

# Collective Agreement

Between

The University of British Columbia

and

**CUPE  
Local 116**

Begins:

04/01/2005

Terminates:

03/31/2010

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**THE AGREEMENT RATIFIED BY THE PARTIES  
ON**

April 1, 2006

**THE UNIVERSITY OF BRITISH COLUMBIA**  
(Hereinafter called the University)

PARTY OF THE FIRST PART AND

**THE CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 116 (U.B.C. EMPLOYEES)**

Chartered by the Canadian Union of Public  
Employees and affiliated with the  
Canadian Labour Congress  
(Hereinafter called the Union)

PARTY OF THE SECOND PART.

**ARTICLE 1**

**PREAMBLE**

WHEREAS it is obligatory upon the University and its employees that efficient operation of the University be maintained and to affect this it is important that harmonious relations be continued between the University and its employees, and

WHEREAS the Union is a trade union formed by and including certain employees of the University and,

WHEREAS the parties hereto with the desire and intention of making their relationship more harmonious have concluded to make provisions herein for the orderly and expeditious consideration and settlement of all matters of collective bargaining and of mutual interest, including wages, hours, working conditions, security and the adjustment of grievances with respect to the employees of the University for whom the Union has been certified as the sole bargaining agent:

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT the parties hereto in consideration of this mutual covenant hereinafter contained agree each with the other as follows:

## **ARTICLE 2**

### **MANAGEMENT RIGHTS**

#### **2.01 Management Rights**

The management and the direction of the working force is vested in the University, except as in this Agreement is otherwise specified.

## **ARTICLE 3**

### **RECOGNITION AND NEGOTIATIONS**

#### **3.01 Bargaining Unit**

As certain employees of the University have formed the Union, the University recognizes the Union as the sole bargaining agency on behalf of its employees for whom the Union has been certified as bargaining agent in respect of wages, hours, working conditions, security, adjustment of grievances and other conditions as are indicated in this agreement.

#### **3.02 Work of The Bargaining Unit**

Persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit, except in cases mutually agreed upon between the University and Union 116. Special consideration will be given to bona fide students enrolled at the University of British Columbia.

#### **3.03 Part Time and Temporary Employees**

This Collective Agreement is fully applicable to all employees covered by the Union certification except for University of British Columbia students working less than four (4) hours per day or unless otherwise specified.

### 3.04 No Other Agreements

No employee shall be required or permitted to make any written or verbal agreement with the University or its Representatives which may conflict with the terms of this Collective Agreement.

### 3.05 Mutually Agreed Changes

Any mutually agreed changes to the Collective Agreement shall form part of this Collective Agreement and are subject to the grievance and arbitration procedures. The mutually agreed changes must have signatures of the signing officers of both the University and the Union.

### 3.06 Definition of Employees

“Employee” is defined as any person who is defined as an “Employee” within the scope of the Union’s certification as provided for in the Labour Relations Code of British Columbia.

“Staff Employee” shall mean an employee full and/or part-time who has completed the probationary period and occupies a regularly constituted year-round position **or a Dental Assistant position as per schedule ‘B’ attached to and forming part of the Collective Agreement.** A “Staff Employee” will be paid by the month.

“Hourly Paid Employees” are those who are working on jobs which may not continue as a regularly constituted position. Such positions if continuing on a full-time basis for more than twelve (12) months without interruption shall be reviewed to see if they can or should be established on a “staff basis”.

“Temporary Employee” is defined as an employee full and/or part-time who has been hired for temporary employment of a non-continuing and/or non-recurring nature arising from:

- (1) leaves of absence, vacations, workers’ compensation, sick leaves, long term disability leaves; or
- (2) special projects of a limited duration.

In sub-paragraph two (2) above, "limited duration" shall mean ninety (90) consecutive calendar days or such longer period as is reasonable in the circumstances. In the event the Union withholds agreement to a period longer than ninety (90) days, the University may refer the matter to the Layoff/Recall Umpire (Article 11.06). The Umpire shall have exclusive jurisdiction to resolve the difference on such terms as the Umpire considers reasonable in the circumstances. Unless otherwise agreed by the parties in advance, decisions by the Umpire shall be without prejudice or precedent. Proceedings before the Umpire under this paragraph shall be on an expedited basis, in accordance with procedures established by the Umpire which may include hearings by telephone conference call.

It is understood that a temporary employee shall not continue to be employed while there is an employee on layoff in the same classification as the temporary employee, and who is available and qualified to competently perform the work required, except in the event of an emergency for up to ten (10) working days, unless mutually agreed otherwise by the parties.

Notwithstanding the provisions of the Collective Agreement dealing with probation, temporary employees who are employed in strict compliance with these definitional provisions shall not attain seniority status or rights, provided they are not employed for periods longer than the leaves of absence, vacations, workers' compensation, sick leaves or long term disability leaves, or six (6) months accumulative, whichever is less. However, where such employees are employed for periods equal to ~~or~~ longer than the probationary period, they shall be accorded a hiring preference over external applicants in respect of posted vacancies, if qualified and upon application in accordance with Article 10, for a period of time equal to the period of time worked. Where two (2) or more such employees make application, the factors in Article 10 shall apply. It is understood and agreed, however, that in order for the hiring preference aforesaid to apply, the employee claiming such preference must clearly indicate on his or her application for the posted vacancy that an entitlement to a hiring preference is claimed.



“Grant Employee” is defined as an employee hired to fill a position created as a result of a research grant with a stated termination or expiry date (it being understood that such date is capable of extension or renewal by the granting agency). Grant employees with fifteen (15) months or less service who are terminated as a result of the expiry or cancellation of the grant, or the completion of the technical work being funded, shall not have recourse to the layoff procedures set out in Article 11.04.

Grant employees except as noted above shall be entitled to all rights and benefits of the Collective Agreement.

“Seasonal Employee” is defined as an employee who has been hired for work that reoccurs seasonally for periods of less than one hundred and twenty (120) consecutive calendar days.

Seasonal employees shall have the same rights and benefits as hourly paid employees except with respect to seasonal layoffs. Seasonal employees, at the date of hire or recall, shall be assigned a termination date. The termination date serves as notice of seasonal layoff, and no other notice is required of the University. Seasonal employees shall be laid off at the termination date. The termination date may be modified with not less than seven (7) working days notice or pay in lieu of notice.

“Probationary Employee” is defined as a newly hired full or part-time employee who shall be considered probationary for the first sixty-five (65) days worked or one hundred and eighty (180) consecutive calendar days, whichever comes first. All new employees shall serve a probationary period. The probationary period, which is solely for the purpose of determining a new employee’s suitability, may only be extended by mutual agreement of the University and the Union. After successful completion of the probationary period, seniority shall be established in accordance with Article 9.01. The probationary period for grant funded, staff, hourly employees in the Engineer Technician classifications shall be twelve (12) calendar months from their date of hire. The probationary period for grant funded, staff,

and hourly employees in the Engineering Technician, Technician and Research Assistant classifications shall be twelve (12) calendar months from their date of hire. ***It is understood that this amendment shall have no effect on benefits entitlement.***

### 3.07 Bulletin Boards

The Employer shall provide bulletin boards in a permanent and prominent location acceptable to the Union. The bulletin boards shall be used by the Union to convey information to its members. The cost and installation shall be borne one half (1/2) by the Employer and one half (1/2) by the Union.

### 3.08 Election of Stewards

In order to provide an orderly and speedy procedure for the settling of grievances, the University acknowledges the right of the Union to appoint or elect stewards, whose duties shall be to assist any employee who the steward represents, in preparing and presenting his/her grievance in accordance with the Grievance Procedure.

### 3.09 Name of Stewards

The Union shall notify the University Human Resources Department in writing of the name of each shop steward, before the University shall be required to recognize him/her.

### 3.10 Permission to Leave Work

The University agrees that shop stewards shall be given reasonable freedom of action in investigating disputes and presenting adjustments. It is further agreed that shop stewards are employed to perform work for the University and that shop stewards will not leave their work during working hours except to perform their duties under this agreement.

It is further agreed that no shop steward shall leave their work without obtaining permission from their supervisor. Such permission shall not be unreasonably withheld.

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## **ARTICLE 4**

### **CHECK OFF OF UNION DUES**

#### **4.01 Check Off Payments**

The University agrees to deduct from initial appointment appropriate union dues from all employees for whom the Union has been certified.

#### **4.02 Deductions**

It is further agreed that the University will arrange for a copy of the above-mentioned assignment to be sent to the Union on initial appointment. The University further agrees to continue the existing arrangement by which such monies are transferred to the Union.

#### **4.03 Notification (Union Shop Clause)**

Every employee in the bargaining unit shall complete a written dues check-off request upon commencing employment within the bargaining unit. The Employer shall deduct and pay out of the salary due to the employee the prevailing initiation fees, union dues and assessments as established by the Union.

Such deductions shall be forwarded to the Union's financial institution or electronically transferred to the Union's account not later than the fifteenth (15th) day of the month following the month for which the deductions were made. Where technical problems arise and the University is unable to forward these deductions by the agreed date, they shall provide an interim payment so that the Union can meet the requirements of its Constitution. As soon as possible thereafter, the University shall make the necessary adjustments and finalize the dues payment and report.

All employees covered by the certification and employed by the University prior to March 16, 1989, but who were not members at that time, will not be required to join the Union.

All employees covered by the certification who were members of the Union on March 16, 1989 will continue to be members of the Union.

New employees covered by the certification shall, as a condition of employment, be required to become Union members.

#### **4.04 Human Rights**

The parties agree there will be no discrimination against an employee by reason of age, race, creed, colour, national origin, political or religious affiliation, sex, marital status, sexual orientation, union membership or union activity; in particular, that there shall be no such discrimination in terms of hiring, promotion, training, layoff, recall and transfer.

#### **4.05 Equal Employment Opportunity**

The University is committed to providing a work environment free of any form of adverse discrimination. The parties hereto subscribe to the principles of the Human Rights Code of British Columbia. The parties recognize the need to implement an Employment Equity Program at the University. The goals of employment equity are to create a workforce which, at all levels, is representative of the diverse population served by the University; and to ensure that individuals are not denied employment, advancement or training opportunities within the University for reasons unrelated to ability to do the job.

Regulations, policies and procedures with respect to recruitment and selection shall facilitate:

- opportunities for external recruitment and internal advancement consistent with the provisions of Article 10 to develop a workforce that is representative of the diversity of the people of British Columbia; and
- the long term career development and advancement of all interested employees in the bargaining unit.

#### **4.06 Union Information Meeting for New Employees**

**A Union representative shall be given an opportunity to meet and acquaint new employees with the benefits and duties of Union membership and his/her responsibilities and obligations to the Employer and the Union.**

**Such meeting shall take place within regular working**

hours, without **loss** of pay, for a maximum of thirty **(30) minutes at such time as mutually agreed between the** Union and the Department Manager.

Department Managers **must** ensure that **a** new employee works no longer than four **(4) weeks** before attending these meetings.

#### **4.07 Harassment in the Workplace**

The Union and the University recognize the right of employees to work in **an** environment free from harassment which includes intimidation and coercion.

If a harassment case arises out **of** a bargaining unit member's employment, he/she shall have recourse to either or both of the University's Policy on discrimination and harassment and the existing Grievance Procedure. Resulting grievances may be referred directly to Step 3 and shall be treated in strict confidence.

### **ARTICLE 5**

#### **UNION/MANAGEMENT COMMITTEES**

##### **5.01 Establishment of Committees**

The University will appoint and maintain a Committee to be known as the Management Committee, one member of which shall be designated "Chairperson".

The Union, will appoint a Bargaining Committee consisting of not more than five (5) members of the Union. The Union will advise the University of the names of the Union members of this Committee.

##### **5.02 Representation of Employer and Union**

No individual employee or group of employees shall undertake to represent the Union at meetings with the University without proper authorization of the Union. In order that this may be carried out, the Union will supply the University with the names **of** its officers. The University will supply the Union with a list of its current committee members with whom the Union may be required to transact business.

### **5.03 Meetings and Functions of Union/Management Committee**

Union Representatives and the University Management Committee will meet every two (2) months for the purposes of discussing issues relating to the workplace that affect the parties bound by this Agreement.

- (a) The purpose of the consultation committee is to promote the cooperative resolution to workplace issues, to respond and adapt to changes in the economy, to foster the development of work related skills and to promote workplace productivity.
- (b) The Union Committee and the University Management Committee shall, as occasion warrants, get together for the purposes of discussing and negotiating a speedy settlement of disputes, except for grievances arising between the University and the employees concerned, including possible re-negotiations relative to this Agreement and the Schedule, which is part thereof.

### **5.04 Local Working Committees**

- (a) Individual departments may set up a local working committee made up of an equal number of representatives appointed by the department and the Union. If a local working committee is set up in a department, the department and the Union shall advise each other of the names of its representatives.
- (b) Local working committees shall meet as often as the representatives determine for the purpose of discussing issues in the department.
- (c) The University and the Union agree that local working committees do not have the ability to bind the parties as to the interpretation or application of the provisions of the Collective Agreement.

### **5.05 Technical Information**

The University shall make available to the Union on request and within thirty (30) working days, information required by the Union such as job descriptions, positions in the bargain-

ing unit, job classifications, wage rates, an explanation of the methods used in job evaluation, and financial and actuarial information pertaining to **pension and welfare** plans.

Where it is not possible to provide the information requested within thirty (30) working days, notice will **be** sent to **the** Union that such information will be provided as soon as reasonably possible thereafter.

For bona fide representational reasons, the Union may in individual cases request that the University provide it with an employee's most recently known home address. Such requests will be addressed by the Union to the Human Resources Department, and shall be satisfied by the University within five (5) working days.

See: Article 20 Job Classification and Reclassification  
Article 22 Employee Benefits

## **ARTICLE 6**

### **GRIEVANCE PROCEDURE**

#### **6.01 Definition of Grievances**

Any difference concerning the interpretation, application or operation of this Agreement or any alleged violation thereof shall be dealt with without stoppage of work as follows:

#### **6.02 Settling of Grievances**

##### **Step 1**

**Any complaint or grievance shall first be taken up verbally by the parties. Failing settlement of the complaint or grievance, the grievance shall be stated in writing and submitted in accordance with Step 2.**

##### **Step 2**

The grievance shall be submitted to the Department Head concerned. Should such Department Head be unable to settle the matter within seven (7) working days following the receipt of the letter of grievance, Step 3 shall be invoked.

### Step 3

The grievance shall be discussed between the University's Human Resources Department and the Union's Grievance Committee. Failing settlement in this step within seven (7) working days, Article 7.01 shall be invoked.

#### **6.03 Policy Grievance**

Where a dispute involving a question of general application or interpretation occurs, or where a group of employees or the Union or the University has a grievance, Steps 1, 2 and 3 of this Article may be by-passed. The intent of the foregoing Article is that it will apply only to General Policy disputes.

#### **6.04 Priority Grievances**

- (a) Any dispute involving discipline, suspension or safety shall receive priority and shall commence at Step 3.
- (b) Any dispute involving layoff or dismissal shall receive priority and shall commence at Step 3.

#### **6.05 Union May Institute Grievances**

The Union and its Representatives shall have the right to originate a grievance on behalf of an employee, or group of employees and to seek adjustment with the University in the manner provided in the Grievance Procedure.

#### **6.06 Replies in Writing**

Replies to written grievances stating reasons shall be in writing at all stages.

#### **6.07 Facilities for Grievances**

The University shall supply the necessary meeting room facilities for the grievance meetings.

#### **6.08 Failure to Act Within Time Limits**

Failure of the University or the Union to process a grievance to the next step in the Grievance Procedure within the time limit specified shall not be deemed to have prejudiced the Union or the University in any future similar grievances.

#### **6.09 Technical Objections to Grievances**



No grievance shall be defeated or denied by any formal or technical objection. An arbitrator shall have the power to **allow all necessary amendments to the grievance and the** power to waive formal procedural irregularities in the processing of a grievance, in order to determine the real matter in dispute and to render a decision which he/she deems just and equitable.

## **ARTICLE 7**

### **ARBITRATION**

#### **7.01 Composition of Board of Arbitration**

- (a) When arbitration is invoked in accordance with Article 6, then either party may refer the difference to arbitration for final and binding settlement. When such a referral is made, the parties will agree on a single arbitrator. Failing agreement within ten (10) working days of referral to Arbitration, either party may request the Minister of Labour to make the appointment.
- (b) The Arbitrator shall issue his/her decision, which shall be final and binding and enforceable on the parties, within fourteen (14) working days of the conclusion of the hearing. If the arbitrator fails to deliver a decision within this time, the parties shall make an immediate joint request to the Arbitrator for prompt delivery of a decision.
- (c) Should the parties disagree as to the meaning of the Arbitrator's decision, either party may apply to the Arbitrator to reconvene to clarify the decision, which he/she shall do within five (5) working days.
- (d) The expenses and compensation of the Arbitrator shall be shared equally between the parties.
- (e) The Arbitrator shall not have the power to change this Agreement, or to alter, modify or amend any of its provisions. However, the Arbitrator shall have the power to dispose of a grievance by any agreement which he/she deems just and equitable.
- (f) Whenever a stipulated time is mentioned in the proce-

dure above, the said time may be extended by mutual consent of the parties.

## **ARTICLE 8**

### **DISCHARGE, SUSPENSION AND DISCIPLINE**

#### **8.01 Discharge and Suspension Procedure**

Any employee may be suspended or discharged for cause without notice provided that employee shall have the right to the established Grievance Procedure.

it is agreed that every member of C.U.P.E. Local 116 is employed to perform full- and/or part-time work for the University and that absence from work without just cause may constitute reason for suspension or discharge.

It is further agreed that in the case of immediate suspension for cause, the period of suspension shall not exceed the employee's five (5) normal working days immediately following the date of suspension. A Department Head may suspend an employee but shall immediately report such action to Human Resources.

An employee may be discharged only upon the authority of the University.

When the University wishes to discuss dissatisfaction with the work of an employee which could reasonably be expected to lead to disciplinary action, the employee shall be accompanied by a steward.

Upon taking its decision, the University will immediately send to the employee concerned, with a copy to the Union, a letter giving written notification of the reasons for the discipline.

#### **8.02 Burden of Proof**

In cases of discharge and discipline, the burden of proof of just cause shall rest with the University.

### **8.03 Unjust Suspension or Discharge**

An employee who has been unjustly suspended or discharged shall be immediately reinstated in his/her former position without loss of pay or seniority. He/she shall be compensated for all time lost in an amount equal to his/her normal earnings during the pay period next preceding such discharge or suspension, or by any other arrangements as to compensation which is just and equitable in the opinion of the parties or in the opinion of a Board of Arbitration, if the matter is referred to such a Board. Any monies earned by an employee during a period of suspension or discharge shall not be deducted from any award made under this Article.

Notwithstanding any other provision of this Agreement, the Arbitrator appointed to hear a discharge case shall be empowered to set, peremptorily, a date for the commencement of the hearing which shall be within sixty (60) days of the Arbitrator's appointment. For the term of this Agreement, the Arbitrator for discharge cases shall be Don Munroe, Joan Gordon, Colin Taylor or Emily Burke. The parties shall approach the arbitrators in order and they shall move to the next name only if the arbitrator approached first is unavailable. The parties may mutually agree, prior to the commencement of arbitration under this provision that the results will be without prejudice to future arbitrations.

### **8.04 Warnings**

Whenever the University or its authorized agent deems it necessary to censure an employee, in a manner indicating that dismissal may follow any further infraction or may follow if such employee fails to bring his/her work up to a required standard by a given date, the University shall, within ten (10) days thereafter, give written particulars of such censure to the employee involved and forward a copy to the Union.

### **8.05 Adverse Report**

- (a) When an employee is notified in writing of any expression of dissatisfaction concerning his/her work, a copy must be sent to the Union and the Human Resources Department within ten (10) working days of the event of the complaint.

- (b) If this procedure is not followed, such expression of dissatisfaction shall not become a part of his/her record for use against him/her at any time. This Article shall be applicable to any complaint or accusation which may be detrimental to an employee's advancement or standing with the University, whether or not it relates to his/her work. The employee's reply to such complaint, accusation or expression of dissatisfaction shall become part of his/her record.
- (c) Upon the employee's request, any written censures, letters of reprimand, or adverse reports, shall be removed from the employee's file after the expiration of twenty-four (24) months from date of issue, provided there has been no further infraction. The University agrees not to introduce as evidence in any hearing, any document from the file of an employee, the existence of which the employee was unaware.
- (d) An employee shall be entitled to examine his/her own personnel file upon request and shall have the right to insert written comment to any document contained therein. Such comment shall become part of the employee's personnel file. On written request the employee shall be provided with copies of any such personal material provided he/she **pays** for the cost of copying.

#### **8.06 Crossing of Picket Line During Strike**

The University and the Union agree that in the event of a strike by members of another union employed at the University or outside employers which cause the said striking union to place or maintain pickets that a member of the Union shall not be discriminated against nor disciplined for refusing to cross a legally established picket line providing that:

- (a) the strike is a legal one;
- (b) the area in which the pickets are placed is confined to the main operation of the striking employees;

- (c) the Union Executive of C.U.P.E., Local 116 advise that they regard the picket lines which have **been** set up **as a** bona fide picket lines;
- (d) adequate arrangements shall be made for essential services including the necessary personnel to ensure campus safety and security, preservation of living collections, continuity of patient care services and protection of people. The parties agree to meet immediately upon the need to implement this paragraph to identify those personnel and positions which are considered essential.

## ARTICLE 9

### SENIORITY

#### **9.01**

- (a) Seniority Defined

Seniority is defined as the length of unbroken service as **an** employee covered by this Agreement in a department or unit of the University as defined in Appendix "A"; provided that in the event of staff changes, transfers or promotions, an employee's seniority is portable from **one** department or unit to another.

- (b) Seniority Date Adjustment (the following provisions take effect:)

- 1.** Effective October 1, 2004 for hourly employees in the Bookstore, Campus Security, **Parking**, the Museum of Anthropology, and the Department of Housing (excluding Housing and conference hourly paid Residence Attendants)
- 2.** Effective April 10, 2006, for all other hourly employees including the Housing and Conferences hourly paid Resident Attendants.

Hourly employees, who limit their availability for regularly scheduled shifts, shall have their seniority date adjusted using the following process:

- (a) Once a quarter, hourly employees will be asked to

choose how many shifts they wish to be available, for the following three months.

- (b) For each month that an employee restricts their availability to between four **(4)** and seven (7) shifts per month, that employee shall have their seniority date pushed forward by fifteen **(15)** calendar days. For example, an employee with a seniority date of January **1, 2002**, who restricted their availability to seven (7) shifts a month for three (3) months, would have a new seniority date of February **15, 2002**. This new seniority date would come into effect at the end of the quarter that the employee chose to restrict their availability.
- (c) For each month that an employee restricts their availability to between one **(1)** and three (3) shifts per month, that employee shall have their seniority date pushed forward by thirty **(30)** calendar days. It is understood that employees cannot restrict their availability to less than one **(1)** shift a month. For example, an employee with a seniority date of January 1, **2002**, who restricted their availability to two **(2)** shifts per month for three (3) months, would have a new seniority date of April **1, 2002**. This new seniority date will come into effect at the end of the quarter that the employee chose to restrict their availability.

## **9.02 Seniority List**

The University shall maintain seniority lists showing the seniority date as defined in Article 9.01 of each employee. Separate seniority lists shall be maintained for staff and hourly paid employees. Seniority lists shall include employee names in order of seniority, seniority date, classification held and an indication of those employees who are grant funded. A copy of each seniority list shall be sent to the Union and posted on bulletin boards in January and July of each year by each department or unit.

Note: Seasonal employees shall be included in the seniority list for hourly paid employees with the word "seasonal" in brackets after their names.

### **9.03 Seniority Application**

Seniority applies for the purposes of the Agreement including the specific provisions for job security, layoff, recall, promotions and staff changes and vacation scheduling.

### **9.04 Loss of Security**

Employees shall not lose their seniority if they are absent from work because of illness, accident, layoff, or leave of absence approved by the University.

Employees shall only lose their seniority in the event:

1. They are discharged for just cause and not reinstated.
2. They resign and do not withdraw their resignation in writing within three (3) working days.
3. They are absent from work in excess of three (3) working days without sufficient cause or without notifying the University, unless such notice was not reasonably possible.
4. They fail to return to work within ten (10) calendar days following notice by receipted couriered letter to do so, except due to illness or other just cause. Employees shall be responsible for keeping the University informed of their current address. Employees recalled for casual work or employment of a duration of ten (10) working days or less at a time when they are employed elsewhere may decline such recall without loss of seniority or recall rights.
5. They are laid off for a period longer than fifteen (15) consecutive calendar months.
6. They accept a transfer to a position outside the bargaining unit and do not return to a position in the bargaining unit within the periods set out in Article 9.06.
7. They are in receipt of severance pay pursuant to the provisions of this Agreement *or* the Employment Standards Act.

### **9.05 Probationary Period for Newly Hired Employees**

All new employees shall serve a probationary period. The probationary period, which is solely for the purpose of determining a new employee's suitability, may only be extended by mutual agreement of the University and the Union. After successful completion of the probationary period, seniority shall be established in accordance with Article 9.01. See Article 3.06.

### **9.06 Transfer and Seniority Outside the Bargaining Unit**

Employees shall not be transferred to positions outside the bargaining unit without their consent. Employees shall not continue to perform bargaining unit work while transferred outside of the bargaining unit, except by mutual agreement of the parties.

The seniority of employees transferred outside the bargaining unit shall be retained but shall not accumulate during the period of such transfer provided the employees are not outside the bargaining unit an accumulated period of more than six (6) months in any twelve (12) consecutive calendar months. Such periods may be extended by mutual agreement of the parties.

Employees who return to the bargaining unit within the periods provided by this provision shall be placed in a job consistent with their seniority and classification at the time they were transferred.

Employees who do not return within such periods shall lose their seniority and cease to have any rights pursuant to the Collective Agreement.

## **ARTICLE 10**

### **PROMOTIONS AND STAFF CHANGES**

#### **10.01 Job Posting**

The University agrees that filling a vacancy of six (6) months duration or longer, notice of such vacancy shall be posted for five (5) working days on Union bulletin boards and in such



other places as mutually agreed by the parties in order that any employee of the University shall have the opportunity of applying for the vacancy. All postings shall contain the following information:

1. applicable department or unit;
2. classification, position, required qualifications and summary of job duties;
3. hours of work, pay grade and any special features such as shift work and premiums; and
4. the University's general employment equity statement in 1998, i.e. "UBC hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply."

Temporary vacancies resulting from Article 18.03 (Union leave), 18.08, 18.09 or temporary transfers or promotions which may last longer than three (3) months, but less than six (6) months, shall require a posting unless they are filled by the temporary transfer of an employee in the applicable department or unit as defined in Appendix "A".

Eight (8) weeks after the hire or transfer of an employee into a vacancy which was filled without following either of the above methods, a review shall be performed by the department and the incumbent's supervisor to determine whether there is a likelihood that the position will last longer than the probationary or trial period. If there is a likelihood that the position will last longer than the probationary or trial period, the University shall post and fill the position expeditiously. Concurrent to the posting, the incumbent to the position shall be given written notice that their position will end on a specific date which is before the completion of their probationary or trial period. Where the University desires a continuity of labour until the posting is filled, an extension to the probationary or trial period will be considered by the Union if requested in accordance with Articles 3.05 or 10.03.

## **10.02 Role of Seniority in Promotions and Transfers**

The parties agree with the following principles:

1. promotion within the service of the University;
2. job opportunity increasing in proportion to the length of service; and
3. recognition of efficiency and qualification.

Therefore in making staff changes, transfers or promotions the University shall consider these principles and make appointments based on the work history, efficiency, required qualifications and seniority of the applicants from within the application department or unit. Seniority shall be the determining factor only where the other factors are relatively equal.

Where there is no applicant who meets those factors from within the applicable department or unit, preference shall be given to applicants from elsewhere within the bargaining unit who meet those factors. Where there are two (2) or more such applicants, length of unbroken service with the University in the bargaining unit shall be the determining factor only where the other factors are relatively equal.

