

This Agreement is made and entered into by and between:

BRITISH COLUMBIA HYDRO AND POWER AUTHORITY

and

POWERTECH LABS INC

(Parties of the first part)

and

**CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES' 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 2005 and ending on 31 March 2006 , 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.

04129(09)

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**Employee Transition Plan for the Successorship
between BCH and JV Entity**

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ARTICLE I

RECOGNITION CLAUSES

- 101 (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 Powertech and Westech as though they **are** employees of the COPE 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.
- 102 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.
- 103 (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 104(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. 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.

The Union will **reimburse** the employer for all time lost whenever an employee is continuously involved in Union business for more than one (1) day, even if it is an Executive Board meeting, an Executive Council meeting, or a combination of the two.

(This paragraph was previously in MOU #25, which was deleted in M.O.A. April 23, 2002)

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 (Powertech) 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 Employer's 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.
- 3. A supervisor may change an established schedule but must provide two (2) weeks notice of any change.
- 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**.
- a. 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**.
- 11. Notwithstanding paragraph (8) above, where a part-time regular employee is working in a full-time temporary (FTT) position as defined **in** Article 1.06(c)(1), s/he shall be **entitled to leave of absence** without pay in **lieu** of and in **an** amount **equal** to the number of RWWL days that would be otherwise earned, in **addition** to their entitlement under Article 14.03(b).

(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 **106(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 filling 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

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. 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.

(This paragraph was previously in MOU #27 – MOU #27 deleted in M.O.A. April 23, 2002)

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 11.**

(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.

ii. 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.

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 employe~~e~~(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.

1.10 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 COPE Local 378 members employed by the Employer and referred to in article **101** 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.

1.16 **DEFINITION OF "DEPARTMENT" AND "SIGNING GROUP"**

Department:

A "department" will generally be understood to be all those employees under a Manager who reports to a Direct Report to a Vice-President or above. Where an anomaly occurs to this definition, BC Hydro may institute a definition of department which varies from the above in which case the employer will provide to the Union the rationale for **the** desired anomaly. **If the union does** not accept the anomaly, then the Union may request a hearing before a third party (to be named) who will provide a final and binding decision as to whether the anomaly should **be** permitted. The hearing will be informal and expedited and the third **party** will consider the employer's business case, **operational** needs, relevant **past** practice, and administrative considerations in making their determination. As well, the third party will consider any issue put forth by **the** union in the **context** of the collective agreement.

Signing Group:

A "signing group" will generally be understood to **be** all those employees reporting to a first line manager. However, anomalies **will** occur, including but not limited to, employees from different geographical locations reporting to one manager, and employees **from cross functional groups** reporting to different managers yet still deemed to be in the **same** signing **group**. In these instances the existing signing group practices shall prevail.

If the union does not **accept** the signing group anomaly, then **the** Union may request a hearing before a third party (to be named) who will provide a final and binding decision as to whether the anomaly should be allowed. The hearing will be informal and expedited and the third party will consider the employer's business case, operational needs, relevant past practice, and administrative considerations in making their determination. As well, the third party will consider any issue put forth by **the** union **in the** context of the collective agreement.

ARTICLE 2

JOB EVALUATION

2.01 THE JOB EVALUATION SYSTEM

(Refer to MOU #33 and #48)

- (a) The Parties agree to implement the Paid 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.
- (f) The **Employer** and the Union will establish a Joint Steering Committee to oversee the application 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 COPE representatives to attend each meeting of the Committee. The Union will be responsible for travel and accommodation expenses for COPE representatives. Meeting space, equipment, supplies and jointly agreed upon external resources shall be paid by the Employer.
 - (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 identify adjustments or changes needed to maintain the effectiveness of the Plan, **including** the

Review/Appeal process, and will make appropriate recommendations for change to the Parties as required.

2.02 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) When jobs are to be downgrouped the Union will be notified and given reasons in writing thirty (30) days prior to the effective date.
- (d) The Employer will provide the Union with a list of job titles covering COPE affiliated positions four times a year.

2.03 JOB EVALUATION REVIEW AND APPEAL

Where an employee believes that their job description does not accurately describe their actual job responsibilities and the group level of their job is incorrect, or that the duties they perform are more properly characterized by a different existing job description, the employee may initiate a review and may appeal in accordance with this Article.

“Days” in this Article shall mean calendar days.

- (a) An employee may initiate a review by completing the Job Evaluation Review Form and submitting it to the appropriate manager, with a copy to be forwarded to the Union and the Employer’s designated Job Evaluation representative. A review can only be initiated if a significant change has occurred in the employee’s duties or if new duties which are significant in nature have been added to their job. However, the Union, in rare and exceptional circumstances, where the outcome of a job evaluation is unreasonable, may initiate a review.
The Job Evaluation Review Form will be agreed upon by the Joint Committee. The completed Job Evaluation Review Form must identify all of the new duties and/or changes to duties, and, if the employee believes that the duties they perform are more properly characterized by a different job description, indicate which job description they believe is applicable. The date on which the Job Evaluation **Review**

Form is submitted will signify the official commencement date of the Review/Appeal process.

- (b) Within **sixty (60)** days of the receipt of the Job Evaluation Review Form, the Employer shall respond in writing to the employee and the Union, The Employer may, during the sixty days, meet with the employee and/or the Union to obtain more information.
- (c) If the employee disputes the Employer's response in paragraph (b) above, the employee has fifteen (15) days to notify the Union and the Employer in writing of their dispute. If the Union agrees, following a consideration of the employee's concerns, that an appeal is required, the Union will determine whether the appeal is based on:
 - (i) the evaluation of the job, or
 - (ii) a different job description exists that **more** properly describes the duties of the employee.
- (d) If paragraph (c)(i) applies, the Union must, within thirty (30) days of the employee's notification under paragraph (c), submit a comprehensive written rationale for the appeal to the Employer's designated Job Evaluation representative with a copy to the employee. The rationale will include, where applicable:
 - i) identification of all of the **new** or **changed** duties warranting a revision of the job description and re-evaluation;
 - ii) an explanation as to why the pay group level sought is more appropriate than the current pay group, with specific reference to the benchmarks in the **Plan**; and
 - iii) a revised job description **and** all supporting documents.
- (e) In response to the Union's comprehensive written rationale under paragraph (d), the Employer will provide the Union with a comprehensive written explanation of its position within thirty (30) days of receipt of the Union's submission.
- (f) The Union may submit a rebuttal to the Employer's submission, provided that it is submitted to the Employer within fifteen (15) days of receipt of the **Employer's** submission under (e). If the Union raises **any** new issues or arguments in its rebuttal, the Employer can make a final

submission, to be provided to the Union within seven (7) days of receipt of the rebuttal.

- (g) If paragraph (c)(ii) applies, the Union must, within fifteen (15) days of the employee's notification to the Union under paragraph (c), contact the appropriate senior manager in writing to request a meeting, to be held within thirty (30) days. In that meeting, the Union will submit to the senior manager all supporting evidence, documentation and reasoning for its appeal that a different existing job description more properly characterizes the duties of the employee.
- (h) Within fifteen (15) days following the meeting in paragraph (g), the Employer will provide the Union with its written response and reasoning.
- (i) **Appeals that are** not resolved between the parties within the process outlined in paragraphs (a) to (h) shall be referred by the Union to a Referee within thirty (30) days following the receipt by the Union office of the Employer's comprehensive written explanation referred to in paragraph (e) or ~~its~~ response under (h). The referral shall be in writing and shall indicate whether the appeal is based on the grounds outlined in paragraph (c)(i) or in (c)(ii). The Union cannot pursue both grounds, unless the parties otherwise agree.
- (j) Except for paragraph (m) below, the process to be followed by the Referee in hearing an appeal shall be informal and non-legalistic and shall be based primarily on written documents, which will include but not be limited to the following:
 - (i) copy of the job description(s) in dispute;
 - (ii) Job analyst's rationale;
 - (iii) Union's comprehensive written rationale under paragraph (d) or (g);
 - (iv) Employer's comprehensive written explanation under paragraph (e) or (h);
 - (v) Union's rebuttal, if any;
 - (vi) Employer's final submission, if any;
 - (vii) All documents accompanying the above submissions, e.g. questionnaires relating to the subject job.
- (k) In addition to relying on the written submissions, a representative of each Party **may elect** to make a concise presentation to the Referee of their respective Party's position.
- (l) No new information will be presented by either party in their submission or presentation, unless it has been shared with the

other party in advance **with** sufficient time **for** the other Party to consider **and provide** a response

- (m) In exceptional circumstances, either party **may elect** to proceed with a full hearing with witnesses. However, as the intent **is to proceed** expeditiously, it is the **Patties'** intention to **rely** mainly on written submissions and concise presentations in most cases.
- (n) The **Referee will decide appeals** involving both job description disputes and/or disputes with respect to the proper group level for the job. If both the job **description** and the proper group level for the job **are in dispute in an appeal**, the Referee will hear both disputes at the hearing **of** the appeal, with the job description dispute being presented first.
- (o) In making a decision **on the appeal** of the **proper** job group level, the Referee will 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.
- (p) **The Patties will** make **every reasonable** effort to be **available** for a **hearing** of the **appeal** within thirty (30) days of the referral of the appeal to the Referee.
- (q) The Parties agree that the main Referee **shall** be **Dalton Larson**. **Should** Dalton Larson not **be** available within thirty (30) days **from** the time an appeal is **referred** to him, **the** Parties **agree** that an alternate will be utilized, who shall be John Kinzie or Brian Foley and who shall be used in that order, **provided** they are **available** earlier than Dalton Larson. The Parties shall each pay an equal share of the fees and **expenses** of the Referee in each case.
- (r) The **patties** will **review** this **process periodically**.
- (s) Time limits may **be** extended by mutual agreement of *the* Parties.
- (t) Any change to the value of the job **or an allocation to** a **different** job through **the Review/Appeal** process **will have be** effective as of the **date on which** **the** Job Evaluation **Review** Form is submitted as per **paragraph (a)**, unless **the** Parties agree to a **different** effective **date**.

2.04 SALARY TREATMENT

- (a) **Changes in job groupings as a result of the ongoing** maintenance of the Plan will **be treated as follows:**

1. upgroupings - Article 7.04(a)
2. downgroupings - Article 7.03(a)5.

(b) 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.

2.05 IMPLEMENTATION OF NEWLY VALUED OR RE-EVALUATED JOBS

- {a} In **the** event there is a change to the **value** of a job, implementation of **the** change will not **be** formalized until the Employer affirms that the **change** in the job description, evaluation, and/or the associated duties applies to all the incumbents in the **subject job** in question, The **Employer shall** make **this** determination **as soon as possible** but no later than ninety (90) **days following** notification of the change.
- (b) **If** the implementation is not formalized **as** in (a) **above**, the employer **may** further revise **the** duties of the **subject job**, up to **and** including **the** creation of a new or revised job(s) and **the** populating of that Job.
- (c) **In such cases as** (b) **above**, MOU # 48 will **apply** in determining populating of the new job(s) and the allocation of employees into the new or **revised job(s)**. Incumbents who **were** performing the higher level duties in the **original subject** job during the time period **between** the official commencement of the **Review/Appeal process under Article 2.03 (a)**, and the creation of the new or revised job(s) **under Art, 2.05(b)**, **will be compensated by temporary** promotion.

The Job Evaluation Review Form will **be agreed** upon by the Joint Steering Committee within three **(3) weeks** of **the** ratification of this agreement.

The **Parties agree** that all outstanding issues related to the implementation of **the** Job Evaluation **Plan** will **be** addressed pursuant to the 1997-2002 **Collective Agreement** between **BC Hydro** and the **COPE**, including the **job** evaluation issues in **the CP&I/CP&O** area.

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

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
- (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 (48%) 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 COPE

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 COPE 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:

☐ 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.

