

# **Agreement**

**between**

**FortisBC Energy Inc.**



**and**

**Canadian Office & Professional  
Employees' Union (COPE)  
Local 378**



April 1, 2012 - March 31, 2015  
Ratified March 15, 2013

## Table of Contents

ARTICLE 1 - RECOGNITION OF THE UNION .....	6
ARTICLE 2 - JOB EVALUATION .....	9
ARTICLE 3 - GRIEVANCE PROCEDURE AND ARBITRATION .....	14
ARTICLE 4 - SENIORITY.....	18
ARTICLE 5 - EMPLOYMENT, TRANSFER AND TERMINATION.....	19
ARTICLE 6 - POSTING OF JOB VACANCIES.....	22
ARTICLE 7 - LAYOFF AND RECALL .....	25
ARTICLE 8 - TECHNOLOGICAL OR PROCEDURAL CHANGES.....	29
ARTICLE 9 - LEAVES OF ABSENCE.....	30
ARTICLE 10 - PAID SICK LEAVE ALLOWANCES.....	33
ARTICLE 11 - HEALTH & SAFETY and UNIFORMS.....	36
ARTICLE 12 - SHIFT WORK.....	37
ARTICLE 13 - STATUTORY HOLIDAYS.....	39
ARTICLE 14 - VACATIONS .....	40
ARTICLE 15 - HOURS OF WORK AND PDOs .....	43
ARTICLE 16 - OVERTIME.....	45
ARTICLE 17 - HEADQUARTERS -- TRAVELLING ALLOWANCES, MOVING EXPENSES AND LIVING EXPENSES .....	49
ARTICLE 18 - SALARIES.....	51
ARTICLE 19 - EMPLOYEE DEFINITIONS.....	61
ARTICLE 20 - TRAINING.....	63
ARTICLE 21 - BENEFIT PLANS .....	65
LOU # 7 - Gas Controllers .....	76
LOU # 9 - Harassment in the Workplace .....	78
LOU #14 – Job Sharing.....	80
LOU #15 - Safety of Employees Working at Night.....	84
LOU #19 - Inter-Bargaining Unit Transfers .....	85
LOU #20 - Training/Travel Guidelines.....	86
LOU #21 - Co-Operative Educational Students .....	88
LOU #22 - LTD Employees Returning to Work.....	91
LOU #31 - Hours of Work - Emergency & Operations Representatives .....	92
LOU #32 - Leader & Work Leader Selections.....	94
LOU #33 - Labour Relations Forum.....	95
LOU #34 - Part-Time Regular Employees (PTR).....	97
LOU #36 – Alternative Dispute Resolution Process .....	99
LOU #37 – FortisBC Street Team Members .....	101
LOU #38 - Productivity and Integration Committee .....	103
Schedule A .....	104
APPENDIX A.....	111
Medical Certificate (> 5 days).....	112

**THIS AGREEMENT made**  
**Between:**  
**FORTISBC ENERGY INC.**  
(hereinafter called the "Company")

And

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

representing the employees of **FORTISBC ENERGY INC.**  
affected by this Agreement (hereinafter called the "Union")

**PREAMBLE**

WITNESSETH that the Parties agree to exclude the operation of Section 50(2) of the Labour Relations Code of British Columbia and that the following provisions shall take effect and be binding upon the Company and the Union for the period commencing April 1, 2012 and ending on March 31, 2015 and thereafter until terminated as follows:

Either party may at any time within 4 months immediately preceding the expiry date of this Agreement, give written notice of its intention to reopen or amend the Agreement on its expiry date. After the expiry date and until a revised Agreement is signed, this Agreement and all its provisions shall remain in full force and effect until such revised Agreement is signed without prejudicing the position of the revised Agreement in making any matter retroactive to any date detailed in such revised Agreement.

Notwithstanding the paragraph above, the employees may strike, and the Company may lock out after this Agreement expiry date, within the provisions of the legislation existing at the time as a part of the negotiating process in arriving at a new Agreement.

## ARTICLE 1 - RECOGNITION OF THE UNION

- 1.01 This Agreement shall apply to and be binding upon all employees of the Company described in a certificate issued to the Union by the Industrial Relations Council of British Columbia dated 3 April 1991 and which are all employees of the Company in its establishments in British Columbia, in any phase of office, clerical, technical, administrative or related work and including gas controllers, field workers employed by the Company (such as representatives, salespersons, engineering survey persons, safety inspectors, construction inspectors, who are mentioned by way of example only and not to limit the generality of the term "field workers") but excluding those field workers who are represented by the International Brotherhood of Electrical Workers, Local 213, employed by the Company in transmission, distribution, liquefaction and storage, construction and maintenance, customer service, fabrication and repair shops.
- 1.02
- a) The Company agrees that all employees covered by this Agreement shall, within 15 days of the date hereof, or within 15 days of their employment by the Company, whichever event shall later occur, as a condition of employment, become and remain members of the Union. The Company shall deduct from each affected employee's pay the amount of any union dues and assessments, and remit same to the Union monthly, together with the information as to the persons from whose pay such deductions have been made.
- b) Monthly Employee Information
- The Company shall provide the Union each month with the following information in magnetic media form:
1. The names, social insurance numbers, classifications, pay groups, salaries, location and seniority dates of bargaining unit employees;
  2. A list of hires, rehires and terminations in the previous month;
  3. A list of all employees going on or returning from leave of absence without pay, maternity leave or long-term disability in the previous month.
- 1.03 The Union will provide the Company with official forms, covering Application for Membership, Initiation and Authorization for Dues Deduction.
- 1.04 The officers, representatives and members of the Union shall not engage in any activity of the Union on Company time or on Company premises, except by prior authority of the Company. The Union shall advise management as to who represents the Union as Union Officers, Union Stewards and Union Representatives. Union Stewards may carry out their Union duties relative to the Agreement on Company time in the town in which the Steward is located, subject to their Manager's approval.
- 1.05 The Company will grant leave of absence without pay to employees who are:
- a) Acting as full-time officers or representatives of the Union (but excluding the Union clerical staff). Such employees will be placed on leave of absence, with the time involved considered as service with the Company. On conclusion of such leave of absence employees will return to the position they previously held with the Company.
- b) Elected as representatives to attend Union meetings, conventions, or to Union business. Reasonable notice for such leaves of absence must be given to the Company.

- c) The Company will not charge the Union for salaries of employees absent from work to attend Executive Board or Executive Council meetings, where the leave of absence is 1 day or less. Time away will be by arrangement between the employee and their Manager, and such time off will not be unreasonably withheld.
  - d) The amount of leave granted for the purpose of attending Executive Board meetings shall not exceed 40 working days per year in total for the bargaining unit. The maximum leave granted for Executive Council meetings shall not exceed 130 working days per year in total for the bargaining unit.
  - e) Where a leave of absence specified in (c) above exceeds 1 day and for all other leaves of absence for Union business not specified in (c) above, the Union is responsible for the costs of the leaves, including salary and a loading factor of 17.3%.
  - f) The Parties agree that Article 1.05 (c) of the Collective Agreement is interpreted to mean that the Union will reimburse the Company for all time lost whenever an employee is continuously involved in Union business for more than 1 day, even if it is an Executive Board meeting, an Executive Council meeting, or a combination of the two.
- 1.06 a) Bulletin boards shall be made available to the Union for the purpose of posting Union notices relating to meetings and general Union activities. With the exception of routine notices of Union meetings, Union elections, job bulletins to fill vacancies in the Union office and notices of appointment, all notices shall be submitted to the Company for approval before being posted.
- b) The Company shall provide standard remote access to Pipeline to Union Representatives who are assigned to the bargaining unit.
- 1.07 The Company retains the right to manage its business and direct the working forces, provided it does not conflict with the provisions of this Agreement.
- 1.08 Neither the Union nor the Company, in carrying out their obligations under this Agreement, shall discriminate in matters of hiring, training, promotion, transfer, layoff, discharge or otherwise because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, age, sex, sexual orientation, or any other grounds under the BC Human Rights Code.
- 1.09 Duties normally performed by employees within the bargaining unit will not be assigned to or be performed by non-bargaining unit employees except to overcome immediate, short-term operational or personnel difficulties when bargaining unit employees capable of performing the work are not available.
- 1.10 The Company will not contract out work normally performed by bargaining unit employees if such contracting out will result in any termination or downgrading of an existing employee.
- 1.11 Persons referred by an employment agency will become temporary employees of the Company after accumulating 25 working days in a calendar year.
- 1.12 When employees covered by this Agreement are assigned away from their regular headquarters overnight to work on a construction project being done by Company employees who are members of another bargaining unit, their manager will assign them overtime on the same basis as those employee members of the other bargaining unit, provided the work is available.
- 1.13 The Company shall provide each employee with a copy of the Collective Agreement within 90 calendar days of a revised agreement being ratified and signed by both parties. New employees

shall be provided with a copy of the Collective Agreement at the time of their hire. In addition, the Company will allow up to one-half hour of paid time after the Company's employee orientation sessions for a Union Representative to meet with new employees for the purpose of informing them of their rights and obligations as Union members.

- 1.14 a) A consultation committee shall be established in accordance with Section 53 of the Labour Relations Code.
- b) At the request of either party, the parties shall meet at least once every two months until this Agreement is terminated, for the purpose of discussing issues relating to the workplace that affect the parties or any employee bound by this Agreement.
- c) The purpose of the consultation committee is to promote the cooperative resolution of workplace issues, to respond and adapt to changes in the economy, to foster the development of work related skills and to promote workplace productivity.
- 1.15 The Company will indemnify and hold harmless Company employees from legal liabilities imposed upon them arising from their normal course of employment save in the case of gross negligence or willful misconduct by an employee.
- 1.16 The Company will provide service twice a week to the Union Office at 2nd Floor, 4595 Canada Way, Burnaby, B.C., V5G 1J9. The service will be rendered at a cost to be determined by the Company from time to time and shall include drop off and pick-up of mail on Tuesday and Thursday on normal working days.

The cost of the service will be shared 50/50 between the Company and the Union.

- 1.17 Except in cases involving an employee's failure to attend to a real and emergent threat to the safety of any person or property and/or to comply with the terms of any Labour Relations Board Essential Services Order, the Company shall not discipline or discharge an employee for refusing to cross or work behind a lawful picket line.

## **ARTICLE 2 - JOB EVALUATION**

### **2.01 THE JOB CLASSIFICATION SYSTEM**

The FORTISBC/COPE Point-Factor Plan shall be the sole determinant of job groupings for the Classification Levels used in the Job Classification System.

- a) The Company shall be responsible for maintaining the Job Family and Level definitions and evaluations to meet ongoing operational requirements.
- b) The job levels for employees shall be determined by application of the Job Classification System, except as outlined in Article 2.07.
- c) The parties acknowledge the practicality of determining the evaluation of a position by the use of Job Family and level definitions, particularly where a specific job is clearly defined by the Family, Sub-Family, Level Definition or Summary of a Representative Job and where there is an appropriate benchmark (or benchmarks) as a comparison. However it is also acknowledged that the evaluation of specific positions may not be so readily determined because the job is not clearly defined in the Job Family and Level definitions and/or there are no comparable benchmarks; in these cases, the position(s) will be evaluated under the Point Factor Plan. It is understood that all benchmarks will be point-factored.
- d) Should there be a dispute as to whether the evaluation of a position has been properly determined pursuant to application of either the Job Family and Level definitions or the Point-Factor Plan, the matter will be referred to the appeal process set out in the remainder of this Article. If the appeal proceeds to the Standing Arbitrator, the level must be confirmed by the Point Factor Plan pursuant to Article 2.05(b).
- e) The Human Resources Department (HRD) is responsible for ensuring that all Job Descriptions and Evaluations are current and that every job is reviewed at least once every three (3) years. In order to discharge this responsibility, the HRD shall plan and carry out an annual review schedule that encompasses approximately one-third (1/3) of all active, evaluated COPE jobs.

### **2.02 JOB DESCRIPTIONS**

- a) The Company agrees that it will provide the Union with copies of all current job descriptions covering employees for whom the Union is certified as the bargaining agent.
- b) The Company shall provide the Union with descriptions of new jobs as soon as operational requirements permit. The Union will be provided with a copy of the new, evaluated job description at least 3 working days prior to the new job being bulletined.
- c) A new job is defined for the purpose of this Article as:
  - 1. A newly created job which has not previously existed, or;
  - 2. Any job within a section, the duties of which have not been performed by an employee within that section during the previous 6 month period. Seasonal jobs, agreed training jobs and jobs which are part of a hierarchy within a section, will not be considered as new jobs under this definition.
- d) When jobs are to be downgrouped the Union will be notified and given reasons in writing 30 calendar days prior to the effective date.

## 2.03 **SALARY TREATMENT**

- a) Changes in job groupings will be treated as follows:
  - 1. upgroupings - Article 18.07 a)
  - 2. downgroupings - Article 18.10 b) 1.
- b) Those employees who were downgrouped prior to May 1, 1989 and were red circled, shall receive blue circle salary treatment.