### **10.03 Trial Period**

Employees who are transferred or promoted will be appointed to their new position on a trial basis for a period of sixty-five (65) days worked or one hundred and eighty (180) consecutive calendar days, whichever comes first. Such periods may only be extended by mutual agreement of the parties. Employees who find the position unsatisfactory or are unable to meet the job requirements shall firstly be returned to their previous position or to another position at the same pay grade. Where, as a result of Article 10.03, an employee returns to their previous position, the employee then occupying such position who is thereby displaced shall firstly be returned to their previous position or to one at the same pay grade.

### **10.04 Succession Planning/Training/Education**

- (a) **The parties are committed to employee development and training, therefore each local working committee is mandated to review the concept of succession and training planning and to make recommendations to**

the Union/Management Committee on the fundamental elements of a succession and training plan. The recommendations must identify specifically the training and mobility requirements within lines of progression as well as the exemptions, if any, from Article 10 of the Collective Agreement the local working committee feels necessary to achieve a workable succession plan. The local working committee shall review the status of their succession and training plans every two (2) years or sooner if a local committee deems to do so.

- (b) Where the University offers free or subsidized training or education to employees in a particular department or unit as defined in Appendix "A", and where such offer cannot be made to all employees in that department or unit, then the offer shall be made on the basis of the following factors: relevance of the training to the employee's work; the likelihood that the employee will utilize the training in the employee's work for a reasonable period of time; prerequisite qualifications and work history; and seniority. All enumerated factors will be given equal weight.

#### **10.05 Transfers from Hourly to Staff**

1. In the event employees are appointed to monthly paid staff positions from hourly status, they may choose to remain as hourly paid employees at the same rate of pay as previously until such time as they are eligible to participate in the full Staff Benefits Programme. Where employees are transferred from hourly paid employee status to monthly paid staff, the amount of time which they have spent on hourly paid status will determine the date on which they are eligible to participate in the full Staff Benefits Programme.
2. When employees transfer from hourly employee status to monthly paid staff, the amount of time which they have spent on the hourly paid status will decide the step of the increment scale, if such increment scale exists, on which the employees will be placed.

Where no differential in pay exists between the hourly rate and staff rate the above section does not apply.

#### **10.06 Transfer from Staff to Hourly**

A Staff Employee shall be eligible to transfer to an hourly paid position and retain their employment status as a Staff Employee.

#### **10.07 Salary Adjustment Upon Promotion and Transfer**

Employees promoted on a temporary or permanent basis shall be placed at the first step of the new pay grade which provides a raise in pay of at least fifty (\$50) dollars per month. Employees transferred to a different classification within the same pay grade shall not suffer a loss in pay as a result.

#### **10.08 Seniority During Temporary Transfers**

If employees are appointed to a position of limited duration they shall, either during the time when the position continues or when the position is discontinued, return to their former position without loss of seniority.

#### **10.09 Union Notification**

Each department shall notify the Union in writing when employees covered by this Agreement are hired, promoted, demoted, transferred, laid off, recalled, resign, are suspended or are terminated.

#### **10.10 Disabled and/or Older Worker Provision**

Employees unable to perform their normal duties due to a certified disability arising from illness, injury, or advancing years shall have such duties modified or be provided with alternate employment, if possible. Such employees shall not displace a more senior employee.

#### **10.11 Rehabilitation Assignments**

The parties may agree to the designation of certain positions or the creation of assignments for the purposes of rehabilitation. These positions or assignments would be temporary in nature and only offered to employees with temporary disabilities who otherwise would be off work on sick leave, long

term disability, or workers' compensation for periods of up to approximately ninety (90) days. To be offered one (1) of **these positions or assignments an employee would be** required to provide to the University a medical prognosis indicating the approximate period the employee would be temporarily disabled and the extent of the disability. The employee would then be provided with a temporary job description approved by the parties and where required by the Workers' Compensation Board. The employee would then take the temporary job description to the employee's physician for approval prior to beginning the work. The physician's approval must be in writing and provided to the University.

The rate of pay for such positions or assignments shall be the employee's regular rate of pay or such other rate as may be agreed upon by the parties on a without prejudice basis.

In the event a designated position or assignment is vacant it shall be filled, if necessary, on a temporary basis in a manner mutually agreed upon by the parties.

## **ARTICLE 11**

### **LAYOFF AND RECALL PROCEDURE**

#### **11.01 Layoff Defined**

- (a) Layoff is defined as a reduction in the workforce or a reduction in the regular hours of work of staff or full-time hourly paid employees. It is understood that any reduction in the hours of work or part-time hourly paid employees shall be in accordance with operational requirements and seniority.

Notwithstanding the foregoing the parties may mutually agree to address temporary reductions in hours of work of staff or full-time hourly paid employees in a manner other than contemplated by Article 11.04.

- (b) Seasonal layoff is defined as a layoff which occurs on a seasonal basis year after year or as a layoff which is identified by mutual agreement of the parties.

### **11.02 Role of Seniority in Layoff and Recall**

Both parties recognize that job security should increase in proportion to length of service. Therefore in the event of a layoff or recall, employees shall be laid off and recalled in accordance with their seniority and the procedures set out in this Agreement, or as mutually agreed between the parties. It is understood that employees must be qualified for and able to perform competently the work available in order to exercise their seniority.

It is also understood and agreed that the introduction of new pay grades as a result of the implementation of pay equity in the 1999-2002 Collective Agreement does not impact on employee options under Article 11.04(b) Paragraph 4.

### **11.03 Advance Notice of Layoff**

The University shall give advance notice of layoff or pay in lieu as set out herein or as required by the Employment Standards Act, whichever is greater.

- (a) Staff Employees shall receive not less than one (1) month's notice or pay in lieu.
- (b) Hourly Paid Employees shall receive notice or pay in lieu as follows:
  - 1. Less than six (6) months of service – one (1) week;
  - 2. More than six (6) months but less than one (1) year of service – two (2) weeks;
  - 3. More than one (1) year of service – one (1) month.

### **11.04 Layoff Procedures**

#### **(a) General Provisions**

In the event of a layoff, other than a seasonal layoff, the Union shall be notified in writing before any employee is issued notice of layoff. The parties agree to meet and discuss alternatives, if any, and to appoint representatives who shall administer the appropriate layoff procedures.

Except for seasonal layoffs, hourly paid employees shall be

laid off in accordance with the procedures set out in this Agreement prior to the layoff of any staff employee.

**(b) Specific Provisions**

**1. Pre-layoff Consideration**

Where actions are being considered which may result in a layoff, the department or unit shall, prior to issuing notice of layoff, notify the Union in writing of the actions being considered and possible nature and length of layoffs which could result from such actions.

**2. Initial Meeting**

An initial meeting shall be held between representatives of the department or unit and the Union to discuss the actions being considered and alternatives, if any, and to designate representatives to administer the layoff(s), if occurring. This meeting shall take place within two (2) working days of the notification set out in (a) above, unless mutually agreed to otherwise by the parties. At this meeting the department or unit shall, if possible, provide a list of the classification(s), position(s), department(s), unit(s) and the number of such that are affected.

**3. Where Layoffs Will Occur**

The designated representatives shall prepare a list of the employee(s) affected in each of the categories set out in paragraph two (2) above showing the seniority of each such employee. This list shall be provided to the department or unit and the Union within two (2) working days of the initial meeting referred to in paragraph two (2) above. The department or unit may then issue the appropriate notice(s) of lay-off, with a copy to the Union of each such notice.

The designated representatives shall as soon as possible also review the qualifications of the employee(s) on the list to determine if there are any positions vacant or currently held by less senior employees in equal and/or lower paying classifications in the department or unit for which the employee(s) is qualified and able to perform competently the work. This determination shall be based on job descriptions for the posi-

tion(s), the information contained in the employee's personnel file and interviews with appropriate individuals as determined by the representatives.

The designated representatives shall exert reasonable efforts to ascertain any vacancies, current or pending, in an equal or a lower pay grade of the affected employee(s). The layoff procedures shall take precedence over the job posting procedure set out in Article 10.02 as long as it does not result in a promotion and as long as there are no applicants who meet the factors set out in that Article from within the applicable department or unit. It is understood that the affected employee(s) must apply for the vacancies within the time limits set out in Article 10.01.

The designated representatives shall meet with each affected employee as soon as possible once the foregoing steps have been completed to review each employee's options as set out in paragraph four (4) below. Each employee shall have five (5) calendar days from the date of the meeting in which to consider and indicate their preference based on seniority.

#### **4. Employee Options**

Employee options shall be as follows subject to seniority:

- (a) A transfer into an identified position of equal pay in the applicable department or unit for which they have been determined to be qualified and able to perform competently the work of the position; or
- (b) A transfer into an identified position of lower pay in the applicable department or unit for which they have been determined to be qualified and able to perform competently the work of the position; or
- (c) Accept layoff with rights to recall to their previous position or a position of equal pay in the applicable department or unit for which they are qualified and able to perform competently the work of the position; or
- (d) Accept severance pay, if entitled, pursuant to the provisions of this Agreement or the Employment Standards Act. Pursuant to paragraph seven (7) of Article 9.04 this



option terminates employment and all rights pursuant to the Agreement.

#### **5. Transfers Resulting from Notice of Layoff**

It is understood and agreed that the position(s) identified in paragraph four (4) (a) and/or (b) above shall be those of the employee(s) with the least seniority within the relevant classification(s) or pay grade(s). It is further understood and agreed that where notice(s) of layoff could lead to more than two (2) transfers either party may invoke the provisions of Article 11.06, Layoff/Recall Umpire.

#### **11.05 Recall Procedures, Rights and Obligations**

- (a) Employees on layoff shall be responsible for keeping the department or unit and the Union informed of the following:
  - 1. Current home address and telephone number;
  - 2. Availability for short term temporary work for which they are qualified and able to perform competently; and
  - 3. Any changes in qualifications and certifications.
- (b) Employees shall be recalled by receipted couriered letter. A copy of recall letters shall be sent to the Union upon sending them to employees. Employees must return to work within ten (10) calendar days following notice by receipted couriered letter, except as outlined in Paragraph four (4) of Article 9.05.
- (c) It is agreed that new employees may be hired in a department or unit for emergencies or hired when employees on layoff in that department or unit are temporarily not available. Such new employees shall only be entitled to the provisions of this Agreement for the temporary period of time required and not to exceed ten (10) working days, unless mutually agreed otherwise by the parties.
- (d) The University will not hire new employees while there are employees on layoff available who have applied for the vacancies within the time limits set out in Article

10.01 and who possess the qualifications and ability to perform competently the work required.

#### **11.06 Layoff/Recall Umpire**

In the event of a dispute over the interpretation, application, or administration of the layoff and recall provisions of the Collective Agreement or a concern arising from where a notice of layoff could result in more than two (2) transfers, either party may refer the matter to the Layoff/Recall Umpire.

The Layoff/Recall Umpire shall be Don Munroe (or if he is unavailable, Stephen Kelleher). The Umpire shall have exclusive jurisdiction to resolve any difference aforesaid between the parties on such terms as Mr. Munroe (or Mr. Kelleher) considers just and reasonable in the circumstances. In the exercise of his jurisdiction, the Umpire shall seek to avoid excessive serial transfers while at the same time avoiding clear injustices to individual employees. In the exercise of the jurisdiction, the Umpire may include a temporary red circling direction where the Umpire has precluded a transfer that might otherwise have occurred. Unless otherwise agreed by the parties in advance, decisions by the Umpire shall be without prejudice or precedent. Proceedings before Mr. Munroe (or Mr. Kelleher) under this paragraph shall be on an expedited basis, in accordance with procedures established by Mr. Munroe (or Mr. Kelleher) which may include hearings by conference telephone call.

#### **11.07 Termination/Severance Pay**

The amount of notice of termination or pay in lieu of notice of termination will be determined by this Agreement or the Employment Standards Act, whichever is greater. Employees terminated as a result of culpable conduct shall not be entitled to severance pay except where it is mutually agreed upon between the parties or part of an arbitration award.

- (a) For employees in the position of Engineering Technician or Research Assistant Technician who have five (5) or more years of service, severance pay shall be paid at the conclusion of the period of notice of layoff based on the following calculation:

1. Five (5) years completed service, one (1) month's pay;
2. Each additional year of service, two (2) weeks' pay up to a maximum of three (3) months' pay

In special circumstances and upon consultation with the Department of Human Resources, departments may exceed this payment provided that any payment for severance must be available from the research grant or contract, and that the amount of severance pay does not detrimentally affect the operations of the department.

## **ARTICLE 12**

### **HOURS OF WORK**

#### **12.01 Standard Daily or Average Weekly Hours**

- (a) The normal work week for all employees in all departments except as noted below, shall consist of five (5) consecutive days in seven (7) days for a total of thirty-seven and one-half (37-1/2) hours per week.
- (b) In some departments with special requirements, the hours of work may be spread over seventy-five (75) hours in two (2) weeks by scheduling six (6) working days, one (1) day of rest, four (4) working days, and three (3) days of rest. The two (2) week period will be calculated from the start of the day shift every other Sunday.
- (c) The normal day shift shall be any seven and one-half (7-1/2) hours between 7:00 a.m. and 5:00 p.m. The evening shift shall be any seven and one-half (7-1/2) hours between 3:30 p.m. and 12:30 a.m. The night shift shall be any seven and one-half (7-1/2) hours between 11:00 p.m. and 8:00 a.m.
- (d) A minimum of one-half (1/2) hour meal period shall be allowed on any shift but this time will be unpaid and outside the regular hours.
- (e) In the event of any employee being transferred from one

shift to another, the University agrees to give at least forty-eight (48) hours notice. There shall be at least fifteen (15) hours rest between shifts which are being changed.

- (f) **ALL CLERICAL AND SECRETARIAL (INCLUDING BOOKSTORE):** The shift times shall be those as noted above but the hours of work shall be thirty-five (35) hours per week and seven (7) hours in one (1) day. It is also agreed that the shift work in all clerical and secretarial (including Bookstore) will only apply in those sections and at those times that it is deemed essential. Shift times will apply as outlined in (c) above.

**DENTISTRY** As indicated in (b) and (c) above except that "(where Department Heads find it impossible to work on this basis), on Saturdays any four (4) hours between 8:00 a.m. and 1:00 p.m." shall be added.

**PATROL:** Parking and Security Services – It is noted that patrol staff will be required to work rotating shifts.

**SERVICE WORKER – ICE MAKER:** It is noted that the staff in the Ice Arena may be required to work rotating shifts.

See: Letters of Understanding re: Hours of Work

## **12.02 Making Changes to the Work Schedule**

- 1.** The hours and days of work of each employee shall be posted in **an** appropriate place at least two (2) weeks in advance.

For all employees in all departments the days worked shall be consecutive and split shifts shall be avoided if at all possible.

Prior to making a major change in the work schedule, the University shall discuss these changes with the Union. The University shall provide at least thirty (30) calendar days notice to the Union and impacted employees, prior to implementing the change to the work schedule.

2. Changes in the work schedule must be consistent with operational requirements and the provisions of **the Collective Agreement. Any such change shall not** be capricious, arbitrary, discriminatory, or in bad faith.
3. The University shall give due consideration to the impact the change will have on the affected employee(s) personal circumstances.

#### **12.03 Employment or Wage Guarantee**

It is agreed that for all employees other than students, a minimum of four (4) hours pay in any one day will apply.

#### **12.04 Paid Rest or Relief Periods**

All employees shall be permitted a rest period of fifteen (15) consecutive minutes both in the first and second half of a shift.

### **ARTICLE 13**

#### **OVERTIME**

##### **13.01 Overtime Defined**

Overtime is defined as all time worked before or after the normal daily hours or in excess of the normal weekly hours, as set out in Article 12.

Overtime is considered scheduled if it is posted on the hours of work schedule, pursuant to Article 12.02, or if an employee is advised of overtime work while he/she is at work.

In the event of *an* approved alternate work schedule, modified work week schedule, flex schedule or combination thereof, overtime shall be defined as set out in a Letter of Understanding between the parties.

##### **13.02 Compensation for Work Before and After Scheduled Daily or Weekly Hours**

- (a) Overtime rates will be calculated on the pay of the shift immediately previous to the time in which the overtime occurred.

- (b) Overtime work before and after regular daily or weekly hours shall be paid for at double time on a pro rata basis. Overtime shall normally be paid, but if there is mutual agreement between an employee and a Department Head, equivalent time off may be taken; such time off will be at double time. Days off with pay accrued in lieu of pay for overtime must be taken not later than twelve (12) months following the date on which the overtime was worked.
- (c) Double-time rates will apply for all overtime on a pro rata basis. Overtime will be paid for any hours in excess of seven and one-half (7-1/2) hours in one (1) day or thirty-seven and one-half (37-1/2) hours in one (1) week except as indicated in (b) above when overtime will be paid for any hours in excess of seven and one-half (7-1/2) in one (1) day or seventy-five (75) in two (2) weeks. In each case, overtime will be calculated on the pay of the shift immediately previous to the time in which the overtime occurred.

For all Clerical, Secretarial and Bookstore employees, overtime will be paid for any hours in excess of seven (7) hours in one (1) day or thirty-five (35) hours in one (1) week. For these employee groups, the rate of overtime pay will be prorated based on one hundred and fifty two (152) hours per month.

### **13.03 Payment for or Supply of Meals**

Where employees work two (2) hours or more immediately before or immediately after their regular shift due to overtime, the University shall provide a meal or an allowance of eight dollars (\$8.00).

### **13.04 Sharing of Overtime**

Overtime shall be on a voluntary basis except in emergencies. Insofar as possible, overtime will be divided equally among employees where they are qualified to perform the available work in their classification except in emergencies.

All scheduled overtime worked shall be posted within ten (10) working days of the end of each quarter in the depart-

ment or faculty concerned, and a copy of this posting shall be sent to the Union.

**13.05 Call Out – Trouble Call**

- (a) Call Out shall be defined as a request for an employee to perform work outside the employee's scheduled hours, excluding scheduled overtime contiguous to the start or end of the employee's scheduled hours. Employees shall be entitled to return home immediately after completing the work specific to the call out, unless it extends into the employee's scheduled hours. Minimum pay for a call out is four (4) hours at the appropriate overtime rates. Where a call out extends into an employee's scheduled hours, the employee shall be paid at the appropriate overtime rates for the first four (4) hours worked, with the balance of scheduled hours worked paid at the employee's regular rate of pay.
- (b) Trouble Call shall be defined as a call to an employee outside the employee's scheduled hours for information or advice regarding a problem at the workplace. Employees receiving a trouble call that does not require the employee to leave home shall receive a minimum of two (2) hours pay at appropriate overtime rates. It is understood that multiple calls within a sixty (60) minute period, related to the initial trouble call, shall not be considered additional trouble calls.
- (c) In the event of a call out or trouble call on a Paid Holiday, employees shall receive double time for the specified minimum in addition to the employee's regular pay.

**13.06 Relief On Call**

To be regulated to the best of the University's ability.

**ARTICLE 14**

**SHIFT WORK**

**14.01 Shift Premium**

All employees hired prior to January 1, 1986 shall receive

five percent (5%) additional compensation for all hours worked on the evening shift and ten percent (10%) additional compensation for all hours worked on the night shift.

**Effective January 1, 2006, all other employees not grand parented shall receive shift differential compensation of seventy cents (\$0.70) for all hours worked while on evening shift and seventy-five cents (\$0.75) for all hours worked while on the night shift.**

## **ARTICLE 15**

### **HOLIDAYS**

#### **15.01 Paid Holidays**

- (a) The following are the Paid Holidays recognized by the parties:

New Years Day	January 1
Good Friday	Varies from year to year
Easter Monday	The Monday immediately following Good Friday
Victoria Day	Third Monday in May
Canada Day	July 1
British Columbia Day	First Monday in August
Labour Day	First Monday in September
Thanksgiving Day	Second Monday in October
Remembrance Day	November 11
Christmas Day	December 25
Boxing Day	December 26

Any other day proclaimed as a holiday by the Federal or Provincial Government will also be recognized.

- (b) Where one of the above noted Holidays falls on a Saturday or Sunday the University may declare the preceding Friday or the following Monday as the day in lieu to be recognized by the University or in the case of Christmas and Boxing Day, may declare the day(s) immediately preceding ~~or~~ following such day(s) as the day(s) in lieu.



### **15.02 Special Arrangements – Christmas**

It is agreed between the University and the Union that **special** arrangements shall be made for all shifts for the last working day prior to Christmas Day where it will not disrupt working requirements. These special arrangements shall be discussed in the Union/Management meeting each November.

### **15.03 Paid Holiday Entitlement**

- (a) Staff employees shall be entitled to all Paid Holidays as set out in Article 15.01 (a) and (b) unless they are on lay-off at the time of the Paid Holiday and have not worked eleven (11) days in the thirty (30) calendar days immediately preceding the Paid Holiday.
- (b) All other employees who have been employed for thirty (30) calendar days and have worked eleven (11) of the thirty (30) calendar days immediately preceding the Paid Holiday shall be entitled to such Paid Holiday as set out in Article 15.01 (a) and (b).
- (c) All employees, other than staff employees, recalled from layoff less than thirty (30) days prior to a Paid Holiday, and who did not receive entitlement for a Paid Holiday while on layoff, shall be entitled to pay for the Paid Holiday following the recall if that employee had worked eleven (11) days of the thirty (30) calendar days prior to the layoff from which the employee has been recalled.

### **15.04 Pay for Paid Holiday or Lieu Day Not Worked**

- (a) Staff and Full-time Hourly Paid Employees entitled to a Paid Holiday shall be paid their regular wages for that day.
- (b) Part-time Hourly Paid Employees entitled to Paid Holidays shall be paid a day's pay based on the average number of hours per day worked in the thirty (30) calendar days immediately preceding the Paid Holiday.

### **15.05 Pay for Paid Holiday Day Worked**

- (a) All employees who work on a Paid Holiday as set out in

Article 15.01 (a) shall be paid at the overtime rate as set out in Article 13 for all hours worked.

- (b) Employees entitled to the Paid Holiday as set out in Article 15.03 who work that Paid Holiday shall also receive another day off with pay as set out in Article 15.04, to be taken within twelve (12) calendar months immediately following the Paid Holiday at a time mutually agreed between the employee and their department, or by mutual agreement of the employee and their department, an additional day's pay.

#### **15.06 Illness or Injury on a Paid Holiday**

Employees entitled to a Paid Holiday who are scheduled to work on that Paid Holiday as set out in 15.01 (a) and do not report for work due to illness or injury shall receive sick pay for that day (if they have sufficient sick leave accumulation to draw from) and shall be granted a paid day in lieu at a time mutually agreed between the employee and their department within twelve (12) months of the Paid Holiday. If such employee does not have sufficient sick leave accumulation to cover the day they shall receive holiday pay as set out herein.

#### **15.07 Special Holiday**

- (a) A Special Holiday is a day declared to be a holiday by the University for its employees, other than a Saturday, Sunday, Paid Holiday, or a day declared by the University to be in lieu of a Paid Holiday.
- (b) Where an employee works on a Special Holiday, he/she shall have the option of receiving an additional day's pay or another day off with pay to be taken within twelve (12) months following the Special Holiday at a time mutually agreed by the employee and the department.
- (c) In the event a Special Holiday falls on an employee's regular day off, he/she shall be given a day off in lieu to be taken within twelve (12) months following the Special Holiday at a time mutually agreed between the employee and the department.

### **15.08 Leave of Absence Without Pay**

Employees on Leave(s) of Absence Without Pay other than Leave(s) of Absence for Union Business pursuant to Article 18.02 shall not be entitled to Paid Holiday pay or Special Holiday pay for holidays that occur while they are on such leave.

### **15.09 Patrol Persons**

Paid Holidays for Patrol Persons will be recognized on the day they occur.

### **15.10 UBC Food Services**

The provisions of Article 15 Paid Holidays shall apply to UBC Food Services with the exception of Article 15.05 (a). Because of historical and special circumstances existing in this department, the following shall be substituted for Article 15.05(a):

“Employees entitled to paid holidays in accordance with Article 15.03 who work on a paid holiday as provided for in Article 15.01(a) shall be paid at the overtime rate as set out in Article 13 for all hours worked.

All other employees who work on a Paid Holiday as set out in Article 15.01(a) shall continue to be paid at the straight time for all hours worked.”

### **15.11 Resignation/Retirement**

Employees who retire or resign before a Paid Holiday shall not be entitled to Paid Holiday pay for such day.

CLARIFICATION NOTE: For purposes of clarification, it is the intention of the parties that premium pay will attach to working on the actual date of the paid holiday rather than the day declared in lieu by the University. For example, employees who work the day in lieu and not the actual day of the paid holiday shall receive straight time pay, and those who have worked eleven (11) days of the thirty (30) calendar days immediately preceding the paid holiday shall also receive an additional day's pay, or by mutual agreement of the employee and their department, another day off with pay.

## ARTICLE 16

### VACATIONS

#### 16.01 Definition of Term

For the purpose of this Article, the calendar year shall mean the twelve (12) month period from January 1st to December 31st inclusive.

#### 16.02 Vacation Schedule for First Incomplete Year

Each employee shall receive during the first incomplete year (first calendar year) of service one and one-quarter (1 1/4) working days for each month worked prior to December 31st with the right to take days as they are accumulated. For probationary employees, the probationary period may be extended by the amount of earned vacation actually taken.

#### 16.03 Vacation Schedule for Second Calendar Year

Subject to Article 16.09, employees in their second calendar year may take their vacation entitlement of 1 1/4 days per month as it is accrued. Alternatively, such employees may take their full annual vacation entitlement of three (3) weeks, or portion thereof, at any time in the 2nd calendar year. In this event the employee shall receive vacation pay only for entitlement already accrued. Payment for vacation entitlement unearned at the time of vacation will be paid monthly as it is accrued.

Employees who have completed their first Anniversary year of employment shall not be subject to the foregoing.

#### 16.04 Vacation Schedule

- (a) Employees shall receive an annual vacation with pay on the following basis:

Three (3) weeks during the second (2nd) calendar year.

Four (4) weeks during the fifth (5th) calendar year.

Five (5) weeks during the eighth (8th) calendar year.

Commencing with their fourteenth (14th) calendar year of service, employees shall receive one (1) additional

day with pay **for** each additional year of service, to a maximum of five (5) additional days.

Six (6) weeks during the eighteenth (18th) calendar year.

Rates of pay in each of the above **cases shall be** those which the employee would have received if he/she had worked.

For computation of vacation entitlement, employees shall be deemed to be in their second (2nd) calendar year on January 1st if they had service immediately preceding that date.

- (b) Where an employee's vacation entitlement increases as a result of the Article, the employee shall be entitled to carry over such increase to the following year.

### **16.05 Compensation for Holidays Falling Within Vacation**

When a Statutory Holiday falls on or is observed during an employee's annual vacation period, he/she shall be granted an additional day's vacation for each Statutory Holiday in addition to his/her vacation time.

### **16.06 Vacations – Hourly Paid Employees**

It is agreed that hourly paid employees will enjoy the same vacation entitlement as staff employees, e.g., those hired prior to June 27th, 1971, with broken service with less than twelve (12) months break, can accumulate and receive the same vacation entitlements as staff employees. It is further agreed that hourly paid employees who have accumulated service before June 27th, 1971, will continue to accumulate vacation entitlement as per the agreement.

In the case of short breaks of up to fifteen (15) calendar days, vacation pay will not normally be paid out unless the employee requests in writing that his/her vacation pay be paid.

### **16.07 Vacation Pay on Termination**

An employee who leaves the service of the University for other than normal retirement after the first year (twelve (12)

months) of service shall be entitled to the proportion of vacation for which he/she normally would be eligible, such proportion to be calculated on the number of month's service from January 1st on the year of severance.

#### **16.08 Vacation Pay on Retirement**

On normal retirement each employee will be entitled to the same vacation or vacation pay which he/she would have had if he/she continued working to the end of the calendar year.

When an employee retires at age sixty-five (65), he/she shall receive the present provisions of the contract. **If** an employee is re-appointed after age sixty-five (65), the employee will only receive the earned vacation pay when he/she retires from the position of post retirement appointment.

It is understood that the above provisions do not apply to employees who have been on long term disability for more than three (3) months immediately prior to their normal retirement. (For example, an employee whose normal retirement date is May 01 and who has been on long term disability for the full period February 01 through April 30 will not receive vacation entitlement for the entire calendar year).