(e) 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 COPE 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 will normally **be** achieved **by reaching** the length of service anniversary date. However, such increases may be withheld by the employee's manager based on an assessment of the employee's performance. Where an increase is to be withheld due to inadequate performance the manager will provide one (1) month's notice in writing to the employee affected, the officers of the Union, the appropriate Human Resources Business Partner, and the Manager, Payroll.
- (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

- (a) Effective April 1, 2005, all salaries and scales will receive a 2% wage increase to be applied to the wage rates in effect on March 31, 2005 as contained in Article 4.05:
- (b) deleted
- (c) deleted

	MINIMUM	STEP 1	MAXIMUM			
GROUP2	2006	2204	2404			
GROUP3	2186	2403	2622			
	MINIMUM	STEP 1	STEP 2	MAXIMUM		
	MINIMUM	STEP 1	STEP2	STEP3	MAXIMUM	
GROUP6	2838	2977	3118	3259	3399	
GROUP7	3093	3246	3399	3553	3706	
	MINIMUM	STEP1	STEP 2	STEP3	STEP4	MAXIMUM
GROUP8	3374	3503	3641	3773	3908	4042
GROUP9	3788	3935	4085	4238	4388	4538
GROUP10	4150	4314	4474	4643	4807	4974
GROUP 11	4549	4724	4907	5087	5268	5449
GROUP12	5007	5202	5399	5600	5800	5999
GROUP13	5514	5723	5944	6164	6382	6606
GROUP 14	6009	6240	6479	6725	6962	7201

**COPE BI-WEEKLY SALARY
SCALES**

	MINIMUM	STEP 1	MAXIMUM			
GROUP 2	922.92	1013.94	1105.90			
GROUP 3	1005.50	1105.44	1206.31			
	MINIMUM	STEP 1	STEP2	MAXIMUM		
GROUP 4	1096.99	1170.18	1242.91	1315.17		
GROUP 5	1195.05	1274.82	1354.11	1433.41		
	MINIMUM	STEP 1	STEP 2	STEP 3	MAXIMUM	
GROUP 6	1305.31	1369.59	1434.34	1499.09	1563.37	
GROUP 7	1422.61	1492.99	1563.37	1634.22	1704.60	
	MINIMUM	STEP 1	STEP 2	STEP 3	STEP 4	MAXIMUM
GROUP 8	1552.11	1611.23	1675.04	1735.57	1797.51	1859.44
GROUP 9	1742.69	1810.35	1878.97	1949.54	2018.64	2087.27
GROUP 10	1908.98	1984.25	2058.06	2135.77	2211.52	2287.77
GROUP 11	2092.41	2172.93	2257.34	2339.81	2423.24	2506.69
GROUP 12	2303.19	2392.85	2483.50	2576.12	2667.76	2759.39
GROUP 13	2536.50	2632.49	2733.95	2835.41	2935.87	3038.33
GROUP 14	2764.28	2870.72	2980.13	3093.53	3202.45	3312.37

**JOB EVALUATION EXCLUSIONS SALARY SCALE - WITHOUT
COMPRESSION**

	MIN	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Pastry Cook	1936	2140	2250			
Salad Maker), or Sandwich Maker	1842	2037	2143			
Records Clerk	1795	1961	2104			
Cook	2005	2206	2338			
Microfilm Clerk Operator	1939	2093	2208			
Travel Timekeeper), or Records/Microfilm Clerk	2095	2257	2382	2521	2663	
Senior Mail Clerk	2196	2345	2482	2628	2775	
Tracer	2301	2454	2563	2694	2809	2936
Fire Prevention Equipment S/M	2707	2982	3254			
Sr. Fire Prevention Equipment S/M	2840	3125	3406			
Meter Reader), Meter Reader B), or Dist Meter Reader)	2277	2601	2927	3254		
Meter Reader Schedule Clerk	2302	2623	2936	3254		

**JOB EVALUATION EXCLUSIONS SALARY SCALE - WITH
COMPRESSION**

	MIN	STEP1	STEP2	STEP 3			
Assistant Steward	2382	2520	2663				
Kitchen Helper -- Dishwasher	1913						
Cafeteria Leader	2583	2770					
Chart Changer	2382	2520	2663				
Mall Truck Driver	2790						
Security Guard 1	2962						
Security Guard 2	2805						
Tobacco & Sundries Clerk	2484	2628	2775				
Attendant Clerk	2552	2683	2806	2936			
Waitress	1960						
Messenger Clerk							
Messenger Driver							
Messenger Utilityman							
Receiver-Shipper	2552	2683	2806	2936			
Receiver-Shipper Clerk 1	2552	2683	2806	2936			
Voltage & Tester Clerk	2683	2806	2936				

**SURVEY & INSPECTION JOB EVALUATION EXCLUSIONS
SALARY SCALE**

	MIN	STEP 1	STEP 2	STEP 3
Rodman	2997			
Chainman	3213	3376	3529	
Survey P.S. Operator	3836			
Junior Instrumentman	3525	3683	3851	
Clearing Inspector), Instrumentman), or Transmission Construction Inspector	3847	4017	4175	
Senior Instrumentman), or Senior Clearing Inspector	4171	4299	4419	4542
Party Chief	4533	4670	4800	4934

NOTE: The following classifications shall be provided the minimum of the rates as set out below when employed in the

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 100**

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-six cents (\$0.46)** per kilometer to a maximum of 1000 km, with seventeen cents (\$0.17) per kilometer thereafter, in each calendar month. With approval of their managers, 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 **sixty-seven cents (\$0.67)** per kilometer to a maximum of 1000 km, with twenty-one cents (\$0.21) 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.

**Note: Employees entitled to reimbursement of all three meals in a day may claim up to forty dollars*

(\$40.00) per day without receipts; claims over forty dollars (\$40.00) per day must be supported by receipts. (\$40 effective Nov. 1, 2002)

- (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	\$9.00
2. Lunch	\$11.00
3. Dinner	\$20.00
Effective Nov. 1, 2002*	

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

management's 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 Realtor's 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.
- (e) 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

- (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 COPE 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 Employer's 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**

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**.

6.11 An employee with five or more years of seniority in the COPE bargaining unit who resigns or otherwise leaves the bargaining unit and **subsequently is rehired** into the bargaining unit after June 01, 2002, may have this prior seniority reinstated:

- (1) after they have been employed for five continuous **years** in an FTT, FTR or PTR position in the bargaining unit;
 - (2) the employee **serves** notice to the Union of intent to reinstate **within two years of their** commencement in an FTT, FTR or PTR **position**;
 - (3) the **employee** satisfies all other terms and conditions of reinstatement as determined **by the Union**; **and**
 - (4) the Union gives notice to the **Employer** at the time reinstatement of seniority is to take effect.
- (a) This **Article** does not **in any way diminish the Employer's** rights with respect to the employee's probationary period.

ARTICLE 7

EMPLOYMENT, TRANSFER AND TERMINATION

(Also refer to 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, will normally **be hired** at the minimum **rate** of **their** job group, except **that** the **Employer may hire** an employee at any step in the **salary** range for that job group having regard to work experience **and/or** attraction **challenges**. **The Employer will advise** the Union of such exceptions and will obtain the Union's agreement **for hires at Step 3 and beyond**.
- (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**.

7.03

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.

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(l) 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, COPE jurisdiction shall be given to Local 378 **COPE** members presently on the Employer's staff, in this order:
 - 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.

“Preference” for the purposes of the above means the employer will give advantage and priority to:

- (i) Regulars over Temporaries;
- (ii) Temporaries over Casuals; and
- (iii) Casuals over external hires;

In the job selection process. 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, Article 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.

*(This paragraph was **previously** in MOU #10 which was **deleted** in M.O.A. April 23, 2002)*

- (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 Employer's 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 COPE 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 COPE applicants for the Employer job vacancies, COPE jurisdiction.

- (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
- (e) 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 Sechart, 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-office
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 ~~(10)~~ 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. Furthermore, distance will be determined by BC Hydro through photogrammetry or other precise methods for determining distance, and will be measured 'door-to-door', 'headquarters-to-headquarters', and 'as the crow flies'. Anomalous distances and their designations include the following (in both directions):

Courtenay – Powell River	deemed over 50 km
Duncan – Ganges	deemed over 50 km
Victoria – Ganges	deemed over 50 km
Qualicum – Powell River	deemed over 50 km
Campbell River – Powell River	deemed over 50 km
Nanaimo – Sechelt	deemed over 50 km
Mainland – Gulf Islands/Vancouver Island	deemed over 50 km

(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**.
 - (h) Non-shift employees who exercise their bumping rights will not be required to accept a shift position. Should a non-shift employee refuse a shift position as per this Article, the employee cannot then choose to bump into a shift position within the same job at a later point in that bumping process. For clarity, this Article does not **apply** to employees who are shift employees at the time their options are made available.
 - (i) An employee who is on extended leave such as WCB, Income Continuance, Pregnancy Leave, etc. **will be included in the displacement** and/or directed relocation **process**. The employee will be notified of displacement and directed relocation but will not have to exercise their options until they are deemed fit to return to active duty. In cases where it is practical (e.g. education leave, pregnancy leave) the displaced or relocated employee would be approached to participate at the time on a voluntary basis. If there is any doubt as to the employee's fitness (physical and/or mental), they will not be required to participate until they are deemed fit and able to return to active duty.

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 11.06(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

Employees are encouraged to take all of their RWWL days as time off before the end of the calendar year in which it is earned.

1. For employees hired before July 1, 2005, a maximum of five (5) RWWL days annually, 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. For employees hired after July 1, 2005, RWWL days which have not been exchanged for cash in accordance with 11.01(a)2, may be used for days off at a time which does not conflict with essential departmental requirements. RWWL days may not be banked beyond the calendar year in which they are earned.
3. 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.**
4. 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.
5. 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.
6. 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.

z **Employees** on leave of absence without pay for a pay period will not earn RWWL for that pay period.

z 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 1 **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 either taken as time off in lieu of wages or paid out, no later than September 30 in the year following the calendar year in**

which it is earned. Overtime **shall** be credited to the bank in hours. Overtime banked prior to July 1, 2005 may be maintained in the time off bank.

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.
- (g) 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.

11.07**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 travelling 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 **1101(j)**.

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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**.

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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)** hour's 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,** *(Referto 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, subject to articles 11.01(g)2, and 11.02(d) or 12.05(i).
- (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

(Refer to MOUs #20, #49, #51)

- 12.01 For shift work clauses effective prior to **1 January 1982**, refer to previous collective agreement.
- 12.02 The Employer's various operations have required and may continue to require shift work,
- 12.03 (a) The Employer will provide the Union and affected employees with three (3) months' notice prior to introducing new shift requirements in a work area (i.e. a shift that **is not** currently in use in the work area or that has not been used **in the work area** in the **preceding twelve (12) months**) This will include work areas that already **have** shift requirements. **This** notice period is required even **if the new shift is added** during the course of **the** normal shift sign-up.
- (b) The Employer will provide the Union and affected employees with three (3) months' notice if there is a required change to a **full-time employee's** shift due to operational reasons. If such notice is not given for a required shift change, then the full-time employee will **attract** overtime wages for **the** hours worked outside **their** normal shift schedule until the required notice period is satisfied.
- (c) For clarity, the notice period outlined above is **not** required **when** canceling an already existing full-time shift (i.e. the shift **is no longer** required in the work area) **so long as** the cancellation occurs during the course of the normal shift sign-up. If the cancellation occurs at a time other than normal shift sign-up, paragraph (b) will apply.
- (d) For further clarity, a notice period is not required when simply shifting the number of employees required on currently existing shifts so long as this change to the employee complement occurs during the course of the normal shift sign-up. For example, a change may occur to a **full time regular employee's shift** from the **last** shift schedule due to the required employee complement being changed. This is to be expected during **the** course of normal **shift sign-up** and would therefore not require notice.
- 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. (i) The **hours of work** of all FTR and FTT 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 (17) biweekly pay periods which **do** not contain a statutory **holiday**.
- (ii) The hours of work for all PTR shift employees shall be in accordance with Article 1.06(b) and MoU #71.
- (iii) The hours of work for all casual employees who **work shift** work shall be in accordance with Article 1.06(d) and MoU #71.
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 COPE-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 either taken as time off in lieu of wages or paid out, no later than September 30 in the year following the calendar year in which it is earned. Overtime shall be credited to the bank in hours. Overtime banked prior to July 1, 2005 may be maintained in the time off bank.

(j) 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, or exceptional circumstances** (e.g. public announcements, major storm damage, public emergencies, etc.), the Employer will, **where** practical, request **an** employee on a 'seniority down' basis to temporarily change his/her shift. Where no employee voluntarily accepts such a shift change, the Employer will direct an employee to change his/her shift on a 'seniority up' basis. 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
Canada 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.

14.03 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. Employees are encouraged to take all of their annual vacation entitlement as time off before the end of the calendar year in which it is earned. 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 January 1999)

- (i) In the calendar year of:

*1st - 5th anniversary - 15 days

6th - 8th anniversary - 16 days

9th - 16th 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 employe8 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** year's 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**

- (a) 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.
- (b) An employee shall sign up for vacation within their regular signing group by seniority except that:
 - 1. An employee who has a temporary assignment in an area outside of the employee's regular signing group prior to vacation sign-up and where the employee selection is during the period of such temporary assignment, the employee shall select their vacation periods in order of seniority within the signing group in the area of the temporary assignment.

2. An **employee** whose vacation period has already been **selected** and **approved** *within* a signing group shall continue to receive their selected vacation period if they are subsequently directed by management to work outside of that signing group.
3. Where the employee has bid into a temporary assignment outside of their signing group or has otherwise voluntarily taken a temporary assignment outside of their signing group, the manager will make reasonable efforts to accommodate the employee's selected vacation period having regard to operational needs.

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 COPE 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 PREGNANCY LEAVE

- (a) Pregnant employees are entitled upon request to unpaid Pregnancy Leave of no less than **17 consecutive weeks** in accordance with the Employment Standards Act.
- (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 pregnancy leave of absence provided that the employee is not eligible for Et (Employment Insurance) sick leave benefits. The granting of sick **leave** provisions in such cases must be medically supported and **approved** by the **Employer's** Manager 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 pregnancy 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 pregnancy 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 pregnancy leave.
- (g) When an employee on pregnancy and/or parental leave fails to notify the Employer of her desire to return to work in accordance with (f) 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 pregnancy leave.
- (h) The Employer will continue to pay the employer's portion of the employee's benefit premiums while the employee is on pregnancy leave.
- (i) Effective March 31, 2002, employees on pregnancy leave are eligible for a "top-up" of their EI (Employment Insurance) benefits payment on the same basis as the top-up policy applicable to M&P employees.

14.13 POST-PREGNANCY LEAVE 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

PARENTAL LEAVE

- (a) **Employees** who have taken Pregnancy Leave in relation to the birth of the child or children with respect to whom parental leave under this article is requested are entitled, **upon** request, to **unpaid Parental Leave** of no **less** than **35** consecutive weeks, to **be** taken immediately following the end of Pregnancy Leave, in accordance with the Employment Standards Act.
- (b) Employees who have not taken Pregnancy Leave in relation to the birth of the **child or** children **with** respect to whom parental leave under this article is requested are entitled, upon request, to unpaid Parental Leave of no **less** than **37** consecutive weeks beginning after the child's birth and within **52** weeks after that event, in accordance with the Employment Standards Act.
- (c) Employees will give the Employer as much notice as **possible** of **the date** on which the employee wishes to begin the leave of absence.
- (d) **Employees** desiring to return to regular employment following parental 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** parental leave.
- (e) When an employee on parental 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.
- (f) The Employer will continue to **pay** the employer's portion of the employee's benefit premiums while the **employee** is on parental leave.

