier. Totally disabled employees may apply for premium waiver which if accepted by Sun Life Assurance Company will continue coverage in effect at date of disability without payment of premium. Premium waivers have the effect of eliminating the taxable income that must be reported if the employer continues to pay monthly premiums to the insurance co. A totally disabled employee who has been diagnosed as terminal, may be able to apply for an advance payout of basic life insurance (25% of coverage to a maximum of \$50,000) to help them meet medical costs and settle estate matters. The balance of the insurance will be maintained for payment to the employees beneficiary after death occurs. For employees who have attained age 60 or older, the "Living Benefit" amount will be half of the amount of life insurance benefit the employee would be entitled to in five years time according to the schedule described under "Coverage After Retirement". Medical evidence is required by the insurer.

Subject to insurance law, changes to beneficiary may be made through your Personnel Service Area. Under current tax rules the total monthly premium paid by the employer is taxable income. See article 10 for Agreement provisions.

NOTE: The above information does not form part of any offer or proposal and is provided for purposes of information only. Changes to the text of the Supplementary Information appended to the 1991-1993 OTEU/BC Hydro Collective Agreement are underlined for ease of reference.

MEDICAL SERVICES PLANS

Basic Medical Services

The plan covers the cost of required medical, surgical, obstetrical and diagnostic services to employees and dependents. It also covers some services in oral surgery, chiropractic, physiotherapy, optometry and similar practice. The plan is standard throughout B.C.

Under current tax rules the employer's share of the premium is taxable income.

EXTENDED HEALTH CARE

This plan provides partial coverage for cost of ambulance, prescription drugs, (limited to Pharmacare drug formulary) special nursing, semi-private and private rooms in hospitals, artificial limbs and eyes, rental or purchase of a wheel-chair or special equipment, speech therapy for children under age 16, hearing aids, acupuncture, physiotherapy and chiropractors additional to or not covered by the Medical Services Plan of B.C. One hundred percent (100%) of eligible expenses, with no deductible may be claimed from and is reimbursed by Medical Services Association, to a maximum lifetime benefit of \$500,000 per person. Some expenses covered by the EHC plan may be reimbursed under Pharmacare; where that happens MSA will help sort out which plan pays for what.

Vision care coverage will be provided to cover the cost of lenses, frames or contact lenses when prescribed by a person legally qualified to make such prescriptions to a limit of \$100.00 for each dependent child in any 12 month period. Effective 1 January 1999 the plan shall be amended to include a vision care addendum which provides benefits up to \$225 each 24 months for the employee and spouse. Effective 1 April 2001 the plan shall be amended to include a vision care addendum which provides benefits up to \$250 each 24 months for the employee and spouse.

Claims should be submitted regularly throughout the year. You have until 31 March to submit prior year's expenses to the Pharmacare plan and until 31 December to submit prior years expenses to the EHC plan.

See Article 10 for agreement provisions.

INCOME CONTINUANCE PLAN

The Income Continuance Plan is underwritten by Manulife Financial Group Benefits and is compulsory for all but casual and vacation relief employees. For full-time regular, part-time regular and full-time temporary employees coverage is effective after three (3) months continuous employment. Effective January 1, 1995 coverage for full-time regular and part-time regular employees coverage is effective the date of hire. Full-time temporary employees coverage continues to be effective after three (3) months continuous employment.

If onset of disability occurs prior to January 1, 1995 the plan pays benefits of 50% of the employee's basic earnings in payment at the onset of disability through sickness or accident but not for the first thirty (30) days of disability which are covered by available sick leave credits. Payments continue while an employee continues to satisfy the definition of disability under the group insurance contract and from performing normal duties. After two (2) years of absence payments continue only while the employee is disabled from performing any occupation he/she is reasonably fitted for by training, education or experience. Coverage ceases at age 65. Payments are reduced if the employee is eligible for Canada Pension Plan Disability Pension or retires on pension or receives group insurance installment payments as a totally disabled person. Payment is not made if Workers' Compensation time-loss benefit is payable.

If disability onset occurs on or after January 1, 1995 the plan pays benefits of 66 2/3 % of the employees basic earnings in payment at the onset of disability but not for the first 105 calendar days accumulated over a period of 26 weeks.

If disability onset occurs on or after January 1, 1995 payments continue while an employee remains disabled from performing normal duties but after two (2) years of benefit payment, payment continues only while the employee is disabled from performing any occupation he/she is reasonably fitted for by training, education or experience. Coverage ceases at age 65. Payments are reduced if the employee is eligible for Canada Pension Plan Disability Pension or retires on pension. Payment is not made if Workers' Compensation time-loss benefit is payable.

Prior to January 1, 1995 employees will pay 100% of required premiums and if disability onset occurs prior to January 1, 1995 disability payments received will be a non-taxable benefit, Effective January 1, 1995 the employer will pay 100% of required premiums and if disability onset occurs on or after January 1, 1995 disability payments received will be taxable income.