#### **16.09 Vacation Preferences and Schedules**

It is agreed that employees' annual vacation entitlements shall be taken at the employee's option. Every reasonable effort shall be made to accommodate the interests of both the employee and the Department, including the submission of vacation requests and posting of final vacation schedules by March 1 of each calendar year. Permission shall not be withheld unjustly. Scheduling of vacations shall be on the basis of seniority. Requests for changes after March 1 will not be unreasonably refused.

Vacation in any one (1) year must take place by December 31st, except that at an employee's discretion five (5) days of paid vacation may be carried over for use into the following year. An employee may carry over an additional five (5) days of paid vacation for use in the following year provided that there is an agreement with the Department.

### **16.10 Approved Leave of Absence during Vacation**

Where an employee is eligible for sick leave while he/she is on vacation there shall be, on application, special arrangement made where illness or accident can be proven with the intent not to lose vacation time. In such cases, a doctor's certificate stating specifically the nature of such illness or accident may be required.

### **16.11 Notice of Termination by Employee**

The staff employee will give the University one (1) month's written notice upon severance if he/she wishes to receive full vacation entitlement upon separation.

The hourly paid employee with three (3) month's continuous service or more will give the University one (1) week's written notice upon severance if he/she wishes to receive full vacation entitlement upon separation.

Monthly paid or hourly paid employees who do not give the required notice as outlined above shall receive only four percent (4%) vacation pay or as required by legislation.

## **ARTICLE 17**

### **SICK LEAVE**

#### **17.01 Sick Leave Defined**

Sick leave means the period of time an employee is absent from work with full pay by virtue of being sick, disabled or quarantined, or because of an accident for which compensation is not payable under the Workers' Compensation Act. Employees, who exhaust their sick leave credits due to lengthy illness, etc., shall be allowed an automatic leave of absence without pay for two (2) months. A review of the case shall be made at the end of the two (2) month period.

#### **17.02 Annual Sick Leave**

One and one-quarter (1-1/4) day's sick leave at full pay for each month of accumulated service up to a maximum of one hundred and fifty-two (152) days will be allowed.

Computation of sick leave time will commence on a month to

month basis from the date of appointment to the staff or as outlined below for hourly paid employees.

Sick Leave Records – Posting of credits will take place on January 1st of each year and a list will be submitted to the Union by January 31st each year.

Persons who are regularly working on an evening **or** night shift will be entitled to sick leave pay at the applicable premium rate if they are ill and absent from work during the time that they would have otherwise received the premium rate for that specific shift.

### **Hourly Paid Employees**

- (a) Hourly paid employees who have completed three (3) months of continuous service shall be eligible to participate in the sick leave plan. Date of computation shall begin from the date of employment including the probationary period.
- (b) The rules which apply to staff employees shall apply to hourly paid employees.
- (c) An hourly paid employee shall not be eligible for sick pay during a period in which he/she is not employed at the University – e.g., layoff time.
- (d) Once an hourly paid employee becomes eligible for sick leave credits and is subsequently laid off, that employee shall not have to serve another three (3) months to become eligible if re-employment takes place within fifteen (15) months of the lay-off. In the event of such re-employment, new accumulation of sick leave credits shall be added to the accumulation previously credited to the employee.
- (e) When an employee has worked eleven (11) of the days in any given calendar month, he/she will be entitled to a **full** sick leave credit. If an employee works less than eleven (11) of the days in a month, no sick leave credit will apply.
- (f) The sick leave policy shall apply to hourly paid employ-



ees who have completed three (3) months continuous service as per section (a) and where the normal work week is twenty (20) hours or more.

### **17.03 Leave for Medical and Dental Appointments**

Absence for medical and dental appointments totaling less than one-half (1/2) shift in any one (1) month shall not be deducted from sick leave.

Where absence for medical and dental appointments exceeds one-half (1/2) shift in any one (1) month, a deduction shall be made from accumulated sick leave.

Except in the event of emergency treatment, all requests for leave of absence for medical or dental appointments shall be submitted at least five (5) working days in advance. Cases involving excessive use of medical or dental appointments may be referred to the Attendance Review Committee.

### **17.04 Employee's Report of Illness**

Where an employee is absent through illness or injury, he/she must report by phone or otherwise to his/her immediate supervisor.

In case of absences exceeding six (6) days, report by phone or otherwise must be made to the employee's supervisor each week whenever possible. On return after absence, an "Employee's Report of Illness" must be presented on a standard form provided.

A certificate of fitness issued by a licensed medical practitioner may be requested from an employee returning to work following prolonged illness or injury.

### **17.05 Sick Leave During Breaks**

In departments where such practice is normal, a break period which does not exceed fifteen (15) days shall not count as a break in building up the necessary three (3) months of continuous service to become eligible. However, no sick leave pay will be issued for sickness or injury for days falling within such a lay-off period.

### **17.06 Extension of Sick Leave**

Special consideration for extension of sick leave may be given by the University in special circumstances for a long service employee. Human Resources will approve or deny such requests for employees put forward by the departments.

### **17.07 Attendance Review Committee**

A joint Union/Management Attendance Review Committee consisting of one (1) Union Executive, one (1) Senior Department representative, and one (1) representative from Human Resources will be established. The mandate of this committee shall include but not be restricted to reviewing and making recommendations to the University regarding cases covered under Article 17.01 above where employees have exhausted their paid sick leave credits and the automatic two (2) month extension of sick leave without pay, disability cases rejected for Workers Compensation or Long Term Disability Insurance, and cases involving excessive absenteeism and/or medical appointments.

**As** part of the review process the committee shall be empowered to require an employee to provide medical certificates to substantiate periods of absenteeism, to confirm degree of physical limitations due to injury, to ascertain the prognosis regarding the employee's anticipated date of return to work and his/her ability to carry out his/her full range of duties on a regular and consistent basis, and the like. The employee shall have the choice of obtaining such certificates from either his/her own doctor or from the University's physician. Where the committee deems it appropriate, however, it shall be entitled to obtain a second medical opinion from a physician of its choice.

See: Letter of Understanding re: Attendance Review Committee

### **17.08 Subrogation**

Employees shall turn over, or cause to be turned over to the University, any monies paid or payable to them by the Insurance Corporation of British Columbia, or any other third (3rd) party as a result of a claim for lost wages, where

employees have used their sick benefits as a result of an automobile accident or otherwise because of injuries sustained due to the negligence or wrong-doing of a third (3rd) party. Sick leave benefits will be credited upon payment of these monies. It is understood and agreed that the amount an employee is required to repay to the University for a claim of lost wages shall be net of verified expenses incurred by the employee to recover that claim.

## **ARTICLE 18**

### **LEAVE OF ABSENCE**

#### **18.01 Negotiations and Grievances Pay Provisions**

Officially designated representatives of the Union shall not suffer any loss of pay when required to leave their employment temporarily to serve on an official Joint University/Union committee, carry out negotiations or to discuss grievances, or engage in arbitration, except that the number of employees involved at any one time normally may not exceed three (3). For negotiations, the number of employees involved at any time may not exceed five (5).

It is further agreed that no designated representative of the Union shall leave their work without obtaining permission, where reasonably possible, from their Management and Professional Group Supervisor. Such permission shall not be unreasonably withheld.

#### **18.02 Leave of Absence for Union Business**

Official representatives of the Union will be granted leave of absence without pay to attend Union conventions or to perform any other function on behalf of the Union and its affiliation. It is agreed that the Director or Department Head and the Human Resources Department will be given at least ten (10) days advance notice in writing, or in the case of emergency, as much notice as possible in writing. It is understood that such leave of absence must not interfere with the normal functions of any University department.

### **18.03 Leave of Absence for Full-Time Union or Public Duties**

It is agreed that any employee who is elected or selected for a full-time position with the Union or anybody with whom the Union is affiliated, shall be granted leave of absence without pay and without loss of seniority by the University for a period of **up** to three (3) years.

The intention is that in terms of benefits, his/her leave of absence will not count but in terms of length of service that it shall. After three (3) years of such absence, extension may be granted by the University upon application.

### **18.04 Paid Bereavement Leave**

Upon notification to the employee's immediate supervisor and subsequent approval of the Human Resources Department, an employee shall be granted time off without deduction of pay or sick leave or loss of seniority in the case of death in the family or immediate relatives.

*An* employee shall be granted five (5) regularly scheduled consecutive work days leave without loss of pay and benefits upon the notification of death of a parent, wife, husband, common-law spouse, same sex spouse, or child.

An employee shall be granted three (3) regularly scheduled consecutive work days leave without loss of pay and benefits upon the notification of death of a brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandmother, grandfather, or grandchild.

In special circumstances, an employee may be granted further leave without loss of pay or benefits.

If special circumstances do not exist, additional time off may be granted as leave without pay or vacation time if available.

### **18.05 Mourner's Leave**

Upon application to the Department Head, an amount of time up to a maximum of half (1/2) day leave of absence without deduction of pay to attend a funeral or memorial service may be granted. The half day may be extended to a full day if the

employee has a significant role in arranging or conducting the **service or ceremony, for example, as a pallbearer.**

#### **18.06 Paid Jury or Court Witness Duty Leave**

Employees who are required by law to serve as jurors or witnesses in any court shall be granted leave of absence with pay for this purpose. The employee concerned shall deposit with the University any pay received for such service, other than expenses, and shall render an accounting of amounts received together with proof of service.

#### **18.07 Citizenship Leave**

An employee shall be allowed the necessary time off with pay to process his/her Canadian Citizenship application.

#### **18.08 Maternity and Parental Leave**

- (a) Maternity Leave - In case of pregnancy an employee is entitled to a leave of absence without pay of **seventeen (17)** weeks.
- (b) Parental Leave - An employee is entitled to a leave of absence without pay of **thirty-five (35)** weeks during the year following the birth or adoption of a child. Where an employee takes both maternity and parental leave, the parental leave will be taken immediately after the maternity leave, unless mutually agreed by the employee and the University.
- (c) If birth occurs or pregnancy is terminated before a request for maternity leave is made, the employee will be granted up to six (**6**) weeks leave upon medical certification of such event.
- (d) When an employee decides to return to work after maternity or parental leave, he/she shall provide the University with at least two (2) weeks' notice. On return from maternity or parental leave, the employee shall be placed in his/her former position. If the former position no longer exists, he/she shall be placed in an equivalent position in his department.
- (e) An employee on maternity or parental leave may main-

tain coverage on the following plans by providing post-dated cheques to the Department of Financial Services for his/her share of the following premiums /contributions:

Medical Plan

Dental Plan

Extended Health Plan

Group Life Insurance Plan

Long-Term Disability Insurance Plan

Pension Plan

- (f) An employee on maternity or parental leave shall not lose seniority entitlements.
- (g) If the employee taking maternity leave has completed two (2) years \* (3900 hours) of service, the University agrees to pay the difference between the maternity leave benefits received under the Employment Insurance Act and the employee's wages, at the time the maternity leave began, for the period Employment Insurance Benefits were received, after the employee has completed six (6) months \*\* (975 hours) of service. Provided the employee has received the benefit mentioned above, the University will pay to the employee her wages, at the time the maternity leave began, for the two (2) week waiting period for Employment Insurance. If the employee does not apply for, or qualify for, Employment Insurance Benefits, the University will not pay monies to the employee for the period of time the employee was on maternity leave.

\* Office/Clerical Employees (3,648 hours of service)

\*\* Office/Clerical Employees (912 hours of services)

### **18.09 General Leave: Staff Employees**

An employee may be granted leave of absence without pay for personal reasons upon written application to the Department Head or Manager. It is understood that such leave shall not exceed six (6) months, and also shall not inter-

fere with the operation of the department concerned. Such approval shall not be withheld unreasonably. When employees return to work from their leave of absence, they will not necessarily be placed in their previous work area.

It is understood that extensions of leave shall be at the sole discretion of the Department Head. Any requests for extensions shall be made in writing at least thirty (30) days prior to the expiry of the initial leave. Such discretion shall be exercised reasonably, fairly, and in good faith.

#### **18.10 Paid Leave (Christmas)**

All employees who are normally scheduled to work shall be granted three (3) days leave of absence with pay to be taken between Boxing Day and New Year's Day unless they are required to work for operational reasons. Such employees shall be paid at straight time and granted three (3) paid leave of absence days at some other mutually agreeable time. It is understood that the University will not introduce new seasonal layoffs to avoid this benefit.

### **ARTICLE 19**

#### **PAYMENT OF WAGES AND ALLOWANCES**

##### **19.01 Pay Days**

It is agreed that the present pay periods will continue until such time as the parties agree to alter present practice.

##### **19.02 Equal Pay for Equal Worth and or Responsibility**

The principle of equal pay for equal worth and/or responsibility shall apply, regardless of sex.

##### **19.03 Pay on Temporary Transfers**

When an employee is assigned to temporarily substitute in or perform the principal duties of a higher paying position for one (1) or more hours, **but** less than a one-half (1/2) shift, the employee shall be paid four (4) hours at the rate of pay for the position; for an assignment of one-half (1/2) or more of a shift, the employee shall receive the rate of pay for the position for the full shift. It is understood such assignment shall

be either verbally or in writing to take over such duties by his/her recognized supervisor.

The Acting Senior Patrolperson when assigned to temporarily substitute in or perform the principal duties of the Senior Patrolperson shall receive the rate of pay of the Senior Patrolperson from the first (1st) day.

#### **19.04 Motor Vehicle Policy**

The University shall not require an employee to own or use their own vehicle as a condition of employment.

#### **19.05 Taxi Arrangements for Employees (Night Shift)**

Whereas employees may find difficulties in transportation at night, it is agreed that where such problems arise with employees required to work after 11:00 p.m. and before 6:00 a.m. that the following or similar arrangements be made:

- (1) A taxi company be selected to supply transportation to their place of residence;
- (2) The senior supervisor in a department where employees work late and require taxi transportation be authorized to sign a slip stating "Please transport ..... to ..... Avenue/Street." This slip will have the date and time on it.
- (3) Each month the taxi firm will submit a bill to the University accompanied by the authorized slips.
- (4) The taxi company will be supplied with a list of authorized signatures forwarded by the University.

#### **19.06 Tuition Fee Benefit – University of British Columbia Courses**

On completion of the probationary period, a Staff Employee shall be entitled to a tuition fee benefit to take **or** audit credit courses to a maximum of twelve (12) credits (formerly 6 units) per year (12 months). Non-credit courses offered through the Centre For Continuing Education may be taken up to the equivalent in fees over a year. To determine the equivalent in fees, reference should be made to the fee for six (6) credits (formerly 3 units) in the University Calendar.



Tuition fees shall be waived, but the employee shall be responsible for the cost of the materials, equipment, and/or travel associated with the course. Courses may be taken on or off the Point Grey Campus.

A staff employee may take one (1) UBC course per year during working hours if the Department Head agrees to the required time off and make-up time arrangements. The above provisions will apply to an hourly paid employee provided he/she has completed twelve (12) months accumulated service and is normally scheduled to work twenty (20) hours or more per week.

This benefit may be transferred in full or in part to the eligible employee's spouse or dependent child to take or audit credit courses to a maximum of twelve (12) credits per year. Hourly paid employees who are eligible for the tuition fee benefit may be eligible for the transfer provisions provided they have also worked nine hundred and sixty (960) hours over the preceding consecutive twelve (12) months and have not been laid off nor terminated their employment.

#### **19.07 Premium Pay for Work on Scheduled Saturday or Sunday**

In order that the scheduling of work on a Saturday or Sunday will be on a rotating basis, the University agrees that where an employee is required to work more than four (4) consecutive Saturdays or Sundays, he/she will be paid double time rates for the additional Saturdays or Sundays worked in addition to regular pay unless it is mutually agreed between the employees concerned to work additional Saturdays or Sundays on a voluntary basis.

#### **19.08 Training/Education**

Where the University offers free or subsidized training or education to employees in a particular Department or Unit as defined in Appendix "A", and where such offer cannot be made to all employees in that Department or Unit, then the offer shall be made on the basis of the following factors: relevance of the training to the employee's work; the likelihood that the employee will utilize the training in the employee's

work for a reasonable period of time; prerequisite qualifications and work history; and seniority. All enumerated factors will be given equal weight.

## **ARTICLE 20**

### **JOB CLASSIFICATION AND RECLASSIFICATION**

#### **20.01 Job Description**

The University agrees to draw up job descriptions for all positions and classification for which the Union is the bargaining agent and provide copies of such descriptions to the Union. In the case of change of job description, the Union will have the right to present written objection to any new description within thirty (30) days after receipt. If such objection is received, the University agrees to review the job description. The Union will have the right to attend such a special meeting of review.

#### **20.02 No Elimination of Present Classification and Position**

Existing classifications and positions shall not be eliminated without prior agreement with the Union.

#### **20.03 Changes in Classification**

It is agreed that the time for the general review of job classifications will be on or about October 1st or such other time as agreed between the parties. Application should be received by the Human Resources Department by September 1st.

It is further agreed that if the University or the Union considers that job requirements for an individual job have changed during the year so that they no longer agree with the job description that the University will review the job description and classification at a time other than October 1st.

The University agrees to furnish the Union with a list of names and job classification titles of the staff employees. The University will notify the Union whenever any of the job positions become redundant.

#### **20.04 New Classifications**

Where any position not covered by the Wage Schedule, etc., is established during the term of this Agreement the classification and rate of pay shall be the subject of negotiation between the University and the Union.

If the parties are unable to agree on the classification and/or rate of pay in question such dispute shall be submitted to Arbitration. In fixing the rate of pay the arbitrator shall not be precluded from awarding a rate which is higher than the rates contained in the Wage Schedules to this Agreement

### **ARTICLE 21**

#### **HEADS**

##### **21.01**

The Union and University recognize that Heads have a responsibility to direct and monitor the work of other members of the bargaining unit.

### **ARTICLE 22**

#### **EMPLOYEE BENEFITS**

##### **22.01 PENSION PLAN**

###### **(a) UBC Staff Pension Plan**

It is agreed that all eligible staff employees, as defined by the UBC Staff Pension Plan, will be eligible to join the Plan on the first day of employment if hired on the first of the month, otherwise on the first day of the month following employment. All continuing staff employees will be required to join the Plan after the later of the attainment of age 30 or the completion of three (3) years (36 months) of continuous service.

###### **(b) CUPE Local 116 Hourly Pension Plan**

1. It is agreed that eligible hourly employees, as defined by the CUPE Local 116 Hourly Pension Plan, shall join the Hourly Pension Plan.

2. The Union will be responsible for the enrolment of eligible hourly employees in the Pension Plan, and will notify the University at least 30 days in advance of the pay date upon which pension deductions should commence for the eligible hourly employees.
3. It is understood and agreed that the University's sole obligation is to provide funding in the amount of one and two tenths of a percent (1.2%) of the gross payroll for all employees within CUPE Local 116 on a monthly basis and to forward such amount and employee authorized contributory deductions to the official Pension Fund Account.
4. Any differences that may arise between the parties in the interpretation or implementation of this Article shall be referred to Don Munroe for binding disposition.

#### **22.02 Basic Group Life Insurance and Long Term Disability Plan**

It is agreed that all continuing full-time staff employees will be covered by the Basic Life Insurance Plan on the first day of employment. All continuing full-time staff employees will be required to join the Long Term Disability Plan on the first day of the month following twelve (12) months of employment.

It is agreed that all part-time and hourly paid employees who work twenty (20) hours per week or more will be covered by the Basic Life Insurance Plan on the first of the month following three (3) months of continuous service. All part-time and hourly paid employees who work twenty (20) hours per week or more will be required to join the Long Term Disability Plan on the first day of the month following twelve (12) months of continuous service.

It is agreed that the University will pay one hundred percent (100%) of the cost of the Basic Group Life Insurance Plan for eligible employees as defined above. Eligible employees will pay one hundred percent (100%) of the cost of the Long Term Disability Plan.

It is agreed further that coverage will continue and the University will continue to **pay** one hundred percent (100%) of the cost of the Basic Life Insurance Plan for part-time and hourly paid employees as long as they have worked nine hundred and sixty (960) hours over the preceding consecutive twelve (12) months and have not been laid off nor terminated their employment. Following layoff employees may continue Basic Group Life Insurance coverage at their own expense for a maximum period of twelve (12) months.

### **22.03 Medical, Extended Health and Dental Plans**

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

- (i) Medical Plan means the Medical Services Plan of BC
- (ii) Extended Health means the Extended Health Plan administered by the Medical Services Association for the University.
- (iii) Dental Plan means the Dental Plan administered by the Medical Services Association for the University which provides Plan "A" Basic Services and Plan "B" Prosthetic Appliances and Crown and Bridge Procedures and Plan "C" Orthodontic Coverage for Dependent Children.

It is agreed that full-time staff employees may, upon application, participate in the Medical, Extended Health and Dental Plans from their effective date of employment. Part-time and hourly paid employees who work twenty (20) hours per week or more may, upon application, participate from the first of the month following three (3) months of continuous service.

The University will pay one-half of the cost of the Medical Plan and one hundred percent (100%) of the cost of the Dental Plan for eligible employees. The University will pay one hundred percent (100%) of the cost of the Extended Health Plan for eligible employees.

It is agreed further that coverage will continue and the cost sharing will be maintained for part-time and hourly paid employees as long as they have worked nine hundred and

sixty (960) hours in the preceding consecutive twelve (12) months and have not been laid off nor terminated their employment. Following layoff employees may continue coverage at their own expense for a maximum period of twelve (12) months.

#### **22.04 Disposition of Dividend and Experience Rebate**

If the University underwrites the Long Term Disability Plan with a carrier, it shall give the Union notice of any dividend or experience rebate from the Plan paid by the underwriter to the University. Such dividend or experience rebate shall be allocated for the improvement of benefits or refunded in cash in proportion to premium.

#### **22.05 Workers' Compensation Pay Supplement**

An employee whose claim for WCB temporary disability benefits is accepted by the WCB, shall assign all monies received from WCB to the Employer and the Employer shall pay the employee's approximate regular net pay calculated on his/her rate of pay. All normal deductions shall continue through the period. If the WCB disallows an employee's claim, or if an employee has not had his/her WCB claim accepted, *the* Employer **will** pay full regular salary to the employee until the employee's Sick Leave is exhausted. Thereafter employees may choose to continue their regular salary by use of any other credits owing.

Where an employee becomes entitled to Workers' Compensation and payment is not made for the first day or part day, such day or part day shall be paid by the Employer.

#### **22.06 Pre-Retirement Counseling**

The University recognizing the necessity of an employee planning for retirement in order to cope with the many social, psychological and economic pressures and tensions of leaving the labour force agrees to inaugurate, in consultation and cooperation with the Union, a Pre-Retirement Counseling Program.

## **22.07 Joint Labour-Management Study Committee on Benefit Plans**

It is agreed that a Joint Committee of equal representation from both the University and the Union be established for the purpose of studying and reviewing the present Pension Plan, Group Insurance Plan, Total Disability Insurance Plan, Medical Plan, Extended Health Care Plan and Dental Care Plan.

The Joint Committee will review the application of the above mentioned benefit plans as they apply to eligible employees in the bargaining unit.

The Joint Committee may submit briefs to the Employees' Pension Plan Board, or recommendations to the University Representatives who make contractual arrangements with the carriers of the above mentioned benefit plans on behalf of the University. Such briefs or recommendations must first be reviewed and approved by the University Management Committee and the Union Bargaining Committee.

This Joint Committee will report within six (6) months of the signing of the Collective Agreement.

## **22.08 Improvements to Health and Welfare Benefits**

**Effective April 1, 2005, the University shall allocate 1.85% of the CUPE Local 116 employees' annual payroll towards improvement of Health and Welfare Benefits. The annual payroll is calculated over the twelve (12) month period preceding March 31 of each year.**

## **ARTICLE 23**

### **SAFETY AND HEALTH**

#### **23.01 Cooperation on Safety**

The parties shall cooperate in promoting safety in the workplace. An employee must not be subject to disciplinary action because the employee has acted in compliance with this article of the Collective Agreement or an order made by an Officer of the WCB.

- (a) An employee must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that employee has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.
- (b) An employee who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (a) must immediately report the circumstances of the unsafe condition to his/her supervisor outside of the bargaining unit. Temporary assignment to alternate work at no loss in pay to the employee until the matter is resolved is deemed not to constitute disciplinary action.
- (c) The supervisor outside of the bargaining unit receiving a report made under subsection (b) must immediately investigate the matter and
  - (1) ensure that any unsafe condition is remedied without delay, or
  - (2) if in his/her opinion the report is not valid, must so inform the employee who made the report.
- (d) If the procedure under subsection (c) does not resolve the matter and the employee continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor outside of the bargaining unit must investigate the matter in the presence of the employee who made the report and in the presence of
  - (1) a CUPE 116 member of the Occupational Health and Safety Committee selected by the employee, or
  - (2) a reasonably available employee who is selected by the Union.
- (e) If the investigation under subsection (d) does not resolve the matter and the employee continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor outside the bargaining unit and the employee or the Union must immediately notify a WCB Officer, who must investigate the matter



without undue delay and issue whatever orders are deemed necessary

### **23.02 Union-University Safety Committee**

It is agreed that the Union will have appropriate representation on the University Safety Committee. The Union will be entitled to one (1) representative for each management representative.

### **23.03 Meetings of Committee**

The Safety Committee shall meet once a month or at such other times as required. Minutes of these meetings shall be kept and forwarded to the Union Representatives on this Committee.

### **23.04 Injury Pay Provisions**

An employee who is injured during work hours and is required to leave for treatment or is sent home for such injury shall receive payment for the remainder of the shift without deduction from sick leave, unless the consulting doctor or nurse states that the employee is fit for further work on that shift.

### **23.05 Transportation of Employees Requiring Emergency Medical Care**

Transportation to a physician or hospital for employees requiring medical care while employed by the University and at work shall be at the expense of the University. It is to be expected that where it is applicable, such costs will be reimbursed by the Workers' Compensation Board.

### **23.06 Pollution Control**

It is agreed by the parties concerned that every effort will be made to prevent pollution. Employees will not be required to work in areas or under conditions in which preventable pollution exists.

### **23.07 Physical Fitness**

The University agrees to cooperate with the Union in order to ensure that the present opportunities for physical fitness and recreation may become known to employees and their fami-

lies. Towards this end and to the extent that they are available; the University shall ensure that employees and their families have the same access to physical fitness recreation facilities as other employees, at the same cost. A joint committee comprising of one (1) member from both the University and the Union shall undertake the responsibility of investigating the availability and costs of the physical fitness recreation facilities on campus with a view of making recommendations prior to the expiry of this Agreement.

### **23.08 Labour-ManagementAddiction Rehabilitation Committee**

The University and the Union agree to cooperate with the Health Authorities and the Government of British Columbia in matters of Mental Illness, Drug Addiction, Alcoholism, etc.

### **23.09 Video Display Terminals**

Employees who work on video display terminals are entitled to work ten (10) minutes off the terminals during every two (2) hours of continuous operation.

A pregnant employee will not be required to operate video display terminals upon request. Alternate work may be offered by the University. Employees for whom an alternate position is found will be paid at the rate of pay of the alternate position. If alternate work is not available, she will be granted an extended leave of absence, without pay, for the time remaining to the commencement of maternity leave.

If an ophthalmologist diagnoses that continued operation of a video display terminal will cause damage to an employee's eyes, the employee will not be required to operate such equipment, and will be reassigned within the employee's classification, provided such duties which do not involve the operation of a video display terminal are available and can provide the same number of hours of employment as the employee's previous duties. If such duties are not available, the employee shall elect within five (5) days either to be put onto the layoff and recall list or to accept termination of employment.

Upon an employee's request the University will furnish a glare shield for the VDT which the employee operates.

## **ARTICLE 24**

### **JOB SECURITY**

#### **24.01 Job Security**

The intent of the following provisions is to provide maximum job security to the extent that this is within the control of the University. To this end, the University shall consult with the Union whenever changes are planned which may result in layoffs of existing staff employees. The University will give three (3) months' notice of such changes except in cases of change beyond the control of the University.

It is understood and agreed by the parties that every reasonable effort shall be made in order to ensure that staff employees are not laid off unless such circumstances are beyond the control of the University.