14.15

ADOPTION LEAVE

- (a) Employees who have adopted a child are entitled, upon request, to unpaid Parental Leave of no less than **37** consecutive weeks beginning within **52** weeks after the child

is placed with the parent, in accordance with the Employment Standards Act. 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 **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	5.0
60	8.3
65	11.6
70	15.0
75	18.3
80	21.6
85	25.0
90	28.3
95	31.6
100	35.0

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 in connection with such accidental injuries, and should that settlement or award of damages include monies for lost wages, the Employer shall be reimbursed the full amount of sick leave benefits, net of **legal** fees attributable to that portion of the settlement or damages representing lost wages, but not more than those **received** as a **result** of the absence from work. Upon receipt of such monies, the Employer will ensure that the **employee's** current sick **leave** entitlement is no less than what it would be had the employee not taken sick leave on account of the injury.

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 10. 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 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

1. 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.** Two **rest breaks not exceeding 15 minutes each, during which work may cease, will be provided to employees who work more than six hours in a day.** Employees who work **six hours a day or less will be entitled to one 15 minute rest break.** 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 **and shall not be scheduled within 45 minutes of a lunch break or the end of a shift, except in exceptional circumstances.**

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

- 1. **Provided that** an **employee's** work location requires a first aid certificate, and provided that the employee is in possession of a relevant and valid first aid certificate, then **any and all** employee(s) at that location will be compensated for their first aid certificate as per the first aid premium rates noted in #5 below.
- 2. Compensation will occur regardless of the numbers of employees who possess the relevant first **aid** certificate at a particular work location.
- 3. All employees being compensated for their first aid certificate will be expected to perform first aid duties as **needed/requested**.
- 4. Hydro will compensate employees for time and/or training fees as it relates to a required regulation and/or an operational need and Hydro will generally be prepared to **pay** for the **time, and/or** fees, and/or related costs for first aid training. However, employees may be **expected** to pay for the time, and/or fees, and/or related costs of any first aid training in some circumstances. Payment for training fees and/or the time to attend training will not be unreasonably withheld, nor will it necessarily be provided by Hydro when sufficient **first aid coverage already exists** in a given location. The ultimate discretion for payment of time **and/or** fees rests with **Hydro management**

subject to the basic principles in this paragraph. This does not prohibit employees from obtaining a first aid certificate by paying for any training fees and related costs themselves and doing the training on their **own** time. Should employees obtain a first aid certificate on their own time and at their personal expense, they will still be **compensated as per #1, #2, and #5** in this letter.

5.

Level 1	\$0.00	\$0.00
Level 1 with Transportation Endorsement	\$ 25.00	\$ 11.50
Level 2	\$ 105.00	\$ 48.30
Level 2 with Transportation Endorsement	\$ 130.00	\$ 59.80
Level 3	\$ 220.00	\$ 101.20

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

- (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 Line of Business (or equivalent), 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 management's 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)** 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 employer's 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** **par** 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 23rd of April 2002.**

**BRITISH COLUMBIA HYDRO
AND POWER AUTHORITY**

T. Teasdale
Employee Relations Advisor

G. Corbett
Manager, Labour Relations

B. Elton
President & CEO

N. Webb
Chief HR Officer

**CANADIAN OFFICE AND
PROFESSIONAL EMPLOYEES'
UNION, LOCAL 378**

A. Ross
President

S. Thomas
COPE Bargaining Team

R. Tripp
COPE Bargaining Team

K. Ireland
COPE Bargaining Team

D. A. White
COPE Bargaining Team

J. Mitchell
COPE Bargaining Team

G. Farrell
COPE Bargaining Team

S. Watson
Senior Union Representative

W. Bell
Senior Union Representative

APPENDIX 'A'

BC Hydro/ COPE Job Evaluation Plan

Benchmark Jobs and Group Level

Job Code	Job Title	Job Group	Job Code	Job Title	Job Group
AAAA52	Administrative Clerk 1	5	AAAA18	Key Account Rep 1	7
AAAA08	Administrative Clerk 2	5	AAAA32	Legal Services Clerk	6
AAAA47	Analyst Accountant	10	AAAA23	Legal Services Secretary	5
AAAA38	Apparatus Technician 1	2	AAAA07	Mailing Services Clerk	4
AAAA42	Area Office Administrator	8	AAAA25	Marketing Operations Specialist 3	9
AAAA33	Area/Program Environmental Biologist 1	9	AAAA13	Material Planner 1	8
AAAA20	Buyer 2	8	AAAA44	Office Administration Assistant	5
AAAA53	Civil Engineering Technologist 3	11	AAAA43	Office Administrator	6
AAAA15	Computer Network Specialist 4	13	AAAA48	Operations Maintenance Coordinator	8
AAAA01	Computer Operator 1	5	AAAA02	PC and LAN Specialist 1	2
AAAA34	Construction Officer 3	11	AAAA45	Plant Chemist	14
AAAA35	Construction Officer 4	13	AAAA10	Programmer Analyst 1	8
AAAA12	Contracts Clerk 4	6	AAAA14	Programmer Analyst 3	11
AAAA46	Coordinator Occupational Safety and Health	10	AAAA16	Programmer Analyst Leader	11
AAAA04	Corp. Services Support Clerk	6	AAAA06	Property Assistant	5
AAAA37	Customer Service Account Representative 7	7	AAAA05	Public Affairs Officer	10
AAAA55	Customer Service Collection Representative 6	7	AAAA27	Purchasing Support Clerk 2	6
AAAA09	Database Analyst 1	9	AAAA19	Rates Research Analyst	9
AAAA03	Deduction Accounting Clerk 2	5	AAAA24	Senior Corporate Treasury Analyst	13
AAAA21	Divisional Financial Support Administrator	7	AAAA31	Service and Design Rep 10	11
AAAA51	Drafter 2	6	AAAA29	Service and Design Rep 7	8
AAAA11	Drawing Records Clerk 2	4	AAAA28	Service and Design Rep 8	8
AAAA39	Engineering Technologist 2	9	AAAA40	T & D Line Department Rep.	6
AAAA22	Environmental Technician Specialist 4	12	AAAA36	Tour Guide 1	4
AAAA26	Financial Analyst	10	AAAA49	Transmission Maintenance Technologist	10
AAAA50	GIS Operator 1	5	AAAA30	Vegetation and Pole Maintenance Inspector	8
AAAA41	Inspector 1	7			

DELETED MEMORANDUMS OF UNDERSTANDING

The following Memorandums of Understanding have been deleted with the date of deletion in brackets:

MEMORANDUM OF UNDERSTANDING #3

RE: JOINT REVIEW COMMITTEE

(April 23, 2002)

MEMORANDUM OF UNDERSTANDING #4

RE: JOINT SAFETY COMMITTEE

(April 23, 2002)

MEMORANDUM OF UNDERSTANDING #10

RE: ARTICLE 7.09 APPLICATION

(April 23, 2002)

Note: Language from this MOU has been added to Article 7.09.

MEMORANDUM OF UNDERSTANDING #25

RE: LEAVE OF ABSENCE FOR UNION BUSINESS

(April 23, 2002)

Note: Language from this MOU has been added to Article 1.04(b).

MEMORANDUM OF UNDERSTANDING #26

RE: JOB EVALUATION

(April 23, 2002)

MEMORANDUM OF UNDERSTANDING #27

RE: EMPLOYEE CATEGORIES

(April 23, 2002)

Note: Language from this MOU has been added to Article 1.06(d) (1).

MEMORANDUM OF UNDERSTANDING #38

RE: CROSS-BULLETINING (HYDRO)

(April 23, 2002)

MEMORANDUM OF UNDERSTANDING #46

RE: WESTECH - EMPLOYEE DEVELOPMENT

(April 23, 2002)

MEMORANDUM OF UNDERSTANDING #47

RE: WESTECH - TRAVEL TIME

(July 6, 2005)

MEMORANDUM OF UNDERSTANDING :

RE: WESTECH GAINSHARING PROGRAM

(July 6, 2005)

MEMORANDUM OF UNDERSTANDING #56
RE: RETURN TO WORK PROGRAM – GAINSHARING
(April 23, 2002)

MEMORANDUM OF UNDERSTANDING #64
RE: IT MARKET DIFFERENTIAL
(April 23, 2002)

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
EFFECTIVE DATE: 1981-07-13

(Refer to MOU #35 and #57)

This memorandum sets out an understanding reached by Hydro and Local 378 of the OPEIU 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 supervisor's 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, OTEIU/OPEIU

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

1981-07-13

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
OPEIU, Local 378

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

1989-08-31
Date

**MEMORANDUM OF UNDERSTANDING # 6
(Previously Letter of Understanding # 2)
RE: SICK LEAVE CONTROL**

(Refer to Art. 15)

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, OPEIU

**MEMORANDUM OF UNDERSTANDING# 7
(Previously Letter of Understanding# 7)
RE: ACCREDITED SERVICE, IPEC & CONSTRUCTORS**

25 June 1971

Mr. R.F. Bone
President, **Local 378**
OPEIU
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
RE: USE OF HYDRO COMMUNICATIONS SYSTEMS BY THE UNION

1. The Employer will provide OCS mailing service to the Union office located at 2nd Floor, 4595 Canada Way, Burnaby, B.C., V5G 4L9. The service shall 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**.
2. The Employer will permit the use of its fax machines for communications between the Union office, officers, councilors, job stewards and other properly qualified representatives of the Union for the purpose of carrying out Union business related specifically to BC Hydro. Fax machines shall not be used for mass distribution of Union bulletins or for corresponding on matters unrelated to COPE/BC Hydro business, such as discussion of internal Union affairs and discussion of external and internal political issues,
3. The Employer will provide standard remote access to the Employer's Intranet **system** to Union business representatives who are assigned to the bargaining unit, with the Union to bear all standard costs associated with access.
4. BC Hydro will permit the use of its e-mail system for communications between the Union office, officers, councilors, job stewards and other properly qualified representatives of the Union for the purpose of carrying out Union business related specifically to BC Hydro. The **e-mail system shall not be used** for mass distribution of Union bulletins or for corresponding on matters unrelated to COPE/BC Hydro business, such as discussion of internal Union affairs and discussion of external and internal political issues.
5. Employees, other than those listed above, will not generally be permitted to use the BC Hydro e-mail system or fax machines for corresponding with Union office representatives on labour relations issues.
6. Any use of the BC Hydro communications systems is subject to all applicable BC Hydro corporate policies, including the Information Management Policy.

Neil Patton
Labour Relations Advisor
BC Hydro

Scott Watson
Senior Business Representative
OPEIU, Local 378

2002-04-23

**MEMORANDUM OF UNDERSTANDING# 9
(Previously Letter of Understanding# 15)
RE: MEDICAL AND DENTAL APPOINTMENTS**

(Refer to **Art.** 15.09)

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, OPEIU

In Agreement:

S.J. Benson
Labour **Relations** Supervisor

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 **Employer's** 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 COPE 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 Representatives 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
OPEIU

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
OPEIU 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
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 Representative² (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 Representative²** 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 Representative²** **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
L. Rilkoﬀ
F. Turner

A. Forbes
D. McLatchie

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, COPE, 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 **COPE** 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.
- a.
- 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 COPE Agreement and PPIAF-I-31.

The Parties further agree to reactivate the **subcommittee of four(4)** (two **(2)** Hydro and two **(2) COPE**) 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** than 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 COPE **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, OPEIU

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

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 COPE 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 **11.1**. 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 1.06(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 1.06(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)1.

- (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
OPEIU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
Date

MEMORANDUM OF UNDERSTANDING # 16
(Previously Letter of Understanding # 28)
RE: INCOME CONTINUANCE CLAIMS PROCESS

(Refer to **Articles** 15.04 and 15.05)

1. In the course of the 1993 Collective Agreement negotiations, the Union requested that the employer establish a cooperative process for claims management when **COPE 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 **COPE** 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 COPE 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 COPE, 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
OPEIU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
Date

MEMORANDUM OF UNDERSTANDING # 17
RE: U327 (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
OPEIU, **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 **COPE** 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 **COPE** 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 Employer's 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 6-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, OPEIU

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 of** 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

1. 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 1/2 = 6 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.**

(NOTE: the following is an example based on April 01, 2002 rates)

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

Start	3483	(Group 7 - 3)
6 month	3651	
12 month	3819	
18 month	3987	
24 month	4155	(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 incumbent's 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
OPEIU, Local 378

1984-01-19
DATE

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 informatton 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. **D(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)

(Job Share Partner)

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/COPE Collective Agreement.