Effective January 1, 1995 employees may elect to be covered by the benefit package in this agreement or, alternately, optional benefit packages as set out by the employer.

DENTAL PLAN

This plan is underwritten by Medical Services Association and provides preventive, major reconstruction, and orthodontia services that are routinely performed in the office of a general practicing dentist or dentist, while you are covered by the plan.

Part A- covers maintenance and normal restorative services such as examinations and x-rays; preventive treatments such as scaling and fluoride applications; extractions; normal surgery by dentists; fillings; inlays and onlays and repairs and relining of appliances.

Part B - covers major reconstruction and replacement services such as crowns (rebuilding natural teeth), full or partial dentures, and crowns and bridges (to replace missing teeth).

Part C- covers orthodontic services by an orthodontist or a dentist.

Coverage ceases at the end of the month in which your employment ceases.

The coinsurance percentage shown in Article 10.03 is the percentage of eligible expenses reimbursed by the plan. Eligible expenses are the lesser of (1) the amount shown in the schedule for covered services as agreed each year by Medical Services Association and the dental college and denturists' society and (2) the actual fee charged. Before starting treatment ascertain from the dentist or denturist if the proposed treatment is covered by the plan and to what extent the proposed fee will be reimbursable.

See Article 10.03 for Agreement provisions.

PAYROLL DEDUCTIONS

1. Pension contributions during absence on Workers' Compensation time-loss, income continuance or sick leave are deducted from payments made by Hydro. If the payments are insufficient to have deductions made, arrangements with Pay Department are possible to maintain contributions to the Hydro Plan.
2. Union dues deductions during absence on Workers' Compensation time-loss, income continuance or sick leave are maintained only while the employee receives regular payments through Pay Department of sick pay or supplements to Workers' Compensation or income continuance. When payment ceases the employee should make personal arrangements to continue union dues.
3. Income continuance premiums are not payable for any period during which income continuance benefits are being received.

SCHEDULE OF INSURANCE COVERAGE

Over \$	Annual		Bi-Weekly		Amount of Insurance \$
	To \$		From \$	TO \$	
13,001	13,250		498.37	507.92	26,500
13,251	13,500		507.96	517.50	27,000
13,501	13,750		517.54	527.08	27,500
13,751	14,000		527.12	536.67	28,000
14,001	14,250		536.71	546.25	28,500
14,251	14,500		546.29	555.83	29,000
14,501	14,750		555.87	565.42	29,500
14,751	15,000		565.46	575.00	30,000
15,001	15,250		575.04	584.58	30,500
15,251	15,500		584.62	594.17	31,000
15,501	15,750		594.21	603.75	31,500
15,751	16,000		603.79	613.33	32,000
16,001	16,250		613.37	622.92	32,500
16,251	16,500		622.96	632.50	33,000
16,501	16,750		632.54	642.08	33,500
16,751	17,000		642.12	651.67	34,000
17,001	17,250		651.71	661.25	34,500
17,251	17,500		661.29	670.83	35,000
17,501	17,750		670.87	680.42	35,500
17,751	18,000		680.46	690.00	36,000
18,001	18,250		690.04	699.58	36,500
18,251	18,500		699.62	709.17	37,000
18,501	18,750		709.21	718.75	37,500
18,751	19,000		718.79	728.33	38,000
19,001	19,250		728.37	737.92	38,500
19,251	19,500		737.96	747.50	39,000
19,501	19,750		747.54	757.08	39,500
19,751	20,000		757.12	766.67	40,000
20,001	20,250		766.71	776.25	40,500
20,251	20,500		776.29	785.83	41,000
20,501	20,750		785.87	795.42	41,500
20,751	21,000		795.46	805.00	42,000

Annual Over \$	To \$	Bi-Weekly From \$	To \$	Amount of Insurance \$
21,001	21,250	805.04	814.58	42,500
21,251	21,500	814.62	824.17	43,000
21,501	21,750	824.21	833.75	43,500
21,751	22,000	833.79	843.33	44,000
22,001	22,250	843.37	852.92	44,500
22,251	22,500	852.96	862.50	45,000
22,501	22,750	862.54	872.08	45,500
22,751	23,000	872.12	881.67	46,000
23,001	23,250	881.71	891.25	46,500
23,251	23,500	891.29	900.83	47,000
23,501	23,750	900.87	910.42	47,500
23,751	24,000	910.46	920.00	48,000
24,001	24,250	920.04	929.58	48,500
24,251	24,500	929.62	939.17	49,000
24,501	24,750	939.21	948.75	49,500
24,751	25,000	948.79	958.33	50,000
25,001	25,250	958.37	967.92	50,500
25,251	25,500	967.96	977.50	51,000
25,501	25,750	977.54	987.08	51,500
25,751	26,000	987.12	996.67	52,000
26,001	26,250	996.71	1,006.25	52,500
26,251	26,500	1,006.29	1,015.83	53,000
26,501	26,750	1,015.87	1,025.42	53,500
26,751	27,000	1,025.46	1,035.00	54,000
27,001	27,250	1,035.04	1,044.58	54,500
27,251	27,500	1,044.62	1,054.17	55,000
27,501	27,750	1,054.21	1,063.75	55,500
27,751	28,000	1,063.79	1,073.33	56,000
28,001	28,250	1,073.37	1,082.92	56,500
28,251	28,500	1,082.96	1,092.50	57,000
28,501	28,750	1,092.54	1,102.08	57,500
28,751	29,000	1,102.12	1,111.67	58,000