Those employees who were downgrouped prior to May 1, 1989 and were blue circled, shall continue to receive blue circle salary treatment.

## 2.04 **JOB DESCRIPTION AND EVALUATION PROCEDURES**

- a) Job Review Requests
  - 1. The incumbent(s) or the Union may request that a job be reviewed.
  - 2. The immediate Manager shall, within 7 calendar days of receipt of the request, either accept or reject the request. If the request is rejected, the incumbent(s) or the Union may initiate an appeal pursuant to Article 2.04(b) within 7 calendar days of notification of the rejection.
  - 3. If the request is accepted, the Company will have 14 calendar days to prepare and issue a draft job description to the incumbent(s) and the Union. The Company will then have an additional 14 calendar days in which to issue a final evaluated job description.
  - 4. Upon receipt of the agreed job description, the incumbent(s) or the Union may appeal the evaluation on the grounds outlined in Article 2.05(b) (1) within 28 calendar days. Such appeal shall be referred in writing to the immediate Manager, with copies to the Compensation designate, and to Labour Relations, and specify the grounds of the appeal.
- b) Job Evaluation Appeal Procedure
  - 1. Step 1

The appeal will be jointly investigated by a COPE Job Evaluation Officer and the appropriate Compensation designate in an effort to resolve the appeal with the immediate Manager and the employee. Following completion of the investigation, the immediate Manager will consider the appeal and provide a written response to the COPE Job Evaluation Officer (with copies to the Compensation designate and Labour Relations) within 10 working days.
  - 2. Step 2

An appeal not settled at Step 1 may be referred in writing by the Union to the appropriate Vice President (with copies to the Compensation designate and Labour Relations) within 10 working days of the Step 1 reply. The Parties shall meet to discuss and attempt to resolve the appeal. The Company shall reply within 15 working days of the date of the written referral to Step 2. If the appeal is not settled at this step, it may be referred to Step 3 by the Union within 40 working days of receipt of the Company's reply.
  - 3. Step 3

If the appeal is not resolved in (2) above, then the appeal shall be referred to the Job Evaluation Appeals Committee for a final and binding decision.

## 2.05 **JOB EVALUATION APPEALS COMMITTEE**

a) The Job Evaluation Appeals Committee (JEAC) shall consist of 4 nominees from the Company and 4 from the Union. In the event of the resignation of either Party's nominee(s), the nominee(s) shall be replaced within 30 calendar days. There shall also be a Standing Arbitrator appointed from time to time as required upon nomination and approval of the Parties. At any time, by 30 days written notice of 1 party upon the other, the services of the Standing Arbitrator may be terminated.

### b) Authority

1. To receive and to rule on appeals from employees, or the Union regarding the interpretation and application of the Job Classification System in terms of:

- a) whether all assigned duties and responsibilities have been considered in making the job classification decision;
- b) whether the job has been assigned to the appropriate Job Family based on its assigned duties and responsibilities;
- c) whether the job has been assigned to the appropriate Classification level based on its assigned duties and responsibilities; and
- d) whether the level is confirmed by the Point Factor Plan.

2. To recommend to the Parties administrative procedures required for JEAC to effectively carry out its responsibilities.

### c) Procedures

1. JEAC decisions shall be by majority vote of the voting members. Voting members, 2 from the Company and 2 from the Union shall be selected by the Parties in advance of each meeting.

2. All voting members of the committee shall cast a vote on all questions. Tied votes shall be resolved by the casting of a vote by the JEAC Standing Arbitrator.

## 2.06 **COST APPORTIONMENT**

### a) JEAC Standing Arbitrator

1. The costs of the Standing Arbitrator shall be shared equally by the Parties. Such costs shall include the following: Arbitrator's salary and benefits, secretary, travel and incidental expenses.

2. The shared portion shall be billed to the Union.

3. A per diem rate will be determined by the Parties and reviewed and approved by the Parties annually. Where the parties cannot agree upon the per diem rate, such matter shall be referred to arbitration under Article 3.10 of the Collective Agreement. Such per diem rate will be shared equally by the Parties.

### b) JEAC Members

The salaries of the JEAC members appointed by the Union shall be paid by the Company. Expenses of these members shall be the responsibility of the Union.

## 2.07 **JOB EVALUATION EXCLUSIONS**

- a) If either of the Parties is of the opinion that the circumstances of a job are such that its value cannot be determined solely by application of the Job Classification System, the job shall be discussed by the HRD Officer and Union Job Evaluation Officer (or delegates) to resolve the question. If they agree, they will document the reason(s) for the Job Evaluation Exclusion.
- b) If they cannot agree on the exclusion, or an agreement has not been reached within 5 working days, the question shall be referred to the JEAC Standing Arbitrator who will act as a single arbitrator in determining the applicability of the Plan to the job in question. The JEAC Standing Arbitrator will provide a ruling final and binding on both Parties, except as provided for in 2.07(d), within 5 working days of receiving the question and will provide the Parties with documented reason(s) for the ruling.
- c) In the event that the Parties are unable to agree on an appropriate salary for a Job Evaluation Exclusion within 10 working days of a decision under (a) or (b) above, the Company shall implement the salary they proposed for the job, subject to the Union's right to refer the matter to arbitration pursuant to Article 3.10.
- d) Excluded jobs will be reviewed bi-annually by the HRD Officer and the Union Job Evaluation Officer (or delegates) to determine whether or not the reasons for exclusion still exist and whether or not the Job Evaluation Exclusion status should continue to apply. If they cannot agree, then (b) above shall apply.
- e) Once a question of exclusion has been resolved under the provisions of (a), (b) and/or (d) above, the question may not again be raised for the same job(s) within the term of the Collective Agreement.
- f) Salary treatment resulting from the application of the provisions of Article 2.07 shall be as per Article 2.03 (a).

## 2.08 **WORK LEADERSHIP RESPONSIBILITIES**

Work leadership responsibilities shall be as follows:

- a) may perform duties largely similar to those whose work they direct;
- b) may perform duties related to, but at a higher level than the work of the subordinates whom they direct;
- c) relieves the manager of detailed supervision of routine aspects of the work by:
  - 1. ensuring even work flow and consistency of effort;
  - 2. allocating various phases of work to different individuals within a general framework laid down by the manager;
  - 3. transmitting the manager's instructions to other employees;
  - 4. performing a quality control function in respect to subordinates;
  - 5. warning subordinates of unacceptable performance (quality or quantity of work) or conduct (observance of hours, appearance, etc.). Should a subordinate's performance or conduct fail to improve as a result of such warning then the work leader will bring the matter to the attention of the manager who will then take suitable disciplinary action;
  - 6. assists the manager in their responsibilities by providing on-the-job detailed training to employees with respect to the performance of their job duties.

- d) if the classification of a job which has Work Leadership responsibilities does not result in a group which is at least one higher than that of any subordinate Union position, then a group one higher than that of the highest Union subordinate shall be assigned.

### **ARTICLE 3 - GRIEVANCE PROCEDURE AND ARBITRATION**

3.01 The parties to this Agreement are agreed that it is of the utmost importance to adjust complaints and grievances as quickly as possible in accordance with the procedures as set out in this Article. For the purpose of this Article the word "employee" when used, will be interpreted to refer to any employee of the Company who is a member of the bargaining unit. The grievor shall be allowed the necessary time off with pay to attend grievance meetings with the Company, including their arbitration hearing to a maximum of 7.5 hours per day at straight time, excluding travel time, cost of transportation and cost of board and lodging.

3.02 In this Agreement, unless the context otherwise requires, "grievance" means any dispute or difference between the parties to this Agreement concerning the discipline, dismissal or suspension of an employee bound by the Agreement or any dispute or difference between the persons bound by the Agreement concerning its interpretation, application, operation, or any alleged violation thereof, including any questions as to whether any matter is arbitrable. All grievances or disputes arising during the life of this Agreement shall be settled without stoppage of work and without strike or lockout.

#### **3.03 UNION OR COMPANY (POLICY) GRIEVANCES**

Should either the Union or the Company consider that an action or contemplated action is, or will become, a difference or dispute between the parties concerning the application, interpretation, operation or any alleged violation of this Agreement; or any questions as to whether a matter is arbitrable, then such will be considered a policy grievance and will be dealt with as follows:

- a) Should a policy grievance raised by the Union remain unresolved, the Union may refer the grievance to the Vice-President of Human Resources who shall, within 15 working days of the referral, arrange for no less than two Vice-Presidents to hear the Union's grievance and render a written decision within ten working days of the meeting.
- b) If the grievance remains unresolved it may be submitted to a third party pursuant to Articles 3.10 or 3.13.

#### **3.04 TERMINATION, SUSPENSION GRIEVANCES**

Grievances concerning termination or suspension of an employee may be submitted directly to Step 2, Article 3.08 at the option of the grieving party, within 10 working days of the termination or suspension.

### 3.05 **JOB SELECTION GRIEVANCES**

- a) Should any applicant feel that preference has not been given under the terms of Article 6.03, or should a more senior applicant feel aggrieved as a result of a job selection under Article 6.03, the applicant or a Union Representative on their behalf, will raise the matter with the selecting Manager or nominee within 10 working days of the date the unsuccessful applicant was notified in writing.

#### **STEP 1**

- b) The selecting Manager or nominee will meet with the Union Representative and the unsuccessful applicant within 10 working days of being notified that a grievance has been filed to review the selection.
- c) The selecting Manager, or nominee, will reply to the Union in writing within 5 working days with their decision to support or reverse the selection, and the reasons for the decision. A copy of this letter will be sent to the grievor.

#### **STEP 2**

- d) Should the employee not be satisfied with the reply from the Manager, the Union may raise the matter with the Department Head in writing (with a copy to the Labour Relations Department) within 5 working days of the reply from the selecting Manager.
- e) The parties will meet within 10 working days of the referral in (d) above, and the Department Head will render their decision in writing within 5 working days of the meeting.

#### **STEP 3**

- f) The Union may refer the matter to arbitration under Article 3.10 at any time within 15 working days of the reply in (e) above.

### 3.06 **EMPLOYEE COMPLAINT**

Should an employee have a complaint, the employee along with the Union Steward whenever possible, will normally discuss such complaint with their immediate Manager in an effort to resolve same. Such discussion will take place not later than 10 working days after the event causing the complaint or within ten 10 working days from the time the employee became aware of the event causing the complaint.

#### **GENERAL GRIEVANCES**

### 3.07 **STEP I**

- a) Should a complaint be unresolved, the complaint may be submitted by the Union Steward/Representative to the immediate Manager in writing, with a copy to the immediate Manager, the Union, and to the Labour Relations Department, not later than 7 working days from the date the complaint was first discussed under the complaint procedure, and will be considered a Step 1 grievance.
- b) The immediate Manager (or nominee) will discuss the grievance as required with the Union Steward and/or Union Representative and render a written decision to the Union Representative with copies to the Union Steward, the Vice President and Labour Relations Department within 7 working days of the date of the referral at Step 1.

3.08 **STEP 2**

- a) Should a grievance be unresolved at Step 1, the Union may refer the matter to Step 2 by writing to the Department Head, with a copy to the Labour Relations Department, within 10 working days of receipt of the decision at Step 1.
- b) Within 10 working days of receipt of the Union's referral to Step 2, the Department Head will discuss the grievance with representatives of the Union and render a decision in writing within 10 working days of the discussion.

3.09 **STEP 3**

- a) If the Parties are unable to resolve the dispute the Union may refer the matter to Step 3 within 10 working days of the Step 2 response, by writing the appropriate Vice-President and the Vice-President, Human Resources (or delegates).
- b) Within 15 working days of receipt of the Union's referral to Step 3, the appropriate Vice-President and the Vice-President, Human Resources (or delegates) will discuss the grievance with representatives of the Union.
- c) Within 10 working days of the discussion of the grievance between the appropriate Vice-President and the Vice-President, Human Resources and representatives of the Union, the appropriate Vice-President will render a decision to the Union in writing.
- d) Within 20 working days of receipt of the written reply at Step 3, the Union may refer the grievance to arbitration as set out in Article 3.10.

3.10 **ARBITRATION PROCEDURE**

- a) Any grievance which has been properly processed through the relevant steps of the grievance procedure without being settled may be submitted to a single arbitrator.

At the time that either party serves notice, in writing, of its intention to proceed to arbitration, it shall at the same time notify the other party of the names of potential arbitrators. The other party shall not be obligated to agree to 1 of the names put forward. Nevertheless, the Union and the Company shall, within 5 working days of notification being received by the other party, agree on a single arbitrator.

Should the parties fail to agree on the selection of an arbitrator within the prescribed time limit, application may be made by either party to the Minister of Labour to appoint an arbitrator.

- b) The arbitrator shall be requested to render a decision within a period of 1 month following their appointment. The arbitrator's decision shall be final and binding on both parties to this Agreement.
- c) The arbitrator shall not be vested with the power to change, modify, or alter any part of this Collective Agreement except under the provisions of Section 89 of the Labour Relations Code of British Columbia.
- d) Each party shall pay one-half of the fees and expenses of the arbitrator, including any disbursements incurred by the arbitration proceedings.