EMPLOYEE:

(Signature)

(Signature)

DATE:

**APPROVING
SUPERVISOR:**

(Name)

(Signature)

DATE:

c: Human Resources
COPE

MEMORANDUM OF UNDERSTANDING # 29
(Previously Letter of Understanding# 29)
RE: ACCESS TO CHILD CARE

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 COPE 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
OPEIU, 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

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 COPE 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 **Professional employees** of **BC Hydro** in this office are represented **by** the **Office and Professional Employees'** International 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** **Professional Employees** of **BC Hydro**
in **this** office are represented **by**:
COPE Local 378
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. this _____ day of _____, 19 _____

D. Percifield
Senior **Business Representative**
OPEIU, 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

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 be 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 ____ day of _____, 19__

D. Percifield
Senior Business Representative
OPEIU, 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
RE: EXPEDITED ARBITRATION

(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.
 - (d) any other arbitrator that may be agreed to by the parties
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 Burnaby, B.C. this 29th day of May, 2000

Scott Watson
Senior Business Representative
OPEIU, Local 378

Garry Corbett
Manager, Labour Relations
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

(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 COPE 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/COPE job evaluation plan ("Plan") which is to **be used** to implement Pay Equity within the COPE 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 COPE 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 COPE 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 COPE 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 (7/12) hours per day**, per person, with a total maximum of paid time off ~~for~~ Union Committee representatives restricted to **80** 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 day, 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 COPE 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 COPE 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 COPE 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 **COPE** 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/COPE 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**.
14. The Parties agree that a Job Evaluation Audit associated with this Memorandum will not be required.

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

D. Percifield
Senior Business Representative
OPEIU, 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# 34
(Previously Letter of Understanding# 34)
RE: CO-OPERATIVE EDUCATIONAL STUDENTS PROGRAM

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 COPE 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 COPE-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 **COPE will be advised** of the **student's 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
\$2492	\$2642	\$2800	\$2968	\$3146	Tbd

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

(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 COPE** 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. this _____ day of _____, 19 ____

D. Percifield
Senior Business Representative
OPEIU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

Date 1994-10-17

MEMORANDUM OF UNDERSTANDING# 36
(Previously Letter of Understanding# 36)
RE: DUTY TO ACCOMMODATE

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 COPE'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
OPEIU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
Date

MEMORANDUM OF UNDERSTANDING # 37
RE: MICA CREEK

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 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 # 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'

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:

1. 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 # 40
RE: APPLICATION OF ARTICLE 7.10(g)

With **respect** to the **language** found in **Article 7.10(g)** which reads “...Where an employee who **bids** laterally on **the same** position they currently hold **does not possess** the required **educational** qualifications, **they shall** be deemed **to possess** such qualifications..”, the Parties agree **to the** following:

It is understood that this **language was** not intended to “automatically” apply to temporary **employees** nor regular **employees** temporarily holding positions other than their regular positions. Notwithstanding this, it is further understood that although **these employees** are not “automatically” **deemed** to meet **the** educational requirements by virtue of this language, they may be **otherwise deemed** to **possess such** qualifications through an appropriate **assessment**. **Any equivalencies** applied in **these** circumstances **shall be** applied **in a fair** and consistent manner.

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

1996-12-20
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 **COPE** 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 COPE** 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 **COPE** 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 9 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 14.05]

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.
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.

(g) Having regard to the **seriousness** of a complaint, **the persons** involved, **and** the sensitivities of the complaint, either **party** may **elect** not to utilize **the** complaint procedure outlined in this paragraph and the **party** will **advise the** other **party** of **this** in writing. **Should** a formal investigation then **be** initiated, **a copy** of the written notification **will be** provided to the complainant and **the respondent**. **The Parties will make every effort to ensure that:** the complainant and respondent **have** an opportunity to obtain proper representation prior **to the** commencement of a formal investigation. *(This section "g" was added to the M.O.U. April 23, 2002)*

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
OPEIU, Local 378

M. Corrigan
Labour Relations Officer
B.C. Hydro

1994-10-17
Date

MEMORANDUM OF UNDERSTANDING# 45
RE: POWERTECH LASS INC.
LOCAL ISSUES AND TRAINING

LOCAL ISSUES:

1. Business Travel

- a) 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. 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.

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# 48
RE: INITIAL IMPLEMENTATION AND ONGOING MAINTENANCE OF
PAY EQUITY JOB EVALUATION

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 incumbent's 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. In the circumstances where this paragraph applies, the determination of which incumbent will remain in the higher position will be based upon a sufficient ability test, with the result that the senior incumbent who **has** the sufficient ability to perform the work in the higher position will be entitled to that position and the junior employee will assume the lower level position. Where the senior incumbent does not have the

present sufficient ability to perform all of the work in the higher position, but would have such ability had he or she **been** given a specific training opportunity that was provided to a junior employee in the **same** job, the senior employee will be offered the same training with the condition that the training is successfully completed within a ninety (90) day calendar period. (As per LOA #4 re: Interpretation of MOU #48 - February 2000).

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 level** or *different level* or a new job is created at the same level or *different level*, 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 supercedes 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

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.**

- a. **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** (hereinafter 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 service, 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 of 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 **Causal** 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
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 07:15hrs to 18:00hrs. 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:

Regular Y days	Pro-rated amount
17	12.44 days
16	11.71 days
15	10.98 days
14	10.24 days
13	9.51 days
12	8.78 days
11	8.05 days
10	7.32 days
9	6.59 days
8	5.85 days
7	5.12 days
6	4.39 days
5	3.66 days
4	2.93 days
3	2.20 days
2	1.46 days
1	0.73 days

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 following 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-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
RE: BURRARD GENERATING STATION**

This agreement replaces Memorandum of Understanding#52 dated April 27, 2000. It addresses the provision of laboratory analytical support on a seven (7) day per week basis for routine Burrard Generating Station (BGS) operations. This MOU will expire at the end of April 2003 unless otherwise agreed by the Parties,

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** decrease benefits or conditions for employees, neither should the agreement result in increased costs for the employer,

1. The hours of work for the full-time regular and full-time temporary (FTR and FTT) Lab Technicians scheduled for seven (7) day coverage shall be from 7:00 am to 3:30 pm.

Starting and ending times may be varied by agreement of the manager **and the** employee(s).

2. The shift schedule for the full-time temporary (FTT) Lab Technical Assistant(s) that may be hired for the cooling water test program shall be determined by the Parties with consideration given to operational requirements.

Starting and ending times **may** be varied **by** agreement of the manager and the employee(s).

3. The shift rotation for the Lab Technicians working on the seven (7) day coverage **shall** be on a five (5) day on, three (3) day off **basis** with **slight** modifications to avoid weekend and statutory holiday overlap.

4. The seven (7) day schedule includes **RWWL days**, which have been built into the schedule. Consequently, the time bank enhancement does not apply to **RWWL** days. ~~The~~ scheduled rotation may be changed by mutual agreement **between** the affected employees **and** management. In the event of disagreement, the schedule rotation described herein shall be maintained, The Union shall be notified of any changes proposed to the established scheduled rotation prior to their implementation. In the event the Union disagrees the scheduled rotation **described** herein shall be *maintained*.

5. Each person shall have an unpaid lunch period of 30 minutes.

6. Each person shall have **two (2)** fifteen (15) minutes paid rest periods.

7. **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 will assume the hours of work of the employee she/he replaces but will 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.

8. It is understood that the **schedule** shall be for an eight (8) hour day for those employees involved with the seven (7) day scheduled coverage excluding the lunch

period, For the purposes of time keeping and since pay is based on 7.5 hr/day, for each day worked an employee's time bank shall be credited with 0.5 hours,

9. Sick leave, **work** related injury leave, jury **duty**, and compassionate leave **shall be paid** at 7.5 hours for each scheduled day of work, with 0.5 hours **being added to** their time bank.
10. **An employee's** entitlement to annual vacation **days** will not **be pro-rated**. Consequently, 0.5 hours will not **be added** to the **employee's time bank**.
11. **Days "on" that are scheduled "off" for other than current vacation entitlements shall have 7.5 hours paid, first from their accumulated 0.5 hours/day time bank (Q time bank) and then from their regular time bank, Each pay period shall also have 4 days off scheduled. This represents the equivalent of Saturdays and Sundays.**
12. Employees **shall be** scheduled to work a total of 1825 **hours** in **each** calendar **year**, **less vacation** entitlement. **Any excess** or deficits in hours will be **reconciled** annually on 31 December through adjustments to **scheduled** working hours in the next **quarter**.
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. The **employees shall also** have 7.5 hours credited to their **time bank**.
14. **Employees who** are **scheduled to work** a statutory **holiday** as part of their 'days on' schedule but are not **required** due to **reduced staffing needs**, may **take the day off and receive 7.5 hours pay for the day. However, 0.5 hours will not be credited to the employee's time bank.** It is recognized that this has the potential for an employee accumulating a negative or positive **time bank balance** which will require reconciliation.
15. **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, No pre scheduled employee will be scheduled to work both Christmas Day and New Years Day.**
16. Premiums shall be **paid** in **accordance** with Article 12.05 (f) and **cease** upon commencement of Income Continuance.
17. **Notice** of relief situations **under** Article 12.05(k) include vacation **relief**, banked time off **requests and** training.

Scott Watson

Debbie Jung

OPEIU, Local 378

BC Hydro

June 11, 2002

Date

June 6, 2002

Date

**MEMORANBUM OF UNDERSTANDING# 53
RE: SELF-FUNDED SABBATICAL LEAVE**

During the 1997 round of negotiations the **Parties** agreed to provide regular COPE 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, **ai** 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 COPE 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: COPE 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 (COPE), 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 COPE 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 COPE 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 COPE 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, COPE 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. The parties subsequently agreed to appoint Brian Foley as a standing mediator who may be called upon to assist the parties address **some** “resolvable issues”.

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 communiqués 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.

Scott Watson
For OPEIU, Local 378

Garry Corbett
For BC Hydro

May 29, 2000

MEMORANDUM OF UNDERSTANDING#55(a)
Re: GAINSHARING

BC Hydro agrees to amend and **renew** the Gainsharing Program for the term of the renewal **collective** agreement, i.e., April 1, 2005 to March 31, 2006. **The objective of the Gainsharing Program is to establish an incentive framework that will focus all BC Hydro employees (union and non-union) on specific performance objectives aligned to the success of the organization. The following outlines the terms and conditions for the Gainsharing Program for eligible COPE members. For the fiscal year ending March 31, 2006 the proposed Gainsharing Program will be calculated on three measures and, if all the targets are achieved, it will provide a potential value of up to four percent per cent (4%) to each eligible employee based on that employee's regular earnings. In subsequent years, the Program may be focused on a combination of Corporate and/or Lines of Business measures. The entire amount of the payout, if any, will be paid out as soon as practicable following the tabulation of the year-end results. Inasmuch as the Program focuses on annual demonstrable results, there will be no mid-year payment.**

There are three measures for the F2006 Gainsharing Plan – all include the achievement of specific targets that were identified in BC Hydro's Service Plan, They are:

Net Income - potential value of **between 0% and 2.0%**

Customer Satisfaction - potential value of **between 0% and 1.0%**

Customer **Satisfaction** is an outcome **measure** of **service** quality. Its **purpose** is to **indicate** how **well BC Hydro** is focusing on customer expectations in delivering **service** excellence. Customer Satisfaction is defined **as the** percentage of customers that indicate, **via a survey**, that **they are** either satisfied or **very** satisfied with **BC Hydro**. Customer Satisfaction is determined **by** customer segment with separate **surveys** of residential, commercial, industrial **and** institutional customers.

Safety - potential value of **between 0% and 1.0%**

Safety measures and definition are to be determined.

The following measures **and** targets are consistent with those established for **BC Hydro** Balanced **Scorecard**. Calculations of **pay** out amounts are related to **BC Hydro's** overall performance on the measures outlined above. It is **understood** that **these** criteria may be focused on Corporate and/or Lines of **Business** measures.

The scoring range for each **measure** during each fiscal **year** ending **March 31** is:

Level- Score Interpretation

- 0 - (below threshold, no payment)
- 1 - (threshold, minimum **payment**)
- 2 - (**goal or good** performance, **medium** payment)
- 3 - (excellent performance, maximum payment)

The **Level** targets outlined above will be consistent with the F2006 BC Hydro Service Plan.

Other Considerations

- **New employees will have** to work a minimum of three (3) months [sixty-three (63) working days] in order to be eligible for a **Gainsharing pay** out for the **fiscal year**.
- Regular and temporary employees will receive a **pro-rated** Gainsharing pay out **based** on the number of **full months worked during the fiscal year**, For example, an employee who works 7 full months will receive 7/12 of the total award.
- **Retirees**, including **those** on pre-retirement **leave**, employees **laid off** to the recall list, **employees released from a** temporary job, employees on approved leaves of absence with or without pay, or on income continuance during **the fiscal year will be eligible to receive** a pro-rated award during the **fiscal year based** on time actually **worked**. For example, an employee *who starts* a **leave of absence** on ■ January 2003 would be eligible to receive 9/12 of the total award.
- **Employees will have** the option of taking their Gainsharing award in **the form of a** lump sum payment or they **may** choose to direct **the full amount toward** the BC Hydro Group RRSP as long as they are members of **such** a plan and **have** the RRSP room to **do so**.
- **Employees who** are terminated for cause or who voluntarily terminate their employment prior to 31 March of the **fiscal year** are not eligible for this award.
- A communication package **will** be assembled **and** communication updates will be provided throughout the **year**.