Over \$	Annual		Bi-Weekly		Amount of Insurance \$
	To \$		From \$	To \$	
29,001	29,250		1,111.71	1,121.25	58,500
29,251	29,500		1,121.29	1,130.83	59,000
29,501	29,750		1,130.87	1,140.42	59,500
29,751	30,000		1,140.46	1,150.00	60,000
30,001	30,250		1,150.04	1,159.58	60,500
30,251	30,500		1,159.62	1,169.17	61,000
30,501	30,750		1,169.21	1,178.75	61,500
30,751	31,000		1,178.79	1,188.33	62,000
31,001	31,250		1,188.37	1,197.92	62,500
31,251	31,500		1,197.96	1,207.50	63,000
31,501	31,750		1,207.54	1,217.08	63,500
31,751	32,000		1,217.12	1,226.67	64,000
32,001	32,250		1,226.71	1,236.25	64,500
32,251	32,500		1,236.29	1,245.83	65,000
32,501	32,750		1,245.87	1,255.42	65,500
32,751	33,000		1,255.46	1,265.00	66,000
33,001	33,250		1,265.04	1,274.58	66,500
33,251	33,500		1,274.62	1,284.17	67,000
33,501	33,750		1,284.21	1,293.75	67,500
33,751	34,000		1,293.79	1,303.33	68,000
34,001	34,250		1,303.37	1,312.92	68,500
34,251	34,500		1,312.96	1,322.50	69,000
34,501	34,750		1,322.54	1,332.08	69,500
34,751	35,000		1,332.12	1,341.67	70,000
35,001	35,250		1,341.71	1,351.25	70,500
35,251	35,500		1,351.29	1,360.83	71,000
35,501	35,750		1,360.87	1,370.42	71,500
35,751	36,000		1,370.46	1,380.00	72,000
36,001	36,250		1,380.04	1,389.58	72,500
36,251	36,500		1,389.62	1,399.17	73,000
36,501	36,750		1,399.21	1,408.75	73,500
36,751	37,000		1,408.79	1,418.33	74,000

Annual		Bi-Weekly		Amount of Insurance \$
Over \$	To \$	From \$	To \$	
37,001	37,250	1,418.37	1,427.92	74,500
37,251	37,500	1,427.96	1,437.50	75,000
37,501	37,750	1,437.54	1,447.08	75,500
37,751	38,000	1,447.12	1,456.67	76,000
38,001	38,250	1,456.71	1,466.25	76,500
38,251	38,500	1,466.29	1,475.83	77,000
38,501	38,750	1,475.87	1,485.42	77,500
38,751	39,000	1,485.46	1,495.00	78,000
39,001	39,250	1,495.04	1,504.58	78,500
39,251	39,500	1,504.62	1,514.17	79,000
39,501	39,750	1,514.21	1,523.75	79,500
39,751	40,000	1,523.79	1,533.33	80,000
40,001	40,250	1,533.37	1,542.92	80,500
40,251	40,500	1,542.96	1,552.50	81,000
40,501	40,750	1,552.54	1,562.08	81,500
40,751	41,000	1,562.12	1,571.67	82,000
41,001	41,250	1,571.71	1,581.25	82,500
41,251	41,500	1,581.29	1,590.83	83,000
41,501	41,750	1,590.87	1,600.42	83,500
41,751	42,000	1,600.46	1,610.00	84,000
42,001	42,250	1,610.04	1,619.58	84,500
42,251	42,500	1,619.62	1,629.17	85,000
42,501	42,750	1,629.21	1,638.75	85,500
42,751	43,000	1,638.79	1,648.33	86,000
43,001	43,250	1,648.37	1,657.92	86,500
43,251	43,500	1,657.96	1,667.50	87,000
43,501	43,750	1,667.54	1,677.08	87,500
43,751	44,000	1,677.12	1,686.67	88,000
44,001	44,250	1,686.71	1,696.25	88,500
44,251	44,500	1,696.29	1,705.83	89,000
44,501	44,750	1,705.87	1,715.42	89,500
44,751	45,000	1,715.46	1,725.00	90,000