- 3.11 Time limits specified in Article 3 may be extended by written agreement between the two parties.
- 3.12 The processing of any grievance may begin with Step 2 by mutual agreement of the parties.

**SECTIONS 103 AND 87**

- 3.13 Notwithstanding all of the foregoing provisions of this Article, at any time after the commencement of Step 1, the procedure set out in Section 103 of the Labour Relations Code of British Columbia (Bill 84 - 1992) may be implemented as follows:

"Where a difference arises between the parties relating to the dismissal, discipline, or suspension of an employee, or to the interpretation, application, operation, or alleged violation of this agreement, including any question as to whether a matter is arbitrable, during the term of this collective agreement, Mr. V. Ready or a substitute agreed to by the parties, shall at the request of either party:

- a) investigate the difference;
  - b) define the issue in the difference; and
  - c) make written recommendations to resolve the difference within 5 days of the date of receipt of the request; and, for those 5 days from that date, time does not run in respect of the grievance procedure."
- 3.14 Section 87 of the Labour Relations Code of British Columbia shall be excluded by the operation of Article 3 of this Collective Agreement unless otherwise agreed by the parties on an ad hoc basis.

#### **ARTICLE 4 - SENIORITY**

- 4.01 a) Seniority for the purpose of this Agreement shall be established on the basis of length of service with the Company as an employee within the terms of Article 1.01, and shall date from the commencement of such service. Seniority shall accrue on a Company-wide basis with FortisBC or its predecessor companies.
- b) A regular employee shall be deemed to have seniority after 3 months' service. After completion of 3 months' service, seniority shall accrue from the date of employment.
- c) Part-time regular employees shall accumulate seniority on the basis of time worked.
- d) A temporary employee shall be deemed to have seniority after a total of 6 months accrued service accumulated on the basis of time worked, provided at least 1 day is worked in each calendar month, except that an employee on maternity leave or absent due to a disability caused by an off-the-job sickness or accident shall retain his or her seniority.
- 4.02 The Company shall keep a record showing the date upon which each employee's service commenced and terminated. A revised seniority list shall be prepared by the Company quarterly, and an electronic copy of the revised list will be forwarded to the Union the following month. The most current seniority list shall also be published on the Intranet.
- 4.03 An employee cannot count for seniority purposes, time lost from the Company's service as a result of being disciplined or while on lay-off.
- 4.04 An employee who is granted a leave of absence from the Company's service shall not lose seniority thereby.
- 4.05 a) If an employee with five or more years of seniority in the COPE bargaining unit resigns or otherwise leaves the bargaining unit and subsequently is rehired into the bargaining unit after January 1, 1998, s/he may reinstate this prior seniority to be effective five years after the employee's return to the bargaining unit if:
1. the employee serves notice to the union of intent to reinstate within two years of his or her return to the bargaining unit; and
  2. the employee satisfies all other terms and conditions of reinstatement as determined by the union.
- b) This article does not in any way diminish the Company's rights with respect to the employee's probationary period.
- 4.06 "Service", for the purpose of this Agreement shall be established on the basis of employment with the Company, whether or not under the terms of Article 1.01, and shall commence from the date last employed.

## **ARTICLE 5 - EMPLOYMENT, TRANSFER AND TERMINATION**

- 5.01 a) All new employees entering the Company in a job covered by this agreement shall be considered as probationary for a period of 120 days at work and the Company may terminate their employment for any reason, except as provided in Article 1.08.
- b) The Company may elect to extend the probationary period by a further period of up to 3 months by notifying the employee and the Union in writing any time prior to the expiration of the applicable probationary period set out in Article 5.01(a) above. The letter extending the probationary period will outline the reasons for such extended probationary period.
- c) Such extended probationary period will be only to allow further performance assessment, and therefore the Company may terminate the employee during this extended probationary period for reason of inadequate performance and the provisions of Article 5.04 will not apply. All other provisions of the Agreement, including the accrual of seniority, will apply.
- d) A temporary employee entering a full-time or part-time regular position in a different classification from a temporary position previously held, shall be subject to a three-month performance probation. The employee may be terminated during this period solely as a result of inadequate performance. The probationary period may be extended for an additional one month by mutual agreement of the parties.
- e) FTR probationary employees, pursuant to Articles 5.01(a) and (b) are not eligible to bid on temporary positions.
- 5.02 a) Employees may be dismissed for cause without notice. The Company shall immediately notify the Union in writing stating the reasons for the dismissal. In the event the Union is not in receipt of a copy of such written notification and the same is not a willful act on the part of the Company, then such an event shall not be a breach of the terms and conditions of this Agreement.
- b) An employee who is subject to discipline or dismissal shall have the right to request the presence of a Union Steward/Representative. The employee shall be advised of this right prior to proceeding with the disciplinary meeting.
- c) FortisBC electronic media (including Internet access and e-mail) must not be used to access deliberately, download, store, copy or transmit pornographic, racist or sexist material. The parties further agree that any such activity is considered just cause for termination without compensation. This agreement does not prejudice either party with respect to discipline for any other types of offences.
- 5.03 Temporary employees shall give or receive the lesser of 10 working days' notice of termination of employment or one working day notice for each month worked.

- 5.04 a) The Company recognizes the distinction between culpability and non-culpability as they relate to employee behaviour and performance. The company emphasizes coaching and counseling to correct non-culpable behaviour and performance. Coaching is an informal process that occurs on a day-to-day basis. When the employee's manager implements the counseling stage, s/he will meet with the employee and the Union steward to develop a written action plan for improvement.
- b) Where the employee, despite appropriate coaching and counseling, is unable to achieve a reasonable standard of performance or behaviour, and where the employee is not culpable, the manager will place the employee on a performance probation of not less than 3 months. During this period the manager will continue to work with the employee and the Union steward with the view to improving the employee's performance to a satisfactory level to avoid termination. The parties will also cooperate with the view to placing the employee into a more suitable position within the Company.
- c) If at the end of the probationary period no suitable alternative has been agreed to, the company may discharge the employee.
- 5.05 a) Employees may review their own personnel files. This may be done by making a written request to a Human Resources Management Officer, with a copy to the employee's Manager. Arrangements will be made for the employee to sit at a desk or in an office to review the file in the presence of the Human Resources Management Officer or their designate. It is understood that the file or any of its contents may not be removed from the designated area. An employee may request and shall receive a copy of any document, record or report contained in the Employee's personnel file, not previously received.
- b) A representative of the Union shall have the right to read and review an Employee's personnel file at any time, upon written authorization of the Employee and upon reasonable notice and by written request to the Company. On request, the Union representative shall be provided with copies of any document, record or report contained in the Employee's personnel file.
- c) A disciplinary notation or adverse performance notation which will form part of the employee's general record with the Company must be shown to the employee prior to being placed on the employee's file. The employee may initial the notation, but this will acknowledge only awareness of its existence, and the employee may write a rebuttal which must also become part of the employee's file.
- d) Adverse disciplinary and/or performance notations must be removed from an employee's file 2 years after having been written. It is understood that repeated offenses will continue to remain on record until a clear 2 year period has been established.
- 5.06 When specific projects or new or revised processes are to be planned and/or implemented, and the company seeks COPE members to be part of the planning and/or implementation process, the parties will meet to determine:
- a) the extent to which Union members will participate in the process, if at all;
- b) the manner in which recruitment for the process is conducted;
- c) whether compensation is warranted for that participation;
- d) if the parties are unable to agree regarding compensation, the matter will be referred to the process established under Article 2.07(b).

This Article covers only employees whose regular job duties do not involve planning or implementing change to the Company's operating procedures or processes.

5.07 **WORKING OUTSIDE THE BARGAINING UNIT**

An Employee who accepts a temporary position to an excluded position with the Company outside of the bargaining unit shall accrue seniority for a period not to exceed eighteen (18) consecutive months from the date of commencement of such work. Upon expiry of this time limit, and continuation in the position outside of the bargaining unit, the Employee shall lose all seniority accumulated under this Agreement. An Employee choosing to return to the bargaining unit will return to their most recently held position within the bargaining unit. An Employee shall only have the right to accrue seniority while working outside the bargaining unit one (1) time in any eighteen (18) consecutive month period. It is understood that employees will pay Union dues during this period.

## ARTICLE 6 - POSTING OF JOB VACANCIES

- 6.01 For the purpose of this Article, a job vacancy occurs when the Company requests a replacement for an existing job which has become vacant because of termination, promotion, etc., or when the Company creates a new job and seeks applicants for same.
- 6.02
- a) Except as otherwise provided in this Agreement, job vacancies shall be posted on the appropriate bulletin board and shall close 5 working days from date of posting, but may be filled on a temporary basis until applications have been processed and a regular appointment is made. The posting will not be removed from the bulletin board until a successful candidate has been notified. Late applicants who have been on annual vacation or sick leave during the posting period of five 5 working days will be considered provided their application is received prior to the successful candidate being notified.
  - b) The Company agrees that the Manager (or their designate) responsible for making the selection to a job vacancy will conduct placement interviews with at least the 3 most senior qualified applicants for the job.
  - c) Applicants shall receive notification of the receipt of their application and, when a regular appointment has been made, of the name of the successful applicant. Applicants have 10 working days after being advised by the Company that they were unsuccessful in a job competition to raise a job selection grievance under Article 3. A copy of the job vacancy bulletin will be sent to the Union at the same time it is posted on bulletin boards.
  - d) Applications for posted vacancies received from Temporary employees prior to the Bulletin closure date on or before their termination date shall be considered as internal applications for the purposes of Article 6.03(a).
  - e) If a selection has not been made for a posted position within 6 months of the closing date on the job bulletin, the position will be re-bulletined unless otherwise agreed.
  - f) When an employee is on leave for more than five working days, s/he may choose to register a standing application with Human Resources.
- 6.03
- a) Preference in selection for vacant jobs within the bargaining unit shall be given to applicants in the bargaining unit who have the ability and qualifications to perform the vacant job and shall include consideration of an employee's performance on their current job.
  - b) Should more than 1 employee within the unit meet the above requirements, then preference shall be given to the senior employee as defined under Article 4.
  - c) If there are no applicants within the unit who meet the qualifications then the Company may fill the vacancy by hiring outside the bargaining unit. Such outside hire must meet the qualifications for the job.
  - d) If there are no applicants within the bargaining unit who meet the required education and experience qualifications, the company may, at its sole discretion, offer the vacancy to any regular member(s) of the bargaining unit, whether an applicant or not. In this event, the company shall designate an appropriate rate of pay and a schedule of progression for each such employee, during which time the employee must become fully functioning in the job.
  - e) The progression schedule designated in 6.03(d) above shall allow the employee to achieve no less than the minimum step of the job in five years or less. In the event the employee is unsuccessful in meeting the requirements of the job within the time limit of the designated progression schedule, the company may lay off the employee to the recall list, in which case

the terms of article 7.06 apply (the employee is not entitled to exercise bumping rights under article 7.02(a)).

- 6.04 Where an employee has attained a lateral transfer as a result of a job posting, the Company will not be required to accept an application by that employee for another lateral transfer until they have completed 1 years' service in that position. Employees in this category should contact Human Resources if they are uncertain as to whether their application will be accepted.
- 6.05 An applicant who has been selected to fill a posted job vacancy and whose selection is being grieved, may assume the new position, but will be advised by the Company that a selection grievance has been initiated. In the event the grievance is sustained, the selected applicant will return to the position which they previously held.
- 6.06
- a) For the purposes of this Article, a temporary position is defined as a position with a minimum duration of one partial day and a maximum duration of 18 months unless otherwise specifically agreed by the parties.
  - b) Temporary jobs shall be bulletined, excluding those where the temporary job lasts less than 6 months (except for maternity leave in which case a 3 month period applies), or others specifically agreed by the parties.
  - c) For positions under 6 months that are not bulletined, preference will be given to the senior available qualified employee within the same work group where the vacancy exists, pursuant to Article 6.03 (a). For vacancies under 6 weeks, the Company will give preference to the most senior employee within the workgroup who has the ability to perform the job with no further orientation or training. If none of these employees volunteer, the least senior employee may be appointed.
  - d) An extension to an unbulletined temporary position beyond 6 months shall only be by consent of the Union; otherwise the position, if extended, shall be immediately posted.
  - e) An extension to a bulletined temporary position beyond 18 months shall only be by consent of the Union; otherwise the position will be bulletined as a regular position. In this event, if the temporary position is occupied by a temporary employee who is not the successful applicant, then they will be terminated in accordance with Article 5.03. If they are the successful applicant, they will become regular as of the date they commenced employment in the position.
  - f) A regular employee who is a successful applicant for a temporary job will return to their regular position when the temporary job is concluded.
  - g) Any vacancy created by an employee moving to fill a temporary vacancy may be filled by the Company without posting. For positions that are not bulletined, preference will be given to the senior available qualified employee within the same work group where the vacancy exists, pursuant to Article 6.03(a).
  - h) Temporary jobs shall be re-bulletined if they become permanent in nature, unless otherwise specifically agreed by the parties.
  - i) Any employees bidding into temporary positions must complete the term of the temporary position as specified on the bulletin before bidding out into another temporary position, except by agreement of their regular Manager and their current temporary Manager.