Gainsharing F2007

BC Hydro agrees to implement a Gainsharing Program for the fiscal year April ■ 2006 to March 31, 2007. The objective of the Gainsharing Program is to establish an incentive framework that will focus all BC Hydro employees (union and non-union) on specific performance objectives aligned to the success of the organization. The following outlines the terms and conditions for the Gainsharing Program for eligible COPE members:

- The Gainsharing Program will be calculated on measures based on the BC Hydro Service Plan, and targets established by BC Hydro and, if all the targets are achieved and/or exceeded, it will provide a potential value of four percent (4%) to each eligible employee based on that employee's regular earnings.
- The Gainsharing Program may be focused on a combination of Corporate, Lines of Business, and/or Key Business Unit measures, as determined by BC Hydro.
- Should BC Hydro implement an individual measure, an additional one percent (1%) will be added to the maximum potential value of the gainsharing plan to bring the Plan to a maximum of 5% of an employee's regular earnings. Employees who do not participate in the individual measure will not receive any portion of the additional 1% percent.
- The amount of the gainsharing payout, if any, may vary between employees based on performance on Line of Business, Key Business Unit, and/or

individual measures, and will be paid out as soon as practicable following the tabulation of the year-end results.

- The scoring range for each measure during the fiscal year ending March 31 is:

Level – Score Interpretation

0 - (below threshold, no payment)

1 - (threshold, minimum payment)

2 - (good performance, medium payment)

3 - (excellent performance, maximum payment)

These Targets, Scoring Range, and potential Gainsharing Payouts will be determined by BC Hydro.

Other Considerations

- New employees will have to work a minimum of three (3) months [sixty-three (63) working days] in order to be eligible for a Gainsharim pay out for the fiscal year.
- Regular and temporary employees will receive a pro-rated Gainsharing pay out based on the number of full months worked during the fiscal year. For example, an employee who works 7 full months will receive 7/12 of the total award.
- Retirees, including those on pre-retirement leave, employees laid off to the recall list, employees released from a temporary job, employees on approved leaves of absence with or without pay, or on income continuance during the fiscal year will be eligible to receive a pro-rated award during the fiscal year based on time actually worked. For example, an employee who starts a leave of absence on 1 January 2006 would be eligible to receive 9/12 of the total award.
- Employees will have the option of taking their Gainsharim award in the form of a lump sum payment or they may choose to direct the full amount toward the BC Hydro Group RRSP as long as they are members of such a plan and have the RRSP room to do so.
- Employees who are terminated for cause or who voluntarily terminate their employment prior to 31 March of the fiscal year are not eligible for this award.
- A communication package will be assembled and communication updates will be provided throughout the year.

COPE Local 378

BC Hydro

Date

Date

2005-07-06

MEMORANDUM OF UNDERSTANDING#55(b)
Re: POWERTECH GAINSHARING PROGRAM

BC Hydro agrees to amend the Gainsharing Program for Powertech employees for the term of the renewal collective agreement, i.e., April 1, 2005 to March 31, 2006. The objective of the Gainsharing Program is to establish an incentive framework that will focus all Powertech employees (union and non-union) on specific performance objectives aligned to the success of the organization. The following outlines the terms and conditions for the Gainsharing Program for eligible COPE members at Powertech. For the fiscal year ending March 31, 2006 the proposed Gainsharing Program will be calculated on three measures and, if all the targets are achieved, it will provide a potential pay out of up to four percent per cent (4%) to each eligible employee based on that employee's regular earnings. In subsequent years, the Program may be focused on a combination of Powertech's business objectives and/or Lines of Business measures. The entire amount of the pay out, if any, will be paid out as soon as practicable following the tabulation of the year-end results. Inasmuch as the Program focuses on annual demonstrable results, there will be no mid-year payment,

There are three measures for the F2006 Gainsharing Plan – all are based on the achievement of specific Powertech business objectives. They are:

Net Profit - potential value of between 0% and 2.0%.

Net Profit measures are defined as: the profit of Powertech Labs Inc. as calculated in Powertech's annual financial statements, which are subject to external audit.

Customer Satisfaction - potential value of between 0% and 1.0%.

Actual Customer Satisfaction measures will be calculated from the responses to Powertech's regular customer surveys, which are conducted by the Quality Assurance Coordinator as part of the ISO 9001 requirements.

Safety - potential value of between 0% and 1.0%

Safety measures and definition are to be determined.

These measures and targets are consistent with Powertech's business objectives. Calculations of pay out amounts are related to Powertech's overall performance on the measures outlined above. It is understood that these criteria may be focused on a combination of Powertech's business objectives and/or Lines of Business measures.

The scoring range for each measure will occur at the end of each fiscal year (ending **March, 31**). Measures, Targets, **Scoring** Range, and **potential** Gainsharing Payment for **F2006** are outlined in the matrix below. It is understood that new and/or additional Measures, Targets, and Scoring Ranges may be developed for subsequent years.

Measure	Target (F2006)	Gainsharing Payment
Net Profit	<u>To Be Determined</u>	<u>between 0% and 2.0%</u>
Customer Satisfaction	<u>To Be Determined</u>	<u>between 0% and 1.0%</u>
Safety	<u>To Be Determined</u>	<u>between 0% and 1.0%</u>

Other Considerations

- **New employees will have to work a minimum of three (3) months [sixty-three (63) working days] in order to be eligible for a Gainsharing pay out for the fiscal year.**
- **Regular and temporary employees will receive a pro-rated Gainsharing pay out based on the number of full months worked during the fiscal year. For example, an employee who works 7 full months will receive 7/12 of the total award,**
- **Retirees, including those on pre-retirement leave, employees laid off to the recall list, employees released from a temporary job, employees on approved leaves of absence with or without pay, or on income continuance during the fiscal year will be eligible to receive a pro-rated award during the fiscal year based on time actually worked. For example, an employee who starts a leave of absence on 1 January 2003 would be eligible to receive 9/12 of the total award.**
- **Employees will have the option of taking their Gainsharing award in the form of a lump sum payment or they may choose to direct the full amount toward the BC Hydro Group RRSP as long as they are members of such a plan and have the RRSP room to do so.**
- **Employees who are terminated for cause or who voluntarily terminate their employment prior to 31 March of the fiscal year are not eligible for this award.**
- **A communication package will be assembled and communication updates will be provided throughout the year.**

Gainsharing F2007

BC Hydro agrees to implement a Gainsharing Program for the fiscal year April 1, 2006 to March 31, 2007. The objective of the Gainsharing Program is to establish an incentive framework that will focus all BC Hydro employees (union and non-union) on specific performance objectives aligned to the success of the organization. The following outlines the terms and conditions for the Gainsharing Program for eligible COPE members:

- **The Gainsharing Program will be calculated on measures based on the BC Hydro Service Plan, and targets established by BC Hydro and, if all the targets are achieved and/or exceeded, it will provide a potential value of four**

percent (4%) to each eligible employee based on that employee's regular earnings.

- The Gainsharing Program may be focused on a combination of Corporate, Lines of Business, and/or Key Business Unit measures, as determined by BC Hydro.
- Should BC Hydro implement an individual measure, an additional one percent (1%) will be added to the maximum potential value of the gainsharing plan to bring the Plan to a maximum of 5% of an employee's regular earnings. Employees who do not participate in the individual measure will not receive any portion of the additional 1% percent.
- The amount of the gainsharing payout, if any, may vary between employees based on performance on Line of Business, Key Business Unit, and/or individual measures, and will be paid out as soon as practicable following the tabulation of the year-end results.
- The scoring range for each measure during the fiscal year ending March 31 is:

Level – Score Interpretation

0 - (below threshold, no payment)

1 - (threshold, minimum payment)

2 - (good performance, medium payment)

3 - (excellent performance, maximum payment)

Measures, Targets, Scoring Range, and potential Gainsharing Payouts will be determined by BC Hydro.

Other Considerations

- New employees will have to work a minimum of three (3) months [sixty-three (63) working days] in order to be eligible for a Gainsharing pay out for the fiscal year.
- Regular and temporary employees will receive a pro-rated Gainsharing pay out based on the number of full months worked during the fiscal year. For example, an employee who works 7 full months will receive 7/12 of the total award.
- Retirees, including those on pre-retirement leave, employees laid off to the recall list, employees released from a temporary job, employees on approved leaves of absence with or without pay, or on income continuance during the fiscal year will be eligible to receive a pro-rated award during the fiscal year based on time actually worked. For example, an employee who starts a leave of absence on 1 January 2006 would be eligible to receive 9/12 of the total award.
- Employees will have the option of taking their Gainsharing award in the form of a lump sum payment or they may choose to direct the full amount toward the BC Hydro Group RRSP as long as they are members of such a plan and have the RRSP room to do so.

- Employees who are terminated for cause or who voluntarily terminate their employment prior to 31 March of the fiscal year are not eligible for this award.
- A communication package will be assembled and communication updates will be provided throughout the year.

COPE Local 378

Powertech Labs Inc.

Date

2005-07-06

Date

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 Representative⁵.
 - (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 **COPE** 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 Hydro 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

MEMORANDUM OF UNDERSTANDING# 58
RE: POSITIONS EXCLUDED FROM THE BARGAINING UNIT

WHEREAS there is a desire to establish an effective process to deal with the issue of whether new or reclassified jobs are included in, or excluded from, the Union's bargaining unit.

IT IS AGREED THAT :

1. This Agreement establishes a dispute resolution mechanism which shall be used by the Parties in lieu of Section 139 of the Labour *Relations* Code.
2. Where a Strategic Business Unit (SBU) intends to create a new M&P position at a job group 76 or lower, or intends to reclassify an existing position from the Union's Bargaining Unit to M&P at job group 76 or lower, the SBU shall notify labour Relations (LR) of its intention.
3. Within two working days of a notice of intention from an SBU, LR shall give written notification thereof to the Union, together with a copy of the relevant position description(s) and organizational chart(s), if then available.
4. If the Union elects to challenge the proposed job classification as not being properly excluded from the Bargaining Unit, it shall so notify LR in writing within three working days of the Union's receipt of the notification aforesaid from LR. Within a further three working days, a meeting will occur between LR, the Union and the SBU at which the Parties shall endeavour in good faith to reach an agreement. The Parties will ensure that their representatives at such meeting shall be knowledgeable of the relevant facts and circumstances.
5. Where an agreement is reached between the Parties at the meeting described above, it shall be reduced to writing and signed by Hydro and the Union.
6. Where the parties are unable to agree, the Union shall inform the Umpire by fax of the disputed position(s) within two working days of the informal meeting process.
7. Upon notification of the challenge the Umpire shall schedule a hearing (the Hearing) with Hydro and the Union within seven working days. The location of the Hearing will be agreed upon by the parties. In appropriate circumstances, the Hearing may be conducted by telephone conference call.
8. At least one working day prior to the Hearing, each party shall fax to the Umpire a summary of the issues in dispute and a proposal for their resolution. This submission cannot exceed three pages in length. If either Hydro or the Union fails to meet these requirements it will be deemed to have abandoned its position, and the dispute will be conclusively resolved in favour of the party in compliance.
9. Subject to paragraph 8, Hydro and the Union may make oral submissions to the Umpire at the Hearing, but such submission shall be limited to 45 minutes, which may be extended by the Umpire in compelling circumstances.
10. The Umpire shall have the power and authority to settle conclusively the dispute(s) and his decision(s) shall be binding on Hydro and the Union, and are not subject to appeal or review by any court or adjudicative body.

11 In reaching a **decision** the Umpire **shall** have **regard to the** following:

- a) the Union's certification;
- b) the Collective Agreement;
- c) the applicable provisions of the *Labour Relations* Code and the decisions of the Labour Relations Board pursuant thereto;
- d) applicable arbitral jurisprudence;
- e) the appropriate communities of interest, including the practices of the Parties, and the relationship between the core duties and qualifications of the disputed position and existing positions within the Bargaining Unit.

12. In addition to paragraph 1 **1**, a principle to be applied by the Umpire is that a position at job group 76 shall **be** excluded from **the** Bargaining Unit unless the Union makes a clear and compelling case for the inclusion of the position in the Bargaining Unit.

13. The decisions of the Umpire may be rendered orally at the conclusion of the Hearing and, in any event, in writing within three working days of the Hearing, The written decision shall be limited to two pages.

14. The Umpire shall not have jurisdiction to change this Memorandum of Agreement or to alter, modify or amend any of its provisions. The Umpire will, however, have the sole authority to resolve disputes over the interpretation of this Agreement.

15. The Umpire shall **be** Don Munroe, or if unavailable Steve Kelleher.

DATED this 15th day of December, 1999 .

British Columbia Hydro & Power
Authority

Office & Professional Employees'
International Union, Local No. 378

Hal Vatne
Employer Representative

Scott Watson
Union Representative

MEMORANDUM OF UNDERSTANDING # 59
(Previously M.O.U. #58)
RE: COLUMBIA BASIN FISH AND WILDLIFE
BIOLOGISTS & TECHNICIANS

This Memorandum is intended to enhance the ability of biologists, technicians, and **student** biologists working on Columbia **Basin** Fish and **Wildlife** Compensation **Programs** to perform more **effectively their field** projects by providing increased flexibility in the scheduling of their hours of **work**.

Work hour variances **applies only** to project field work.

1. Biologists, technicians, and student **biologists**, for **the** purposes of performing field project work, **may** have their **hours** of work **scheduled as** required by the project they are involved in, **subject to the** following conditions:
2. The maximum number of hours worked , at straight time **wages**, in one **day** will not exceed **10** hours. **This will** include **two 15** minute paid breaks for **shifts up to 8 hours** and **three 15 minute** paid breaks for **shifts exceeding 8 hours** and **less than 10** hours. **A one-half hour un-paid** lunch break will **also be included**.
3. **Biologists, technicians, and student** biologists normally will not **work more than 75** hours in any **14 day (bi-weekly) period**. **Any hours in excess of 75** hours per **bi-weekly** period **will be** paid at overtime rates.
4. Biologists, technicians, and student biologists normally **will** not **work** more than **five** consecutive **days** without **at least two** consecutive **days** off. **Any days worked** beyond **five** consecutive **days** will **be** paid **at overtime** rates.
5. This Memorandum of Understanding **will** remain in effect until such time as **either one of the parties gives two (2) months' notice**.