Without restricting the generality of the foregoing, the parties hereto agree that changes brought about by government financing, or changes in program due to a drop in enrollment, shall be construed as beyond the control of the University. The implementation of such changes shall be discussed with the Union.

This clause shall not be interpreted as restricting the University's right to manage and direct the work force as per Article 2.01.

#### **24.02 Technological Change**

- (a) For the purpose of this clause "technological change" shall mean the introduction by the Employer of equipment or material different in nature or kind than that previously used or a change in the manner, method or procedure in which the Employer carries on his work, undertaking, or business that is related to the introduction of that equipment or material and which change affects the terms, conditions, or security of employment of a significant number of employees.

“Technological change” does not include normal layoffs resulting from a decrease in the amount of work to be done.

- (b) The University agrees to notify the Union and affected employees as far as possible in advance but not less than ninety (90) calendar days before the date on which the technological change is to be effected. Such notice shall be in writing and shall state:
  - (i) the nature of the technological change,
  - (ii) the date on which the Employer proposes to effect the technological change,
  - (iii) the approximate number and type of employees likely to be affected by the technological change, and
  - (iv) the anticipated effect(s) of the technological change on affected employees.
- (c) If the Union wishes to consult on the technological change it shall so notify the University within five (5) working days from receipt of the University’s notice. The University will be entitled to rely on the Union’s response or absence thereof.

Any unresolved dispute between the parties relating to the interpretation and application of this Article may be referred directly to Step 3 of the existing Grievance Procedure.

- (d) Where applicable and/or practicable, employees who are about to become displaced by and who have received notice of layoff due to technological change will be eligible for retraining to equip them for the operation of such new equipment and procedures. Such retraining shall be at the University’s expense and, whenever possible, shall occur during working hours.

If not applicable/practicable or in cases where the employee on notice chooses not to accept such retraining, the employee has the choice of internal placement

into any vacancies occurring in his/her classification or in a lower classification within the same job category **provided** he/she has **the necessary qualifications** or can be expected to have those qualifications following an on-the-job training period not to exceed three (3) months. In case of vacancies outside of his/her own department, the employee must in order to exercise his/her internal placement rights notify Human Resources Department in writing within five (5) working days of publication of the posting of a position into which he/she wishes to be placed. After the five (5) working days have passed the employee's right to internal placement into these vacancies is forfeited.

A full-time employee shall not be placed or recalled into a part-time position unless he/she has so requested in writing, and a part-time employee shall not be placed or recalled into a full-time position.

An employee who has been placed in a lower classification or in a position in another department or who has been laid off shall remain on the recall list for his/her original classification in his/her original department for a period of fifteen (15) months unless that classification has been discontinued.

Employees who at the end of the notice period have not been placed shall inform his/her department in writing regarding which of the following options he/she has selected:

- (i) layoff with recall rights for fifteen (15) months
- (ii) termination of employment with severance pay and relinquishment of recall rights.

Selection of one option precludes selection of the other, and failure to make a selection will result in the employee being placed on the appropriate recall list.

Severance pay will be based on the employee's average weekly wage in the last two (2) months worked, exclusive of overtime and/or acting pay, and will be calculated in accordance with the following formula:

- (i) for completed service of three (3) months but less than one (1) year, two (2) weeks' pay,
- (ii) for completed service of one (1) year but less than three (3) years, three (3) weeks' pay,
- (iii) each additional completed year of service, commencing at four (4) years, an additional week's pay up to a maximum of twelve (12) weeks' pay.

### **24.03 Contracting Out**

It is agreed between the parties that this Article shall prevail over other provisions or articles of the Collective Agreement, Letters of Understanding, any other ancillary documents, or practices.

The University shall not contract out services or work where the University has employees that normally provide the work or services, except in the following circumstances:

1. The University does not have the equipment necessary to provide the required work.
2. The University does not have employees who regularly perform such work or are skilled in such work and where such jobs will not be required on a continuing basis in the future.
3. Emergency situations.

In the above noted circumstances, no employee shall be laid off, suffer a reduction in classification, or have recall withheld because of contracting out.

Where the University is considering contracting out work or services, the University will consult with the Union before calling for tenders or awarding contracts. The consultation process shall be governed by the Letter of Understanding: Contracting Out of the Collective Agreement.

Notwithstanding the above, the University may contract out renovation, maintenance, repair or construction project work valued at **fifty** thousand dollars (\$50,000.00) or more. For the purposes of determining total project value, the costs of

material, labour, and administrative costs will be included in **the total**. Employees affected by this provision shall be assigned other work in their current classification at their current rate of pay. Once these assignments have taken place, priority may be given to filling ~~future~~ vacancies in the same classifications with individuals affected by this provision. Any posting or seniority requirements under the Collective Agreement may be waived in order to place an employee into a vacancy. It is also understood by the parties that the positions affected by this provision shall be reduced through attrition.

#### **24.04 Inclement Weather**

If work is not required because of difficult weather conditions, etc., there will be no reduction in pay for employees. However, an employee who is not scheduled to work at that time will not secure extra compensation.

### **ARTICLE 25**

#### **UNIFORM AND CLOTHING PROVISIONS**

##### **25.01 Supply of Wet Weather Clothing**

The University will supply gardeners and other outside workers with wet weather clothing.

##### **25.02 Maintenance of Uniforms (Patrol)**

Patrol shall be entitled to secure cleaning cost for uniform maintenance not more than once per month. The University will supply each patrolperson with a pullover sweater.

##### **25.03 Allowance for Footwear**

On proof of purchase, regular full-time and part-time Service Worker-Ice Makers will receive an allowance of one hundred and twenty dollars (\$120.00) every two (2) calendar years towards the purchase of suitable boots for work at the Winter Sports Centre. The suitability of footwear is to be determined jointly by Union and Management taking into consideration safety and working conditions of employees.

When required by legislation or the University to wear safe-

ty footwear, a regular full-time or part-time employee will, on proof of purchase, receive one hundred and twenty dollars (\$120.00) allowance every two (2) calendar years. Safety footwear, as specified in the Occupational Health and Safety Regulation, is footwear specifically designed for the prevention of injury in the workplace and would not include normal footwear. The suitability of footwear is to be determined by the University Health and Safety Committee.

For the purpose of this article a part-time employee shall mean an employee who has one (1) or more years of service and is normally scheduled to work twenty (20) hours or more per week.

## **ARTICLE 26**

### **COPIES OF AGREEMENT**

#### **26.01 Copies of Agreement**

The Union and the University agree to split the costs of printing the Agreement on a 50%-50% basis. The Agreement shall be printed in a Union Shop.

## **ARTICLE 27**

### **GENERAL**

#### **27.01 Plural Terms May Apply**

Whenever the singular is used in the Agreement, it shall be considered that the plural has been used where the context of the party or parties hereto so requires.

#### **27.02 Working Conditions Committee**

The parties agree that the working conditions issues shall be referred to the Union/Management Committee on the understanding that the appropriate Department Heads, Managers, and Employee Representatives shall attend. Where the appropriate Department Heads, Managers or Employee Representatives are unable to attend, the issue shall be referred to the next Union/Management Committee Meeting.



### **27.03 Daycare**

The University agrees to do all that is reasonably possible to assist the Union in securing suitable daycare facilities for employees of the University of British Columbia, with particular reference to the recommendations of the President's Ad Hoc Committee on Daycare.

### **27.04 Industrial First Aid**

Where the University requires an employee to hold an Industrial First Aid Ticket for the benefit of the University, the employee shall be paid a salary differential of ninety dollars (\$90.00) per month. The University shall pay for the tuition fees of the course.

## **ARTICLE 28**

### **WAGES**

#### **28.01 Wages**

**Wages are as set out in Schedule 'A', 'B' and 'C'.**

#### **28.02 Increment Policy**

Employees will be paid incremental increases on the first of the month following their anniversary date of appointment to the position.

Increments, where applicable, will normally be automatic, but the University reserves the right to withhold *an* increment for cause. If an increment is withheld, however, reasons for the action shall be given to the employee in writing within one (1) calendar month.

Employees may be placed at step 2 or 3 of the pay schedule if there is justification.

## **ARTICLE 29**

### **TERM OF AGREEMENT**

This Agreement shall be for the period from and including April 1, 2005 to March 31, 2010 inclusive, and from year to year thereafter subject to the right of either party to the

Agreement, at any time within four (4) months immediately preceding the date of the expiry of this Agreement (March 31, 2010) or immediately preceding the last day of March in any year thereafter, by written notice, to require the other party to the Agreement to commence collective bargaining.

Should either party give written notice aforesaid, this Agreement shall thereafter continue in full force and effect and neither party shall make any change in the terms of the said Agreement (or increase or decrease the rate of pay of any employee for whom the collective bargaining is being conducted or alter any other term or condition of employment) until:

- (1) the Union shall give notice to strike (or until the Union goes on strike) or
- (2) the Employer shall give notice of lock-out (or the Employer shall lock out its employees) or
- (3) the parties shall conclude a renewal or revision of this Agreement or enter into a new Collective Agreement, whichever is earliest.

In witness whereof the University and the Union have executed this Agreement in duplicate by its Representative Officers, hereunto duly authorized this 31st day of March, 2006.

ON BEHALF OF THE UNIVERSITY OF  
BRITISH COLUMBIA

Martha C. Piper

PRESIDENT

Terry Sumner

VICE PRESIDENT ADMINISTRATION &  
FINANCE

Lisa Castle

ASSOCIATE VICE PRESIDENT HUMAN  
RESOURCES

Kyle Cormier

MANAGER, EMPLOYEE RELATIONS

DATE: March 31, 2006

ON BEHALF OF THE CANADIAN UNION OF  
PUBLIC EMPLOYEES, LOCAL 116  
(U.B.C. EMPLOYEES)

Diane Jolly

NATIONAL REPRESENTATIVE, CUPE

Colleen Garbe

PRESIDENT CUPE 116

DATE: March 31, 2006

**CUPE 116  
PAY GRADES AND WAGE RATES**

**SCHEDULE A: All classifications except Engineering & Research Technicians and Trades: Effective April 2005**

<b>Pay</b>				
<b>Grade</b>	<b>Job Title</b>	<b>Step</b>		
		<b>1</b>	<b>2</b>	<b>3</b>
1a	Busperson	1,952	2,013	2,085
	Kitchen Help (Light)- F/S	12.01	12.39	12.83
2	General Office Clerk 1	1,992	2,065	2,131
	Mail, File & Stock Clerk	12.26	12.71	13.11
	Receptionist			
	<b>35 Hours</b>	<b>13.11</b>	<b>13.59</b>	<b>14.02</b>
2a	Assistant Cashier- F/S	2,013	2,085	2,153
	Kitchen Help (Heavy)- F/S	12.39	12.83	13.25
3	Energy Audit Clerk	2,065	2,131	2,198
	Laundry Worker	12.71	13.11	13.53
	Seamstress			
	Storekeeper			
3a	Server- F/S	2,085	2,153	2,220
	Storeperson- F/S	12.83	13.25	13.66
4	Doorman – Porter	2,131	2,198	2,276
		13.11	13.53	14.01
5	Access Control Clerk	2,198	2,276	2,342
	Records Clerk (Trades)	13.53	14.01	14.41
	Switchboard Operator			
	<b>35 Hours</b>	<b>14.46</b>	<b>14.97</b>	<b>15.41</b>
5a	Food Services Clerk-F/S	2,220	2,299	2,366
	13.66	14.15	14.56	
6	General Clerk	2,276	2,342	2,415
	Housekeeper	14.01	14.41	14.86
	Kiosk Attendant			
	Laundry-Caretaker			
	Parkade Attendant			
	<b>35 Hours</b>	<b>14.97</b>	<b>15.41</b>	<b>15.89</b>

6a	General Worker(Heavy)- F/S	2,299	2,366	2,438
	General Worker (Light)- F/S	14.15	14.56	15.00
	Kitchen Porter- F/S			
	Pastry Cook- F/S			
	Sauce Cook- F/S			
	Senior Bartender- F/S			
	Waiter/Waitress- F/S			
7	Senior Switchboard Operator	2,342	2,415	2,480
	Stenographer	14.41	14.86	15.26
	<b>35 Hours</b>	<b>15.41</b>	<b>15.89</b>	<b>16.32</b>
7a	Assistant Cook- F/S	2,366	2,438	2,503
	Central Kitchen Stores			
	Assistant- F/S	14.56	15.00	15.40
	Clerk Driver 1- F/S			
	Mobile Shack Driver- F/S			
	Sales Attendant- F/S			
8	Mail Sorter	2,415	2,480	2,552
	Stores Assistant	14.86	15.26	15.70
8a	Groceteria Clerk-F/S	2,438	2,503	2,579
		15.00	15.40	15.87
9	Accounting Office Clerk	2,480	2,552	2,611
	Computer Sales Assistant	15.26	15.70	16.07
	Facilities Records Clerk			
	Sales Clerk			
	Truck Driver (Bookstore)			
	<b>35 Hours</b>	<b>15.70</b>	<b>16.07</b>	<b>16.32</b>
11	Access Control Coordinator	2,492	2,574	2,638
	Furnishings Assistant	15.34	15.84	16.23
	Labourer 1 (Light)			
	Museum Attendant			
	Parking Enforcement Attendant			
9b	Student Worker (Summer)			
	Bartender- F/S	2,503	2,579	2,639
	Bartender/Server- F/S	15.40	15.87	16.24

9a	Clerk I	2,504	2,582	2,658
	Clerk Typist	15.41	15.89	16.36
	Secretary I			
	<b>35 Hours</b>	<b>16.47</b>	<b>16.99</b>	<b>17.49</b>
11b	Relief Cook- F/S	2,519	2,598	2,663
	Second Cook-F/S	15.50	15.99	16.39
10	Assistant Mail Clerk	2,552	2,611	2,691
	House Staff	15.70	16.07	16.56
	Mailing Machine Clerk			
	Parking Maintenance Worker			
	Service Worker			
12	Assistant Security			
	Coordinator	2,574	2,638	2,710
	Attendant	15.84	16.23	16.68
	Bicycle Courier			
	Bookstore Assistant			
	Head Houseperson			
	Junior Draftsperson			
	Labourer 2			
	Labourer 2 (Const & Heavy)			
	Senior Parking Maintenance Worker			
	Service Worker-Ice Maker			
	Senior Service Worker			
	Stores Helper			
	Surveyor's Assistant			
	<b>35 Hours</b>	<b>16.93</b>	<b>17.36</b>	<b>17.83</b>
10b	Cashier- F/S	2,579	2,639	2,717
	Catering Assistant- F/S	15.87	16.24	16.72
	Head Salad Maker- F/S			
	Hostess/Host- F/S			
	Senior Commissary Assistant- F/S			
10a	Secretary			
	(Bookstore Supplies)	2,582	2,658	2,737
	Secretary 2	15.89	16.36	16.84
	<b>35 Hours</b>	<b>16.99</b>	<b>17.49</b>	<b>18.01</b>

11a	Chemistry Clerk	2,611	2,691	2,757
	Custodial Clerk	16.07	16.56	16.97
	General Office Clerk 2			
	Power House Clerk			
	Recording Secretary			
	Records Assistant			
	Scheduling Clerk			
	Staff Records Clerk			
	<b>35 Hours</b>	<b>17.18</b>	<b>17.7</b>	<b>18.14</b>
13	Security Bus Driver	2,638	2,710	2,777
	Stores Steward	16.23	16.68	17.09
	Truck Driver (Light)			
	Utility Worker			
13b	Head Bartender- F/S	2,663	2,738	2,803
	Waiter Captain- F/S	16.39	16.85	17.25
12a	Residence Attendant	2,691	2,757	2,831
		16.56	16.97	17.42
14	Assistant Head Service Worker	2,710	2,777	2,844
	Botanical Garden Worker 1	16.68	17.09	17.50
	Clerk 2			
	Computer Salesperson			
	Computer Specialist			
	Data Collection Assistant			
	Division Secretary			
	Electronics Salesperson			
	Patrolperson			
	Service Technician			
	Storeperson			
	Traffic Office Attendant			
	Truck Driver- Mail			
	Truck Driver-Med(Incl. Forklift)			
Truck Driver-Medium/Labourer				
<b>35 Hours</b>	<b>17.83</b>	<b>18.27</b>	<b>18.71</b>	
12c	First Cook- F/S	2,717	2,786	2,858
		16.72	17.14	17.59

14a	Food Services Assistant- F/S	2,738	2,803	2,871	
	Store Steward- F/S	16.85	17.25	17.67	
13a	Scheduling Clerk	2,757	2,831	2,895	
	Senior Bookstore Assistant'	16.97	17.42	17.82	
	Work Order Clerk				
	<b>35 Hours</b>	<b>18.14</b>	<b>18.63</b>	<b>19.05</b>	
15	Assistant Storekeeper	2,777	2,920	3,052	
	Assistant Housekeeping Supervisor	17.09	17.97	18.78	
	Botanical Garden Worker II				
	Clerk 3				
	Dental Assistant 2				
	Financial Clerk				
	Labourer 3 (Special)				
	Mail Clerk				
	Purchase Records Clerk				
	Section Head (Booksotre)				
	SeniorTraffic Office Attendant				
	Truck Driver – Heavy				
		<b>35 Hours</b>	<b>18.27</b>	<b>19.21</b>	<b>20.08</b>
	13c	Head Hostess- F/S	2,786	2,858	2,922
		17.14	17.59	17.98	
15b	Assistant Housekeeping Supervisor- F/S	2,803	2,950	3,082	
	Pastry Chef- F/S	17.25	18.15	18.97	
	Purchase Records Clerk- F/S				
	Sous Chef- F/S				
	<b>35 Hours</b>	<b>18.44</b>	<b>19.41</b>	<b>20.28</b>	
15a	Security Coordinator	2,895	3,041	3,172	
		17.82	18.71	19.52	



16	Administrative Secretary	2,920	3,052	3,198
	Assistant Scheduler	17.97	18.78	19.68
	Communications Clerk			
	Communications Operator			
	Dental Assistant 3			
	Disposal Plant Operator			
	Facilities Resources Assistant			
	Head Service Worker			
	Housekeeping Supervisor			
	Mail Processing Technician			
	Museum Patrol Supervisor			
	Parking Supervisor			
	Planning Illustrator			
	Records Assistant			
Supply Coordinator				
<b>35 Hours</b>	<b>19.21</b>	<b>20.08</b>	<b>21.04</b>	
16c	Catering Clerk- F/S	2,950	3,082	3,229
	Commissary Baker- F/S	18.15	18.97	19.87
	Commissary Cook-F/S			
17	Dispatcher & Receiver	3,052	3,198	3,328
	Service Centre Coordinator	18.78	19.68	20.48
	Technician Supervisor			
	<b>35 Hours</b>	<b>20.08</b>	<b>21.04</b>	<b>21.89</b>
17a	Senior Food Services			
	Assistant-F/S	3,082	3,229	3,362
		18.97	19.87	20.69
18	Clerk 4	3,198	3,328	3,476
	Community Relations Officer	19.68	20.48	21.39
	Mail Distribution Coordinator			
	Mail Processing Coordinator			
	Patrol Supervisor			
	Radiological Technician			
	Residence Front Desk Service Coordinator			
	Storekeeper			
	<b>35 Hours</b>	<b>21.04</b>	<b>21.89</b>	<b>22.87</b>
18a	Catering Coordinator-F/S	3,229	3,362	3,510
		19.87	20.69	21.60

19	Cable Records Assignor	3,328	3,476	3,619
	Data Collection Coordinator	20.48	21.39	22.27
	Dental Assistant 4			
	Executive Secretary			
	Head Labourer			
	Mech & Gardener Mechanic			
	Records Draftsperson 1			
	Space Inventory Technician			
	<b>35 Hours</b>	<b>21.89</b>	<b>22.87</b>	<b>23.81</b>
20	Assistant Merchandising			
	Supervisor	3,476	3,619	3,752
	Head Waste Mgmt Operations	21.39	22.27	23.09
	Horticulture Technician			
	Piano Tuner Technician			
	<b>35 Hours</b>	<b>22.87</b>	<b>23.81</b>	<b>24.68</b>
21	Cable Installation &			
	Repair Serviceperson	3,619	3,752	3,886
	Campus Security Supervisor	23.91	23.09	23.91
	Media Technologist			
	Parking Operations Supervisor			
	Records Draftsperson 2			
	Secure Access Technician			
	Sr. Installation & Repair			
Serviceperson				
	<b>35 Hours</b>	<b>23.81</b>	<b>24.68</b>	<b>25.57</b>
22	Accounting Services			
	Supervisor	3,752	3,886	4,029
	Assistant Merchandising			
	Supervisor	23.09	23.91	24.79
	Custodial Scheduler/Trainer			
	Mapping Technician			
	<b>35 Hours</b>	<b>24.68</b>	<b>25.57</b>	<b>26.51</b>
23	Assistant Chief Draftsperson	3,886	4,029	4,169
	Coordinator- HSE	23.91	24.79	25.66
	Energy Technologist			
	<b>35 Hours</b>	<b>25.57</b>	<b>26.51</b>	<b>27.43</b>

24	Arboriculture/Horticulture			
	Technician	4,029	4,169	4,300
	Design Assistant	24.79	25.66	26.46
	Engineering Assistant			
	Engineering Assistant Cable Facil			
	Planning & Urban Design Assistant			
	Program Coordinator Campus Plan Development			
	Sched. & Mtce Coordinator -Planner			
	Sched. & Mtce Coordinator -Scheduler			
	Telecom. Engineering Assistant			
	<b>35 Hours</b>	<b>26.51</b>	<b>27.43</b>	<b>28.29</b>
25	Return to Work Coordinator	4,464	4,687	4,922
	<b>35 Hours</b>	<b>29.37</b>	<b>30.84</b>	<b>32.38</b>

**SCHEDULE A: All classifications except Engineering & Research Technicians and Trades: Effective April 2006**

<b>Pay</b>		<b>Step</b>		
<b>Grade</b>	<b>Job Title</b>	<b>1</b>	<b>2</b>	<b>3</b>
1a	Busperson	1,994	2,056	2,130
	Kitchen Help (Light)- F/S	12.27	12.65	13.11
2	General Office Clerk 1	2,035	2,109	2,177
	Mail, File & Stock Clerk	12.52	12.98	13.40
	Receptionist <b>35 Hours</b>	<b>13.39</b>	<b>13.88</b>	<b>14.32</b>
2a	Assistant Cashier-F/S	2,056	2,130	2,199
	Kitchen Help (Heavy)-F/S	12.65	13.11	13.53
3	Energy Audit Clerk	2,109	2,177	2,245
	Laundry Worker	12.98	13.40	13.82
	Seamstress			
	Storekeeper			
3a	Server-F/S	2,130	2,199	2,268
	Storeperson-F/S	13.11	13.53	13.96
4	Doorman - Porter	2,177	2,245	2,325
		13.40	13.82	14.31
5	Access Control Clerk	2,245	2,325	2,392
	Records Clerk (Trades)	13.82	14.31	14.72
	Switchboard Operator			
	<b>35 Hours</b>	<b>14.77</b>	<b>15.3</b>	<b>15.74</b>
5a	Food Services Clerk-F/S	2,268	2,348	2,417
		13.96	14.45	14.87
6	General Clerk	2,325	2,392	2,467
	Housekeeper	14.31	14.72	15.18
	Kiosk Attendant			
	Laundry-Caretaker			
	Parkade Attendant			
	<b>35 Hours</b>	<b>15.30</b>	<b>15.74</b>	<b>16.23</b>

6a	General Worker (Heavy)-F/S	2,348	2,417	2,490
	<b>General Worker (Light)-F/S</b>	<b>14.45</b>	<b>14.87</b>	<b>15.32</b>
	Kitchen Porter-F/S			
	Pastry Cook-F/S			
	Sauce Cook-F/S			
	Senior Bartender-F/S			
	Waiter/Waitress-F/S			
7	Senior Switchboard Operator	2,392	2,467	2,533
	Stenographer	14.72	15.18	15.59
	<b>35 Hours</b>	<b>15.74</b>	<b>16.23</b>	<b>16.66</b>
7a	Assistant Cook-F/S	2,417	2,490	2,557
	Central Kitchen Stores			
	Assistant-F/S	14.87	15.32	15.74
	Clerk Driver 1-F/S			
	Mobile Snack Driver-F/S			
	Sales Attendant-F/S			
	Slicer/Assistant Cook-F/S			
8	Mail Sorter	2,467	2,533	2,607
	Stores Assistant	15.18	15.59	16.04
8a	Groceteria Clerk-F/S	2,490	2,557	2,634
		15.32	15.74	16.21
9	Accounting Office Clerk	2,533	2,607	2,667
	Computer Sales Assistant	15.59	16.04	16.41
	Facilities Records Clerk			
	Sales Clerk			
	Truck Driver (Bookstore)			
	<b>35 Hours</b>	<b>16.66</b>	<b>17.15</b>	<b>17.55</b>
11	Access Control Coordinator	2,545	2,629	2,694
	Furnishings Assistant	15.66	16.18	16.58
	Labourer I (Light)			
	Museum Attendant			
	Parking Enforcement Attendant			
Student Worker (Summer)				
9b	Bartender-F/S	2,557	2,634	2,695
	Bartender/Server-F/S	15.74	16.21	16.58

9a	Clerk 1	2,558	2,637	2,715
	Clerk Typist	15.74	16.23	16.71
	Secretary 1			
	<b>35 Hours</b>	<b>16.83</b>	<b>17.35</b>	<b>17.86</b>
11b	Relief Cook-F/S	2,573	2,654	2,720
	Second Cook-F/S	15.83	16.33	16.74
10	Assistant Mail Clerk	2,607	2,667	2,749
	House Staff	16.04	16.41	16.92
	Mailing Machine Clerk			
	Parking Maintenance Worker			
	Service Worker			
12	Assistant Security			
	Coordinator	2,629	2,694	2,768
	Attendant	16.18	16.58	17.03
	Bicycle Courier			
	Bookstore Assistant			
	Head Houseperson			
	Junior Draftsperson			
	Labourer 2			
	Labourer 2 (Const & Heavy)			
	Senior Parking Maintenance Worker			
	Service Worker-Ice Maker			
	Senior Service Worker			
	Stores Helper			
	Surveyor's Assistant			
	<b>35 Hours</b>	<b>17.30</b>	<b>17.72</b>	<b>18.21</b>
10b	Cashier-F/S	2,634	2,695	2,775
	Catering Assistant-F/S	16.21	16.58	17.08
	Head Salad Maker-F/S			
	Hostess/Host-F/S			
	Senior Commissary Assistant-F/S			
10a	Secretary (Bookstore			
	Supplies)	2,637	2,715	2,796
	Secretary 2	16.23	16.71	17.21
	<b>35 Hours</b>	<b>17.35</b>	<b>17.86</b>	<b>18.39</b>

11a	Chemistry Clerk	2,667	2,749	2,816
	Custodial Clerk	16.41	16.92	17.33
	<b>General Office Clerk 2</b>			
	Power House Clerk			
	Recording Secretary			
	Records Assistant			
	Scheduling Clerk			
	<b>Staff Records Clerk</b>			
	<b>35 Hours</b>	<b>17.55</b>	<b>18.09</b>	<b>18.53</b>
13	Security Bus Driver	2,694	2,768	2,836
	Stores Steward	16.58	17.03	17.45
	Truck Driver (Light)			
	Utility Worker			
13b	Head Bartender-F/S	2,720	2,797	2,863
	Waiter Captain-F/S	16.74	17.21	17.62
12a	Residence Attendant	2,749	2,816	2,892
		16.92	17.33	17.80
14	Assistant Head Service Worker	2,768	2,836	2,905
	Botanical Garden Worker 1	17.03	17.45	17.88
	Clerk 2			
	Computer Salesperson			
	Computer Specialist			
	Data Collection Assistant			
	Division Secretary			
	Electronics Salesperson			
	Patrolperson			
	Service Technician			
	Storeperson			
	Traffic Office Attendant			
	Truck Driver-Mail			
	Truck Driver-Med(Incl. Forklift)			
	Truck Driver-Medium/Labourer			
	<b>35 Hours</b>	<b>18.21</b>	<b>18.66</b>	<b>19.11</b>
12c	First Cook-F/S	2,775	2,846	2,919
		17.08	17.51	17.96
14a	Food Services Assistant-F/S	2,797	2,863	2,932
	Store Steward-F/S	17.21	17.62	18.04