- 6.07 a) Where an employee has been selected to fill another position, the manager concerned shall release the employee as expeditiously as possible after being notified of the transfer by the Human Resources Dept. Successful applicants shall normally assume their new duties within 4 weeks from the date they receive written notification of their successful application. Where operational requirements do not permit successful applicants to assume their new duties within this period, the employee will be paid as if they were in the new position. The Company will also reimburse the employee for reasonable out-of-pocket expenses incurred as a direct result of the Company delaying the transfer. In no event will a transfer be delayed for longer than 3 months under this Article. With regards to Gas Controllers and/or Emergency Operation Representatives and subject to agreement of the parties, the three (3) month period may be extended in exceptional circumstances. The Company shall provide the Union with details for the extension request and the Union will not unreasonably deny such request.
- b) Eligibility for length-of-service progression on the new job shall be determined from the starting date in the new job or 4 weeks from the date of selection, whichever date shall first occur.
- 6.08 a) A FTR or PTR employee in a hierarchical\* classification may be promoted to a higher level in that classification, at the same location, within the same work group, without that job being bulletined, provided; there is no vacancy, the promotion goes to the senior qualified employee and the number of employees in the work group does not increase. The Union shall be notified in writing of all instances where promotions are made under this clause.

\*Hierarchical classification is defined as:

Asset Management Analyst

Engineering Drafter

Measurement Accounting Chart Analyst

Technician - Corrosion Control

Technologists – Instrumentation and Communications

Technologists – Capacity Planner

Operations Support Representative (OSR)

Planning and Design Technicians / Planning and Design Technologist 1

- b) For purposes of the above hierarchical classifications, "work group" is defined as that group of employees who participate on the same shift schedule or, where no shift schedule exists, on the same vacation schedule. The position of Work Leader, if it exists, is not included in the hierarchy and any vacancy must be bulletined.
- 6.09 The Company and the Union shall meet periodically to jointly review all Company requests to alter the status of Part-time Regular positions to Full-time Regular positions. Where the Company can demonstrate that a position that was previously posted as a PTR has existed for at least 24 months and has evolved into a FTR position, the Union shall give consideration to waiving the posting provisions of this Article, allowing the present incumbent to evolve to FTR status.

## ARTICLE 7 - LAYOFF AND RECALL

- 7.01 (a) The Company will provide the Union with no less than 60 calendar days written notice of intention to introduce automation or new equipment or procedures which might result in displacement or reduction of personnel or in changes of job classification.
- (b) If it is necessary to lay off regular employees, the Company shall meet with the Union in a timely manner and advise the Union of the proposed reduction and the positions and employees affected.
- (c) Prior to laying off any regular employee to the recall list, the Company shall terminate temporary employees in the department or location affected, provided the laid off employee has the present ability to perform the temporary employee's job.
- (d) Regular employees shall be laid off in inverse order of their seniority, provided that the retained employees have the present ability to perform the job.
- (e) Written notice or pay in lieu of notice will be given to regular employees for layoffs in excess of 13 weeks. Notice will be one week per year of service with a minimum notice of four weeks and a maximum notice of eight weeks. A copy of such written notice will be sent to the Union.
- 7.02 (a) A regular employee who is subject to layoff may elect any same-status (FTR or PTR) option in 7.02(a) 1 and 2: except that if there are no opportunities or options under 7.02(a) 1, 2, or 3, a FTR or PTR employee may cross-status bump (FTR to PTR or PTR to FTR) the least senior PTR or FTR employee in their current headquarters in order to retain their current headquarters:
1. To be placed into other FTR or PTR vacant positions which the employee has the present ability to satisfactorily perform; or
  2. To bump the least senior FTR or PTR employee in the following categories:
    - a) in the same job classification at the employee's current headquarters; or
    - b) in the same job classification in the same District; or
    - c) in the same job classification Company-wide; or
    - d) in a job classification which the redundant employee previously permanently held<sup>1</sup> at the employee's current headquarters; or
    - e) in a job classification which the redundant employee previously permanently held<sup>1</sup> in the same District; or
    - f) in a job classification which the redundant employee previously permanently held<sup>1</sup> Company-wide.

<sup>1</sup>In order to qualify as a job classification "previously permanently held" the employee must have held regular status in that classification and concurrently performed work in that classification for a period not less than 100 days at work.

- 7.02 (a) 3. If there are:
- a) no placement opportunities under 7.02(a)1 and
  - b) no bumping options under 7.02(a)2 the employee;
  - c) may elect to bump to the position held by the least senior employee, first in an equal group job and secondly in the highest lower group job that the redundant employee has not previously held but which, in the opinion of the Company, the employee has the present ability to satisfactorily perform.
  - d) bumping under 7.02(a)3 is limited to the location in which the employee is currently regularly employed unless there is no employee to be bumped at that location, in which case this bumping option will be expanded to the District as defined in article 7.05, and, failing this, to Company-wide.
4. a) In the event there is no opportunity for lateral vacancy placement or bumping under 7.02(a) 1, 2, or 3, the provisions of article 18.10(b)2 will apply.
- b) If, however, the employee bumps or chooses placement to a lower group job, other than the highest group available below their current level, the provisions of article 18.10(a) will apply, except that, if eligibility for re-location expenses is avoided, the employee will receive article 18.10(b)2 protection provided s/he accepts placement or bumps to the highest lower level position available, either currently or in a subsequent placement opportunity pursuant to articles 7.02(a)6 or 8, below.
5. In cases of vacancy placement, the Union shall waive job postings, except in the event the union intends to pursue a grievance that the layoff is not founded in good faith.
6. An employee under protection of article 18.10(b)2 will be considered an automatic applicant to all vacancies posted pursuant to article 6 on the following basis:
- a) an initial screening indicates the employee may be qualified;
  - b) the job is in a pay group above the job the employee currently occupies;
  - c) the job is in a pay group not higher than the job from which the employee was displaced or at which the employee is salary protected;
  - d) the job is a reasonable commuting distance from the employee's residence.
  - e) Article 18.10(a) will apply to employees who decline a position under this provision.
7. PTR employees re-locating pursuant to article 7.02 will receive reimbursement for moving expenses in direct proportion to the number of hours worked in the previous 12 months in relation to the annual 1826 hours worked by FTR employees.
8. Upon displacement an employee already under salary protection pursuant to article 18.10(b) will be offered placement and bumping options under article 7 that reflect the salary level at which the employee is protected.
- 7.02 (b) Any election an employee makes under this article shall be given in writing to the Company no later than five working days after the Company has given the required written notice of layoff to the employee, identifying the employee's options.

- (c) Where an employee has exercised the right to bump under article 7, or where an employee is placed into a vacant job or position in another town or district, the employee will be eligible for all travelling allowances, moving expenses and living expenses in accordance with Article 17.11.
  - (d) Regular employees with less than 12 months of service who are laid off shall be placed on the recall list pursuant to article 7.03 for a period of six months. Regular employees with twelve months or more of service who are laid off shall be placed on the recall list pursuant to article 7.03 for a period of twelve months. These periods shall be extended by the equivalent time of any temporary employment while on the recall list.
  - (e) The Company shall maintain an up-to-date recall list and provide a copy to the Union upon request.
- 7.03 (a) No new employee will be hired until employees on the recall list who have specified in writing to the Human Resources Department the locations and the types of vacancies they wish to be notified of, and who have the present ability to perform the vacant job, have been offered the position in order of seniority.
- (b) A vacancy at the same or lower salary group as the position which an employee on the recall list was displaced from or is salary protected at, shall not be posted until such employees on the recall list who have the present ability to perform the vacant job have been offered the position, in order of seniority.
- 7.04 (a) When it is necessary to increase personnel in the job classification from which employees have been laid off, laid off employees will be recalled in order of seniority. The following conditions shall apply:
- (b) Employees on the recall list are responsible for notifying the Human Resources Department of any change in their postal address or telephone number. Employees who have complied with the foregoing procedure shall be notified by the Company either personally by telephone, or failing that, by registered mail at their last known address of the date on which they are to report for work.
  - (c) Should an employee fail to report for work within seven days of being notified personally by telephone or within 10 days of the postal registration date of the written notice, the employee shall lose the right of recall and seniority.
  - (d) An employee who has been laid off in accordance with the provisions of article 7 will be removed from the recall list if they have not been recalled at the conclusion of the recall period as defined in Article 7.02(d), unless the employee is unable to work due to sickness or injury at the time of recall. At the Company's request, the employee will be required to produce a medical certificate to substantiate that the sickness or injury prevented the employee from working.

7.05 **DEFINITION OF DISTRICTS**

For the purposes of this agreement, Districts shall be defined as follows:

- a) Lower Mainland District covers employees employed in the Lower Mainland (Greater Vancouver to Hope);
- b) Northern District covers employees employed at the company's Interior operations north of the Trans Canada Highway;

- c) Southern District covers employees employed at the company's Interior operations in communities on the Trans Canada Highway or south of it.
- 7.06 Where an employee does not exercise bumping rights or vacancy placement pursuant to article 7, the employee may elect to terminate with severance of two weeks pay for each completed year of service, or elect layoff and placement on the recall list pursuant to this article, in which case severance pay of the amount originally accrued shall be paid at the end of the recall period, if the employee has not been permanently recalled by that time.
- 7.07 **Return to Former Position:** The active regular employee with the highest seniority who was previously displaced from a classification shall have preference to return to that classification if a position at the headquarters the employee was displaced from becomes vacant within 12 months of the effective date of displacement from that classification and the union will waive the requirement to bulletin the job. If the employee is under salary protection and chooses not to return to the classification, s/he shall lose that salary protection unless s/he has moved since the layoff due to a change of headquarters and is now living more than a reasonable commuting distance from the location of the vacancy.
- 7.08 **ELIGIBILITY POOL**
- Where the collective agreement simultaneously entitles more than one employee to be offered, placed, or recalled to a specific vacant position, the most senior eligible employee will have precedence. For each vacancy, all eligible employees will be placed in a common "eligibility pool" and the Company will place/offer/recall from that pool, in order of seniority. Each employee's options and consequences of accepting or declining the option will be determined by the specific article which makes that employee eligible for placement/offer/recall.

## **ARTICLE 8 - TECHNOLOGICAL OR PROCEDURAL CHANGES**

**Merged with Article 7 in 1998.**

## ARTICLE 9 - LEAVES OF ABSENCE

- 9.01 Compassionate leave of absence of up to 5 days, 3 days with pay and 2 days without pay, shall be granted an employee upon application in the event of a death of a spouse, parent, step-parent, parent-in-law, child, step-child, sister, step-sister, sister-in-law, brother, step-brother, brother-in-law, grandchild, step-grandchild, grandparent, grandparent-in-law or adopted child of the employee and for legitimate personal reasons acceptable to the Company.
- 9.02 One-half day shall be granted without loss of pay to attend a funeral as pallbearer or mourner, provided such absence does not interfere with the efficiency of the department.
- 9.03 An employee who is subpoenaed as a witness and appears, or who attends for, or serves on jury duty shall continue to receive their salary.
- 9.04 **MEDICAL/DENTAL APPOINTMENTS**
- a) Wherever possible, employees shall schedule medical and dental appointments outside of normal working hours. Regular employees who go for medical and dental appointments will not have any such time deducted from their sick leave or their pay where the period of absence from work is two hours or less. Medical and dental appointments requiring an absence from work beyond two hours will result in the excess over two hours being deducted from sick leave or from pay (if paid sick leave is exhausted). Managers at their discretion may grant extra time without deduction in locations where medical and dental facilities are remote.
- b) The Union agrees that employees should cooperate with their Manager by providing as much notice as they can of pending medical and dental appointments; this is to facilitate replacement staff and scheduling of work. Furthermore, the Union will encourage its members to make every effort to schedule their appointments on PDO days, near the end of a working day or lunch time to help minimize the impact of medical or dental appointments.
- 9.05 a) Regular employees may be granted leave of absence without pay upon application to their Manager where such leave of absence does not exceed 14 calendar days, insofar as the proper operation of the service will permit. All leaves of absence must be approved by the Company.
- b) Employees who have completed 5 or more years of service shall, on request, receive 10 scheduled working days leave of absence per year without pay. All days taken in any calendar year must be consecutive, (exclusive of other scheduled days off), i.e. 1 occurrence per year only. The leave of absence shall be scheduled at a time mutually agreeable between the employee and the Company and such agreement will not be unreasonably withheld.
- c) It is agreed that an employee cannot request or be granted a leave of absence, for reasons other than maternity/parental leave, until all of their outstanding vacation entitlement has either been taken, or is scheduled to be taken.