Signed on July 21, 2000

Signed on July 13, 2000

William Bell
OPEIU, Local 378

Neil C. Patton
BC Hydro

MEMORANDUM OF UNDERSTANDING # 60
Re: Engineering Graduate Technologist Trainees (GTTs)

BC Hydro and Local 378, COPE, agree that this memorandum of understanding sets out the procedure whereby graduates of technological institutes may be hired by BC Hydro as Engineering "Graduate Technologist Trainees" (GTTs) for the purpose of ultimately filling Technologist jobs upon the satisfactory completion of a prescribed period of on-the-job training. This MOU replaces MOU#14 for the Civil, Mechanical, and Electrical Engineering Graduate Technologist Trainee job streams.

To these ends, the Parties agree to the following:

- 1) Each year, BC Hydro will determine its Mechanical, Civil, and Electrical Engineering GTT requirements and number of vacancies in each SBU. The Parties shall then agree on the number of Engineering GTTs to be hired in the current year. Agreement shall not be unreasonably withheld.
- 2) Regular Engineering GTT vacancies in designated departments are subject to the bulletining procedure within the collective agreement.
 - (a) Upon agreement between the Parties on the number of Engineering GTTs to be hired in the current year per point #1 above, such vacancies shall be bulletined and preference shall be given to qualified LU 378 members currently on BC 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 Engineering GTT program.
 - (c) BC Hydro will establish the standard entry level criteria, acceptability of internal applicants to qualify for an Engineering GTT vacancy and determine the training requirements for each Engineering GTT vacancy. The training requirements will be linked to the increasing range of duties and responsibilities to be performed as an Engineering GTT progresses through the range. BC Hydro will provide financial assistance, in accordance with Article 20 of the COPE Agreement and BC Hydro policy.
- 3) Each year BC Hydro will determine the appropriate Market Rate at which newly hired Engineering GTTs will start.
- 4) **Salary Scales:**
 - (a) **Start Rate** - Market Rate as set by BC Hydro on a year-to-year basis.
End Rate - Group 10, minimum.

Scales will be constructed by creating four (4) six(6)-month steps, The steps up the salary scale will be determined by subtracting the start rate from the end rate and distributing the dollar difference to each of the four (4) steps in equal increments,
 - (b) All Engineering GTTs will progress, subject to satisfactory performance, at six(6)-month intervals over a period of twenty-four (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 thirty-six (36) months.

- (c) **Employees** who complete their training **shall** have their length-of-service date determined based upon **the date they reach the twenty-four(24)-month step**.
- 5) 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 point #4(a) of this memorandum,
- 6) **The Parties** shall establish a joint **committee** comprised of **two (2)** managers and **two (2)** Engineering Technologists.
- 7) The **COPE** shall determine, in conjunction with the **Engineering Technologists**, **the employee** compliment of **the committee**,
- 8) The committee in consultation with appropriate line management **will be** responsible for establishing all components **of** the program contents and measures for progression at **regular** intervals, including:
- confirmation that the **skills**, knowledge, and ability requirements **set** for each Engineering **GTT** are comparable and appropriate.
 - confirmation of the evaluation of Engineering **GTT's** performance with **respect** to the **mentioned** requirements **and** progression from **step-to-step**.
 - identifying appropriate **steps** to correct deficiencies **(e.g. additional educational needs, on the job work assignments, and projects.)**
 - being **advised** of removal from **the program** of any **employee** who fails to demonstrate **satisfactory progress**.
- 9) **Candidates** hired into **GTT vacancies** will be designated into specific departments at the time of hire and will **be awarded a** Group 10 job **in that department** **subject** to **successful** completion of **the** training program, An Engineering **GTT** will not **be** considered to **be a** Group 10 Technologist until **successful** completion of the training requirement. Failure to complete the training requirement will result in de-selection from the regular position.
- 10) The intent **is to have** Engineering **GTTs** **be** assigned to a designated **department** **throughout the** two(2)-year training **period** with a limited requirement to temporarily **work** in **the field** (e.g. **construction sites**). This notwithstanding, for those Engineering **GTTs** hired into Transmission **technologist** end **jobs**, there may be the requirement to temporarily relocate during **the two(2) year** training **period**.
- 11) While in the two(2)-year training period, Engineering **GTTs** will not **be** eligible to **apply** for any regular **COPE** positions **unless** the **Parties** mutually agree to such a request.
- 12) Disputes over the application of this memorandum shall **be resolved** between **the** Parties.

Signed by Brent Hale
BC Hydro

Signed by Scott Watson
OPEIU Local 378
May 2, 2000

MEMORANDUM OF UNDERSTANDING # 61

**Re: Protection and Control (P&C) Graduate Technologist Trainees (GTTs)
(Refer to Letter of Agreement)**

BC Hydro and Local 378, COPE, agree that this memorandum of understanding sets out the procedure whereby graduates of technological institutes may be hired by BC Hydro as P&C "Graduate Technologist Trainees" for the purpose of ultimately filling Technologist jobs upon the satisfactory completion of a prescribed period of on-the-job training. This MOU replaces MOU#14 for the P&C Graduate Technologist Trainee job stream.

Previously, upon graduation from the program, P&C GTTs entered end-jobs at the Group 10 job level. The Pay Equity process has determined there to be one (1) **job level at Group 11** for P&C Technologists. Consequently, the Parties recognize the need to revise MOU #14 as a result of this change for the P&C job stream. The Parties therefore agree to the following:

- 1) Each year, BC Hydro will determine its P&C GTT requirements and vacancies in each **SBU**. The Parties shall then agree on the number of P&C GTTs to be hired in the current **year**. Agreement shall not be unreasonably withheld.
- 2) P&C GTT vacancies are subject to the bulletining procedure within the collective agreement.
 - (a) Upon agreement between the Parties on the number of P&C GTTs to be hired in the current **year** per point #2 above, **such** vacancies shall be bulletined and preference shall be given to qualified LU 378 members **currently on BC 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 P&C GTT program,
 - (c) BC Hydro will establish the standard entry level criteria, acceptability of internal applicants to qualify for entry into the P&C GTT program, and determine the training requirements for each P&C GTT vacancy. The training requirements will be linked to the increasing range of duties and responsibilities within the current P&C Technologist job description which are to be performed **year-to-year** as a P&C GTT progresses through the range. BC Hydro will provide financial assistance, in accordance with Article 20 of the COPE Agreement: and BC Hydro policy.
- 3) Each year BC Hydro will determine the appropriate Market Rate at which newly hired P&C GTTs will start.
- 4) **Salary Scales:**

Start Rate - Market Rate as set by BC Hydro on a year-to-year basis.
End Rate - Group 11, Step 1.
A salary scale **shall** be constructed by creating four (4) one (1)-year steps. Step increments up the salary scale shall be determined as follows:

- P&C GTTs will reach *the* equivalent of Group 11, Step 1 upon the completion of forty-eight (48) months in the program. Step rates **will be** determined by subtracting the Start rate from the Group 11, Step 1 rate and applying the difference in four (4) **equal** increments.
- (5) **Each** year, subject to **satisfactory** performance in the requirements per point #2(c) above, a P&C GTT will progress to the next step in the range. Progression through the range **shall** not be unreasonably withheld.
 - (6) 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 point #4 of this memorandum.
 - (7) **A P&C GTT** shall be required to move **up** to a maximum of four (4) times in the four (4) years of the program.
 - 8) The Parties shall establish a joint committee **comprised** of two (2) managers and two (2) **P&C Technologists**.
 - 9) The COPE shall determine, in conjunction with the P&C Technologists, the employee participants **on** the committee.
 - 10) The committee in consultation with line management will be responsible for establishing all components of the program contents and measures for progression at regular intervals, including:
 - confirmation that the **skills, knowledge, and ability** requirements **set** for each P&C GTT are comparable **and** appropriate.
 - confirmation of the evaluation of individual P&C GTT's performance with respect to the aforementioned requirements and progression from **step-to-step**,
 - identifying appropriate steps to correct deficiencies (e.g. additional educational needs, on the job work assignments, and projects.)
 - being advised of removal from the program of any employee who fails to demonstrate satisfactory progress,
 - determination of location and timing of employee development **moves**. The committee shall take **into consideration**: (1) **employee** development **needs** and **circumstances**; (2) BC Hydro's requirements.
 - 11) Regular P&C Technologist vacancies will be bulletined according to the collective agreement as they arise.
 - 12) P&C GTTs may bid **on** regular vacancies **within** the P&C job stream at any time after three and one half (3½) years in the program. Existing Technologists may apply on all vacancies described herein **in order** to secure the benefit of a transfer to a **new** location.

- 13) Successful applicants from within the P&C GTT pool **will be** awarded a **Group 11** job **described** in point #11 above subject to the completion of **the four (4) year program**. **Failure to** complete the program **will** result in de-selection from the regular position.
- 14) P&C GTTs **who are** unsuccessful in **bidding on a P&C regular vacancy by the** time they complete **the four (4) year program shall be placed by management** into any vacancy not **successfully** filled through **the bulletin process**,
- (15) The Parties recognize that this **process has** caused a holding period in the **past** where there is no vacancy in which **to place a P&C GTT**. **While** recognizing that a “Grads in Holding” situation may occur, **the Parties will do** their utmost **to** ensure that P&C GTTs are placed in a regular vacancy upon completion **of the four (4) year program**.
- (16) Upon completion of **twenty-four (24) months** in the program and where determined **by** management **to be in** accordance with the terms of **Article 4.03 of the collective agreement**, floor rate situations for P&C GTTS will **be administered** according to the language of Article 4.03.
- 17) Disputes over the application of this memorandum **shall be** resolved by **the** Parties.

Effective Date: May 2, 2000

Signed by Brent Hale
BC Hydro

Signed by Scott Watson
OPEIU Local 378

MEMORANDUM OF UNDERSTANDING # 62
Re: Customer Projects and Installations (CP&I)
Graduate Technologist Trainees (GTTs)

BC Hydro and Local 378, COPE, agree that this memorandum of understanding sets out the procedure whereby graduates of technological institutes may be hired by BC Hydro as CP&I "Graduate Technologist Trainees" for the purpose of ultimately filling Technologist jobs upon the satisfactory completion of a prescribed period of on-the-job training. This MOU replaces MOU#14 for the CP&I Graduate Technologist Trainee job stream.

Previously, upon graduation from the program, CP&I GTTs entered end-jobs at the Group 10 job level. The Pay Equity process has determined there to be one (1) job level at Group 11 for CP&I Technologists. Consequently, the Parties recognize the need to revise MOU #14 as a result of this change for the CP&I job stream. The Parties therefore agree to the following:

- 1) Each year, BC Hydro will determine its CP&I GTT requirements and vacancies in each SBU. The Parties shall then agree on the number of CP&I GTTs to be hired in the current year. Agreement shall not be unreasonably withheld.
- 2) CP&I GTT vacancies are subject to the bulletining procedure within the collective agreement.
 - (a) Upon agreement between the Parties on the number of CP&I GTTs to be hired in the current year per point #2 above, such vacancies shall be bulletined and preference shall be given to qualified LU 378 members currently on BC 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 CP&I GTT program.
 - (c) BC Hydro will establish the standard entry level criteria, acceptability of internal applicants to qualify for entry into the CP&I GTT program, and determine the training requirements for each CP&I GTT vacancy. The training requirements will be linked to the increasing range of duties and responsibilities within the current Design Technologist job description which are to be performed year-to-year as a CP&I GTT progresses through the range. BC Hydro will provide financial assistance, in accordance with Article 20 of the COPE Agreement and BC Hydro policy.
- 3) Each year BC Hydro will determine the appropriate Market Rate at which newly hired CP&I GTTs will start,
- 4) Salary Scales:

Start Rate - Market Rate as set by BC Hydro on a year-to-year basis.

End Rate - Group 11, Step 1.

A salary scale shall be constructed by creating four (4) one (1)-year steps. Step increments up the salary scale shall be determined as follows:

- CP&I GTTs will **reach the** equivalent of Group 11, **Step I** upon the completion of forty-eight (48) months **in the** program. **Step** rates will **be determined by** subtracting the **Start** rate from the Group 11, **Step I** rate and applying the difference **in four (4)** equal increments.
- 5) **Each year**, subject to satisfactory performance **in the** requirements **per point #2(c)** above, a CP&I GTT will progress to the next **step** in the range. Progression through the range shall not **be unreasonably** withheld.
 - 6) 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 point #4 of this memorandum.
 - 7) **A CP&I GTT shall** be required to move up to a maximum of four **(4)** times in the four (4) **years of** the program,
 - 8) **The Parties shall establish** a joint committee comprised of two **(2)** managers and **two (2)** CP&I Technologists.
 - 9) The COPE shall determine, in conjunction with the CP&I Technologists, the employee participants **on** the committee.
 - 10) The committee **in consultation** with line management **will be** responsible for establishing **all** components of **the program contents and measures** for progression at regular **intervals**, including:
 - confirmation that **the skills, knowledge,** and ability **requirements set** for each CP&I GTT are comparable and appropriate.
 - confirmation of **the evaluation of** individual CP&I GTT's performance **with respect** to the aforementioned requirements and progression from step-to-step.
 - identifying appropriate **steps to** correct deficiencies (e.g. **additional educational needs, on the job work assignments, and projects.**)
 - **being advised of** removal from the program **of any employee who** fails to **demonstrate** satisfactory **progress.**
 - determination **of location** and timing **of employee development moves.** The committee shall **take** into consideration: (1) employee development **needs and** circumstances; **(2) BC Hydro's** requirements.
 - 11) Regular CP&I Technologist vacancies will be **bulletined** according to **the** collective agreement **as** they arise.
 - 12) CP&I GTTs may bid **on** regular vacancies within the CP&I job stream at any time after three and one half **(3%)** years **in the** program. Existing **Technologists may** apply on **all** vacancies **described** herein **in order to** secure **the** benefit of a **transfer** to a **new** location.
 - 13) **Successful** applicants from within the CP&I GTT pool will **be awarded** a Group 1 **I** job described in point #11 above **subject to the** completion of the four **(4)** year program, Failure to complete the program will result in de-selection from **the** regular position.