13a	Scheduling Clerk	2,816	2,892	2,957
	Senior Bookstore Assistant	17.33	17.80	18.20
	<b>Work Order Clerk</b>			
	<b>35 Hours</b>	<b>18.53</b>	<b>19.03</b>	<b>19.45</b>
15	Assistant Storekeeper	2,836	2,982	3,117
	Assistant Housekeeping			
	Supervisor	17.45	18.35	19.18
	Botanical Garden Worker II			
	Clerk 3			
	Dental Assistant 2			
	Financial Clerk			
	Labourer 3 (Special)			
	Mail Clerk			
	Purchase Records Clerk			
	Section Head (Booksotre)			
	Senior Traffic Office Attendant			
	Truck Driver – Heavy			
	<b>35 Hours</b>	<b>18.66</b>	<b>19.62</b>	<b>20.51</b>
13c	Head Hostess-F/S	2,846	2,919	2,985
		17.51	17.96	18.37
15b	Assistant Housekeeping			
	Supervisor-F/S	2,863	3,013	3,148
	Pastry Chef-F/S	17.62	18.54	19.37
	Purchase Records Clerk- F/S			
	Sous Chef-F/S			
	<b>35 Hours</b>	<b>18.84</b>	<b>19.82</b>	<b>20.71</b>
15a	Security Coordinator	2,957	3,106	3,240
		18.2	19.11	19.94



16	Administrative Secretary	2,982	3,117	3,266
	<b>Assistant Scheduler</b>	<b>18.35</b>	<b>19.18</b>	<b>20.10</b>
	Communications Clerk			
	Communications Operator			
	Dental Assistant 3			
	Disposal Plant Operator			
	Facilities Resources Assistant			
	Head Service Worker			
	Housekeeping Supervisor			
	Mail Processing Technician			
	Museum Patrol Supervisor			
	Parking Supervisor			
	Planning Illustrator			
	Records Assistant			
	Supply Coordinator			
	<b>35 Hours</b>	<b>19.62</b>	<b>20.51</b>	<b>21.49</b>
16c	Catering Clerk-F/S	3,013	3,148	3,298
	Commissary Baker-F/S	18.54	19.37	20.30
	Commissary Cook-F/S			
17	Dispatcher & Receiver	3,117	3,266	3,399
	Service Centre Coordinator	19.18	20.10	20.92
	Technician Supervisor			
	<b>35 Hours</b>	<b>20.51</b>	<b>21.49</b>	<b>22.36</b>
17a	Senior Food Services Assistant-F/S	3,148 19.37	3,298 20.3	3,434 21.13
18	Clerk 4	3,266	3,399	3,550
	Community Relations Officer	20.10	20.92	21.85
	Mail Distribution Coordinator			
	Mail Processing Coordinator			
	Patrol Supervisor			
	Radiological Technician			
	Residence Front Desk Service Coordinator			
	Storekeeper			
	<b>35 Hours</b>	<b>21.49</b>	<b>22.36</b>	<b>23.36</b>
18a	Catering Coordinator-F/S	3,298 20.30	3,434 21.13	3,585 22.06

19	Cable Records Assignor	3,399	3,550	3,696
	Data Collection Coordinator	20.92	21.85	22.74
	Dental Assistant 4			
	Executive Secretary			
	Head Labourer			
	Mech & Gardener Mechanic			
	Records Draftsperson 1			
	Space Inventory Technician			
	<b>35 Hours</b>	<b>22.36</b>	<b>23.36</b>	<b>24.32</b>
	20	Assistant Merchandising Supervisor	3,550	3,696
Head Waste Mgmt Operations		21.85	22.74	23.58
Horticulture Technician				
Piano Tuner Technician				
<b>35 Hours</b>		<b>23.36</b>	<b>24.32</b>	<b>25.21</b>
21	Cable Installation & Repair Serviceperson	3,696	3,832	3,969
	Campus Security Supervisor	22.74	23.58	24.42
	Media Technologist			
	Parking Operations Supervisor			
	Records Draftsperson 2			
	Secure Access Technician			
	Sr. Installation & Repair Serviceperson			
	<b>35 Hours</b>	<b>24.32</b>	<b>25.21</b>	<b>26.11</b>
22	Accounting Services Supervisor	3,832	3,969	4,115
	Assistant Merchandising Supervisor	23.58	24.42	25.32
	Custodial Scheduler/Trainer			
	Mapping Technician			
	<b>35 Hours</b>	<b>25.21</b>	<b>26.11</b>	<b>27.07</b>
23	Assistant Chief Draftsperson	3,969	4,115	4,258
	Coordinator- HSE	24.42	25.32	26.20
	Energy Technologist			
	<b>35 Hours</b>	<b>26.11</b>	<b>27.07</b>	<b>28.01</b>

24	Arboriculture/Horticulture Technician	4,115	4,258	4,392
	<b>Design Assistant</b>	25.32	26.20	27.03
	Engineering Assistant			
	Engineering Assistant Cable Facil			
	Planning & Urban Design Assistant			
	Program Coordinator Campus Plan Development			
	Sched. & Mtce Coordinator -Planner			
	Sched. & Mtce Coordinator -Scheduler			
	Telecom. Engineering Assistant			
	<b>35 Hours</b>	<b>27.07</b>	<b>28.01</b>	<b>28.89</b>
25	Return to Work Coordinator	4,560	4,787	5,027
	<b>35 Hours</b>	<b>30.00</b>	<b>31.49</b>	<b>33.07</b>

**SCHEDULE A: All classifications except Engineering & Research Technicians and Trades: Effective April 2007**

Pay Grade	Job Title	Step		
		I	2	3
1a	Busperson	2,057	2,121	2,197
	Kitchen Help (Light)-F/S	12.66	13.05	13.52
2	General Office Clerk I	2,099	2,175	2,245
	Mail, File & Stock Clerk	12.92	13.38	13.82
	Receptionist			
	<b>35 Hours</b>	<b>13.81</b>	<b>14.31</b>	<b>14.77</b>
2a	Assistant Cashier-F/S	2,121	2,197	2,268
	Kitchen Help (Heavy)-F/S	13.05	13.52	13.96
3	Energy Audit Clerk	2,175	2,245	2,315
	Laundry Worker	13.38	13.82	14.25
	Seamstress			
	Storekeeper			
3a	Server-F/S	2,197	2,268	2,339
	Storeperson-F/S	13.52	13.96	14.39
4	Doorman – Porter	2,245	2,315	2,398
		13.82	14.25	14.76
5	Access Control Clerk	2,315	2,398	2,467
	Records Clerk (Trades)	14.25	14.76	15.18
	Switchboard Operator			
	<b>35 Hours</b>	<b>15.23</b>	<b>15.78</b>	<b>16.23</b>
5a	Food Services Clerk-F/S	2,339	2,422	2,493
		14.39	14.90	15.34
6	General Clerk	2,398	2,467	2,544
	Housekeeper	14.76	15.18	15.66
	Kiosk Attendant			
	Laundry-Caretaker			
	Parkade Attendant			
	<b>35 Hours</b>	<b>15.78</b>	<b>16.23</b>	<b>16.74</b>

6a	General Worker (Heavy)-F/S	2,422	2,493	2,568
	General Worker (Light)-F/S	14.90	15.34	15.80
	Kitchen Porter-F/S			
	Pastry Cook-F/S			
	Sauce Cook-F/S			
	Senior Bartender-F/S			
	Waiter/Waitress-F/S			
7	Senior Switchboard Operator	2,467	2,544	2,613
	Stenographer	15.18	15.66	16.08
	<b>35 Hours</b>	<b>16.23</b>	<b>16.74</b>	<b>17.19</b>
7a	Assistant Cook-F/S	2,493	2,568	2,637
	Central Kitchen Stores			
	Assistant-F/S	15.34	15.80	16.23
	Clerk Driver 1-F/S			
	Mobile Snack Driver-F/S			
	Sales Attendant-F/S			
	Slicer/Assistant Cook-F/S			
8	Mail Sorter	2,544	2,613	2,689
	Stores Assistant	15.66	16.08	16.55
8a	Grocery Clerk-F/S	2,568	2,637	2,717
		15.80	16.23	16.72
9	Accounting Office Clerk	2,613	2,689	2,751
	Computer Sales Assistant	16.08	16.55	16.93
	Facilities Records Clerk			
	Sales Clerk			
	Truck Driver (Bookstore)			
	<b>35 Hours</b>	<b>17.19</b>	<b>17.69</b>	<b>18.10</b>
11	Access Control Coordinator	2,625	2,712	2,779
	Furnishings Assistant	16.15	16.69	17.10
	Labourer I (Light)			
	Museum Attendant			
	Parking Enforcement Attendant			
	Student Worker (Summer)			
9b	Bartender-F/S	2,637	2,717	2,780
	Bartender/Server-F/S	16.23	16.72	17.11

9a	Clerk 1	2,638	2,720	2,800
	Clerk Typist	16.23	16.74	17.23
	Secretary 1			
	<b>35 Hours</b>	<b>17.36</b>	<b>17.89</b>	<b>18.42</b>
11b	Relief Cook-F/S	2,654	2,737	2,805
	Second Cook-F/S	16.33	16.84	17.26
10	Assistant Mail Clerk	2,689	2,751	2,835
	House Staff	16.55	16.93	17.45
	Mailing Machine Clerk			
	Parking Maintenance Worker			
	Service Worker			
12	Assistant Security Coordinator	2,712	2,779	2,855
	Attendant	16.69	17.10	17.57
	Bicycle Courier			
	Bookstore Assistant			
	Head Houseperson			
	Junior Draftsperson			
	Labourer 2			
	Labourer 2 (Const & Heavy)			
	Senior Parking Maintenance Worker			
	Service Worker-Ice Maker			
	Senior Service Worker			
	Stores Helper			
	Surveyor's Assistant			
	<b>35 Hours</b>	<b>17.84</b>	<b>18.28</b>	<b>18.78</b>
10b	Cashier-F/S	2,717	2,780	2,862
	Catering Assistant-F/S	16.72	17.11	17.61
	Head Salad Maker-F/S			
	Hostess/Host-F/S			
	Senior Commissary Assistant-F/S			
10a	Secretary (Bookstore Supplies)	2,720	2,800	2,884
	Secretary 2	16.74	17.23	17.75
	<b>35 Hours</b>	<b>17.89</b>	<b>18.42</b>	<b>18.97</b>

11a	Chemistry Clerk	2,751	2,835	2,904
	<b>Custodial Clerk</b>	<b>16.93</b>	<b>17.45</b>	<b>17.87</b>
	General Office Clerk 2			
	Power House Clerk			
	Recording Secretary			
	Records Assistant			
	Scheduling Clerk			
	Staff Records Clerk			
	<b>35 Hours</b>	<b>18.10</b>	<b>18.65</b>	<b>19.11</b>
13	Security Bus Driver	2,779	2,855	2,925
	Stores Steward	17.10	17.57	18.00
	Truck Driver (Light)			
	Utility Worker			
13b	Head Bartender-F/S	2,805	2,885	2,953
	Waiter Captain-F/S	17.26	17.75	18.17
12a	Residence Attendant	2,835	2,904	2,983
		17.45	17.87	18.36
14	Assistant Head Service Worker	2,855	2,925	2,996
	Botanical Garden Worker 1	17.57	18.00	18.44
	Clerk 2			
	Computer Salesperson			
	Computer Specialist			
	Data Collection Assistant			
	Division Secretary			
	Electronics Salesperson			
	Patrolperson			
	Service Technician			
	Storeperson			
	Traffic Office Attendant			
	Truck Driver- Mail			
	Truck Driver-Med(Incl. Forklift)			
	Truck Driver-Medium/Labourer			
	<b>35 Hours</b>	<b>18.78</b>	<b>19.24</b>	<b>19.71</b>
12c	First Cook-F/S	2,862	2,935	3,011
		17.61	18.06	18.53
14a	Food Services Assistant-F/S	2,885	2,953	3,024
	Store Steward-F/S	17.75	18.17	18.61

13a	Scheduling Clerk	2,904	2,983	3,050
	Senior Bookstore Assistant	17.87	18.36	18.77
	Work Order Clerk			
	<b>35 Hours</b>	<b>19.11</b>	<b>19.63</b>	<b>20.07</b>
15	Assistant Storekeeper	2,925	3,076	3,215
	Assistant Housekeeping Supervisor	18.00	18.93	19.78
	Botanical Garden Worker II			
	Clerk 3			
	Dental Assistant 2			
	Financial Clerk			
	Labourer 3 (Special)			
	Mail Clerk			
	Purchase Records Clerk			
	Section Head (Booksotre)			
	Senior Traffic Office Attendant			
	Truck Driver – Heavy			
	<b>35 Hours</b>	<b>19.24</b>	<b>20.24</b>	<b>21.15</b>
13c	Head Hostess-F/S	2,935	3,011	3,079
		18.06	18.53	18.95
15b	Assistant Housekeeping Supervisor-F/S	2,953	3,108	3,247
	Pastry Chef-F/S	18.17	19.13	19.98
	Purchase Records Clerk-F/S			
	Sous Chef-F/S			
	<b>35 Hours</b>	<b>19.43</b>	<b>20.45</b>	<b>21.36</b>
15a	Security Coordinator	3,050	3,204	3,342
		18.77	19.72	20.57



16	Administrative Secretary	3,076	3,215	3,369
	Assistant Scheduler	18.93	19.78	20.73
	Communications Clerk			
	Communications Operator			
	Dental Assistant 3			
	Disposal Plant Operator			
	Facilities Resources Assistant			
	Head Service Worker			
	Housekeeping Supervisor			
	Mail Processing Technician			
	Museum Patrol Supervisor			
	Parking Supervisor			
	Planning Illustrator			
	Records Assistant			
Supply Coordinator				
	<b>35 Hours</b>	<b>20.24</b>	<b>21.15</b>	<b>22.16</b>
16c	Catering Clerk-F/S	3,108	3,247	3,402
	Commissary Baker-F/S	19.13	19.98	20.94
	Commissary Cook-F/S			
17	Dispatcher & Receiver	3,215	3,369	3,506
	Service Centre Coordinator	19.78	20.73	21.58
	Technician Supervisor			
	<b>35 Hours</b>	<b>21.15</b>	<b>22.16</b>	<b>23.07</b>
17a	Senior Food Services			
	Assistant-F/S	3,247	3,402	3,542
		19.98	20.94	21.80
18	Clerk 4	3,369	3,506	3,661
	Community Relations Officer	20.73	21.58	22.53
	Mail Distribution Coordinator			
	Mail Processing Coordinator			
	Patrol Supervisor			
	Radiological Technician			
	Residence Front Desk Service Coordinator			
	Storekeeper			
	<b>35 Hours</b>	<b>22.16</b>	<b>23.07</b>	<b>24.09</b>
18a	Catering Coordinator-F/S	3,402	3,542	3,698
		20.94	21.80	22.76

19	Cable Records Assignor	3,506	3,661	3,812
	Data Collection Coordinator	21.58	22.53	23.46
	Dental Assistant 4			
	Executive Secretary			
	Head Labourer			
	Mech & Gardener Mechanic			
	Records Draftsperson 1			
	Space Inventory Technician			
	<b>35 Hours</b>	<b>23.07</b>	<b>24.09</b>	<b>25.08</b>
20	Assistant Merchandising			
	Supervisor	3,661	3,812	3,952
	Head Waste Mgmt Operations	22.53	23.46	24.32
	Horticulture Technician			
	Piano Tuner Technician			
	<b>35 Hours</b>	<b>24.09</b>	<b>25.08</b>	<b>26.00</b>
21	Cable Installation & Repair			
	Serviceperson	3,812	3,952	4,094
	Campus Security Supervisor	23.46	24.32	25.19
	Media Technologist			
	Parking Operations Supervisor			
	Records Draftsperson 2			
	Secure Access Technician			
	Sr. Installation & Repair Serviceperson			
	<b>35 Hours</b>	<b>25.08</b>	<b>26.00</b>	<b>26.93</b>
22	Accounting Services			
	Supervisor	3,952	4,094	4,244
	Assistant Merchandising			
	Supervisor	24.32	25.19	26.12
	Custodial Scheduler/Trainer			
	Mapping Technician			
	<b>35 Hours</b>	<b>26.00</b>	<b>26.93</b>	<b>27.92</b>
23	Assistant Chief Draftsperson	4,094	4,244	4,392
	Coordinator- HSE	25.19	26.12	27.03
	Energy Technologist			
	<b>35 Hours</b>	<b>26.93</b>	<b>27.92</b>	<b>28.89</b>

24	Arboriculture/Horticulture			
	Technician	4,244	4,392	4,530
	Design Assistant	26.12	27.03	27.88
	Engineering Assistant			
	Engineering Assistant Cable Facil			
	Planning & Urban Design Assistant			
	Program Coordinator Campus Plan Development			
	Sched. & Mtce Coordinator -Planner			
	Sched. & Mtce Coordinator -Scheduler			
	Telecom. Engineering Assistant			
	<b>35 Hours</b>	<b>27.92</b>	<b>28.89</b>	<b>29.80</b>
25	Return to Work Coordinator	4,703	4,937	5,185
	<b>35 Hours</b>	<b>30.94</b>	<b>32.48</b>	<b>34.11</b>

SCCHEDULE A: All classifications except Engineering & Research Technicians and Trades: Effective April 2008

**Pay**

Grade	Job Title	Step		
		1	2	3
1a	Busperson	2,112	2,177	2,255
	Kitchen Help (Light)-F/S	13.00	13.40	13.88
2	General Office Clerk I	2,155	2,233	2,304
	Mail, File & Stock Clerk	13.26	13.74	14.18
	Receptionist <b>35 Hours</b>	<b>14.18</b>	<b>14.69</b>	<b>15.16</b>
2a	Assistant Cashier-F/S	2,177	2,255	2,328
	Kitchen Help (Heavy)-F/S	13.40	13.88	14.33
3	Energy Audit Clerk	2,233	2,304	2,376
	Laundry Worker	13.74	14.18	14.62
	Seamstress			
	Storekeeper			
3a	Server-F/S	2,255	2,328	2,401
	Storeperson-F/S	13.88	14.33	14.78
4	Doorman - Porter	2,304	2,376	2,462
		14.18	14.62	15.15
5	Access Control Clerk	2,376	2,462	2,532
	Records Clerk (Trades)	14.62	15.15	15.58
	Switchboard Operator			
	<b>35 Hours</b>	<b>15.63</b>	<b>16.20</b>	<b>16.66</b>
5a	Food Services Clerk-F/S	2,401	2,486	2,559
		14.78	15.30	15.75
6	General Clerk	2,462	2,532	2,611
	Housekeeper	15.15	15.58	16.07
	Kiosk Attendant			
	Laundry-Caretaker			
	Parkade Attendant			
	<b>35 Hours</b>	<b>16.20</b>	<b>16.66</b>	<b>17.18</b>

6a	General Worker (Heavy)-F/S	2,486	2,559	2,636
	General Worker (Light)-F/S	<b>15.30</b>	<b>15.75</b>	<b>16.22</b>
	Kitchen Porter-F/S			
	Pastry Cook-F/S			
	Sauce Cook-F/S			
	Senior Bartender-F/S			
	Waiter/Waitress-F/S			
7	Senior Switchboard Operator	2,532	2,611	2,682
	Stenographer	15.58	16.07	16.50
	<b>35 Hours</b>	<b>16.66</b>	<b>17.18</b>	<b>17.64</b>
7a	Assistant Cook-F/S	2,559	2,636	2,707
	Central Kitchen Stores			
	Assistant-F/S	15.75	16.22	16.66
	Clerk Driver 1-F/S			
	Mobile Snack Driver-F/S			
	Sales Attendant-F/S			
	Slicer/Assistant Cook-F/S			
8	Mail Sorter	2,611	2,682	2,760
	Stores Assistant	16.07	16.50	16.98
8a	Groceteria Clerk-F/S	2,636	2,707	2,789
		16.22	16.66	17.16
9	Accounting Office Clerk	2,682	2,760	2,824
	Computer Sales Assistant	16.50	16.98	17.38
	Facilities Records Clerk			
	Sales Clerk			
	Truck Driver (Bookstore)			
	<b>35 Hours</b>	<b>17.64</b>	<b>18.16</b>	<b>18.58</b>
11	Access Control Coordinator	2,695	2,784	2,853
	Furnishings Assistant	16.58	17.13	17.56
	Labourer 1 (Light)			
	Museum Attendant			
	Parking Enforcement Attendant			
	Student Worker (Summer)			
9b	Bartender-F/S	2,707	2,789	2,854
	Bartender/Server-F/S	16.66	17.16	17.56

9a	Clerk 1	2,708	2,792	2,874
	Clerk Typist	16.66	17.18	17.69
	Secretary I			
	<b>35 Hours</b>	<b>17.82</b>	<b>18.37</b>	<b>18.91</b>
11b	Relief Cook-F/S	2,724	2,810	2,879
	Second Cook-F/S	16.76	17.29	17.72
10	Assistant Mail Clerk	2,760	2,824	2,910
	House Staff	16.98	17.38	17.91
	Mailing Machine Clerk			
	Parking Maintenance Worker			
	Service Worker			
12	Assistant Security Coordinator	2,784	2,853	2,931
	Attendant	17.13	17.56	18.04
	Bicycle Courier			
	Bookstore Assistant			
	Head Houseperson			
	Junior Draftsperson			
	Labourer 2			
	Labourer 2 (Const & Heavy)			
	Senior Parking Maintenance Worker			
	Service Worker-Ice Maker			
	Senior Service Worker			
	Stores Helper			
	Surveyor's Assistant			
	<b>35 Hours</b>	<b>18.32</b>	<b>18.77</b>	<b>19.28</b>
10b	Cashier-F/S	2,789	2,854	2,938
	Catering Assistant-F/S	17.16	17.56	18.08
	Head Salad Maker-F/S			
	Hostess/Host-F/S			
	Senior Commissary Assistant-F/S			
10a	Secretary (Bookstore Supplies)	2,792	2,874	2,960
	Secretary 2	17.18	17.69	18.22
	<b>35 Hours</b>	<b>18.37</b>	<b>18.91</b>	<b>19.47</b>

11a	Chemistry Clerk	2,824	2,910	2,981
	Custodial Clerk	17.38	17.91	18.34
	General Office Clerk 2			
	Power House Clerk			
	Recording Secretary			
	Records Assistant			
	Scheduling Clerk			
	Staff Records Clerk			
	<b>35 Hours</b>	<b>18.58</b>	<b>19.14</b>	<b>19.61</b>
13	Security Bus Driver	2,853	2,931	3,003
	Stores Steward	17.56	18.04	18.48
	Truck Driver (Light)			
	Utility Worker			
13b	Head Bartender-F/S	2,879	2,961	3,031
	Waiter Captain-F/S	17.72	18.22	18.65
12a	Residence Attendant	2,910	2,981	3,062
		17.91	18.34	18.84
14	Assistant Head Service Worker	2,931	3,003	3,075
	Botanical Garden Worker 1	18.04	18.48	18.92
	Clerk 2			
	Computer Salesperson			
	Computer Specialist			
	Data Collection Assistant			
	Division Secretary			
	Electronics Salesperson			
	Patrolperson			
	Service Technician			
	Storeperson			
	Traffic Office Attendant			
	Truck Driver- Mail			
	Truck Driver-Med(Incl. Forklift)			
	Truck Driver-Medium/Labourer			
	<b>35 Hours</b>	<b>19.28</b>	<b>19.76</b>	<b>20.23</b>
12c	First Cook-F/S	2,938	3,013	3,091
		18.08	18.54	19.02

14a	Food Services Assistant-F/S	2,961	3,031	3,104
	Store Steward-F/S	18.22	18.65	19.10
13a	Scheduling Clerk	2,981	3,062	3,131
	Senior Bookstore Assistant	18.34	18.84	19.27
	Work Order Clerk			
	<b>35 Hours</b>	<b>19.61</b>	<b>20.14</b>	20.60
15	Assistant Storekeeper	3,003	3,158	3,300
	Assistant Housekeeping Supervisor	18.48	19.43	20.31
	Botanical Garden Worker II			
	Clerk 3			
	Dental Assistant 2			
	Financial Clerk			
	Labourer 3 (Special)			
	Mail Clerk			
	Purchase Records Clerk			
	Section Head (Booksotre)			
	Senior Traffic Office Attendant			
	Truck Driver ~ Heavy			
	<b>35 Hours</b>	<b>19.76</b>	<b>20.78</b>	<b>21.71</b>
13c	Head Hostess-F/S	3,013	3,091	3,161
		18.54	19.02	19.45
15b	Assistant Housekeeping Supervisor-F/S	3,031	3,190	3,333
	Pastry Chef-F/S	18.65	19.63	20.51
	Purchase Records Clerk-F/S			
	Sous Chef-F/S			
	<b>35 Hours</b>	<b>19.94</b>	<b>20.99</b>	<b>21.93</b>
15a	Security Coordinator	3,131	3,289	3,431
		19.27	20.24	21.11



16	Administrative Secretary	3,158	3,300	3,458
	Assistant Scheduler	19.43	20.31	21.28
	Communications Clerk			
	Communications Operator			
	Dental Assistant 3			
	Disposal Plant Operator			
	Facilities Resources Assistant			
	Head Service Worker			
	Housekeeping Supervisor			
	Mail Processing Technician			
	Museum Patrol Supervisor			
	Parking Supervisor			
	Planning Illustrator			
	Records Assistant			
Supply Coordinator				
	<b>35 Hours</b>	<b>20.78</b>	<b>21.71</b>	<b>22.75</b>
16c	Catering Clerk-F/S	3,190	3,333	3,492
	Commissary Baker-F/S	19.63	20.51	21.49
	Commissary Cook-F/S			
17	Dispatcher & Receiver	3,300	3,458	3,599
	Service Centre Coordinator	20.31	21.28	22.15
	Technician Supervisor			
	<b>35 Hours</b>	<b>21.71</b>	<b>22.75</b>	<b>23.68</b>
17a	Senior Food Services			
	Assistant-F/S	3,333	3,492	3,636
		20.51	21.49	22.38
18	Clerk 4	3,458	3,599	3,758
	Community Relations Officer	21.28	22.15	23.13
	Mail Distribution Coordinator			
	Mail Processing Coordinator			
	Patrol Supervisor			
	Radiological Technician			
	Residence Front Desk Service Coordinator			
	Storekeeper			
	<b>35 Hours</b>	<b>22.75</b>	<b>23.68</b>	<b>24.72</b>
18a	Catering Coordinator-F/S	3,492	3,636	3,796
		21.49	22.38	23.36

19	Cable Records Assignor	3,599	3,758	3,913
	Data Collection Coordinator	22.15	23.13	24.08
	Dental Assistant 4			
	Executive Secretary			
	Head Labourer			
	Mech & Gardener Mechanic			
	Records Draftsperson 1			
	Space Inventory Technician			
	<b>35 Hours</b>	<b>23.68</b>	<b>24.72</b>	<b>25.74</b>
	20	Assistant Merchandising		
Supervisor		3,758	3,913	4,057
Head Waste Mgmt Operations		23.13	24.08	24.97
Horticulture Technician				
Piano Tuner Technician				
<b>35 Hours</b>		<b>24.72</b>	<b>25.74</b>	<b>26.69</b>
21	Cable Installation & Repair			
	Serviceperson	3,913	4,057	4,202
	Campus Security Supervisor	24.08	24.97	25.86
	Media Technologist			
	Parking Operations Supervisor			
	Records Draftsperson 2			
	Secure Access Technician			
	Sr. Installation & Repair Serviceperson			
<b>35 Hours</b>	<b>25.74</b>	<b>26.69</b>	<b>27.64</b>	
22	Accounting Services			
	Supervisor	4,057	4,202	4,356
	Assistant Merchandising			
	Supervisor	24.97	25.86	26.81
	Custodial Scheduler/Trainer			
	Mapping Technician			
<b>35 Hours</b>	<b>26.69</b>	<b>27.64</b>	<b>28.66</b>	
23	Assistant Chief Draftsperson	4,202	4,356	4,508
	Coordinator- HSE	25.86	26.81	27.74
	Energy Technologist			
	<b>35 Hours</b>	<b>27.64</b>	<b>28.66</b>	<b>29.66</b>