- d) After 10 calendar years of service an employee will be entitled to a one-time unpaid long service leave of up to 12 months. No alternative paid employment may be undertaken by an employee during this leave. This leave is subject to the terms and conditions set out in Article 20.02.

#### 9.06 **MATERNITY LEAVE**

- a) An employee who qualifies for maternity leave shall be entitled to a maximum of 17 weeks without pay in accordance with the Employment Standards Act of B. C. During the maternity leave of absence, the B. C. Medical Services Plan, Extended Health Benefit Plan, Life Insurance, Dental Plan and Pension Plan (as applicable) will continue in force subject to the employee paying her share, if any, of the costs. Employees shall have the option of prorating the reimbursement amounts over the period of six months.
- b) Employees requesting both maternity and parental leave must apply for them both at the same time.
- c) No less than thirty (30) days prior to the commencement of the leave, the employee must notify her manager (or designate) of the start date for the leave, the number of weeks leave she intends to take and provide a certificate or letter from a duly qualified medical practitioner, which will state the expected delivery date.
- d) The period of leave can be shortened after commencement of the leave upon a further thirty days notice.
- e) Any extension of leave beyond the total leave of 52 weeks (maternity and parental together) will be at the sole discretion of the company. There will be no annual vacation accrual during any such extension period.

#### 9.07 **PARENTAL LEAVE**

- a) To request parental leave only, an employee must notify their manager in writing no less than 30 days prior to the commencement of the leave. The notice must include the start and end dates. During parental leave, the B.C. Medical Services, Extended Health Benefit Plan, Life Insurance, Dental Plan and Pension (as applicable) will continue in force subject to the employee paying their share, if any, of the costs. Employees shall have the option of prorating the reimbursement amounts over the period of six months.
- b) If this leave is in conjunction with the maternity leave, notice must have been received at the same time the maternity leave was requested.
- c) An employee who qualifies for parental leave shall be entitled to leave without pay in accordance with the Employment Standards Act of B.C. as follows:
  - 1. birth mother – up to a maximum of 35 consecutive weeks which must be taken immediately and continuously following the maternity leave;
  - 2. birth father – up to a maximum of 37 consecutive weeks beginning after the child's birth and within 52 weeks after that event;
  - 3. adoptive parent – up to a maximum of 37 consecutive weeks beginning within 52 weeks after the child is placed and must not commence prior to the birth or placement of the child.

Any requests for this leave must be accompanied by legal documentation of the birth or adoption.

- d) To change to an earlier return date, employees must notify their immediate manager (or designate) in writing no less than 30 days prior to the desired date of return. If the employee fails to provide notice or fails to return to work on the expected return date, the vacancy may be filled on a permanent basis.

9.08 **MATERNITY LEAVE DISABILITY**

- a) The parties agree that regular employees who are on maternity leave and who have given birth to a child shall receive a six-week EI top-up as follows:
- b) Eligibility for the top-up is identical to the eligibility criteria for paid sick leave allowances on the employee's last working day prior to commencing maternity leave.
- c) The top-up shall be to 70% or 100% of regular earnings (per the employee's entitlements under Article 10.02) and shall commence with the date of birth.
- d) Regular earnings for purposes of this Article are defined as the employee's base rate earnings for her regular job (not necessarily the job she is in when commencing maternity leave) and do not include any premium payments.
- e) The company's contributions pursuant to the foregoing shall not reduce the employee's paid sick leave allowances or any other of the employee's time-off entitlements. However, the company's contributions are limited to the equivalent of the employee's balance of paid sick leave allowances - in other words, an employee is not entitled to a greater 'sick leave' benefit under this Article than she would be for any other disability.
- f) The first stage of top-up (currently the two-week EI waiting period) is subject to proof that the employee has filed an EI Maternity Claim and is serving the EI waiting period.
- g) The second stage of the top-up (following the two-week EI waiting period) is subject to the employee submitting proof of receipt of EI benefits during the applicable period.
- h) Employees can expect a delay of several weeks in obtaining the documentation from EI, and therefore should expect to receive some or all of the FortisBC top-up retroactively
- i) Should the employee's birth-related disability continue beyond the six-week top-up period, the company will continue the appropriate top-up amount for so long as the birth-related disability continues, or until EI entitlements are exhausted, or until 'sick-leave-equivalent' entitlements are exhausted (per Paragraph e, above), whichever first occurs.
- j) The disability-related portion of the maternity leave is considered part of the term of maternity leave specified by Article 9.06.
- k) Should the employee continue to be disabled as a result of complications from the childbirth at the end of the maternity leave period, the LTD provider's 15-week waiting period is deemed to run concurrently with the employee's maternity leave from the date of childbirth.
- l) The FortisBC claims management process will be used to assess all medically-related absences except for the six-week period immediately following the date of childbirth. Absences immediately following this six-week period will not be subject to the normal five-day waiting period for claims management.
- m) The employee is not eligible for paid sick leave allowances for a disability not related to childbirth unless the disability was pre-existing to the period of maternity leave.

## ARTICLE 10 - PAID SICK LEAVE ALLOWANCES

- 10.01 A regular employee becomes eligible for paid sick leave benefits after accumulating 3 months of service with the Company.
- 10.02 Employees who are unable to work as a result of a disability caused by an off-the-job sickness or accident will be eligible to receive the following paid sick leave benefits:

a) **Paid Sick Leave Allowance Per Plan Year**

<b>Period of Service with the Company at Previous July 1</b>	<b>Full Regular Earnings For</b>	<b>Followed By 70% of Regular Earnings For</b>
3 mos - 1 yr less 1 day	3 week	23 weeks
1 yr - 2 yrs less 1 day	5 weeks	21 weeks
2 yrs - 3 yrs less 1 day	7 weeks	19 weeks
3 yrs - 4 yrs less 1 day	10 weeks	16 weeks
4 yrs - 5 yrs less 1 day	13 weeks	13 weeks
5 yrs - 6 yrs less 1 day	15 weeks	11 weeks
6 yrs - 7 yrs less 1 day	17 weeks	9 weeks
7 yrs - 8 yrs less 1 day	19 weeks	7 weeks
8 yrs - 9 yrs less 1 day	21 weeks	5 weeks
9 yrs - 10 yrs less 1 day	24 weeks	2 weeks
10 yrs – and more	26 weeks	0 weeks

- b) Employees who had less than 3 months service as at the previous July 1st, or who were not employed by the Company at the previous July 1st, will have their period of service determined as the period of time from the date their employment with the Company commenced until the date of their disability.
- 10.03 A plan year is defined as a 12 month period beginning on July 1st, and ending on June 30th.
- 10.04 a) For purposes of the Article "regular earnings" means the daily rate in effect at the date of disability, for the employee's normal job classification, as determined by dividing the employee's normal bi-weekly salary by ten.
- b) Where an employee is in receipt of a temporary promotional increase pursuant to Article 18.08 and that promotional increase is for a specific period of time exceeding 2 weeks in length, then, the employee's "temporary earnings" will be utilized to calculate the daily rate outlined in the first paragraph above. The daily calculation will not utilize the "temporary earnings" for a longer period of time than originally specified.
- 10.05 When the entitlement at full regular earnings has been exhausted, employees will be eligible to receive further paid sick leave benefits of seventy percent (70%) of regular earnings for the balance of a 26 week period. Note: See Article 21.04(e) for supplementary entitlement.

- 10.06 Any unused days of paid sick leave allowance at full regular earnings cannot be carried over from one plan year to the next. If a disability continues into a new plan year, the amount of benefits at full regular earnings for that disability in the new plan year will be the balance of what is left from the previous plan year's full regular earnings entitlement.
- 10.07 Employees may utilize part of the paid sick leave allowance accruing to them under Article 10.02 in the event of injury or illness to a dependent child on the following conditions:
- a) a maximum of one-half of annual full regular earnings allowance may be used for this purpose; but
  - b) no more than a total of 5 days may be used for this purpose in any plan year; and
  - c) use of this provision is limited to a maximum of 4 separate occurrences per plan year.
- 10.08 a) If an employee has received 26 weeks of paid sick leave benefits and returns to active duty, the employee will have their entitlement as at the previous July 1st, reinstated after 1 month's service in the case of a new disability, and after 3 months' service in the case of the same or a related disability.
- b) If a disabled employee has exhausted their paid sick leave benefits prior to the expiry of the 26 week elimination period for Long Term Disability, s/he shall be paid 70% of regular earnings for the balance of the elimination period.
- 10.09 Benefits under this plan will be reduced by any benefits an employee receives under any government sponsored plans, other than Employment Insurance. Income benefits from any individual disability policy which has been purchased by an employee will not be considered in determining benefit entitlement under this plan.
- 10.10 Employees absent from work for any of the following reasons will not be eligible for paid sick leave benefits:
- a) disabilities which occur while the employee is on maternity leave,
  - b) disabilities covered by any Workers' Compensation Act,
  - c) disabilities caused by intentionally self-inflicted injuries or disease; while serving in the Armed Forces; while participating in a riot, war or civil disobedience; or while committing a criminal offence or serving a prison sentence.
- 10.11 When an employee is given notice of layoff and the employee subsequently becomes disabled within 2 months of the effective date of the layoff, the paid sick leave benefits will terminate on the effective date of the layoff.
- 10.12 Employees with health problems will be considered for severance pay providing the employee is not receiving long-term disability benefits.
- 10.13 a) At the request of the Company, employees will provide a medical certificate by a licensed physician substantiating any disability extending beyond 5 working days, or to substantiate absences in excess of 4 occurrences in any calendar year. All such medical certificates are expected to meet the standards for Medical Certificates in the CPSBC Policy Manual, Medical certificates required by the Company are listed in Appendix A and the cost of such medical certificate, if any, will be borne by the Company.

- b) The Company recognizes its duty to accommodate to the point of undue hardship, employees with medical disabilities. Where it is clear that an employee's absences are related to a recognized disability, the Company will endeavour to work with the employee, the employee's doctor and the Union, in order to accommodate the employee in preference to continually requesting medical certificates pursuant to clause 'a' above. This process does not prejudice the employee, the Company or the Union from implementing other process that are legally available to them.
  - c) An employee may be required to submit to an examination by a licensed physician who is mutually agreeable to the employee and the Company. Should this examination result in a cost that is not borne by the Company's medical plan, the cost of such examination will be paid by the Company. In the event the parties cannot mutually agree upon a licensed physician, the B.C. College of Physicians will be requested to appoint a licensed member.
- 10.14 Employees who leave the Company subsequent to April 1, 1975 and are rehired will receive credit for past service in establishing paid sick leave entitlement provided the employee is rehired by the Company within 3 years.
- 10.15 It is understood that the plan may be altered or amended from time to time in order that the plan will continue to meet the standards of the Employment Insurance regulations and thereby qualify the Company for a full premium reduction.
- 10.16 In cases where employees are on compensation and receiving Workers' Compensation Board payments, the Company will pay the difference between such payments up to a maximum of 85% of the employee's normal 37.5 hour weekly straight time wages for the period the employee is paid by the Workers' Compensation Board, but in any event, the percentage of contribution by the Company shall not be greater than that which would give the employee an income, including the Workers' Compensation Board payments that s/he would have received for a normal 37.5 hours straight time wage after the deduction of income tax. This paragraph shall only apply to those employees who have served their probationary period and/or hold a bulletined job. Neither the time off nor the payments shall be charged to sick leave credits.

## **ARTICLE 11 - HEALTH & SAFETY and UNIFORMS**

- 11.01 When an employee is required to wear a uniform, the uniform will be provided by the Company at no cost to the employee. The Company will also pay the cost of reasonable periodic cleaning of such uniforms.
- 11.02 Where required, protective clothing such as smocks, safety hats, and, with the approval of the Manager, raingear will be provided by the Company at no cost to the employee.
- 11.03 When safety footwear is advisable in the performance of some or all job duties and approved by the Manager, the employee shall be reimbursed for fifty percent (50%) of the cost (to a maximum of \$165.00) of one pair of protective safety footwear per calendar year. Purchase shall be limited to C.S.A. approved footwear.
- 11.04 **WORKING PRACTICES**
- a) It is the intent of the Parties to this Collective Agreement to conduct a safe operation.
  - b) Working practices shall be governed by the regulations of the Province of British Columbia insofar as they apply.
  - c) No employee shall undertake any work which the employee has reasonable grounds for believing that the work is unsafe. Such incidents must be immediately reported by the employee, and investigated by the local management.
  - d) No employee shall be subject to discipline for acting in compliance with sections 3.12 of the Workers' Compensation Board Industrial Health and Safety Regulations.
  - e) Safety Committee meetings shall be held as per the Workers' Compensation Board Industrial Health and Safety Regulations and the practice of the parties.