- 14) CP&I GTTs who are unsuccessful in bidding on a CP&I regular vacancy by the time they complete the four (4) year program shall be placed by management into any vacancy not successfully filled through the bulletin process.
- 15) The Parties recognize that this process has caused a holding period in the past where there is no vacancy in which to place a CP&I GTT. While recognizing that a "Grads in Holding" situation may occur, the Parties will do their utmost to ensure that CP&I GTTs are placed in a regular vacancy upon completion of the four (4) year program.
- 16) Disputes over the application of this memorandum shall be resolved by the Parties.

Effective Date: May 2, 2000

Signed by Brent Hale

BC Hydro

Signed by Scott Watson

OPEIU Local 378

MEMORANDUM OF UNDERSTANDING# 63

Re: Transmission Maintenance Graduate Technologist Trainees (GTTs)

BC Hydro and Local 378, COPE, agree that this memorandum of understanding sets out the procedure whereby graduates of technological institutes may be hired by BC Hydro as Transmission Maintenance "Graduate Technologist Trainees" (GTTs) for the purpose of ultimately filling Technologist jobs upon the satisfactory completion of a prescribed period of on-the-job training. This MOU replaces MOU#14 for the Transmission Maintenance Graduate Technologist Trainee job streams. To these ends, the Parties agree to the following:

- 1) Each **year**, BC Hydro will determine its Transmission Maintenance GTT requirements and number of vacancies, The Parties shall then agree on the number of Transmission Maintenance GTTs to be hired in the current year. Agreement shall not be unreasonably **withheld**.
- 2) Transmission Maintenance GTT vacancies are subject to the bulletining procedure within the collective agreement.
 - (a) Upon agreement between the Parties on the number of Transmission Maintenance GTTs to be hired in the current year per point #1 above, such vacancies **shall** be bulletined and preference shall be given to qualified LU 378 members currently on BC 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 Transmission Maintenance GTT program.
 - (c) BC Hydro will establish the standard entry level criteria, acceptability of internal applicants to qualify for a Transmission Maintenance GTT vacancy and determine the training requirements for each Transmission Maintenance GTT vacancy. The training requirements will be linked to the increasing range of duties and responsibilities to be performed as a Transmission Maintenance GTT progresses through the range, BC Hydro will provide financial assistance, in accordance with Article 20 of the COPE Agreement and BC Hydro policy.
- 3) Each **year** BC Hydro will determine the appropriate Market Rate at which newly hired Transmission Maintenance GTTs will start.
- 4) **Salary Scales:**
 - (a) **Start** Rate - Market Rate as set by BC Hydro on a year-to-year basis.
End Rate - Group 10, minimum.

Scales will be constructed by creating four (4) six(6)-month steps. The steps up the salary **scale** will be determined by subtracting the **start** rate from the end rate and distributing the dollar difference to each of the four (4) steps in equal increments.

- (b) All Transmission Maintenance GTTs will progress, subject to satisfactory performance, at ~~six(6)~~-month intervals over a period of ~~twenty-four~~ (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 ~~thirty-six~~ (36) months.
- (c) Employees who complete their training shall have their ~~length-of-service~~ date determined based upon the date they reach the ~~twenty-four~~ (24) month ~~step~~
- 5) 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 point #4(a) of this memorandum.
- 6) The Parties shall establish a joint committee comprised of two (2) managers and two (2) Transmission Maintenance Technologists.
- 7) The COPE shall determine, in conjunction with the Transmission Maintenance Technologists, the employee compliment of the committee.
- 8) The committee in consultation with appropriate line management will be responsible for establishing all components of the program contents and measures for progression at regular intervals, including:
- confirmation that the skills, knowledge, and ability requirements set for each Transmission Maintenance GTT are comparable and appropriate.
 - confirmation of the evaluation of Transmission Maintenance GTTs performance with respect to the aforementioned requirements and progression from ~~step-to-step~~.
 - identifying appropriate steps to correct deficiencies (e.g. additional educational ~~needs~~, on the job work assignments, and projects.)
 - being advised of removal from the program of any employee who fails to ~~demonstrate~~ satisfactory progress,
 - Determination of location and timing of employee development moves. The committee shall take into consideration: (1) ~~Employee~~ development ~~needs~~ and personal circumstances; (2) BC Hydro's requirements.
- 9) **Given** there are various headquarters for end positions for Transmission Maintenance GTTs they will be required to bid into regular positions. A Transmission Maintenance GTT will not be considered to ~~be~~ a Group 10 Technologist until successful completion of the training requirement. Failure to complete the training requirement will result ~~in~~ de-selection from the regular position.
- 10) Transmission Maintenance GTTs who are unsuccessful in bidding on a regular Transmission Maintenance Technologist vacancy by the time they complete the two (2) year program shall be placed by management into any vacancy not filled through the bulletin process.
- a) Transmission Maintenance GTTs may not remain in their ~~end~~ training location beyond one (1) year following graduation from the program without

mutual agreement between the Parties. It is intended that until such time as they obtain a regular Transmission Maintenance Technologist position, they will apply on temporary Transmission Maintenance Technologist postings as they arise in accordance with Article 7.11(a).

- 11) A Transmission Maintenance GTT will be assigned to a designated headquarter for the 2 year training period, but will be required to temporarily relocate for portions of the program.
- 12) While in the two (2)-year training period, GTTs will not be eligible to apply for any regular COPE positions unless the Parties mutually agree to such a request. A GTT may apply for vacancies in their designated end jobs in the last six months of their training program.
- 13) Disputes over the application of this memorandum shall be resolved between the Parties.

Effective Date: 23 February, 2001

Signed by Maxine Anderson
BC Hydro

Signed by Bill Farrell
OPEIU Local 378

MEMORANDUM OF UNDERSTANDING # 65
Re: Coordinator Vegetation Maintenance

The IBEW, COPE and BC Hydro (the parties) have agreed to the following process for the selection of employees and the terms and conditions for the Coordinator Vegetation Maintenance position.

The parties agree that the Coordinator Vegetation Maintenance position does not solely reside in either the IBEW or COPE certification. The successful candidate in a job competition will remain a member of their current bargaining unit and will be subject to the terms and conditions of that collective agreement except where stated below. If an existing position is bulletined and filled by an external hire, the affiliation of the external hire will be that of the incumbent who previously held the position. If a new position is bulletined and filled by an external hire, the affiliation of the external hire will be determined by an alternating method agreed by the Parties.

The parties agree that the Coordinator Vegetation Maintenance position will be open to all B.C. Hydro bargaining unit employees regardless of affiliation. Selections will be on the basis of ability (2/3) and seniority (1/3). It is agreed that M&P employees are excluded from competing for these positions.

1. There will be salary and wage parity for both Unions based on the maximum of the group 9 scale.
2. Seniority for selections will be based on Company seniority (Article 5(b) for the IBEW and Article 6 for COPE).
3. Selection Grievances will be handled pursuant to the appropriate collective agreement except in the following situation:

Should a grievance arise from an individual who is not in the same bargaining unit as the selected candidate, then a two stage process will occur as follows:

A tripartite committee will meet within 10 working days of receiving the grievance; if this group cannot reach consensus then the grievance will be referred to expedited arbitration and the arbitrator's decision will be binding on the parties.

The Arbitrator will be agreed to by all parties.

4. Current incumbents in vegetation maintenance positions (various job titles) that do not meet the qualifications for a Coordinator Vegetation Maintenance position will be placed into this position upon certification with the ISA as a Certified Arborist/Utility Specialist.
5. For IBEW affiliated employees the successful candidate will maintain their General Classification and will continue to accrue Article 18 seniority.
6. Except where provided above all other terms and conditions of the appropriate collective agreement will apply.

IBEW: Jim Greenwell

OPEIU: Pam Poisson

BC Hydro: Hal Vatne

**Memorandum of Understanding #66
(previously LOA# 6)
Re: CALL MONITORING FOR CALL CENTRES**

The **purpose** of call monitoring is to ensure consistency among Call Centres and Agents, in terms **of** the correct dissemination of information, the application of established policies **and** procedures and the delivery of service to our customers.

Business **calls may be** randomly monitored **and** recorded from **a** remote location, **a local** observation point or **by means** of a recording **device**. BC Hydro **agrees** to provide **the** Union and **employees** with notice of **equipment** and **facilities** which are to **be** utilized for the purpose of monitoring **and** measuring **individual employee** performance **as part of a** regular performance monitoring program. The Company further **agrees to** advise the Union and **employees of** the monitoring and measuring capabilities of all **job** related equipment prior to the application **of** those capabilities,

In situations **where the** existence of employee performance **difficulties is** evident, such that more frequent monitoring **is required**, the employee **and** the Union **will be advised**. For the **purposes of performance difficulties** the Quality Listeners **shall** only be workleaders or management personnel. The Employer **agrees not** to compel any **employee in the Bargaining Unit** to testify before either an arbitrator or the Labor **Relations Board of BC** or any of its **successors**.

Monitoring and work-related statistics will **be used to**

- Provide **the** Company with information **needed** to determine **the** level of service to customers and to establish staff requirements,
- Enhance the ability **of managers, workleaders** and Call Centre Agents to work **cooperatively in** providing high **quality work**; and
- Complement **employee** training **and** development.

Business lines in the Call Centres will be **equipped to enable quality** monitoring of calls related to the Authority's business. **Any** and all private **calls** will **be** deleted. **To ensure** employee privacy, dedicated **phones** with unmonitored **access** have been provided for personal use. Personal **calls** made from **these** facilities will not be monitored.

Signed on June 15, 2000

Tracey Armatage
BC Hydro

Signed on June 12, 2000

Sheila Banks
OPEIU, local 378

**Memorandum of Understanding #67
(Formerly letter of Agreement #7)
RE: TEMPORARY PROMOTIONS FOR LESS THAN A DAY**

In resolution of Union Grievance 970139 – Refusal to Pay Temporary Promotions (BC Hydro File OG 09 97) and in interpreting Article 7.05, the parties agree that the following guidelines will apply, effective June 19, 2000:

If a manager determines a need for an employee to perform **work of a higher job** group for an extended but finite period of time, **the manager will** inform **the employee**, in advance, **of the** requirement for **the employee to** perform that work and will provide an estimate of the period of time the employee will be required to perform the work.

Where **the** work of a higher job group is not performed for full working days at a **time**, **the** number of hours spent performing the higher grouped duties will be accumulated over a period of time until a full 7.5 hours is reached, at which point compensation for a one day temporary promotion will be paid in accordance with Article 7.05. For administrative ease, the manager and the employee may agree that the accumulation of **the time spent** performing higher grouped duties will be reviewed once each month or on some mutually agreed upon basis to determine the amount of compensation to be paid, if **any**, under **Article 7.05**.

Signed on June 19, 2000

Debbie Jung
BC Hydro

Signed on June 16, 2000

Sheila Banks
OPEIU, Local 378

MEMORANDUM OF UNDERSTANDING # 68
(Formerly a Letter of Agreement)
Re: P&C Service Center - Power Supply

The parties recognize that certain contractors and sub-contractors performing work at the P&C Service Center in Burnaby should more properly ~~be~~ employees governed by the COPE certification. To that end, BC Hydro and the COPE agree to the following terms and conditions for their inclusion:

1. Effective the date of signing of this agreement, all positions identified in Appendix 'A' attached hereto, which are located at P&C Services in Burnaby or other future Hydro facilities which may replace it, shall be included in the Union's bargaining unit.
2. The contractors at the P&C Services Center to whom Hydro offers jobs will have the right (provided in writing) to join the COPE, Local 378 or remain outside the bargaining unit ('grandparented') as long as **they** hold a contract with the P&C Service Center. The window for joining the COPE is only available during the same time period the offer of employment is open for acceptance. When a 'grandparented' individual leaves his/her current or future re-negotiated contractor or sub-contractor relationship with Hydro at the P&C Services Center, and BC Hydro requires the continuation of ~~the~~ function within the P&C Services Center, ~~the~~ position will **be** posted pursuant to ~~the~~ terms of the Collective Agreement.
3. BC Hydro will submit to the COPE, no less than quarterly, a list of 'grandparented' contractors, their positions and earnings and equivalent to union dues ~~on the~~ earnings, so long as they fill jobs brought within the bargaining unit by this Letter of Agreement. BC Hydro will also submit to the COPE the sum of \$10,000 representing full settlement of retroactive dues from ~~1~~ April 1999.
4. Receipt of the dues in no ~~way~~ obligates the Union to represent ~~the~~ 'grandparented' individual.
5. The 'grandparented' individuals will only have the right to join the COPE pursuant to the terms of item 2 above. Once they have elected to join, their decision is final.
6. Individuals who elect to join the Union will have their salaries (minus approximately 25% for benefits) ~~blue-circled~~ should their rate of pay be higher than the **range** established under the pay equity/job evaluation plan. They will in all other respects be covered by the terms of the collective agreement.
7. Individuals who elect to join the union will have ~~their~~ seniority established according to when they last began a continuous contractor relationship with the P&C Service Center. Effective use of the seniority granted is governed by Article 6.09c of the Collective Agreement.
8. In the event of layoffs at P&C Services and there is a mix of individuals who are 'grandparented' and Union members occupying the ~~same~~ positions, both groups will be **pooled** and subject to layoff/contract termination in reverse order of length of service, provided the remaining person(s) have the present ability to do the remaining work.