24	Arboriculture/Horticulture			
	Technician	4,356	4,508	4,650
	Design Assistant	26.81	27.74	28.62
	Engineering Assistant			
	Engineering Assistant Cable Facil			
	Planning & Urban Design Assistant			
	Program Coordinator Campus Plan Development			
	Sched. & Mtce Coordinator -Planner			
	Sched. & Mtce Coordinator -Scheduler			
	Telecom. Engineering Assistant			
	<b>35 Hours</b>	<b>28.66</b>	<b>29.66</b>	<b>30.59</b>
25	Return to <b>Work</b> Coordinator	4,828	5,068	5,322
	<b>35 Hours</b>	<b>31.76</b>	<b>33.34</b>	<b>35.01</b>

SCHEDULE A: All classifications except Engineering & Research Technicians and Trades: Effective April 2009

**Pay**

Grade	Job Title	Step		
		1	2	3
1a	Busperson	2,157	2,224	2,303
	Kitchen Help (Light)-F/S	13.27	13.69	14.17
2	General Office Clerk 1	2,201	2,281	2,354
	Mail, File & Stock Clerk	13.54	14.04	14.49
	Receptionist <b>35 Hours</b>	<b>14.48</b>	<b>15.01</b>	<b>15.49</b>
2a	Assistant Cashier-F/S	2,224	2,303	2,378
	Kitchen Help (Heavy)-F/S	13.69	14.17	14.63
3	Energy Audit Clerk	2,281	2,354	2,427
	Laundry Worker	14.04	14.49	14.94
	Seamstress			
	Storekeeper			
3a	Server-F/S	2,303	2,378	2,453
	Storeperson-F/S	14.17	14.63	15.10
4	Doorman – Porter	2,354	2,427	2,515
		14.49	14.94	15.48
5	Access Control Clerk	2,427	2,515	2,586
	Records Clerk (Trades)	14.94	15.48	15.91
	Switchboard Operator			
	<b>35 Hours</b>	<b>15.97</b>	<b>16.55</b>	<b>17.01</b>
5a	Food Services Clerk-F/S	2,453	2,539	2,614
		15.10	15.62	16.09
6	General Clerk	2,515	2,586	2,667
	Housekeeper	15.48	15.91	16.41
	Kiosk Attendant			
	Laundry-Caretaker Parkade Attendant <b>35 Hours</b>	<b>16.55</b>	<b>17.01</b>	<b>17.55</b>

6a	General Worker (Heavy)-F/S	2,539	2,614	2,693
	General Worker (Light)-F/S	15.62	16.09	16.57
	Kitchen Porter-F/S			
	Pastry Cook-F/S			
	<b>Sauce Cook-PIS</b>			
	Senior Bartender-F/S			
	Waiter/Waitress-F/S			
7	Senior Switchboard Operator	2,586	2,667	2,740
	Stenographer	15.91	16.41	16.86
	<b>35 Hours</b>	<b>17.01</b>	<b>17.55</b>	<b>18.03</b>
7a	Assistant Cook-F/S	2,614	2,693	2,765
	Central Kitchen Stores			
	Assistant-F/S	16.09	16.57	17.02
	Clerk Driver 1-F/S			
	Mobile Snack Driver-F/S			
	Sales Attendant-F/S			
	Slicer/Assistant Cook-F/S			
8	Mail Sorter	2,667	2,740	2,819
	Stores Assistant	16.41	16.86	17.35
8a	Groceteria Clerk-F/S	2,693	2,765	2,849
		16.57	17.02	17.53
9	Accounting Office Clerk	2,740	2,819	2,885
	Computer Sales Assistant	16.86	17.35	17.75
	Facilities Records Clerk			
	Sales Clerk			
	Truck Driver (Bookstore)			
	<b>35 Hours</b>	<b>18.03</b>	<b>18.55</b>	<b>18.98</b>
11	Access Control Coordinator	2,753	2,844	2,914
	Furnishings Assistant	16.94	17.50	17.93
	Labourer 1 (Light)			
	Museum Attendant			
	Parking Enforcement Attendant			
	Student Worker (Summer)			
9b	Bartender-F/S	2,765	2,849	2,915
	Bartender/Server-F/S	17.02	17.53	17.94

9a	Clerk 1	2,766	2,852	2,936
	Clerk Typist	17.02	17.55	18.07
	Secretary 1			
	<b>35 Hours</b>	<b>18.20</b>	<b>18.76</b>	<b>19.32</b>
1 lb	Relief Cook-F/S	2,783	2,870	2,941
	Second Cook-F/S	17.13	17.66	18.10
10	Assistant Mail Clerk	2,819	2,885	2,973
	House Staff	17.35	17.75	18.30
	Mailing Machine Clerk			
	Parking Maintenance Worker			
	Service Worker			
12	Assistant Security Coordinator	2,844	2,914	2,994
	Attendant	17.50	17.93	18.42
	Bicycle Courier			
	Bookstore Assistant			
	Head Houseperson			
	Junior Draftsperson			
	Labourer 2			
	Labourer 2 (Const & Heavy)			
	Senior Parking Maintenance Worker			
	Service Worker-Ice Maker			
	Senior Service Worker			
	Stores Helper			
	Surveyor's Assistant			
	<b>35 Hours</b>	<b>18.71</b>	<b>19.17</b>	<b>19.70</b>
10b	Cashier-F/S	2,849	2,915	3,001
	Catering Assistant-F/S	17.53	17.94	18.47
	Head Salad Maker-F/S			
	Hostess/Host-F/S			
	Senior Commissary Assistant-F/S			
10a	Secretary (Bookstore Supplies)	2,852	2,936	3,024
	Secretary 2	17.55	18.07	18.61
	<b>35 Hours</b>	<b>18.76</b>	<b>19.32</b>	<b>19.89</b>

11a	Chemistry Clerk	2,885	2,973	3,045
	Custodial Clerk	17.75	18.30	18.74
	General Office Clerk 2			
	Power House Clerk			
	Recording Secretary			
	Records Assistant			
	Scheduling Clerk			
	Staff Records Clerk			
	<b>35 Hours</b>	<b>18.98</b>	<b>19.56</b>	<b>20.03</b>
13	Security Bus Driver	2,914	2,994	3,068
	Stores Steward	17.93	18.42	18.88
	Truck Driver (Light)			
	Utility Worker			
13b	Head Bartender-F/S	2,941	3,025	3,096
	Waiter Captain-F/S	18.10	18.62	19.05
12a	Residence Attendant	2,973	3,045	3,128
		18.30	18.74	19.25
14	Assistant Head Service Worker	2,994	3,068	3,141
	Botanical Garden Worker I	18.42	18.88	19.33
	Clerk 2			
	Computer Salesperson			
	Computer Specialist			
	Data Collection Assistant			
	Division Secretary			
	Electronics Salesperson			
	Patrolperson			
	Service Technician			
	Storeperson			
	Traffic Office Attendant			
	Truck Driver- Mail			
	Truck Driver-Med(Incl. Forklift)			
	Truck Driver-Medium/Labourer			
		<b>35 Hours</b>	<b>19.70</b>	<b>20.18</b>
12c	First Cook-F/S	3,001	3,078	3,157
		18.47	18.94	19.43

14a	Food Services Assistant-F/S	3,025	3,096	3,171
	Store Steward-F/S	18.62	19.05	19.51
13a	Scheduling Clerk	3,045	3,128	3,198
	Senior Bookstore Assistant	18.74	19.25	19.68
	Work Order Clerk			
	<b>35 Hours</b>	<b>20.03</b>	<b>20.58</b>	<b>21.04</b>
15	Assistant Storekeeper	3,068	3,226	3,371
	Assistant Housekeeping			
	Supervisor	18.88	19.85	20.74
	Botanical Garden Worker II			
	Clerk 3			
	Dental Assistant 2			
	Financial Clerk			
	Labourer 3 (Special)			
	Mail Clerk			
	Purchase Records Clerk			
	Section Head (Booksotre)			
	Senior Traffic Office Attendant			
	Truck Driver – Heavy			
	<b>35 Hours</b>	<b>20.18</b>	<b>21.22</b>	<b>22.18</b>
13c	Head Hostess-F/S	3,078	3,157	3,229
		18.94	19.43	19.87
15b	Assistant Housekeeping			
	Supervisor-F/S	3,096	3,259	3,405
	Pastry Chef-F/S	19.05	20.06	20.95
	Purchase Records Clerk-F/S			
	Sous Chef-F/S			
	<b>35 Hours</b>	<b>20.37</b>	<b>21.44</b>	<b>22.40</b>
15a	Security Coordinator	3,198	3,360	3,505
		19.68	20.68	21.57



16	Administrative Secretary	3,226	3,371	3,532
	Assistant Scheduler	19.85	20.74	21.74
	Communications Clerk			
	Communications Operator			
	Dental Assistant 3			
	Disposal Plant Operator			
	Facilities Resources Assistant			
	Head Service Worker			
	Housekeeping Supervisor			
	Mail Processing Technician			
	Museum Patrol Supervisor			
	Parking Supervisor			
	Planning Illustrator			
	Records Assistant			
Supply Coordinator				
<b>35 Hours</b>	<b>21.22</b>	<b>22.18</b>	<b>23.24</b>	
16c	Catering Clerk-F/S	3,259	3,405	3,567
	Commissary Baker-F/S	20.06	20.95	21.95
	Commissary Cook-F/S			
17	Dispatcher & Receiver	3,371	3,532	3,676
	Service Centre Coordinator	20.74	21.74	22.62
	Technician Supervisor			
<b>35 Hours</b>	<b>22.18</b>	<b>23.24</b>	<b>24.18</b>	
17a	Senior Food Services			
	Assistant-F/S	3,405	3,567	3,714
		20.95	21.95	22.86
18	Clerk 4	3,532	3,676	3,839
	Community Relations Officer	21.74	22.62	23.62
	Mail Distribution Coordinator			
	Mail Processing Coordinator			
	Patrol Supervisor			
	Radiological Technician			
	Residence Front Desk Service Coordinator			
	Storekeeper			
<b>35 Hours</b>	<b>23.24</b>	<b>24.18</b>	<b>25.26</b>	
18a	Catering Coordinator-F/S	3,567	3,714	3,878
		21.95	22.86	23.86

19	Cable Records Assignor	3,676	3,839	3,997
	Data Collection Coordinator	22.62	23.62	24.60
	Dental Assistant 4			
	Executive Secretary			
	Head Labourer			
	Mech & Gardener Mechanic			
	Records Draftsperson 1			
	Space Inventory Technician			
	<b>35 Hours</b>	<b>24.18</b>	<b>25.26</b>	<b>26.30</b>
20	Assistant Merchandising			
	Supervisor	3,839	3,997	4,144
	Head Waste Mgmt Operations	23.62	24.60	25.50
	Horticulture Technician			
	Piano Tuner Technician			
	<b>35 Hours</b>	<b>25.26</b>	<b>26.30</b>	<b>27.26</b>
21	Cable Installation & Repair			
	Serviceperson	3,997	4,144	4,292
	Campus Security Supervisor	24.60	25.50	26.41
	Media Technologist			
	Parking Operations Supervisor			
	Records Draftsperson 2			
	Secure Access Technician			
	Sr. Installation & Repair Serviceperson			
	<b>35 Hours</b>	<b>26.30</b>	<b>27.26</b>	<b>28.24</b>
22	Accounting Services			
	Supervisor	4,144	4,292	4,450
	Assistant Merchandising			
	Supervisor	25.50	26.41	27.38
	Custodial Scheduler/Trainer			
	Mapping Technician			
	<b>35 Hours</b>	<b>27.26</b>	<b>28.24</b>	<b>29.28</b>
23	Assistant Chief Draftsperson	4,292	4,450	4,605
	Coordinator- HSE	26.41	27.38	28.34
	Energy Technologist			
	<b>35 Hours</b>	<b>28.24</b>	<b>29.28</b>	<b>30.30</b>

24	Arboriculture/Horticulture			
	Technician	4,450	4,605	4,750
	Design Assistant	27.38	28.34	29.23
	Engineering Assistant			
	Engineering Assistant Cable Facil			
	Planning & Urban Design Assistant			
	Program Coordinator Campus Plan Development			
	Sched. & Mtce Coordinator -Planner			
	Sched. & Mtce Coordinator -Scheduler			
	Telecom. Engineering Assistant			
	<b>35 Hours</b>	<b>29.28</b>	<b>30.30</b>	<b>31.25</b>
25	Return to Work Coordinator	4,932	5,177	5,436
	<b>35 Hours</b>	<b>32.45</b>	<b>34.06</b>	<b>35.76</b>

**SCHEDULE B: Engineering and Research Technicians:  
Effective April 2005**

Pay Grade	Job Title	Step		
		1	2	3
1	Laboratory Assistant	2276	2342	2415
		14.01	14.41	14.86
2	Engineering Technician			
	Research Assistant 1	2612	2676	2750
	Engineering Technician 1	16.07	16.47	16.92
3	Research Assistant/ Technician 1	2750	2818	2886
		16.92	17.34	17.76
4	Engineering Technician			
	Research Assistant 2	2859	3006	3142
	Engineering Technician 2	17.59	18.50	19.34
5	Research Assistant/ Technician 2	2937	3086	3219
		18.07	18.99	19.81
6	Research Assistant/ Technician 3	3097	3246	3378
		19.06	19.98	20.79
7	Engineering Technician			
	Research Assistant 3	3459	3613	3761
	Engineering Technician 3	21.29	22.23	23.14
	Research Assistant/Technician 4			
7a	Safety Coordinator (RA/T4)-F/S	3494	3650	3799
		21.50	22.46	23.38
8	Engineering Technician			
	Research Assistant 4	4039	4188	4333
	Engineering Technician 4	24.86	25.77	26.66
	Research Assistant/Technician 5			

9	Engineering Technician			
	<b>Research Assistant 5</b>	4498	4654	4799
	Engineering Technician 5	27.68	28.64	29.53
	Research Assistant/Technician 6			

**SCHEDULE B: Engineering and Research Technicians:  
Effective April 2006**

Pay Grade	Job Title	Step		
		1	2	3
1	Laboratory Assistant	2,325	2,392	2,467
		14.31	14.72	15.18
2	Engineering Technician			
	Research Assistant I	2,668	2,733	2,809
	Engineering Technician I	16.42	16.82	17.29
3	Research Assistant/ Technician 1	2,809	2,878	2,948
		17.29	17.71	18.14
4	Engineering Technician			
	Research Assistant 2	2,934	3,085	3,225
	Engineering Technician 2	18.06	18.98	19.85
5	Research Assistant/ Technician 2	3,000	3,152	3,288
		18.46	19.40	20.23
6	Research Assistant/ Technician 3	3,163	3,315	3,450
		19.46	20.40	21.23
7	Engineering Technician			
	Research Assistant 3	3,550	3,708	3,860
	Engineering Technician 3	21.85	22.82	23.75
	Research Assistant/Technician 4			
7a	Safety Coordinator (RA/T4)-F/S	3,586	3,746	3,899
		22.07	23.05	23.99
8	Engineering Technician			
	Research Assistant 4	4,146	4,299	4,447
	Engineering Technician 4	25.51	26.46	27.37
	Research Assistant/Technician 5			

9	Engineering Technician			
	Research Assistant 5	4,594	4,754	4,902
	Engineering Technician 5	28.27	29.26	30.17
	Research Assistant/Technician 6			

**SCHEDULE B: Engineering and Research Technicians:  
Effective April 2007**

Pay Grade	Job Title	Step		
		1	2	3
1	Laboratory Assistant	2,398 14.76	2,467 15.18	2,544 15.66
2	Engineering Technician Research Assistant 1 Engineering Technician 1	2,752 16.94	2,819 17.35	2,897 17.83
3	Research Assistant/ Technician 1	2,897 17.83	2,968 18.26	3,041 18.71
4	Engineering Technician Research Assistant 2 Engineering Technician 2	3,041 18.71	3,197 19.67	3,342 20.57
5	Research Assistant/ Technician 2	3,094 19.04	3,251 20.01	3,391 20.87
6	Research Assistant/ Technician 3	3,262 20.07	3,419 21.04	3,558 21.90
7	Engineering Technician Research Assistant 3 Engineering Technician 3 Research Assistant/Technician 4	3,679 22.64	3,843 23.65	4,001 24.62
7a	Safety Coordinator (RA/T4)-F/S	3,717 22.87	3,882 23.89	4,041 24.87
8	Engineering Technician Research Assistant 4 Engineering Technician 4 Research Assistant/Technician 5	4,297 26.44	4,455 27.42	4,609 28.36



9	Engineering Technician			
	Research Assistant 5	4.738	4.903	5.056
	Engineering Technician 5	29.16	30.17	31.11
	Research Assistant/Technician 6			

**SCHEDULE B: Engineering and Research Technicians:  
Effective April 2008**

Pay Grade	Job Title	Step		
		1	2	3
1	Laboratory Assistant	2,462	2,532	2,611
		15.15	15.58	16.07
2	Engineering Technician			
	Research Assistant 1	2,825	2,894	2,974
	Engineering Technician 1	17.38	17.81	18.30
3	Research Assistant/ Technician 1	2,974	3,047	3,122
		18.30	18.75	19.21
4	Engineering Technician			
	Research Assistant 2	3,144	3,306	3,456
	Engineering Technician 2	19.35	20.34	21.27
5	Research Assistant/ Technician 2	3,176	3,337	3,481
		19.54	20.54	21.42
6	Research Assistant/ Technician 3	3,348	3,510	3,652
		20.60	21.60	22.47
7	Engineering Technician			
	Research Assistant 3	3,804	3,974	4,137
	Engineering Technician 3	23.41	24.46	25.46
	Research Assistant/Technician 4			
7a	Safety Coordinator (RA/T4)-F/S	3,843	4,014	4,178
		23.65	24.70	25.71
8	Engineering Technician			
	Research Assistant 4	4,443	4,606	4,766
	Engineering Technician 4	27.34	28.34	29.33
	Research Assistant/Technician 5			

9	Engineering Technician			
	Research Assistant 5	4,864	5,033	5,190
	Engineering Technician 5	29.93	30.97	31.94
	Research Assistant/Technician 6			

**SCHEDULE B: Engineering and Research Technicians:  
Effective April 2009**

Pay Grade	Job Title	Step		
		1	2	3
1	Laboratory Assistant	2,515	2,586	2,667
		15.48	15.91	16.41
2	Engineering Technician	2,886	2,956	3,038
	Research Assistant 1	17.76	18.19	18.70
	Engineering Technician 1			
3	Research Assistant/ Technician 1	3,038	3,113	3,189
		18.70	19.16	19.62
4	Engineering Technician	3,235	3,402	3,556
	Research Assistant 2	19.91	20.94	21.88
	Engineering Technician 2			
5	Research Assistant/ Technician 2	3,244	3,409	3,556
		19.96	20.98	21.88
6	Research Assistant/ Technician 3	3,420	3,585	3,731
		21.05	22.06	22.96
7	Engineering Technician	3,914	4,089	4,257
	Research Assistant 3	24.09	25.16	26.20
	Engineering Technician 3			
	Research Assistant/Technician 4			
7a	Safety Coordinator (RA/T4)-F/S	3,954	4,130	4,299
		24.33	25.42	26.46
8	Engineering Technician	4,572	4,740	4,904
	Research Assistant 4	28.14	29.17	30.18
	Engineering Technician 4			
	Research Assistant/Technician 5			

9	Engineering Technician			
	Research Assistant 5	4,969	5,141	5,302
	Engineering Technician 5	30.58	31.64	32.63
	Research Assistant/Technician 6			

**SCHEDULE C: Trades: Effective April 2005**

Pay Grade	Job Title	Step		
		1	2	3
1	Head Service Worker/ Ice Maker	3,052	3,198	3,328
	Horticulturist I	18.78	19.68	20.48
	Service Worker- Ice Maker II			
2	Horticulturist 2	3198	3,328	3,476
		19.68	20.48	21.39
3	Operator/Driver-Heavy Equipment	3,198	3,328	3,476
		9.68	20.48	21.39
4	Surveyor	3,328	3,476	3,619
		20.48	21.39	22.27
5	Horticulturist 3	3,476	3,619	3,752
		21.39	22.27	23.09
6	Landscape Technologist Mason	3,476	3,619	3,752
		21.39	22.27	23.09
7	Bricklayer	3,619	3,752	3,886
	Carpenter	22.27	23.09	23.91
	Furniture & Fixture Repair Worker			
	Glazier/Waterproofer			
	Locksmith			
	Painter			
	Roofer & Caulker			
	Signwriter			
	Upholsterer			
8	Horticulturist 4	3,752	3,886	4,029
	Tool Crib Operator	23.09	23.91	24.79

9	Maintenance Mechanic Installation & Controls)	3,752	3,886	4,029
	Plasterer	23.09	23.91	24.79
	Plumber			
	Sheet Metal Worker			
	Spray Painter			
	Steamfitter			
10	Assistant Plumbing Inspector	3,886	4,029	4,169
		23.91	24.79	25.66
11	Controls & Instrument Technician	3,886	4,029	4,169
	Electrician	23.91	24.79	25.66
	Elevator Mechanic/Electrician			
	Head Tradesperson			
	Mechanic			
12	Electrical Inspector	4,029	4,169	4,300
	Electrical Estimator	24.79	25.66	26.46
	Estimator/Planner			
	Horticulturist 5			
	Mechanical Construction Coordinator			
	Mechanical Inspector			
	Plumbing Inspector			
	<b>35 Hours</b>	<b>26.51</b>	<b>27.43</b>	<b>28.29</b>
13	Elevator Mechanic/Adjuster	4,029	4,169	4,300
	Head Landscape Technologist	24.79	25.66	26.46
14	Building Inspector	4,512	4,669	4,816
	Architectural/Civil Estimator	27.77	28.73	29.64
	<b>35 Hours</b>	<b>29.68</b>	<b>30.72</b>	<b>31.68</b>
15	Site Supervisor	4,512	4,669	4,816
	SMP Coordinator	27.77	28.73	29.64
16	Senior Estimator	4,702	4,875	5,044
		28.94	30.00	31.04
17	Project Coordinator	4,702	4,875	5,044
	Project Inspector	28.94	30.00	31.04

**SCHEDULE C: Trades: Effective April 2006**

Pay Grade	Job Title	Step		
		1	2	3
1	Head Service Worker/ Ice Maker	3,117	3,266	3,399
	Horticulturist 1 Service Worker-Ice Maker II	19.18	20.10	20.92
2	Horticulturist 2	3,266	3,399	3,550
		20.10	20.92	21.85
3	Operator/Driver-Heavy Equipment	3,292	3,426	3,578
		20.26	21.08	22.02
4	Surveyor	3,399	3,550	3,696
		20.92	21.85	22.74
5	Horticulturist 3	3,550	3,696	3,832
		21.85	22.74	23.58
6	Landscape Technologist Mason	3,578	3,725	3,862
		22.02	22.92	23.77
7	Bricklayer	3,725	3,862	4,000
	Carpenter	22.92	23.77	24.62
	Furniture & Fixture Repair Worker			
	Glazier/Waterproofer			
	Locksmith			
	Painter			
	Roofer & Caulker			
	Signwriter			
	Upholsterer			
8	Horticulturist 4	3,832	3,969	4,115
	Tool Crib Operator	23.58	24.42	25.32



9	Maintenance Mechanic			
	(Installation & Controls)	3,862	4,000	4,147
	Plasterer	23.77	24.62	25.52
	Plumber			
	Sheet Metal Worker			
	Spray Painter			
	Steamfitter			
10	Assistant Plumbing Inspector	3,969	4,115	4,258
		24.42	25.32	26.20
11	Controls & Instrument			
	Technician	4,000	4,147	4,292
	Electrician	24.62	25.52	26.41
	Elevator Mechanic/Electrician			
	Head Tradesperson			
	Mechanic			
12	Electrical Inspector	4,115	4,258	4,392
	Electrical Estimator	25.32	26.20	27.03
	Estimator/Planner			
	Horticulturist <sup>5</sup>			
	Mechanical Construction Coordinator			
	Mechanical Inspector			
	Plumbing Inspector			
	<b>35 Hours</b>	<b>27.07</b>	<b>28.01</b>	<b>28.89</b>
13	Elevator Mechanic/Adjuster	4,147	4,292	4,426
	Head Landscape Technologist	25.52	26.41	27.24
14	Building Inspector	4,609	4,769	4,919
	Architectural/Civil Estimator	28.36	29.35	30.27
	<b>35 Hours</b>	<b>30.32</b>	<b>31.38</b>	<b>32.36</b>
15	Site Supervisor	4,645	4,807	4,957
	SMP Coordinator	28.58	29.58	30.50
16	Senior Estimator	4,802	4,979	5,152
		29.55	30.64	31.70
17	Project Coordinator	4,840	5,018	5,193
	Project Inspector	29.78	30.88	31.96

**SCHEDULE C: Trades: Effective April 2007**

Pay Grade	Job Title	Step		
		1	2	3
1	Head Service Worker/ Ice Maker	3,215	3,369	3,506
	Horticulturist I	19.78	20.73	21.58
	Service Worker-Ice Maker II			
2	Horticulturist 2	3,369	3,506	3,661
		20.73	21.58	22.53
3	Operator/Driver-Heavy Equipment	3,422	3,561	3,719
		21.06	21.91	22.89
4	Surveyor	3,506	3,661	3,812
		21.58	22.53	23.46
5	Horticulturist 3	3,661	3,812	3,952
		22.53	23.46	24.32
6	Landscape Technologist Mason	3,719	3,872	4,014
		22.89	23.83	24.70
7	Bricklayer	3,872	4,014	4,158
	Carpenter	23.83	24.70	25.59
	Furniture & Fixture Repair <b>Worker</b>			
	Glazier/Waterproofer			
	Locksmith			
	Painter			
	Roofer & Caulker			
	Signwriter			
	Upholsterer			
	Horticulturist 4	3,952	4,094	4,244
8	Tool Crib Operator	24.32	25.19	26.12
9	Maintenance Mechanic (Installation & Controls)	4,014	4,158	4,310
	Plasterer	24.70	25.59	26.52
	Plumber			
	Sheet Metal Worker			
	Spray Painter			
	Steamfitter			

10	Assistant Plumbing Inspector	4,094 25.19	4,244 26.12	4,392 27.03
11	Controls & Instrument Technician	4,158	4,310	4,461
	Electrician	25.59	26.52	27.45
	Elevator Mechanic/Electrician			
	Head Tradesperson			
	Mechanic			
12	Electrical Inspector	4,244	4,392	4,530
	Electrical Estimator	26.12	27.03	27.88
	Estimator/Planner			
	Horticulturist 5			
	Mechanical Construction Coordinator			
	Mechanical Inspector			
	Plumbing Inspector			
	<b>35 Hours</b>	<b>27.92</b>	<b>28.89</b>	<b>29.80</b>
13	Elevator Mechanic/Adjuster	4,310	4,461	4,600
	Head Landscape Technologist	26.52	27.45	28.31
14	Building Inspector	4,753	4,919	5,074
	Architectural/Civil Estimator	29.25	30.27	31.22
	<b>35 Hours</b>	<b>31.27</b>	<b>32.36</b>	<b>33.38</b>
15	Site Supervisor	4,827	4,996	5,152
	SMP Coordinator	29.70	30.74	31.70
16	Senior Estimator	4,954 30.49	5,135 31.60	5,314 32.70
17	Project Coordinator	5,031	5,215	5,398
	Project Inspector	30.96	32.09	33.22

**SCHEDULE C: Trades: Effective April 2008**

<b>Pay</b>				
<b>Grade</b>	<b>Job Title</b>	<b>1</b>	<b>Step 2</b>	<b>3</b>
1	Head Service Worker/ Ice Maker	3,300	3,458	3,599
	Horticulturist 1	20.31	21.28	22.15
	Service Worker- Ice Maker II			
2	Horticulturist 2	3,458	3,599	3,758
		21.28	22.15	23.13
3	Operator/Driver-Heavy Equipment	3,554	3,698	3,862
		21.87	22.76	23.77
4	Surveyor	3,599	3,758	3,913
		22.15	23.13	24.08
5	Horticulturist 3	3,758	3,913	4,057
		23.13	24.08	24.97
6	Landscape Technologist Mason	3,862	4,021	4,169
		23.77	24.74	25.66
7	Bricklayer	4,021	4,169	4,318
	Carpenter	24.74	25.66	26.57
	Furniture & Fixture Repair Worker			
	Glazier/Waterproofer			
	Locksmith			
	Painter			
	Roofer & Caulker			
	Signwriter			
	Upholsterer			
8	Horticulturist 4	4,057	4,202	4,356
	Tool Crib Operator	24.97	25.86	26.81