## **ARTICLE 12 - SHIFT WORK**

- 12.01 The Company's various operations have required and will continue to require shift work.
- 12.02 The Company will provide the Union and affected employees with 3 months' notice prior to introducing shift requirements in a work area for the first time. Thereafter the shift schedule may be varied upon 30 calendar days' notice to the affected employees.
- 12.03 Should an employee's position become a shift position, the employee will have the option to either:
- a) accept the shift position, or
  - b) decline the shift position. In the latter event, the shift vacancy will be filled in accordance with the provisions of Article 6.02; the employee who has declined the shift position will continue to work regular days and hours, or will be treated in accordance with the provisions of Article 7. In the event of layoff, the declined shift position is not considered a placement option or a bumping option for purposes of Article 7.02(a)3.
- 12.04 With the exception of employees who are covered by LOU #7 and LOU #31, and those employees who are covered under Article 15.08, full-time regular employees working shifts shall be governed by the following conditions:
- a) **WORKING HOURS**  
The hours of work shall be the equivalent of 37.5 hours per week.
  - b) **WORK DAY**  
Any consecutive 7.5 hours of work, exclusive of lunch period, in a 24 hour period, except that a shift may not start between 12:01 and 14:59.
  - c) **WORK WEEK**  
Any consecutive 5 days of work out of 7 consecutive calendar days. The remaining 2 days will be scheduled as days off in lieu of Saturdays and Sundays
  - d) **STATUTORY HOLIDAYS**  
In recognition that statutory holidays may be scheduled work days for shift workers, employees will be scheduled off for 12 days in lieu of statutory holidays. These days off in lieu of statutory holidays shall normally be scheduled in the pay period in which the statutory holiday falls.
  - e) **SHIFT PREMIUMS**  
Notwithstanding any other language in the collective agreement, a 12% shift premium shall be paid for all hours worked between 15:00 and 08:00 Monday to Friday, and all hours worked on a Saturday, Sunday or Statutory Holiday.
  - f) **LUNCH BREAKS**  
The lunch break will be taken as close as possible to mid-shift but may be varied or staggered for different employees from one hour before to one hour after the middle of the shift according to the needs of the work in progress.

g) **WORK BREAKS**

Each employee shall receive 2 work breaks of 15 minutes in each day's work schedule. The first such break shall occur during the tour of duty prior to the lunch period and the second break shall occur during the tour of duty prior to quitting time.

h) **OVERTIME PAYMENTS**

All time worked in excess of the hours specified in Article 12.04 shall be paid for at the rate of double time. All overtime worked on scheduled days off in lieu of Saturdays, Sundays and statutory holidays shall be paid at the rate of double time. All time worked on annual vacation shall be paid for at double time plus regular salary.

i) **OVERTIME BANKING**

Any election to bank under this provision will be done in accordance with Article 16.07.

j) **SIGN-UPS**

1. A majority of any group of shift workers may elect to sign-up on a seniority basis to establish the choice of shifts, location and days off. Periods of the sign-up shall be 51 weeks or 24 weeks or more frequently by mutual agreement, provided that the period shall be a multiple of 3 weeks.
2. Shift sign-up shall be by seniority as defined in Article 4 or by criteria determined by a simple majority of the group concerned, subject to approval by the Company and the Union. Once established, the sign-up criteria may not be changed except by a two-thirds majority vote of the group concerned. The seniority list will be posted in conjunction with the sign-up.

k) **NOTICE OF RELIEF**

1. To provide relief coverage for unscheduled leaves of absence due to sickness, accidents, etc., the Company may request an employee to temporarily change their shift. When shift employees' scheduled shifts are changed, 2 calendar days notice will be provided. If less notice is given, up to the first two of the changed shifts, occurring consecutively, shall be at double time rates as follows:
  - a) 48 hours notice - no penalty;
  - b) 24 hours notice - 1 shift at double time;
  - c) Less than 24 hours notice - 2 shifts at double time.
2.
  - a) Shift changes requested by the employee will not be subject to overtime penalties.
  - b) Designated relief employees incurring shift changes with less than a 16 hour break between the end of one shift and the beginning of their next shift will be paid one shift at double time.

## ARTICLE 13 - STATUTORY HOLIDAYS

13.01

The following statutory holidays shall be recognized by the Company:

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

and any other day declared a holiday by Federal, Provincial and Civic Governments. Civic holidays shall be observed only in the area affected.

- 13.02 Any of the above holidays falling on a Saturday or Sunday will be observed on Friday or Monday at the Company's option.
- 13.03 Statutory holiday pay for part-time regular employees shall be paid in accordance with Article 19.02(g) of this Agreement.
- 13.04 Shift workers shall receive an equivalent number of days off. These days off in lieu of statutory holidays shall normally be scheduled in the pay period in which the statutory holiday falls.

## **ARTICLE 14 - VACATIONS**

### **14.01 YEAR-OF-HIRE VACATION ENTITLEMENT**

Vacation entitlements will be advanced in January of the calendar year it is earned, and it will be prorated for new hires based on the year of hire service.

### **14.02 ANNUAL VACATION ENTITLEMENTS**

A regular employee shall EARN their annual vacation entitlement for any calendar year only when s/he reaches their anniversary, although they may TAKE their annual vacation anytime during that calendar year. Annual vacation entitlements with pay shall be as follows:

- a) Employees who terminate prior to their first anniversary date will receive vacation pay at the rate of 6% of gross earnings less any pay actually received for vacation taken.
- b) **Vacation Entitlements**

In the calendar year of :

1st - 7th anniversary	-	3 weeks
8th - 17th anniversary	-	4 weeks
18th - 24th anniversary	-	5 weeks
25th and later anniversary	-	6 weeks

### **14.03 PAYMENT OF VACATIONS**

- a) Payment for vacations will be made at an employee's rate of pay at the time the vacation is taken, or depending upon their vacation entitlements, at the rate of 6%, 8%, 10% or 12% of their current year's earnings, whichever is the greater. Adjustments arising out of the percentage application will be made in the first quarter of the following year. Notwithstanding the foregoing, banked vacations will be paid at the employee's rate of pay at the time the vacation is taken.
- b) Upon termination of service all employees will receive final vacation pay prorated on the basis of an anniversary date of 1 January.

#### 14.04 **BROKEN VACATIONS**

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

#### 14.05 **SCHEDULING VACATIONS**

Vacation periods shall not conflict with essential departmental requirements. However, agreement to schedule time off shall not be unreasonably withheld by the Manager. Employees must take all of their annual vacation (including PDOs) before the end of the calendar year.

If an employee is not able to take their scheduled vacation and PDOs due to operational requirements, the employee may request to carry over the vacation and use the vacation until March 31<sup>st</sup> of the next year. If the carried over amount is not taken as time off, the balance shall be paid out using the employee's base rate of pay.

Time off will be taken from the following banks in succession until they are depleted.

It is understood between the parties that current vacation and PDOs carried over from Jan 1<sup>st</sup> to March 31<sup>st</sup> shall be taken out of the bank first before using the table below. This shall not affect grandparented banks.

<b>Time Banks:</b>	<b>Description:</b>
1. Current AV/ PDO	Current AV advanced; current PDOs earned
2. Cash/Time Bank	Banked overtime and year end rollover of current AV and PDOs. Withdrawals from this bank can be either time off or cash. This bank can exceed 18 weeks only with managerial approval.

#### 14.06 **STATUTORY HOLIDAYS DURING VACATIONS AND LEAVE OF ABSENCE**

An employee will be granted a day in lieu with pay for each statutory or Company-observed holiday falling in their paid vacation period, or falling within any leave of absence period not exceeding 10 working days.

#### 14.07 **RELIEVING ON HIGHER-GROUPED JOB**

- a) If an employee is relieving on a higher-grouped job at the time they go on vacation, and their promotion involves salary adjustment, their annual vacation will be paid at the higher rate if it is both preceded and followed by working time on the higher job and if there is a minimum of 20 working days at the relief level.
- b) However, if an employee is required to postpone their period of annual vacation in order to carry out the duties of a higher-paid position for an uninterrupted period of a temporary transfer, and must therefore take their annual vacation at some other less convenient time,

they shall nevertheless qualify for the higher rate for vacations as set out in the paragraph immediately preceding.

**14.08 PRORATION OF ANNUAL VACATION ENTITLEMENT**

- a) ABSENCES DUE TO SICK LEAVE, LONG-TERM DISABILITY OR WORKERS' COMPENSATION INJURY.

In any case where an accumulation of such absences exceed 6 calendar months in a calendar year, vacation entitlement for that year will be reduced by 1/6 for each full month of absence in excess of 6 months.

- b) ABSENCES OTHER THAN SICK LEAVE, LONG TERM DISABILITY, WCB AND ANNUAL VACATION.

Where an accumulation of such absences exceed 3 calendar months in any calendar year, annual vacation will be reduced by 1/9 for each full month of absence in excess of 3 months.

- c) It is understood that Article 14.08 will not apply to full-time regular employees during the first 26 weeks of maternity/parental leave providing the employee returns to full-time status and remains on full-time status through December 31 in the year in which she returns. This understanding is without prejudice to the position of the Parties in the relationship of maternity/parental leave to other provisions of the Collective Agreement.

**14.09 INLAND/COLUMBIA VACATION ENTITLEMENT**

Former Inland/Columbia employees as at September 14, 1989 shall retain their annual vacation and supplementary vacation entitlements and horizons in accordance with Article 7.03 and 7.10 of the 1988/89 Inland/Columbia Collective Agreement.

**14.10 CANCELLATION OF VACATION**

An employee shall be reimbursed for any financial loss actually incurred as a result of the cancellation by the Company of a scheduled annual vacation.

**14.11 PAST SERVICE CREDITS**

Employees who leave the Company subsequent to April 1, 1977 will receive credit for past service in establishing vacation entitlement provided any such employee is rehired by the Company prior to the expiry of a period of not more than 3 years. Such additional vacation entitlement shall not accrue until 1 January of the year following the re-hire date.

## **ARTICLE 15 - HOURS OF WORK AND PDOs**

15.01 The hours of work of all employees, except those otherwise specifically mentioned in this Agreement, shall be as follows:

- a) Standard hours of work are 06:30 to 20:00, Monday through Saturday;
- b) Core hours are 06:30 to 17:30, Monday through Friday;
- c) The standard start time will be a specific time between 06:30 and 12:00 hours inclusive;
- d) The company may vary an employee's start time and work week upon 2 weeks' notice. An employee's schedule cannot be varied more often than once every 90 calendar days;
- e) The start time parameters of article 15.01(c) may be extended by mutual agreement between the manager and an employee.

### **15.02 WORK WEEK**

The standard work week shall be any 5 consecutive days Monday through Saturday.

### **15.03 WORK DAY**

The work day shall be any 7.5 consecutive hours of work, exclusive of lunch period, subject to the provisions of Article 15.01.

### **15.04 WORK BREAKS**

Each employee shall receive 2 work breaks of 15 minutes in each day's work schedule. The first such break shall occur during the morning tour of duty prior to the lunch period and the second break shall occur in the afternoon tour of duty prior to quitting time.

### **15.05 LUNCH BREAK**

The standard lunch break shall be at or near the midpoint of the working day and shall be either one hour or 1/2 hour as determined by mutual agreement between the manager and an employee or group of employees. Failing agreement, the practice in place at that time will continue.

### **15.06 NON-CORE PREMIUM**

All time worked before 06:30 and after 17:30, and all standard hours worked on Saturday, shall be subject to a 12% non-core-hour premium. This premium is not paid if the time worked during these hours is at the employee's request, or if it attracts a higher premium rate pursuant to Articles 13 and 16.

### **15.07 PURCHASED DAYS OFF (PDO)**

- a) PDOs include days off elected annually by Full-time Regular employees from their 4% Flex benefit allocation.
- b) FTR Legacy employees who were FTR on December 1, 2007 may choose, annually, an additional seven (7) PDOs in lieu of the 3% Employee Savings Plan. The seven (7) PDOs shall be pro-rated for employees who terminate during the calendar year.
- c) PDOs shall be taken in the year that they are credited. If the employee is not able to take their full PDO entitlement during that year, the employee may request to carry over the PDOs and use the PDOs until March 31<sup>st</sup> of the next year. If the carried over amount is not taken as time off, the balance shall be paid out using the employee's base rate of pay.

- d) Scheduling of PDOs is by mutual agreement. Such agreement shall not be unreasonably denied.