Over \$	Annual		Bi-Weekly		Amount of Insurance \$
	To \$		From \$	To \$	
45,001	45,250		1,725.04	1,734.58	90,500
45,251	45,500		1,734.62	1,744.17	91,000
45,501	45,750		1,744.21	1,753.75	91,500
45,751	46,000		1,753.79	1,763.33	92,000
46,001	46,250		1,763.37	1,772.92	92,500
46,251	46,500		1,772.96	1,782.50	93,000
46,501	46,750		1,782.54	1,792.08	93,500
46,751	47,000		1,792.12	1,801.67	94,000
47,001	47,250		1,801.71	1,811.25	94,500
47,251	47,500		1,811.29	1,820.83	95,000
47,501	47,750		1,820.87	1,830.42	95,500
47,751	48,000		1,830.46	1,840.00	96,000
48,001	48,250		1,840.04	1,849.58	96,500
48,251	48,500		1,849.62	1,859.17	97,000
48,501	48,750		1,859.21	1,868.75	97,500
48,751	49,000		1,868.79	1,878.33	98,000
49,001	49,250		1,878.37	1,887.92	98,500
49,251	49,500		1,887.96	1,897.50	99,000
49,501	49,750		1,897.54	1,907.08	99,500
49,751	50,000		1,907.12	1,916.67	100,000
50,001	50,250		1,916.71	1,926.25	100,500
50,251	50,500		1,926.29	1,935.83	101,000
50,501	50,750		1,935.87	1,945.42	101,500
50,751	51,000		1,945.46	1,955.00	102,000
51,001	51,250		1,955.04	1,964.58	102,500
51,251	51,500		1,964.62	1,974.17	103,000
51,501	51,750		1,974.21	1,983.75	103,500
51,751	52,000		1,983.79	1,993.33	104,000
52,001	52,250		1,993.37	2,002.92	104,500
52,251	52,500		2,002.96	2,012.50	105,000
52,501	52,750		2,012.54	2,022.08	105,500
52,751	53,000		2,022.12	2,031.67	106,000

Over \$	Annual		Bi-Weekly		Amount of Insurance \$
	To \$		From \$	To \$	
53,001	53,250		2,031.71	2,041.25	106,500
53,251	53,500		2,041.29	2,050.83	107,000
53,501	53,750		2,050.87	2,060.42	107,500
53,751	54,000		2,060.46	2,070.00	108,000
54,001	54,250		2,070.04	2,079.58	108,500
54,251	54,500		2,079.62	2,089.17	109,000
54,501	54,750		2,089.21	2,098.75	109,500
54,751	55,000		2,098.79	2,108.33	110,000
55,001	55,250		2,108.37	2,117.92	110,500
55,251	55,500		2,117.96	2,127.50	111,000
55,501	55,750		2,127.54	2,137.08	111,500
55,751	56,000		2,137.12	2,146.67	112,000
56,001	56,250		2,146.71	2,156.25	112,500
56,251	56,500		2,156.29	2,165.83	113,000
56,501	56,750		2,165.87	2,175.42	113,500
56,751	57,000		2,175.46	2,185.00	114,000
57,001	57,250		2,185.04	2,194.58	114,500
57,251	57,500		2,194.62	2,204.17	115,000
57,501	57,750		2,204.21	2,213.75	115,500
57,751	58,000		2,213.79	2,223.33	116,000
58,001	58,250		2,223.37	2,232.92	116,500
58,251	58,500		2,232.96	2,242.50	117,000
58,501	58,750		2,242.54	2,252.08	117,500
58,751	59,000		2,252.12	2,261.67	118,000
59,001	59,250		2,261.71	2,271.25	118,500
59,251	59,500		2,271.29	2,280.83	119,000
59,501	59,750		2,280.87	2,290.42	119,500
59,751	60,000		2,290.46	2,300.00	120,000
60,001	60,250		2,300.04	2,309.58	120,500
60,251	60,500		2,309.62	2,319.17	121,000
60,501	60,750		2,319.21	2,328.75	121,500
60,751	61,000		2,328.79	2,338.33	122,000

Over \$	Annual		Bi-Weekly		Amount of Insurance \$
	To \$		From \$	To \$	
61,001	61,250		2,338.37	2,347.92	122,500
61,251	61,500		2,347.96	2,357.50	123,000
61,501	61,750		2,357.54	2,367.08	123,500
61,751	62,000		2,367.12	2,376.67	124,000
62,001	62,250		2,376.71	2,386.25	124,500
62,251	62,500		2,386.29	2,395.83	125,000
62,501	62,750		2,395.87	2,405.42	125,500
62,751	63,000		2,405.46	2,415.00	126,000

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