9	Maintenance Mechanic (Installation & Controls)	4,169	4,318	4,476
	<b>Plasterer</b>	<b>25.66</b>	<b>26.57</b>	<b>27.54</b>
	Plumber			
	Sheet Metal Worker			
	Spray Painter			
10	Steamfitter			
	Assistant Plumbing Inspector	4,202 25.86	4,356 26.81	4,508 27.74
11	Controls & Instrument Technician	4,318	4,476	4,633
	Electrician	26.57	27.54	28.51
	Elevator Mechanic/Electrician			
	Head Tradesperson Mechanic			
12	Electrical Inspector	4,356	4,508	4,650
	Electrical Estimator	26.81	27.74	28.62
	Estimator/Planner			
	Horticulturist 5			
	Mechanical Construction Coordinator			
	Mechanical Inspector			
	Plumbing Inspector <b>35 Hours</b>	<b>28.66</b>	<b>29.66</b>	<b>30.59</b>
13	Elevator Mechanic/Adjuster	4,476	4,633	4,777
	Head Landscape Technologist	27.54	28.51	29.40
14	Building Inspector	4,879	5,049	5,208
	Architectural/Civil Estimator	30.02	31.07	32.05
	<b>35 Hours</b>	<b>32.10</b>	<b>33.22</b>	<b>34.26</b>
15	Site Supervisor	5,013	5,189	5,350
	SMP Coordinator	30.85	31.93	32.92
16	Senior Estimator	5,084	5,271	5,455
		31.29	32.44	33.57
17	Project Coordinator	5,225	5,416	5,606
	Project Inspector	32.15	33.33	34.50

**SCHEDULE C: Trades: Effective April 2009**

Pay Grade	Job Title	Step		
		1	2	3
1	Head Service Worker/ Ice Maker	3,371	3,532	3,676
	Horticulturist I	20.74	21.74	22.62
	Service Worker- Ice Maker II			
2	Horticulturist 2	3,532	3,676	3,839
		21.74	22.62	23.62
3	Operator/Driver-Heavy Equipment	3,673	3,822	3,991
		22.60	23.52	24.56
4	Surveyor	3,676	3,839	3,997
		22.62	23.62	24.60
5	Horticulturist 3	3,839	3,997	4,144
		23.62	24.60	25.50
6	Landscape Technologist	3,991	4,156	4,309
	Mason	24.56	25.58	26.52
7	Bricklayer	4,156	4,309	4,463
	Carpenter	25.58	26.52	27.46
	Furniture & Fixture Repair Worker			
	Glazier/Waterproofeer			
	Locksmith			
	Painter			
	Roofer & Caulker			
	Signwriter			
	Upholsterer			
8	Horticulturist 4	4,144	4,292	4,450
	Tool Crib Operator	25.50	26.41	27.38

9	Maintenance Mechanic			
	(Installation & Controls)	4,309	4,463	4,626
	Plasterer	26.52	27.46	28.47
	Plumber			
	Sheet Metal Worker			
	Spray Painter			
	Steamfitter			
10	Assistant Plumbing Inspector	4,292	4,450	4,605
		26.41	27.38	28.34
11	Controls & Instrument			
	Technician	4,463	4,626	4,788
	Electrician	27.46	28.47	29.46
	Elevator Mechanic/Electrician			
	Head Tradesperson			
	Mechanic			
12	Electrical Inspector	4,450	4,605	4,750
	Electrical Estimator	27.38	28.34	29.23
	Estimator/Planner			
	Horticulturist <sup>5</sup>			
	Mechanical Construction Coordinator			
	Mechanical Inspector			
	Plumbing Inspector			
	<b>35 Hours</b>	<b>29.28</b>	<b>30.30</b>	<b>31.25</b>
13	Elevator Mechanic/Adjuster	4,626	4,788	4,937
	Head Landscape Technologist	28.47	29.46	30.38
14	Building Inspector	4,984	5,158	5,320
	Architectural/Civil Estimator	30.67	31.74	32.74
	<b>35 Hours</b>	<b>32.79</b>	<b>33.93</b>	<b>35.00</b>
15	Site Supervisor	5,181	5,363	5,529
	SMP Coordinator	31.88	33.00	34.02
16	Senior Estimator	5,193	5,385	5,572
		31.96	33.14	34.29
17	Project Coordinator	5,400	5,597	5,793
	Project Inspector	33.23	34.44	35.65

## Annotations to **Schedule A**

1. The hourly rates of pay listed in the Pay Schedule are prorated based on one hundred and sixty two and one half (162.5) hours per month. Hourly rates of pay for employees subject to a thirty-five (35) hour work week shall be prorated based on one hundred and fifty two (152) hours per month.
2. Differentials
  - (a) Head 12% premium above rate incumbent currently earns.
  - (b) Sub-Head 7% premium above rate incumbent currently earns.
  - (c) Patrol in Parking and Security Services when driving bus secures an additional sixty cents (**\$0.60**) per hour.
  - (d) Gas Tickets  
Those tradesmen in Plant Operations who hold a Grade A or Grade B Gasfitting Ticket will receive seventy-five cents (\$0.75) and sixty cents (**\$0.60**) per hour respectively when required to perform **work** requiring this level of ticket.
  - (e) Student Worker (Summer) in Botanical Gardens will be paid 85% of Step 1 of the Gardener's rate.
  - (f) Other Tickets  
If the University requires an employee to hold and maintain a ticket for the benefit of the University, the University shall pay for the license fee and maintenance of ticket fee upon successful completion of the course.
3. Apprentices:  
The University and the Union will together form a joint advisory committee to examine the feasibility of further apprenticeships at the University. This committee shall endeavour to make a joint recommendation to the respective principals no later than the end date of this Collective Agreement.



Two percent (2%) of Journeyman's rate above amount called for in individual apprenticeship contract.

Note: Apprentices will be on Unemployment Insurance but will not be eligible for University pension or insurance while they remain as apprentices. In other ways they will be treated as members of the staff. Other adjustments in aforementioned will be made according to the individual apprenticeship contracts as they come due. On completion of apprenticeship period an apprentice will join the staff of the University only if a suitable vacancy is available and if he/she is recommended for it by the department concerned.

4. Employees of the Food Services Department will receive two (2) meals on a full seven and one half (7-1/2) hour shift, one meal on a four (4)hour shift, and one extra meal if overtime is required.
5. Rates paid to new employees may start one (1) or two (2) steps(s) above the base rate if there is justification. A Technician Trainee may qualify for promotion to Assistant Technician at any time provided he/she has completed three (3) months continuous service as a Technician Trainee.

## **SCHEDULE 'B'**

This is Schedule 'B' referred to in Article 3.06.

Dental Assistant positions may run from September through May each year. Employees in these nine (9) month Dental Assistant positions shall be treated as staff employees except that these employees will:

- (a) Accrue paid vacation on a pro rata basis (i.e. nine twelfths (9/12) of the various entitlements);
- (b) Accrue sick leave credits on a pro rata basis;
- (c) Not be entitled to the leave provisions of Article 18 and 19.06 during the months of June, July and August.

## APPENDIX “A”

This is Appendix “ A referred to in Article 9.01 of the Collective Agreement:

### Departments of the University:

#### Administrative:

Bookstore  
Campus Mailing Services  
Faculty Club  
Food Services  
Health Safety & Environment  
Housing & Conferences  
Media Services  
Parking Transportation & Campus Security  
Telecommunication Services

#### Academic:

Continuing Studies (including UBC Access – Guided Independent Study)

#### Geography

One unit composed of the Departments of Psychology and Anthropology & Sociology

One unit composed of the Departments of: Fine Arts; French, Hispanic and Italian Studies; Theatre Film & Creative Writing; the School of Music and Arts; Information Technology

#### Chemical & Biological Engineering

Civil Engineering  
Electrical and Computer Engineering  
Mechanical Engineering  
Metals & Materials Engineering  
Mining & Mineral Process Engineering  
Botany  
Chemistry  
Computer Science  
Earth & Ocean Sciences  
Microbiology & Immunology  
Physics & Astronomy  
Zoology

Units as Defined by the Collective Agreement:

Botanical Garden

All employees in the Botanical Garden except those who are part of the Labourers/Dispatch/Stores unit.

Faculty of Dentistry

Faculty of Education

Faculty of Forestry

Faculty of Pharmaceutical Sciences

Land and Building Services Administration Unit

All employees in the Department of Plant Operations UBC Utilities, and Land and Building Services, in clerical or secretarial positions as well as Design Assistants, Engineering Assistants, Estimators/Planners, Scheduling and Maintenance Coordinators and Project Coordinators, Site Supervisor, and Tool Crib Operators, and all employees in the Department of Campus Planning and Development except those who are part of another Unit.

Carpentry

All Carpenters, Plasterers, Upholsters, Roofer & Caulkers, Furniture Fixer & Repair Workers, Masons, and Bricklayers at the University.

Custodial

All Service Workers, Senior Service Workers, Assistant Head Service Workers and Head Service Workers at the University, except those in the Department of Housing & Conferences, and the Attendants, Service Worker/Ice Makers, Service Worker/Ice Maker IIs, Assistant Storekeeper and Custodial Scheduler/Trainer in the Custodial unit.

Electrical

All Electricians, Elevator Mechanic/Electricians and Elevator Adjusters at the University.

Garage

All Mechanics, including Gardener Mechanic, at the University.

Gardeners

All Gardeners and Horticulturists at the University except those in the Botanical Garden.

Labourers/Dispatch/Stores

All Labourers and Utility Workers at the University and

Dispatch and Stores employees, other than the Assistant Storekeeper in the Custodial Unit, in the Department of Plant Operations.

Locksmith

All Locksmiths at the University.

Mechanical Maintenance

All Maintenance Mechanics (Instrument & Controls) and Controls & Instrument Technicians at the University.

Painting

All Painters (Roll & Brush), Spray Painters, Signwriters, Glazier/Waterproofers at the University.

Plumbing

All Plumbers at the University.

Sheetmetal

All Sheetmetal workers at the University.

Steamfitters

All Steamfitters at the University.

Graduate Student Society

All employees in the Food and Beverage Operations of the Graduate Student Society.

Notes:

1. All Heads, Sub-Heads and Head Tradesperson (Housing) are on the seniority lists of their respective "Trade/Maintenance" Unit.
2. Project Coordinators, Estimators/Planners, Scheduling and Maintenance Coordinators, Inspectors, Design Assistants, Engineering Assistants, Site Supervisors and Tool Crib Operators in the Land and Building Services Administration Unit who have been promoted out of a "Trade/Maintenance" Unit will remain on their original Trade/Maintenance Unit Seniority List with their seniority frozen as of the date of their promotion, solely for the purpose of exercising their seniority in their previous classification at the time of layoff.

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Nothing in this Appendix "A" precludes the University from creating new departments, merging existing departments, discontinuing departments, or otherwise making bona fide organizational changes, provided there is no adverse impact on the seniority of employees affected.

Any seniority disputes arising from organizational change shall be referred to the Layoff/Recall Umpire for adjudication, and whose adjudication of such disputes shall be final and binding.

**APPENDIX "B"**  
**MAINTENANCE AGREEMENT**

**REVIEW OF FEMALE DOMINATED POSITIONS**

- (a) All new positions will have an interim rate established by the University. **Six** months after appointment to the new positions, the incumbent and the supervisor will complete a questionnaire. The questionnaire will then be reviewed by the University using the job evaluation plan. A final recommendation as to the pay rate will be made to the Union.
- (b) An employee, their supervisor or the Union may request a job review of an existing position. The University will conduct such a review. This review may include completion of a questionnaire and evaluation of the position using the job evaluation plan. Upon completion of this review, a recommendation will be made to the Union.
- (c) In both new and revised reviews, the Union will have the right to appeal the University's recommended decision. The University will provide the Union with all relevant information related to the job reviews.
- (d) All job reviews will be completed within a reasonable time frame.
- (e) If the parties fail to reach agreement on any job review, the matter may be referred to an arbitrator who shall have authority to settle the matter. The arbitrator may only deal with the issue in dispute.

**REVIEW OF MALE DOMINATED POSITIONS**

All new positions will be reviewed in accordance with Article 20.04 of the Collective Agreement between **the** parties.

All changed/revised positions will be reviewed in accordance with Article 20.03 of the Collective Agreement.

In the event of a position in Schedule D of the collective Agreement for which there is no incumbent, and which has not been analyzed in accordance with the Pay Equity provi-

sions, such position will be reviewed as specified above in paragraph (b).

For the University

For the Union

"Kyle Cormier"  
Human Resources

"Connie Credico"  
National Representative, CUPE

Date: March 19, 2003



## LETTER OF UNDERSTANDING #1

### RE ; STUDENT WORKERS

The University and the Union agree to establish a joint committee no later than **September 1, 2006** to review all of the respective issues and concerns of the parties arising from employment of students and work of the bargaining unit. The joint committee will be composed of two (2) representatives appointed by each of the University and the Union.

The purpose of the joint committee is to identify and explain the issues and concerns involved and to propose solutions.

The joint committee will report to the University and the Union on the results of their deliberations, including any recommendations. The University and the Union will then consider the report and decide upon any revisions to Articles 3.02 and 3.03 of the Collective Agreement.

For the University

"Kyle Cormier"  
Human Resources

For the Union

Colleen Garbe  
President Local 116

Diane Jolly

National Representative, CUPE

## LETTER OF UNDERSTANDING #2

### RE: UBC BOOKSTORE – WORK OF THE BARGAINING UNIT, (ARTICLE 3.02)

The parties agree, on a without prejudice basis, notwithstanding any other provisions of the Collective Agreement, that Manager(s) in the Bookstore may assist Cashiers where there is a line up of customers subject to the following conditions:

1. such assistance may be provided for up to a fifteen (15) minute duration consecutively or nonconsecutively up to thirty (30) minutes in a normal seven (7) hour shift;
2. such assistance may be provided only where normal staffing is being maintained and employees do not have hours reduced or are laid off entirely;
3. it is understood and agreed where the other party has a concern regarding the application, administration or interpretation of this letter, it shall first be referred to the Working Committee for resolution; and
4. it is further understood and agreed that where concerns relate to a specific Manager(s), the Working Committee shall be convened on an expedited basis and the provision of assistance by Manager(s) shall be suspended until the concerns are addressed.

For the University

“Kyle Cormier”  
Human Resources

For the Union  
Colleen Garbe  
President Local 116

Diane Jolly  
National Representative, CUPE

## LETTER OF UNDERSTANDING #3

### RE: HOURS OF WORK – UNION MEETING

The University agrees to allow leave of absence from work, with **pay**, for employees to attend **up** to four (4) union meetings, to be held at 3:00 PM or later, in each twelve (12) month period of the Collective Agreement, provided the following conditions are met:

1. The University shall be provided with at least sixty (60) days advance notice of such meeting;
2. Employees scheduled to be at work that day shall make all necessary arrangements, with their immediate supervisor, to be absent for the period of up to one hour or such additional time as may be agreed upon between the employee and their supervisor. Any additional leave requested beyond one (1) hour will be without pay.
3. Employees at work at the time of the meeting may be allowed to take up to one (1) hour of paid leave from work to attend such meetings provided the operations of the department are not affected. Where the operations of the department are affected, one employee from each department may be allowed to attend.
4. The parties agree that the University is not required to schedule additional employees to replace an employee absent as a result of this meeting.

This letter of understanding will run for the life of this Collective Agreement.

For the University

“Kyle Cormier”  
Human Resources

For the Union  
Colleen Garbe  
President Local 116

Diane Jolly  
National Representative, CUPE

## LETTER OF UNDERSTANDING #4

### RE: ALTERNATE WORK, MODIFIED WORK WEEK OR FLEXTIME SCHEDULES

The parties agree that notwithstanding the provisions of Article 12, alternate work schedules, modified work week schedules or **flex** time schedules shall be considered by the parties during the term of this Agreement.

Where employees and their department head, director or designate develop an alternate work schedule, modified work week schedule, flex schedule or combination thereof that has the potential of providing service more effectively, it shall be submitted to the University and the Union for consideration. Where the University and the Union agree, such schedule may be implemented on a trial basis by Letter of Understanding. All necessary variances to the regular provisions of the Collective Agreement shall be included in that letter.

It is understood such trial period may be extended by mutual agreement or cancelled by either party with thirty (30) days written notice.

Alternate work schedule = A work schedule that varies from the regular work schedule and operates on a seasonal, seasonal, or other time duration basis as defined by the parties.

Modified work week schedule = A work schedule that varies from the regular work schedule by providing longer working days with earned days off such as a "Nine Day Fortnight".

Flex schedule = A work schedule that varies from the regular work schedule by providing employees with a daily and/or weekly range of hours and/or days between which employees would have some flexibility in scheduling their own work day and/or work week according to criteria agreed to by the parties.

This letter of understanding will run for the life of this Collective Agreement.

For the University

"Kyle Cormier"  
Human Resources

For the Union  
Colleen Garbe  
President Local 116

Diane Jolly  
National Representative, CUPE

## LETTER OF UNDERSTANDING #5

### RE: OTEU Local 15 – HOURS OF WORK (ARTICLE 12.01)

This Letter of Understanding applies to employees formerly represented by OTEU Local 15.

The Union and the University agree that, during the life of this Agreement, current incumbents presently on Nine-Day Fortnight or a Seven-Hour Day Work Schedules will continue on such schedules. Should the employee vacate the position or should the position be reclassified it will then be subject to the standard hours of **work** provisions under this Collective Agreement.

Note: It is understood that in this context, “reclassification” implies a substantial change in job duties and not simply an adjustment in pay-grades.

For the University

“Kyle Cormier”  
Human Resources

For the Union

Colleen Garbe  
President Local 116

Diane Jolly

National Representative, CUPE

## LETTER OF UNDERSTANDING #6

### RE: DEPARTMENT OF HOUSING AND CONFERENCES ~ HOURS OF WORK

The University and the Union agree that in the Department of Housing and Conferences ("the Department") Conference Centre Operations, the Department will give not less than one (1) week notice of the hours and days of work of each scheduled employee in the Housekeeping section. Where the Union is advised by the Department of special operational problems, the employees will be given as much notice as possible.

The University and the Union further agree that hourly paid employees in the Housekeeping section working in Apartment Housing Operations may work a 10:00 AM to 6:00 PM, or a 12:00 PM to 8:00 PM shift as required for month-end turnovers.

The University and the Union further agree that they will continue to work together reasonably when dealing with work scheduling issues and in doing so will recognize the Department's interest in customer service and efficiency of operation as well as the Union's role in protecting the interests of its members.

For the University

"Kyle Cormier"  
Human Resources

For the Union

Colleen Garbe  
President Local 116

Diane Jolly  
National Representative, CUPE

## LETTER OF UNDERSTANDING #7

### **RE: SICK LEAVE – USE OF ACCUMULATED PERSONAL SICK LEAVE FOR ILLNESS OF A DEPENDENT**

The parties agree that on an experimental basis, and for the duration of this Collective Agreement only, employees may use up to three (3) days of dependent leave in any calendar year to care for the illness or injury of a dependent living in the same residence as the employee. Any such use of dependent leave shall be deducted from an employee's personal sick leave credits, but shall be recorded as dependent leave. This provision is subject to the employee maintaining a personal annual accumulation of sick leave credits in excess of twelve (12) days to comply with the Employment Insurance Regulations.

Employees may use up to an additional two (2) days as dependent leave in any calendar year for such illness provided they have sufficient accumulated sick leave credits carried over from a previous calendar year.

The parties agree to evaluate the effect of this provision on the total number of emergency and sick leave days used for the duration of this Agreement.

For the University

"Kyle Cormier"  
Human Resources

For the Union

Colleen Garbe  
President Local 116

Diane Jolly  
National Representative, CUPE

**LETTER OF UNDERSTANDING #8**

**RE: ATTENDANCE REVIEW COMMITTEE  
(ARTICLE 17.07)**

It is understood and agreed that the Committee constituted under Article 17.07 shall function on the basis of consensus. However, if consensus cannot be achieved in a given instance, the University may exercise its rights as if Article 17.07 did not exist.

For the University

For the Union  
Colleen Garbe  
President Local 116

\_\_\_\_\_  
Human Resources

Diane Jolly  
National Representative, CUPE



## LETTER OF UNDERSTANDING #9

### **RE: MATERNITY AND PARENTAL LEAVE (ARTICLE 18.08)**

At the option of the employee, during the term of this Collective Agreement, the following procedure shall apply.

The employee shall opt for Plan A or Plan B, but not both:

- (1) Plan A is the benefit as described in Article 18.08.
- (2) Plan B is a Supplemental Employment Benefit (SEB) as described in Appendix I - SEB Plan, attached. The object of the SEB Plan is to supplement Employment Insurance Benefits during a period of unemployment due to maternity leave.
- (3) Where the employee has opted for Plan B, the employee's share of benefit plan premiums/contributions during the period of the maternity leave shall be deducted from the amount paid to the employee by the University under the provisions of the SEB Plan.
- (4) Any period of leave of absence beyond 17 weeks shall be without pay, and the employee shall be responsible for the prepayment of her/his share of benefit plan premiums/contributions.
- (5) Notwithstanding the provisions of Article 3.04, the employee shall make a written agreement with the University on a form (a copy of which is attached and forms part of this Letter of Understanding) which shall be signed by the employee in the presence of a shop steward **or** other representative of the Union and which provides the following:
  - (a) The employee shall make a commitment to return to work at the end of the leave and, where applicable, any additional leave of absence without pay.
  - (b) The employee shall agree to repay to the University the gross benefit paid to the employee during the first two week waiting period and the gross benefit

difference which was paid to the employee for the balance of the leave, including the employee's share of the benefit plan premiums/contributions which were deducted during the leave, if she/he fails to return to work, or resigns or is dismissed for just cause within six (6) months \* (975 hours or, for office/clerical employees, 912 hours) of return to work.

- (6) Where the employee has opted for Plan B, after completing six (6) months \* (975 hours or, for office/clerical employees, 912 hours) of service following return to work after the leave, the University will pay to the employee 5% of her wages, at the time the leave began, for the first two (2) week waiting period and for the period of time Employment Insurance Benefits were received.
- (7) If the employee refuses to make an agreement under (5) above, or chooses not to exercise the option established in this Letter of Understanding, the provisions of Plan A shall apply.

For the University

"Kyle Cormier"  
Human Resources

For the Union  
Colleen Garbe  
President Local 116

Diane Jolly  
National Representative, CUPE

**MATERNITY LEAVE REPAYMENT AGREEMENT  
IN ACCORDANCE WITH THE LETTER OF  
AGREEMENT – ARTICLE 18.08 – MATERNITY  
LEAVE:**

I \_\_\_\_\_ after consulting  
with a Union (Employee) (please print)

Representative or Shop Steward and having full understanding of my obligations, make the following agreement with the University of British Columbia.

I agree that ninety five percent (95%) of my maternity leave wage differential be paid to me during my leave of absence rather than after my leave of absence and agree to return to work and remain at work for a minimum of six (6) months (975 hours of service or, for office/clerical employees, 912 hours of service). Should I fail to return to work, or having returned to work should I fail to complete **six** (6) months (975 hours or, for office/clerical employees, 912 hours) of service, or if I resign, or if I am dismissed for just cause within six (6) months (975 hours of service or, for office/clerical employees, 912 hours **of** service) of my return to work, I agree to repay the University the ninety five percent (95%) of gross wages received during the first two (2) weeks of maternity leave and the ninety five percent (95%) of gross wage difference paid to me during the following weeks of maternity leave including my share of the benefit premiums/contributions which were deducted during the maternity leave. I understand that if I do not make the required repayment I may be subject to legal action initiated by the University to regain such payments. My share **of** the estimated benefit premiums/contributions is:

Medical Plan	\$ _____	Initial _____
Dental Plan	\$ _____	Initial _____
Optional Group Life Insurance Plan	\$ _____	Initial _____

Long Term Disability     \$ \_\_\_\_\_     Initial \_\_\_\_\_  
Insurance Plan

Pension Plan             \$ \_\_\_\_\_     Initial \_\_\_\_\_

Initial

Employee (signature) \_\_\_\_\_

Date \_\_\_\_\_

University of British Columbia \_\_\_\_\_

Union Representative \_\_\_\_\_

This signature implies no liability on the part of the Canadian Union of Public Employees, its local Union 116, or the individual Union Representative.

## APPENDIX I – SEB PLAN

Chief, Coverage and Premium Policy **Division**  
Human Resources and Skills Development Canada  
11th Floor, Phase IV  
140 Promenade du Portage  
Ottawa/Hull  
**K1A 0J9**

Dear Sir/Madam:

Re: Submission of Supplemental Employment Benefits (SEB) Plan Revenue Canada Taxation Registration Numbers – LTP320410 and UBC900018

The University has recently concluded a new Collective Agreement with the Canadian Union of Public Employees (CUPE), Local 116, which includes the provision for a SEB plan for employees receiving Employment Insurance Benefits while on Maternity leave.

As requested, the following information is relevant to our application to have the proposed SEB plan approved by your **office:**

- (1) The group of employees covered by the plan are members of the CUPE, Local 116 bargaining unit, who have completed two (2) years of service. The number of employees covered by this plan is approximately 1700.
- (2) The plan is to supplement the Employment Insurance Benefits received by workers for temporary unemployment caused by Maternity leave.
- (3) Employees must prove that they have applied for and are in receipt of Employment Insurance Benefits in order to receive payment under the plan. The University will verify the receipt of EI benefits by requiring the employees to submit EI cheque stubs.  
SEB is also payable for the two week EI waiting period for eligible employees, but for no other period during which employees are not receiving EI benefits.
- (4) The benefit level paid under this plan is set at ninety five percent (95%) of the employees' regular weekly earn-

ings; the University will pay the difference between ninety five percent (95%) of the employee's regular earnings and the amount of EI received by the employee.

In any week, the total amount of SEB payments and the weekly rate of EI benefits will not exceed ninety five percent (95%) of the employees' weekly earnings.

- (5) This SEB benefit will be paid for a total of seventeen (17) weeks (for fifteen (15) weeks plus the two (2) week EI waiting period).
- (6) The plan is financed by the Employer's general revenue.
- (7) Under the terms of the Memorandum of Agreement, the duration of the plan is technically from **April 1, 2005 to March 31, 2010** inclusive (from date of ratification on, for the life of this Collective Agreement), although implementation of the SEB plan **is** explicitly contingent upon approval of the plan by your office.
- (8) The University will inform the Canada Employment & Immigration Commission in writing of any changes to the plan within thirty (30) days of the effective date of the change.
- (9) Employees do not have a right to SEB payments except for supplementation of EI benefits for the unemployment period as specified in the plan.
- (10) Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits will not be reduced or increased by payments received under the plan.

A copy of the Memorandum of Agreement, which includes a Letter of Agreement outlining the provisions of the SEB plan, is attached for your reference.

For the University

For the Union  
Colleen Garbe  
President Local 116

"Kyle Cormier"  
Human Resources

Diane Jolly  
National Representative, CUPE

## LETTER OF UNDERSTANDING #10

### RE: ABSENCE FROM WORK DUE TO COURT CASES

When an employee is charged with an offence and is required to attend a hearing or is held in custody pending hearing of charges, the employee shall be allowed leave of absence without pay to attend such hearing or pending results of hearing charges. If the employee is found to be guilty of the charges, the Union and the University will arrange a meeting to determine whether or not the employee will be continued on leave of absence or discharged or return to work.

If the employee is found not guilty of the charges the employee will be reinstated to their former position. If the former position no longer exists for the employee then the employee can invoke the relevant provisions of the Collective Agreement to continue employment with the University. When an employee is reinstated, it is understood that the employee will not receive pay for the period during which the employee did not work.