Hal Vatne
BC Hydro

William Bell
OPEIU Local 378

May 12, 2000

MEMORANDUM OF UNDERSTANDING # 69
(Formerly Letter of Agreement #10)
Re: Coordinator of Occupational Safety and Health (COSH) Trainees

BC Hydro is interested in providing a more comprehensive method of ensuring the orderly and adequate development of individuals interested in occupational safety and health positions. To address this need, a Coordinator of Occupational Safety and Health (COSH) Trainee position will be created pursuant to this memorandum of understanding. The goal is for individuals trained under the terms of this MOU to ultimately be qualified for Coordinator of Occupational Safety and Health (COSH) jobs within Hydro upon the satisfactory completion of a prescribed period of on-the-job training. The parties therefore agree to the following terms:

1. Twenty-four (24) month training opportunities will be bulletined as FTR COSH Trainee vacancies subject to the bulletining procedure within the Collective Agreement.
 - (a) Each year, BC Hydro will determine its COSH Trainees requirements and number of vacancies. The parties shall then agree on the number of COSH Trainees to be hired in the current year. Agreement shall not be unreasonably withheld.

Such vacancies shall be bulletined and preference shall be given to qualified Local 378 members currently on BC Hydro's staff.
 - (b) Interviews will be conducted with unsuccessful internal candidates, if requested, to assist those who may lack some of the necessary qualifications to determine what courses are required to enable them to qualify for the COSH Trainee program.
 - (c) Hydro will establish the standard entry level criteria, acceptability of internal applicants to qualify for entry into the COSH Trainee program, and determine the training requirements for each COSH Trainee vacancy. The training requirements will be linked to the increasing range of duties and responsibilities which are to be performed year-to-year as a COSH Trainee progresses through the range. Hydro will provide financial assistance, in accordance with Article 20 of the COPE Agreement and Hydro policy.
2. Each COSH Trainee will be hired into a "base" FTR COSH Trainee position within a SBU. COSH Trainees will require exposure to four (4) key areas within Hydro: Transmission and Distribution, Power Supply, Corporate Groups, and Corporate Safety. Therefore, developmental rotations to all areas will occur within the twenty-four (24) month period.
3. Fifteen (15) of the twenty-four (24) months in the position will be spent in the "base" SBU. Nine (9) months in the position would be spent equally in each of the remaining three (3) key areas. Developmental rotations into Corporate Groups and Corporate Safety may be combined into one six (6) month rotation.
4. Each year Hydro will determine the appropriate Market Rate at which newly hired COSH Trainees will start. Successful applicants to COSH Trainee vacancies will start at the COSH Trainee start rate. Successful applicants with experience

directly applicable to the **job** will **be** placed **at an** appropriate step **on the salary** scale,

5. **Salary Scales:**

Start Rate – Market Rate **as set** by BC Hydro on a **year-to-year** basis.
End Rate – **Group 10, Minimum.**

- (a) **Scales will be** constructed **by** creating four **(4) six (6)-month steps**. The steps up the **salary** scale will **be** determined **by** subtracting the **start** rate from the **end rate** and distributing the dollar difference to each of the **four (4) steps** in equal increments.
- (b) All COSH Trainees will progress, subject to **satisfactory** performance, **at** six (6) month intervals over a period of **twenty-four (24) months**, ending **at the** Minimum of the Group 10 **salary scale**,
- (c) **Employees who complete** their training **shall have** their length-of-service **date** determined **based** upon the date they reach **the** twenty-four **(24)-month step** except **as** in item #10 **below**.

6. 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 point #5 of this memorandum,
7. **Hydro will** review its COSH requirements **at the end** of each Trainee's training period to determine whether or not it **has a need** for a regular COSH **vacancy** and will **advise** the Union.
8. Regular **COSH** positions **will be** bulletined according to the **Collective Agreement**.
9. COSH Trainees **will be** expected to bulletin into **COSH** positions in accordance with **Article 7** of the **Collective Agreement**.
10. While in **the two (2) year training period**, COSH Trainees **will** not be eligible to **apply** for any **COPE** positions **unless** the Parties mutually agree to such a **request**. **COSH** Trainees may bid on regular **COSH vacancies** at any **time** after **completing** fifteen (15) months of training. **If they are successful** in bidding into a FTR COSH position during **their training period** they will immediately advance to the Group 10 minimum **and** the length of **service** increases will be **based on their** anniversary **date of** obtaining the FTR **COSH** position, This notwithstanding, **COSH** Trainees must **complete** the twenty-four **(24) month training period**. **Successful** applicants from within **the COSH** Trainee pool will **be** awarded a COSH position subject to **the** completion of the twenty-four (24) month training program.
11. Should **there** exist **COSH vacancies** that cannot **be** filled through **the** normal bulletin process, the **least senior COSH** Trainee **who** has completed the program **will be** placed in the vacant position. Should such employees not **be** available, the Trainee closest to **the** conclusion of the program **may be** placed into the **COSH** position, **provided** that the Trainee **has completed** at **least** fifteen (15) months in **the** program.

12. The Parties **will** do their utmost to ensure that COSH Trainees who are not successful in bulletining into a position are placed in a regular vacancy upon completion of the twenty-four (24) month program, Furthermore, upon completion of their COSH training program, trainees who were regular COPE affiliated employees immediately prior to entering *the* trainee program, and who are not able to find a COSH position, and who are not extended by mutual agreement of the parties as per point #13 below, will be guaranteed a comparable job placement within BC Hydro.' Their placement will be comparable to their original "home position" before entering the trainee program.
13. Upon completion of **the** twenty-four (24) month training program, COSH Trainee graduates may be retained in their "base" SBU FTR Trainee position for a maximum period of one (1) year, This period may be extended **by** mutual agreement of the Parties **and** such agreement will not be unreasonably withheld.
14. Involvement from COSHs will be sought regarding the development of **the** training program. Furthermore, the Parties will meet on a yearly basis to discuss issues related to the ongoing delivery and success of the COSH developmental program.
15. The Parties shall establish a union-management committee of two (2) managers; one (1) from Power Supply and one (1) from Transmission and Distribution; and two (2) employee representatives that are practicing COSH's; one (1) from **Power** Supply and one (1) from Transmission and Distribution. The COPE shall determine, in conjunction with the practicing COSH's, the employee complement of the committee.
16. The union-management committee will make recommendations to **the** Manager of Corporate Safety and Health respecting **the** design, management, and administration of the program which will include **establishing** all components of the program contents and measures for progression **at** regular intervals, as well as:
- design, develop, monitor, and amend as is necessary the COSH Training **program**. This may include developing performance **and** assessment **metrics**, **and** a regular reporting to the Manager of Corporate Safety and Health.
 - ensure consistent treatment in the development and training program of **COSH Trainees across** the different Strategic Business Units (SBUs).
 - monitor **cross-SBU** postings.
 - review of individual performance and feedback including:
 1. confirmation that the skills, knowledge, and ability requirements set for each COSH Trainee are comparable and appropriate.
 2. confirmation of the evaluation of a **COSH** trainee's performance with respect to the aforementioned requirements **and** progression from **step-to-step**.
 3. identifying appropriate steps to correct any deficiencies (**e.g.** additional educational needs, on the job work assignments, and projects).
 4. being **advised** of removal from the program of any employee **who fails** to demonstrate satisfactory progress.

17. **Disputes over the application of this memorandum shall be resolved by the Parties.**
18. **This Memorandum of Understanding will remain in effect until such time as the parties mutually agree to terminate the MOU, or either party unilaterally gives 90 days written notice to terminate the letter. Should either party unilaterally give 90 days written notice to terminate, the parties will be required to meet with a mediator to resolve any differences giving rise to the termination notice before the MOU can be considered terminated.**

Signed May 18, 2001

Neil Patton
BC Hydro

Signed June 8, 2001

Bill Farrell
OPEIU Local 378

MEMORANDUM OF UNDERSTANDING # 70
(formerly known as letter of Agreement #11)
RE: Work Leader, Transmission Scheduling-Operate Assets

In the event a dispute arises **over** the interpretation or application of this Letter of Agreement 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 Work **Leader** Transmission Scheduling, will be from **8:15 a.m. to 5:30 p.m.** Starting times may be varied by agreement of the Manager and the employee,
- 2 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.
3. **Employees shall** have two (2) fifteen (15) minute paid rest periods per shift and one unpaid lunch period of thirty (30) minutes.
- 4 Shift rotation will be on a four days on {Tuesday, Wednesday, Thursday, Friday) -three days off (Saturday, Sunday, Monday). This includes RWWL days which have been built into the schedule (i.e. no additional RWWL days are granted as they are imbedded in the "four days on - three days off schedule). Consequently, the time bank enhancement does **not** apply to RWWL days. The shift may be changed by mutual agreement between the employee 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.
5. 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.
6. 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,**
7. If the employee is **required to work statutory holidays** as part of **their** 'days on' schedule, the employee 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 employee will also have 7.5 hours credited to their time bank.
- 8 As Statutory **holidays** are not built into the schedule, if the employee is not scheduled to **work** on a statutory holiday, the employee shall be entitled to 7.5 hours credited to their time bank,
9. Shift **premiums** will be paid in accordance with Article 12.05(f) and **cease** upon commencement of Income Continuance.

Signed by Sheila Banks
OPEIU, Local 378

Signed by Neil Patton
B.C. Hydro

May 18, 2001

**MEMORANDUM OF UNDERSTANDING # 71
RE: SHIFT WORK AT CALL CENTRES**

- 1.** When extra hours which have not previously been scheduled become available, PTR employees will, where practical, be offered these extra hours on a 'seniority down' basis in advance of offering such hours of work to casual employees,

- 2.** The parties agree that PTRs in Call Centres can work for more than thirty (30) hours per week provided that hours beyond thirty (30) are agreed to by PTRs on a voluntary basis or in the circumstances outlined in Article 1.06(b)(2). PTRs may work up to 37.5 hours per week at straight time rates.

- 3.** This Memorandum does not apply to job shares.

Scott Watson
OPEIU

Neil Patton
BC Hydro

OPEIU, Local 378
May 18, 2002

B.C. Hydro
May 18, 2002

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 COPE 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 COPE 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 COPE/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 HEALTHCARE

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 year's 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 dentist 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**, 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**. An employee on income continuance, **who** is not receiving **any** payments from Hydro, may be **eligible** to have pensionable service accrue without making contributions according to the **terms** of the **BC Hydro Pension 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
4,751	15,000	565.46	575.00	30,000
5,001	15,250	575.04	584.58	30,500
5,251	15,500	584.62	594.17	31,000
5,501	15,750	594.21	603.75	31,500
5,751	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

Annual Over \$	To \$	Bi-Weekly From \$	Amount of To \$	Insurance \$
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	,226.71	1,236.25	64,500
32,251	32,500	,236.29	1,245.83	65,000
32,501	32,750	,245.87	1,255.42	65,500
32,751	33,000	,255.46	1,265.00	66,000
33,001	33,250	,265.04	1,274.58	66,500
33,251	33,500	,274.62	1,284.17	67,000
33,501	33,750	,284.21	1,293.75	67,500
33,751	34,000	,293.79	1,303.33	68,000
34,001	34,250	,303.37	1,312.92	68,500
34,251	34,500	,312.96	1,322.50	69,000
34,501	34,750	,322.54	1,332.08	69,500
34,751	35,000	,332.12	1,341.67	70,000
35,001	35,250	,341.71	1,351.25	70,500
35,251	35,500	,351.29	1,360.83	71,000
35,501	35,750	,360.87	1,370.42	71,500
35,751	36,000	,370.46	1,380.00	72,000
36,001	36,250	,380.04	1,389.58	72,500
36,251	36,500	,389.62	1,399.17	73,000
36,501	36,750	,399.21	1,408.75	73,500
36,751	37,000	,408.79	1,418.33	74,000

Over \$	Annual To \$	Bi-Weekly From \$	Amount of To \$	Insurance \$
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	,542.92	80,500
40,251	40,500	1,542.96	,552.50	81,000
40,501	40,750	1,552.54	,562.08	81,500
40,751	41,000	1,562.12	,571.67	82,000
41,001	41,250	1,571.71	,581.25	82,500
41,251	41,500	1,581.29	,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	,677.12	1,686.67	88,000
44,001	44,250	,686.71	1,696.25	88,500
44,251	44,500	,696.29	1,705.83	89,000
44,501	44,750	,705.87	1,715.42	89,500
44,751	45,000	,715.46	1,725.00	90,000

Over \$	Annual TO \$	Bi-Weekly From \$	Amount of To \$	Insurance \$
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	,753.79	1,763.33	92,000
46,001	46,250	,763.37	1,772.92	92,500
46,251	46,500	,772.96	1,782.50	93,000
46,501	46,750	,782.54	1,792.08	93,500
46,751	47,000	,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 To \$	Bi-Weekly From \$	Amount of To \$	Insurance \$
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 To \$	Bi-Weekly From \$	Amount of To \$	Insurance \$
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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