15.08

**FLEXIBLE HOURS OF WORK**

For: Promotions and Display Designers (formerly Gas Sales Promotion Officer)  
Sales Assistant  
Sales Representatives (formerly New Residential Markets Representative  
and Commercial Sales Representative)  
Technologist 4 - Energy Utilization (formerly Energy Utilization Specialist)  
Trade Relations Representatives

- a) For the purposes of this Article, the flexible work period shall be 37.5 hours consisting of a maximum of 5 consecutive days Monday through Sunday. Time worked on scheduled days off will be compensated at double time rates.
- b) A work day of any consecutive 7.5 hours, exclusive of lunch period, may be scheduled between 06:00 and 22:00 at straight time rates. Time worked in excess of 7.5 hours per day or 37.5 hours in a week will be compensated at double time rates (200%).
- c) The Company will provide as much advance notice as possible of a requirement to work flexible hours. Work scheduled under this clause will not interfere with scheduled annual vacation.
- d) Where an employee subject to flexible hours works more than 7.5 hours per day, meal entitlements will be in accordance with Article 16.09 of this Agreement.
- e) Where an employee subject to flexible hours is required to work Sundays, the employee shall be reimbursed at 1-1/2 times the regular hourly rate for each hour worked.
- f) Where the majority of working hours fall outside the hours of 08:00 - 16:30, a premium will be paid as follows:

Shift	Weekdays	Saturday	Sunday	Statutory Holidays
Day	0 hrs	2 hrs	0 hrs	4 hrs
Aft	1 hr	2 hrs	0 hrs	4 hrs
Night	2 hrs	2 hrs	0 hrs	4 hrs

- g) All time worked on annual vacation shall be paid at overtime rates plus regular salary. All time worked on statutory holidays or on scheduled days off in lieu of statutory holidays will be paid at double time rates plus regular salary.

## **ARTICLE 16 - OVERTIME**

16.00 This clause applies to all employees unless they are specifically exempted from its provisions by express terms elsewhere in this Agreement.

16.01 All time worked in excess of 7.5 hours in a day or 37.5 hours in a week shall be paid at the rate of double time (200%).

### **16.02 MINIMUM PAID PERIODS**

If an employee is required to remain at their work place to work overtime, they will be paid for a minimum of 1/2 hour. Time worked beyond the first 1/2 hour of overtime will be recorded to the next higher 1/4 hour. The applicable clause may be invoked with respect to meal intermissions. If they are required to return to their normal work location, aside from a normal meal intermission, or if they are required to perform overtime work at another location, a 2 hour minimum will apply, plus whatever travelling time is applicable. An employee scheduled to work on their scheduled day off will be paid for a minimum of 4 hours at overtime rates, but will not be paid for time spent in travelling to and from their normal work location.

16.03 Work performed on a regularly scheduled day off will be paid for at double time.

16.04 Work performed on holidays will be paid for at double time plus pay for the holiday.

### **16.05 REST PERIODS**

An employee who has worked overtime shall return to work after 8 hours rest, but only if they can do so by the mid-point of their regular shift, unless they report earlier by mutual agreement. Whether or not they report to work they shall nevertheless be paid for the regular shift following the overtime at their normal straight-time rate. However, if their overtime finished at or before 8 hours prior to the mid-point of their regular shift on the day in question, they must return to work by the mid-point of their regular shift in order to qualify for full pay for their regular shift. An employee who is called in and reports to work before the expiration of their 8 hours absence shall receive double time payment for those hours which coincide with the working hours of their normal shift, plus their regular salary for the day.

### **16.06 CALL-OUTS**

a) Notwithstanding the provisions of Clause 16.05, a call-out occurring within a period of 4 hours prior to the commencement of their regular working day or shift will nevertheless require an employee to report at their regular hour and be paid at straight-time rates for their full regular shift.

b) An employee called to work during off-scheduled hours or on a normal day off shall be paid at overtime rates for a minimum of 2 hours beginning at the time they leave their residence. 1/2 hour at double time shall be allowed an employee to reach their living quarters on completion of a call-out irrespective of the amount of time actually worked. When call-outs run into a normal shift, minimum call-out shall not apply.

### **16.07 OVERTIME BANKING**

a) Employees may elect to bank the hours of overtime within the current calendar year worked at the straight-time equivalent (i.e. one hour at double time equals two hours in the overtime bank).

- b) Time off at the employee's request must be taken at a time mutually agreed upon between the employee and the manager. Agreement to schedule time off shall not be unreasonably withheld.
- c) Cash withdrawals may be made from the Cash/Time Bank by the employee at any time on 10 working days written notice to the Pay Department.
- d) Overtime banks prior to the date of ratification shall be grandparented. Overtime earned from January 1 to December 31 of a calendar year and not taken in that year shall be paid out using the employees base rate of pay.

#### 16.08 **TRAVEL TIME PAYMENTS**

- a) If an employee is scheduled to work prior to their normal working hours and at their normal work location, travel time will not apply.
- b) If an employee is required to work overtime beyond their normal working day at their normal headquarters, no travel time will be paid.
- c) When an employee is assigned to work away from their normal headquarters, travelling time shall be paid in accordance with Article 17.03.

#### 16.09 **MEAL PROVISIONS**

- a) Where an employee is required to work less than 2 hours beyond their regular shift, a 1/2 hour unpaid meal period will be allowed.
- b) An employee will be paid for a 1/2 hour meal period at double time and the Company will provide a meal or reimburse the employee for reasonable meal expenses incurred:
  - 1. where the actual overtime worked, exclusive of any meal period is 2 hours or longer before or after the regular day or shift;
  - 2. where an employee is called in and works 4 hours overtime;
  - 3. where an employee is required to work 4 hours overtime beyond an overtime meal period already taken. Where this overtime follows a regular shift the first meal period regardless of when it is actually taken, will be considered to have been taken immediately after the regular shift;
  - 4. where an employee misses a paid meal period to which they are entitled they shall nevertheless be paid at the prevailing rate for such missed meal period in addition to all time worked.
- c) Where work is prescheduled for normal days off and employees have been notified on the previous working day and work is to commence within 2 hours of the normal starting time, the Company will not be required to provide lunch or pay for a meal time if taken.

#### 16.10 **ALTERNATIVE TRANSPORTATION**

Where an employee is required to work unscheduled overtime, the Company will, on request of the employee, pay reasonable costs for alternative transportation home under the following conditions:

- a) Provided that normal means of transportation is not available.
- b) Where employees are parties in car pool arrangements, "normal means of transportation" shall be deemed to include car pools.

- c) For purposes of this Clause, "unscheduled overtime" is defined as that overtime occurring where an employee is notified by their manager during their scheduled shift that they will be required to continue working beyond their scheduled quitting time.

#### 16.11 **PREMIUM PAYMENTS**

##### a) **Helicopter Premiums**

1. Life insurance of not less than \$150,000.00 shall be provided for employees working in or under or travelling in helicopters.
2. Employees who are actually engaged in working in or under helicopters shall be paid a premium of 25% over and above their base or floor rate, whichever is greater.
3. A helicopter premium of 25% of regular pay will be paid when an employee is travelling with another Company employee in receipt of a helicopter premium.

##### b) **High Time**

A high time premium of 10% of regular pay will be paid when an employee is actually working on staging and scaffolding, or where the employee is supported by a safety belt or rope, at heights of 9 meters (30 feet) or more above a fixed platform, safety net, or natural ground surface. This clause is applicable to work under bridges when the above conditions apply. The minimum premium payable will be that for one hour.

##### c) **Occupational Health and Safety**

The parties agree to maintain an Occupational Health and Safety Committee.

Employees who possess an Industrial First Aid Certificate and who are designated to act as a First Aid Attendant in addition to their normal job responsibilities, shall receive a monthly rate allowance of not less than the rates currently in effect in accordance with Company Policy OHS 01-07, which are:

<b><u>Level</u></b>	<b><u>Designated Allowance (\$/month)</u></b>	<b><u>Non-designated Allowance</u></b>
2	\$ 90	\$ 27
3	\$180	\$ 54

#### 16.12 **GENERAL**

Where an employee is required to work under conditions not specified in this Agreement which the Union considers merits premium pay, an appropriate premium will be determined by agreement between the Parties, and if no agreement is reached, the matter can be handled under the grievance procedure.

#### 16.13 **STANDBY ARRANGEMENTS**

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

- c) No employee will be compelled to accept standby on 2 consecutive weekends or on 2 consecutive holiday weekends.

16.14 **TELEPHONE CONSULTATION**

Where an employee is consulted by a manager or delegate requesting an immediate response outside their normal hours of work concerning a problem of work, a consultation premium will be paid as follows:

- a) Pay per consultation equivalent to 1/2 hour or the length of the call, whichever is greater, at overtime rates for calls prior to 23:00, and one hour's pay at overtime rates for calls between 23:00 and 07:00, except as indicated in (b) below.
- b) If a second or successive consultation takes place within 1/2 hour of the end of a preceding call, it will be construed as being part of the preceding call and therefore not be paid unless the combined time exceeds the minimum paid period in (a) above.
- c) The consultation premium will not be paid if an employee is on standby duty.
- d) For the purpose of this article, telephone consultation shall include phone calls, text messages or emails sent via phone, computer, tablet or other electronic device as is typically used by employees in the workplace.

- 16.15 Employees who are assigned a paging device for the purpose of providing telephone consultation (as opposed to being on standby; ready and able to report to work) shall be compensated at the rate of one hour at straight time for each calendar day of such assignment and shall in addition receive the pay for telephone consultation specified by Article 16.14.

**ARTICLE 17 - HEADQUARTERS -- TRAVELLING ALLOWANCES, MOVING EXPENSES  
AND LIVING EXPENSES**

- 17.01 a) All employees will have an established headquarters. This established headquarters will be the location where the employee normally works, reports for work, or the location to which s/he returns between jobs.
- b) Employees hired for temporary work will be deemed to be headquartered at the location where they are recruited.
- 17.02 The Company will pay for transportation, meals and sleeping accommodation for employees travelling to or from a job from a point of hiring or on Company business.
- 17.03 a) All time spent in travel by public carrier, or as driver or passenger in a Company vehicle or properly authorized personal vehicle, to and from a headquarters or report point other than the employee's normal headquarters, shall be paid as time worked, except that when an employee commutes to/from such temporary headquarters or report point from their home or from lodging provided by the Company, only time spent commuting in excess of that amount of time it normally takes the employee to commute to their established headquarters will be paid as time worked.
- b) Time spent in travelling at the request of the Company on any non-scheduled working day shall be paid to a maximum of 8 hours at overtime rates.
- c) Time spent in travel between headquarters and the work site or the report point and the work site at the commencement and termination of each day's work, will be paid for as time worked.
- d) A mileage allowance of 54 cents per kilometer for the first 5,000 kilometers and 48 cents per kilometer thereafter shall be paid for authorized use of a personal vehicle on Company business, in accordance with policy ADM 02-02 – Use of Personal Pool and Rental Vehicles.
- 17.04 Should an employee be discharged for cause or resign with more than 3 months' service while in the field, s/he will be paid travelling expenses back to their established headquarters. An employee laid off will be paid travelling expenses back to their established headquarters in accordance with Article 17.03.
- 17.05 Where employees are working and living away from their permanent headquarters, the Company will provide free board and lodging. Employees who elect to return home on weekends or on other days upon which no work is scheduled, shall, upon request, be granted "living allowance" of \$45 for such non-working days on which they do not utilize the board and lodging provided by the Company.
- 17.06 Employees will be returned to their established headquarters at the expense of the Company prior to taking annual vacation and will be returned from established headquarters to the work site at the expense of the Company without any loss of paid holiday time.
- 17.07 At any point where the Company is responsible under this Agreement for board and lodging, a living allowance of \$70 per day in lieu thereof may be granted at the request of the employee.
- 17.08 An employee directed to work away from their established headquarters shall be notified whether the change is to a position of a continuing nature or to a temporary job.
- 17.09 a) If the change is to a position of a continuing nature, the Company will bear the cost of moving expenses in accordance with Article 17.10. Should it not be possible to obtain suitable living quarters at the new location immediately, an allowance will be made for

- reasonable living expenses. The point to which the employee is then assigned to report for duty will become their established headquarters.
- b) Moving expenses are defined as standard packing and moving charges, and transportation costs for the employee and their family plus incidental expenses up to \$500. Incidental expenses would include such items as cleaning, disconnecting and reconnecting of appliances, etc. and are limited to the 2 residences involved.
  - c) Where management is the initiator of the transfer, consideration will be given to further reasonable expenses.
  - d) When employees choose to change their place of residence as a result of a reassignment of headquarters, they will be allowed time off with pay for the purpose of obtaining and moving into another home. The time off will be by arrangement with the immediate Manager concerned. Such time off will be in addition to any entitlement otherwise provided in respect to time spent in travel to the new location.
- 17.10 If an employee applies for another job and is successful in getting the job, the Company will pay their moving expenses if moving is necessary and the employee moves a minimum of 25 kilometers closer to their new headquarters.
- 17.11 An employee whose position becomes redundant and as a result is required to move to a new job location to continue in Company employment, shall be moved at Company expense regardless of the length of service or the time interval between moves.
- 17.12 Where an employee is granted a transfer for compassionate reasons under the provisions of this clause, the matter will be discussed with the Union, and the Company at its discretion may pay all or part of the employee's moving expenses.
- 17.13 An employee who is directed by the Company to change their headquarters or who becomes redundant due to automation, new equipment or new office procedures, shall be eligible, under the following conditions, for reimbursement for realtor's commission in selling their present home and legal fees in purchasing a new home in order to take another Company job:
- a) the employee has been notified in writing that the change of jobs is of a continuing nature;
  - b) a change of headquarters is involved and the new headquarters is outside municipal boundaries of the present headquarters and where the parties agree that it is not practical for the employee to commute daily to their new headquarters;
  - c) the employee and/or the employee's spouse is the registered owner of the home being vacated.
  - d) costs are actually incurred and the employee provides receipts;
  - e) the employee has a minimum of 4 years accredited service with the Company; and
  - f) the employee continues to work for the Company for a minimum of 1 year;
- 17.14 An employee quartered in a commercial facility will be entitled to single room accommodation.