N.B. This Letter of Understanding will only apply to employees who have completed the probationary period.

For the University

For the Union

Colleen Garbe

President Local 116

"Kyle Cornier"

Human Resources

Diane Jolly

National Representative, CUPE

## LETTER OF UNDERSTANDING #11

### RE: DIRECT DEPOSIT

The parties agree that, effective July 1st, 2006, three (3) months after ratification of the Memorandum of Agreement to renew and revise the 2003 – 2005 Collective Agreement, employees who have authorized the receipt of their pay through Direct Deposit will no longer be able to revoke this option.

Immediately upon ratification of the Memorandum of Agreement, the Employer shall notify all employees of the date the option to revoke their authorization for direct deposit will no longer be available.

All new employees will be required to sign an irrevocable authorization for payment of wages by direct deposit. Employees may change the financial institution for the direct deposit as they deem necessary.

**For** the University

\_\_\_\_\_  
Human Resources

For the Union  
Colleen Garbe  
President Local 116

Diane Jolly  
National Representative, CUPE



## LETTER OF UNDERSTANDING #12

### RE! PENSION PLAN (ARTICLE 22.01)

The University and the Union agree to continue the Joint Pension Committee for the purposes of discussing issues of concern of CUPE 116 members regarding the Pension Plan.

The parties agree that those hourly and part-time CUPE 116 employees who become eligible for membership in the Plan under the provisions of the Pension Benefits Standards Act will be entitled to elect Special Early Retirement Benefits with a life annuity guaranteed ten years as normal form of pension under the Plan provided that:

- (1) they elect to join the Pension Plan within one calendar month of the date they become eligible under the legislation, and
- (2) they meet the conditions for the benefit specified under the Plan.

The Committee may make recommendations to its respective principals on other changes to the administration of the Plan. It is understood that other changes which have a fiscal impact will be referred to the negotiating teams for the next contract.

For the University

"Kyle Cormier"  
Human Resources

For the Union  
Colleen Garbe  
President Local 116

Diane Jolly  
National Representative, CUPE

## LETTER OF UNDERSTANDING #13

### RE: STAFF PENSION PLAN

The University and the Union agree to establish a joint committee no later than April 1, 2003 to review all of the elements involved in amending the Staff Pension Plan to provide for membership of hourly paid employees. The joint committee will be composed of two (2) representatives appointed by each of the University and the Union.

The joint committee will review all of the elements including the requirements of the Staff Pension Plan, applicable legislation, the Union's Pension Plan for hourly paid employees and cost. This list of requirements to be reviewed is not exhaustive. The purpose of the joint committee is to identify and explain the requirements involved and to propose solutions.

The joint committee will report to the University and the Union on the results of their deliberations, including any recommendations. The University and the Union will then consider the report and decide upon any revisions to Article 22.01 of the Collective Agreement.

For the University

"Kyle Cormier"  
Human Resources

For the Union

Colleen Garbe  
President Local 116

Diane Jolly

National Representative, CUPE

## LETTER OF UNDERSTANDING #14

### RE: CONTRACTING OUT [ARTICLE 24.03]

Attached hereto is a protocol which establishes a consultation and umpire process for the discussion and adjudication of matters arising within the frame of Article **24.03** (Contracting Out) of the Collective Agreement. However, in addition to the attached protocol, and apart from it, the parties agreed in 1995 during the collective bargaining to the following:

1. During the term of the Collective Agreement the parties will constitute a senior joint committee to discuss in good faith their respective concerns regarding contracting out, and to make every reasonable effort to constructively address those concerns. It is understood that this paragraph may be implemented in the context of the parties' other Letter of Understanding reached during the term of the Collective Agreement aforesaid, Don Munroe, acting in his capacity as Special Mediator, shall facilitate discussions between the parties regarding issues of mutual concern and/or issues consistent with the goal of improving labour management relations.
2. Notwithstanding the attached protocol, and irrespective of Article **24.03**, where the University has given the Union notice of an intended contracting out, either party may elect to have the matter discussed and dealt with under the terms of this paragraph. In that event, it is agreed between the parties that the matter will be addressed solely on the basis of reasonableness. That is to say, the University and the Union may agree (without prejudice or precedent) to the contracting out or contracting in of a particular project, work or service; and the University and the Union further agree that neither of them will withhold agreement unreasonably. It is further agreed that Don Munroe, (or if he is unavailable, Colin Taylor) has exclusive jurisdiction to resolve any differences between the parties arising from the operation of this paragraph including the test of reasonableness; further, that the exercise of such jurisdiction in relation to the test of reasonableness shall be notwith-

standing the terms of the Collective Agreement. Decisions made by Mr. Munroe (or Mr. Taylor) under this paragraph shall be on an expedited basis, in accordance with procedures established by Mr. Munroe (or Mr. Taylor) which may include hearings by conference telephone call.

3. Mr. Munroe (or Mr. Taylor) shall have the jurisdiction to expeditiously resolve any disputes about the interpretation or applications of this letter of understanding or Article 24.03.

For the University

For the Union  
Colleen Garbe  
President Local 116

"Kvle Cormier"  
Human Resources

Diane Jolly  
National Representative, CUPE

## PROTOCOL

### Consultation - Contracting Out

1. The parties agree to establish a Contracting Out Committee. The Committee will be comprised of three (3) persons representing the University and three (3) persons representing the Union. Each party shall designate a co-chair.
2. The Contracting Out Committee shall meet twice monthly on dates which shall be established by the Committee on an annual basis. After one (1) year, the Committees shall re-examine and determine the required frequency of meetings.
3. Not less than five (5) days prior to each committee meeting, the University shall notify the Union in writing of work or services which it intends to contract out, providing pertinent information.
4. Not less than two (2) days prior to each committee meeting, the Union shall notify the University and the members of the Contracting Out Committee of matters requiring the Committee's attention. The co-chairs of the Committee shall then confirm with each other the upcoming agenda.
5. The Committee shall use its best efforts to resolve any issue or dispute arising from matters referred to it. The following conditions shall apply with respect to the committee meetings:
  - (a) all discussions will be without prejudice, and
  - (b) the outcome will go on record.

If agreement is reached, this agreement is binding and will be implemented, and the matter will be considered resolved.

6. Any matters not resolved by the Committee shall be referred to the Contracting Out Umpire who shall expeditiously decide the matter and whose decision shall be

final and binding. Notwithstanding the grievance and arbitration provisions of the Collective Agreement, the Umpire shall have the jurisdiction to interpret and apply the Contracting Out provisions of the Collective Agreement, and the provisions of this letter of understanding. For clarity, the jurisdiction of the Umpire includes the adjudication of an allegation by the Union that the University has wrongly failed to give notice of a Contracting Out. In the event of such an allegation, the matter will be discussed by the Committee under paragraph 5 of this protocol prior to being referred to the Umpire under this paragraph.

7. The Umpire may determine his/her own procedures which shall be appropriate to the nature of the issue, with the aim of the promptest possible ruling. Fees and expenses of the Umpire shall be shared equally by parties.
8. The Umpire shall be Don Munroe or if he is unavailable, Colin Taylor.
9. Mr. Munroe (or Mr. Taylor) shall have the jurisdiction to resolve expeditiously any dispute about the interpretation or application of this letter of understanding or Article 24.03.

*Recommendation of Special Mediator Don Munroe, Q.C., in a letter dated **September 25, 1995** and a decision dated June 23, 1997.*

For the University

\_\_\_\_\_  
Human Resources

For the Union  
Colleen Garbe  
President Local 116

Diane Jolly  
National Representative, CUPE

## LETTER OF UNDERSTANDING #15

### **RE: UBC FOOD SERVICES – SPECIALIZED CAMPUS OUTLETS**

The University and the Union acknowledge that some units within Food Services are specialized campus outlets requiring specialized skills and training. Specifically, these units are:

1. TLK University Centre
2. Starbucks Licensed Stores (Fred Kaiser and Pacific Spirit Place)
3. Caffè Perugia

The University and the Union acknowledge that the success of these operations for the Department of Food Services (“the Department”) will be contributed to through continuity and stability of employees.

The University and the Union agree that:

1. **All** positions for these units will be posted in accordance with the provisions of Article 10 of the Collective Agreement.
2. Employees who are selected for work in the in the above mentioned units will be assigned to that operation for one (1) year **at** a time commencing May 1st and ending April 30th of the following year. Employees will continue from year to year on the understanding that on each April 1st they may indicate that they no longer wish to be assigned to that operation. These employees will return to the regular Food Services schedule based on their seniority and shall forfeit their rights to the specialized unit.
3. When new employees enter into the specialized unit from the regular Food Services pool they shall take their seniority with them and be scheduled within the specialized unit based on their seniority and the seniority of other employees within that unit only.

4. During each year described in paragraph #2 above, employees working in these locations will not be scheduled for work in any other operation of the Department. Other employees will not be able to use their seniority to displace employees working in these locations, nor can employees working in these locations displace employees in other operations.
5. There will be two (2) job postings that provide for positions that are designated backfill for vacations, sick leave or other absences of employees in the specialized units and that when not performing such backfill employees in those positions may be scheduled in all other operations of the Department.
6. In the case of a unit closure or major downturn in business that results in a significant loss of hours or loss of employment within the main Food Services seniority pool the Union and the University will meet to discuss alternative scheduling and training opportunities for the effected employees.
1. Food preparation at the TLK University Centre shall be prepared for the purposes of the TLK University Centre unless mutually agreed otherwise between the *Union* and the University.

For the University

"Kyle Cormier"  
Human Resources

For the Union  
Colleen Garbe  
President Local 116

Diane Jolly  
National Representative, CUPE



## LETTER OF UNDERSTANDING #16

### RE: DEPARTMENT OF FOOD SERVICES ADDENDUM

The University and the Union agree that given the exceptional circumstances in the Department of Food Services ("Food Services") the following provisions shall apply. The parties also agree that these provisions shall be notwithstanding any other provisions of the Collective Agreement except where specified.

#### Scheduling

1. Employees shall retain only one (1) main classification.
2.
  - (a) Employees will be scheduled to work in their main classification and in lower paid classifications for which they are qualified and able to perform competently the work involved in accordance with their seniority date. As per the current posted Master Schedule, employees shall be paid in accordance with the schedule and the rate of pay associated with their main classification.
  - (b) Employees shall be considered scheduled when the hours are reflected on the work schedule or when they are offered extra hours at the beginning or end of the shift.
3. Employees who perform work of a higher classification than that which they hold for one (1) hour or more in a shift will be temporarily promoted when they do so in accordance with Article 10.06 of the Collective Agreement; they shall be paid at the first step of the higher pay grade that provides at least a thirty (30) cents per hour increase for the time worked at the higher classification.
4.
  - (a) Master Schedules will be posted in each operation in April, December and August of each year.
  - (b) Employees will be required to complete a form in which they express a preference for shifts and locations of work prior to the development of each Master Schedule. The form will provide as much

information as possible about operational closures at various operations. Employees will be scheduled in order of seniority where they are qualified and able to competently perform the work of the position. Reasonable efforts will also be made to accommodate preferences expressed.

- (c) Changes to the Master Schedules will only be made in extraordinary circumstances such as a significant upturn (e.g. opening a new operation) or downturn in business (e.g. closure of an operation). Where an employee's hours of work will be reduced significantly, as determined by mutual agreement of the parties, during the period of a Master Schedule, reasonable efforts will be made to schedule the employee for additional hours subject to seniority and ability to competently perform the work of the position. There will be no adjustments for Christmas, spring break and April slowdowns. There will be adjustments for absences of employees of one (1) month or more.
5. Employees who so wish and where possible may work a split shift in their classification in order to maximize their hours worked. Split shifts however will not be common. There shall be a maximum of four (4) hours between the end of the first section of the shift and the beginning of the second section. A split shift shall be completed within twelve (12) hours of an employee's starting work.
  6. Employees may agree to work steady Saturdays and/or Sundays on a voluntary basis. Employees who no longer wish to work Saturdays and/or Sundays on a voluntary basis must continue to do so until the Master Schedule is posted.
  7. Food Services may schedule seventy five (75) hours over a two (2) week period provided the schedule is six (6) days on, one (1) day off the first week and four (4) days on, three (3) days off the second week. The six (6) shift week will be considered week one (1), starting on the

Sunday of that week, and will always be followed by a maximum of a four (4) week shift week.

**Extra Hourdon-Call**

8. A tri-annual "on-call" availability list shall be established and the following provision shall apply:
- (a) Employees who are on the master schedule and are scheduled twenty (20) hours or more per week may submit a request for hour's on-call as per their availability. These employees can accept or decline offers of extra hours without consequence.
  - (b) Employees whose seniority or availability would entitle them to fewer than twenty (20) hours per week will have the option to:
    - (i) Remain on layoff until their seniority and availability would entitle them to a recall of twenty (20) hours per week or more; or
    - (ii) Accept a schedule which is less than twenty (20) hours per week and/or request extra hour's on-call. The rights and obligations of employees requesting extra hour's on-call shall be in accordance with 8 (c) except that they shall submit their availability after the posting of the Master Schedule.
  - (c) Employees who after reviewing options 8(a) and 8(b) choose to request only on-call work shall be required to comply as follows:
    - (i) Employees wishing on-call work shall indicate in writing to their Supervisor their availability for each trimester at least two (2) weeks prior to the start of the trimester. An employee's on-call availability must indicate a minimum of three (3) different times per week that they are available to work. Unless otherwise mutually agreed, the trimester shall be January 1 to April 30, May 1 to **August** 31 and September 1 to December 31. The "on-call" availability list shall be posted and sent to the Union prior to the commencement of each trimester.

- (ii) Employees who have indicated their availability in accordance with paragraph (i) shall be called in order of seniority in accordance with their stated availability for “on-call” work.
- (iii) Employees who are consistently unavailable during the period for which they have indicated their availability, or who consistently reject “on-call” work and do not have any regularly scheduled shifts, shall be terminated provided at least one (1) written notice that they will be terminated has been provided to such employees, with a copy to the Union.
- (iv) Employees may temporarily amend their availability provided they notify their Supervisor or designated alternate before being offered a shift. Permanent amendments to availability must be submitted in writing.

### **Catering**

- 9. The following provisions regarding scheduling apply to employees in the Catering Operation:
  - (a) The work schedule will be posted every Thursday, ten (10) days prior to the start of the two (2) week period. The hours of work will be posted in two (2) ways:
    - (i) A master sheet that provides employees’ names and days and times that they are scheduled to work; and
    - (ii) On separate function sheets outlining the function and location of work.

Should changes to the schedule be required, the Employer will notify the employees affected no later than forty-eight (48) hours prior to the assigned shift. Such changes will be made in accordance to seniority. If additional staff are required the Employer shall offer the shifts in accordance to seniority.

- (b) Employees shall ensure that they are aware of their **work schedule** in that two (2) week period.
- (c) Employees are required to provide the Catering Office in writing with their availability for work when requested for three (3) segments of the year – spring, summer and winter. They are required to be available for at least three (3) shifts per week.
- (d) Employees who are consistently unavailable during the period for which they have indicated their availability, or who consistently reject “on-call” work and do not have any regularly scheduled shifts, shall be terminated provided at least one (1) written notice that they will be terminated has been provided to such employees, with a copy to the Union.
- (e) Employees are permitted to exchange shifts provided they use the seniority list to find their replacement. Employees shall notify the Catering Office of the change.

### **Training**

10. Training is required before employees will be scheduled to work in specialized (like Catering) and in franchise outlets (like but not limited to Subway, Koya, Manchu Wok, Pizza Pizza, A & W, Tim Horton's, We Proudly Brew outlets).
11. An expression of interest for training for specialized areas will be posted annually for fifty percent (50%) of the employee complement in these specialized operations.
12. Selection will be based on seniority within the classification. Consideration will be given to operational requirement.
13. Employees must be successful in meeting the training requirements before being scheduled in the work area. If employees are having difficulty with the training, a training plan can be discussed.

14. Employees must re-apply for training after two (2) years if they average less than seventy (70) hours in the specialized unit per year.

**Work of the Bargaining Unit**

15. Managers in Food Services may perform **work** of the bargaining unit during busy periods subject to the following conditions:
  - (a) Such assistance may be provided for up to a maximum of fifteen (15) minutes duration consecutively or nonconsecutively up to thirty (30) minutes in a normal seven (7) hour shift and only where normal staffing is maintained and employees do not have hours reduced or are not laid off;
  - (b) The manager(s) must keep a log of their performing work of the bargaining unit; and
  - (c) The University and the Union will review the situation on an as needed basis.

**Process for Resolution Disputes**

16. Where either party has a concern regarding the application, administration or interpretation of this Letter of Understanding, it shall first be referred to the Local Working Committee for resolution.
17. Where the concern relates to an issue involving work of the bargaining unit, the Local Working Committee shall be convened on an expedited basis and the provision of assistance by the Manager(s) shall be suspended until the concerns are addressed.
18. In the event the Local Working Committee is unable to resolve the concern then the matter shall be referred to Step 3 of the Grievance Procedure.

For the University

“Kyle Cormier”  
Human Resources

For the Union  
Colleen Garbe  
President Local 116

Diane Jolly  
National Representative, CUPE

## LETTER OF UNDERSTANDING #17

### **RE;** Student Workers in the Department of Food Services

The University and the Union agree that given the exceptional circumstances in the Department of Food Services the following provisions shall apply to student workers.

The parties acknowledge that clarity about the status quo regarding the use of student workers in the Department of Food Services is important. The parties have had much discussion in bargaining about their respective understandings of the status quo, and this reflects their mutual understanding.

The parties agree that the provisions within this Letter of Understanding are the only ones within the Collective Agreement that apply to student workers in the Department of Food Services.

1. Student workers shall be paid a rate of fifty (**\$.50**) cents per hour above the minimum wage as stated in Part 4 section **15 (1)** of the Employment Standards Regulations of British Columbia. For greater clarity, the current rate would be eight dollars and fifty cents (**\$8.50**) per hour.
2. Student workers shall be exempt from paying Union dues.
3. Vacation shall be paid out every pay period at rates set out in the Employment Standards Act.
4. The amount of hours worked **by** a student worker in any given week will not exceed fourteen (**14**) hours. The shift a student worker works will not exceed four (4) hours.
5. Student workers shall not replace any regular scheduled employee in the Department of Food Services.

**For the University**

**“Kyle Cormier”**  
**Human Resources**

**For the Union**  
**Colleen Garbe**  
**President Local 116**

**Diane Jolly**  
**National Representative, CUPE**



## LETTER OF UNDERSTANDING #18

### **RE: ARTICLES 18.01 AND 18.02 – LEAVE FOR UNION BUSINESS**

Further to discussions in April/May 2001, including the assistance of Donald R. Munroe, Q.C., the University and the Union agree as follows with respect to the application of Articles 18.01 and 18.02. The University's obligations to pay under Article 18.01 will be limited to time spent on any matter during employees' regularly scheduled hours of work.

The parties agree to administer the provisions of this Letter of Understanding reasonably, including but not limited to the number of representatives designated for grievance and other meetings.

#### **Grievances/Arbitrations**

The University pays for up to three (3) officially designated representatives of the Union to attend:

- Grievance Meetings
- Arbitration Hearings
- Travel time to attend Grievance Meetings and Arbitration Hearings
- Preparation time with the Grievor, Witnesses and normally not more than one (1) Steward per Grievor for Grievance Meetings and Arbitration Hearings

The Union pays for **its** representatives to:

- Prepare for Grievance Meetings, other than as provided for above
- Prepare for Arbitration Hearings, other than as provided for above
- Attend the Union's Grievance Committee Meetings
- Prepare for and attend at Labour Relations Board Hearings

#### **Collective Bargaining**

The University pays for **up** to five (5) officially designated representatives of the Union to attend:

- Actual Collective Bargaining sessions
- Actual Mediation sessions
- Travel time to attend Collective Bargaining and Mediation sessions

The Union pays for its representatives to:

- Prepare for Collective Bargaining
- Union caucus time on other than an actual Bargaining day
- Prepare for and attend at Essential Services Hearings

#### Official Joint University/Union Committees

The University pays for **up** to three (3) officially designated representatives of the Union to attend:

- Actual Committee Meetings
- Follow up requested by the Committee
- Preparation time for the Joint Health & Safety Steering Committee and the Contracting Out Committee Meetings
- Time to respond to University proposals or issues in advance of the meeting
- Travel time to attend Committee Meetings

The Union pays for its representatives to:

- Prepare for Committee Meetings, other than as provided for above
- Perform work outside of the meetings required by the Union

#### Meetings with the University

The University pays for representatives of the Union to attend:

- Meetings required by or agreed to by Management
- Meetings regarding layoff as provided for in Article 11.04, paragraph 3
- Meetings other wise provided for in the Collective Agreement

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For the University

“Kvle Cormier”  
Human Resources

For the Union  
Colleen Garbe  
President Local 116

Diane Jolly  
National Representative, CUPE

## LETTER OF UNDERSTANDING # 19

### **RE: Use of Contractors to perform inventory in the Bookstore**

The University and the Union agree that it is desirable to have the Bookstore open rather than closed during the Annual Inventory.

In order to fulfill this desire, the parties agree to the use of a contractor, their employees and University employees as set out herein.

All Bookstore employees available and willing to perform inventory work who are not otherwise scheduled and working a full daily shift as set out in the Collective Agreement, shall be employed for **up** to the full daily shift hours set out in the Collective Agreement provided it does not result in daily or weekly hours that result in overtime rates.

The difference in available and willing University employees and the total number of employees required to complete the Inventory Project in two (2) days, shall be made up of Contractor employees.

For the University

"Kyle Cormier"  
Human Resources

For the Union  
Colleen Garbe  
President Local 116

Diane Jolly  
National Representative, CUPE

LETTER OF UNDERSTANDING # 20

RE: AGREEMENT FOR THE **2010** OLYMPIC GAMES

*Without precedent or prejudice to either Party*, the parties agree to this Letter of Understanding under the following terms and conditions:

The parties agree that the **2010** Olympic Games (the "Games") offer the University Community a unique opportunity to benefit from the construction of a new Winter Sports Facility (the "Facility") as well as the opportunity to participate in an historical event in British Columbia. The participation and cooperation of employees will be critical to the success of the events conducted at the Facility. There will be periods of time during which test events will be conducted at the Facility in preparation for the Games, as well as the period from December **13, 2009** through May **30, 2010**, during which time the Vancouver Organizing Committee for the **2010** Olympic and Paralympic Winter Games (VANOC) will have exclusive use of the Facility for the conduct of the Games (the "Exclusive use Period"). In order to ensure that all test events and Olympic events held at the University are successful, the parties agree to the following:

1. Subject to the conditions outlined herein, during the test events and Exclusive Use Period VANOC will use existing employees to perform work in the Facility that is normally performed by employees in the bargaining unit. Notwithstanding article **3.02** (and any another similar article), non-UBC employees and volunteers may also perform work at the Facility during these periods, including work normally performed by employees at the Facility or work not typically performed at the Facility because it is unique to the conduct of the test events or the Games. It is understood that notwithstanding the use by VANOC of non-UBC employees and volunteers, no employee shall lose any regular hours of work as a result of VANOC's use of the Facility.

2. The University shall provide at least thirty days written notice to the Union prior to the test events. This notice shall include the start and end date of each test event. If an extension of time is needed for the test period it shall not be unreasonably withheld.
3. During the test events and Exclusive Use Period, it is understood that the normal work schedules of employees may change to meet VANOC requirements. Notwithstanding article 12.01, the University may create shifts and schedules that begin and end outside of the regular start and finish times, and employees will accept such different shifts and schedules without any change in compensation. Employees will be eligible to receive any shift premium. It is understood that the University will only be required to pay overtime where an employee's shift exceeds thirty seven and one half (37.5) hours in a week. However, it is understood that employees shall have no entitlement with respect to overtime work, and VANOC may elect to use non-UBC employees or volunteers to perform work that could otherwise be performed by employees as overtime work.
4. It is understood that during the test events and Exclusive Use Period, employees may be managed and issued direction by non-UBC employees and volunteers, and employees will cooperate; and comply with such management and direction, and wear any uniforms VANOC may issue. The University shall pay for any cleaning costs associated with the uniforms. It is understood that employees will refrain from wearing or displaying any items not associated with the uniform. VANOC will be entitled to exercise, through UBC, any rights UBC may have under the Collective Agreement as Employer, including its rights relating to any employee's attendance and performance. It is understood that employees will be provided with clear direction on which non-UBC employees and volunteers are in authority.
5. University employees working at the Facility or in

areas that are proximate to or which service the Facility will be required to undergo and pass a security check conducted by the RCMP. Employees who do not wish to undergo a security check or who are unable to pass a security check will not be entitled to perform work at the Facility and will be re-assigned by UBC to work elsewhere on Campus without any change in compensation. No existing employee shall lose any regular hours of work or pay as a result of his or her failure to undergo or pass a security check. There shall be no negative impact on any employee who does not pass the security check.

6. During the build up to the test events and the Exclusive Use Period the University will meet with the Union to discuss issues related to matters that will impact on employees. The parties acknowledge that VANOC may make additional requests of UBC that may affect employees. The parties agree to work in good faith to accommodate such requests, and where appropriate, amend this agreement to reflect such accommodations. Should there be any dispute arising from the implementation or application of this Letter of Understanding, the matter shall be referred to Step 3 of the Grievance Procedure.

For the University

“Kyle Cormier”  
Human Resources

For the Union  
Colleen Garbe

President Local 116

Diane Jolly

National Representative, CUPE

## LETTER OF UNDERSTANDING#21

RE: FISCAL DIVIDEND

THE PARTIES AGREE AS FOLLOWS:

Having agreed the term of the Collective Agreement to be from April **1, 2005** to March **31, 2010** a Fiscal Dividend Bonus may be paid from a one-time fund (the "Fund") generated out of monies, in excess of one hundred and fifty (**\$150**) million, surplus to the BC Government, as defined in the Province's audited financial statements, for the fiscal year **2009-10**.

**1.0** Fiscal Dividend:

- 1.1** If fiscal dividend funds are determined to be available, a Fiscal Dividend will be paid as soon as reasonably practical.
- 1.2** The quantum of the fund accessible for the parties to this Agreement will be based on the Province's audited financial statements as at March **31 2010**.

The Fund will be determined as follows:

- (i) The calculations will be based on the surplus, as calculated before deduction ~~of~~ any expense associated with the Fiscal Dividend Bonus, achieved in fiscal **2009-10**, as published in the audited financial statements for that fiscal year, provided that the surplus is in excess of one hundred and fifty (**\$150**) million.
- (ii) Only final surplus monies in excess of one hundred and fifty (**\$150**) million will be part of the Fund, and the total quantum of the Fund for the entire public sector (including all categories of employees) will not exceed three hundred (**\$300**) million.
- (iii) The quantum of the Fund will be constrained by the proportion of the public sector that is eligible to participate in the Fiscal Dividend Bonus i.e., one hundred percent (**100%**) of the Fund will be



available if one hundred percent (100%) of all categories of employees in the public sector under the purview of the Public Sector Employers' Council participate, but if a lesser number participate, a proportionately lesser amount of the Fund will be available.

(iv) Additionally, the Fund will be proportioned among all groups of Public Sector Employees by ratio of group population to total population participating.

1.3 The Fiscal Dividend Bonus will be paid to each eligible employee who is on active payroll on March 30, 2010 (or those employees who work 1880 straight time hours based on a 35 hour a week schedule).

1.4 The payment will be paid to full-time regular employees on payroll as of March 30, 2010 and who have worked nineteen hundred and fifty (1950) hours straight time hours (or those employees who work eighteen hundred and twenty (1820) straight time hours based on a thirty five (35) hour a week schedule) between April 1, 2009 and March 31 2010. Full-time employees who have been on an absence without pay in excess of thirty (30) days will have the payment pro-rated based on percentage of hours worked.

Part-time and hourly employees who worked less than nineteen hundred and fifty (1950) hours between April 1, 2009 and March 31, 2010, as well as any employee hired subsequent to April 1, 2009, will be paid a pro-rated lump sum amount based upon the percentage of full-time hours worked during the period.

For the University

"Kyle Cormier"  
Human Resources

For the Union  
Colleen Garbe  
President Local 116

Diane Jolly  
National Representative, CUPE

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