## **ARTICLE 18 - SALARIES**

- 18.01 a) Job groupings are established in accordance with the Company's job evaluation plan. The salary scales applicable to these groupings shall be as set out in the following schedules with effective dates as shown.
- b) Salaries of certain employees are not covered by these scales and are set out elsewhere in this Agreement.
- c) Monthly rates are computed on the basis of 217.4% of bi-weekly rates.
- d) For conversion purposes only, hourly rates of pay are determined by dividing bi-weekly salaries by 75. (e.g. overtime and Part-Time Regular employees conversion, unless otherwise defined). For FTR legacy employees, for conversion purpose only, hourly rates of pay are determined by dividing bi-weekly salary by 70.
- e) Depending on the circumstances of the job, job evaluation exclusion rates are set subject to negotiation with arbitration if required.
- f) All new hires, re-hires, and employees changing status from temp (hourly) to regular (salary) shall be paid by direct payroll deposit.

The employees shall provide the necessary banking information on the form(s) supplied by the company.

**SALARY SCALES EFFECTIVE April 1, 2012**

**Monthly Salary Scales**

<b>Group</b>	<b>Min</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>3</b>	2967	3080				3557
<b>4</b>	3304	3439	3567			3967
<b>5</b>	3609	3748	3891	4035		4320
<b>6</b>	3933	4085	4248	4407		4709
<b>7</b>	4289	4461	4626	4800	4972	5150
<b>8</b>	4578	4754	4946	5122	5304	5483
<b>9</b>	4993	5191	5385	5593	5785	5985
<b>10</b>	5446	5654	5872	6091	6311	6524
<b>11</b>	5939	6174	6400	6641	6880	7115
<b>12</b>	6472	6728	6980	7239	7502	7752
<b>13</b>	7061	7335	7615	7896	8176	8454
<b>14</b>	7526	7811	8113	8420	8715	9017

**Bi Weekly Salary Scales**

<b>Group</b>	<b>Min</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>3</b>	1365	1417				1636
<b>4</b>	1520	1582	1641			1825
<b>5</b>	1660	1724	1790	1856		1987
<b>6</b>	1809	1879	1954	2027		2166
<b>7</b>	1973	2052	2128	2208	2287	2369
<b>8</b>	2106	2187	2275	2356	2440	2522
<b>9</b>	2297	2388	2477	2573	2661	2753
<b>10</b>	2505	2601	2701	2802	2903	3001
<b>11</b>	2732	2840	2944	3055	3165	3273
<b>12</b>	2977	3095	3211	3330	3451	3566
<b>13</b>	3248	3374	3503	3632	3761	3889
<b>14</b>	3462	3593	3732	3873	4009	4148

**SALARY SCALES EFFECTIVE April 1, 2013**

**Monthly Salary Scales**

<b>Group</b>	<b>Min</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>3</b>	3026	3141				3628
<b>4</b>	3370	3509	3639			4048
<b>5</b>	3680	3822	3970	4115		4407
<b>6</b>	4011	4167	4333	4496		4802
<b>7</b>	4374	4550	4720	4896	5072	5252
<b>8</b>	4670	4850	5046	5224	5411	5591
<b>9</b>	5093	5296	5493	5704	5900	6104
<b>10</b>	5554	5767	5989	6213	6437	6654
<b>11</b>	6059	6298	6528	6774	7017	7257
<b>12</b>	6602	6863	7120	7385	7652	7907
<b>13</b>	7202	7480	7767	8054	8339	8624
<b>14</b>	7676	7967	8276	8587	8889	9198

**Bi Weekly Salary Scales**

<b>Group</b>	<b>Min</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>3</b>	1392	1445				1669
<b>4</b>	1550	1614	1674			1862
<b>5</b>	1693	1758	1826	1893		2027
<b>6</b>	1845	1917	1993	2068		2209
<b>7</b>	2012	2093	2171	2252	2333	2416
<b>8</b>	2148	2231	2321	2403	2489	2572
<b>9</b>	2343	2436	2527	2624	2714	2808
<b>10</b>	2555	2653	2755	2858	2961	3061
<b>11</b>	2787	2897	3003	3116	3228	3338
<b>12</b>	3037	3157	3275	3397	3520	3637
<b>13</b>	3313	3441	3573	3705	3836	3967
<b>14</b>	3531	3665	3807	3950	4089	4231

**SALARY SCALES EFFECTIVE April 1, 2014**

**Monthly Salary Scales**

<b>Group</b>	<b>Min</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>3</b>	3087	3204				3700
<b>4</b>	3437	3578	3711			4128
<b>5</b>	3754	3898	4050	4198		4496
<b>6</b>	4091	4250	4420	4585		4898
<b>7</b>	4461	4641	4813	4993	5174	5357
<b>8</b>	4763	4948	5146	5328	5520	5702
<b>9</b>	5196	5402	5604	5817	6017	6226
<b>10</b>	5665	5883	6109	6337	6565	6787
<b>11</b>	6180	6424	6659	6909	7159	7402
<b>12</b>	6735	7000	7263	7533	7804	8065
<b>13</b>	7346	7630	7922	8215	8507	8796
<b>14</b>	7830	8126	8441	8759	9067	9383

**Bi Weekly Salary Scales**

<b>Group</b>	<b>Min</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>3</b>	1420	1474				1702
<b>4</b>	1581	1646	1707			1899
<b>5</b>	1727	1793	1863	1931		2068
<b>6</b>	1882	1955	2033	2109		2253
<b>7</b>	2052	2135	2214	2297	2380	2464
<b>8</b>	2191	2276	2367	2451	2539	2623
<b>9</b>	2390	2485	2578	2676	2768	2864
<b>10</b>	2606	2706	2810	2915	3020	3122
<b>11</b>	2843	2955	3063	3178	3293	3405
<b>12</b>	3098	3220	3341	3465	3590	3710
<b>13</b>	3379	3510	3644	3779	3913	4046
<b>14</b>	3602	3738	3883	4029	4171	4316

## 18.02 **TRADE DIFFERENTIALS AND FLOOR RATES**

### a) **Definitions**

1. By definition, "base rate" shall mean the monthly amount (according to the salary scale) paid to an employee, exclusive of overtime, premiums, allowances, trade differentials, etc.
2. By definition, "floor rate" shall mean a monthly amount paid to an employee consisting of their base rate plus a trade differential, as defined in Article 18.02(a) 3, for the purposes of maintaining a pay relationship between a job within the COPE bargaining unit and a job in another union within the Company.
3. By definition, "trade differential" shall mean the adjustment amount which must be added to the base rate of an employee in a floor rated job to increase the employee's pay to the floor rate established for the job.
4. By definition, "base position" shall mean a position in another bargaining unit within the Company.

### b) **Criteria**

1. The purpose of floor rates is to establish and maintain a relationship between the salary paid to employees assigned to a position that entails a direct working relationship with members of other unions within the Company and the wages of those members.
2. Entitlement to a floor rate is conditional upon this direct working relationship complying with the following:
  - a) the duties performed by the employee must be inter-related with the position in the other union over which the floor rate is based and must further relate to a major job responsibility of that base position; and
  - b) the employee must be responsible for determining the methods and procedures to be followed by the members of another Union; and
  - c) the employee must be responsible for ensuring that the work completed by the member(s) of the other Union conforms to the Company's specifications, standards and/or other relevant codes; and
  - d) the member(s) of the other Union must be assigned to the employee to either:
    - 1) assist the employee in completing work assignments; or
    - 2) complete work assignments with the assistance and/or direction of the employee; or
    - 3) receive technical training in one or more major job responsibilities where such training is of a nature that it will qualify the member(s) of the other Union to perform an approved position in their own bargaining unit, and where the employee is responsible for assessing the capability and eligibility of the trainees to be appointed to the end position; and
  - e) the working relationship between the employee and the members of the other Union must be an ongoing and demonstrative part of the COPE job; "once-only" or hypothetical situations will not attract a floor rate.

### c) **Floor Rate Type**

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

- 1) Parity: when all criteria in 18.02(b) are met except 18.02 (b) 2 (d) 3.
- 2) 5% Differential: when all criteria are met, or when all criteria are met except 18.02 (b) 2 (d)1 and/or 18.02 (b) 2 (d) 3.

d) **Monthly Floor Rate Calculation:**

Where the regular monthly hours total 152.19 and the regular hours are 7.0 per day, or where the regular hours are total 163.06 and the regular hours are 7.5 hours per day, or where the regular monthly hours total 173.93 and the regular hours are 8 per day, the calculation shall be:

- 1) Parity = 1.00 x hourly rate of base position x regular monthly hours of base position;
- 2) 5% Differential = 1.05 x hourly rate of base position x regular monthly hours of base position.

e) **Administration**

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

**18.03 LENGTH-OF-SERVICE INCREASES**

- a) Progression along the salary scale will be at 12 month intervals.
- b) Salary advances in all salary ranges shall be automatic except that such increases may be withheld for cause, providing that 2 months' notice of intent to withhold is given to the employee in writing, and a copy of such notice is mailed to the Union office. When, in the opinion of the Company, the employee has restored their performance fully at some subsequent date, he/she may regain their position within the salary scale on a non-retroactive basis.
- c) Automatic salary increases for employees who are eligible shall be an amount equivalent to a full step increase of the appropriate salary range, irrespective of the employee's position in the range, provided that no employee may receive an increase beyond the maximum steps of the range.
- d) An employee whose salary falls between steps on the salary range will receive length-of-service increases which equal the dollar difference between the steps in which the employee's salary fell before the increase except that no employee will receive a length-of-service increase which would place them above the maximum salary for the job.
- e) Only one length-of-service increase will be granted an employee while they are on sick leave. After returning to work, they will next be entitled to an increase on the same date they

would have been entitled to an increase had they not been absent for sickness.

- f) Employees who have been on any other leave of absence in excess of 3 months during the length-of-service period will receive a prorated length-of-service increase; that is, for each completed month of service in their present job since their last length-of-service increase s/he will have 1/12 of the next length-of-service increase for that job added to their basic salary.
- g) Time worked continuously on different jobs having the same group shall be cumulative.
- h) When an employee is promoted s/he will receive a prorated length-of-service increase to their old salary based on the accrued time since the last length-of-service increase. Article 18.07 will then be used to determine the promotional increase.
- i) Employees who are promoted will have their length-of-service date established on the anniversary date of their promotion.
- j) An employee whose job is reclassified to a higher salary grade as a result of changes in duties and responsibilities or as a result of re-evaluation will receive the promotional increase as set out in Article 18.07 and will continue to receive their length-of-service increases on the new job on the same date as s/he would have received them had s/he been on the lower job. Employees who were at the maximum on the lower job will receive their first length-of-service increase on the higher job on the anniversary day of the job reclassification.
- k) Temporary employees shall accrue service for salary progression purposes as long as breaks in service do not exceed 90 consecutive calendar days, after which the terms of Article 18.05 (b) apply.

#### 18.04 **GENERAL INCREASES**

- a) Salaries and bi-weekly salary scales shall be increased by 2% on April 1, 2012.
- b) Salaries and bi-weekly salary scales shall be increased by a further 2% effective April 1, 2013.
- c) Salaries and bi-weekly salary scales shall be increased by a further 2% effective April 1, 2014.
- d) The 3% incentive pay component (subject to any Utility Scorecard gateway) shall continue during the life of this agreement. The formula shall be:
  - 1. 2% shall continue to be based on Scorecard results.
  - 2. 1% shall be paid to each employee whose total days of paid sick leave the prior year is less than 75% of the bargaining unit average.
- e) all employees shall continue to participate in the FortisBC Performance Planning and Review process.
- f) the incentive pay shall be based on the employee's annual base pay (including paid time off), excluding red and blue-circled treatment of the previous year, subject to attainment of results.
- g) any employee who has received a disciplinary suspension on their employee record during the calendar year is ineligible for incentive pay based on the Scorecard results.

#### 18.05 **HIRING RATES**

- a) Employees, including those from other unions within the Company, are to be hired at the

minimum rate of their job group. New employees who have had experience directly applicable to their jobs may be paid up to and including step one. Higher starting rates than step one may be paid in exceptional cases provided agreement is reached between the Company and the Union.

- b) A person who has previously worked for the Company and is rehired into the same job classification as s/he held at the time of termination, shall start at the same step of the salary range as that person was being paid immediately prior to the termination and the full time of the step must be worked before progressing to the next step.
- c) However, if the time away from the job exceeds one year, the individual will start one step below the step held when the termination occurred and the full time of the step must be worked before progressing to the next step. If the time away from the job exceeds 2 years, the individual will be treated as a new employee pursuant to Article 18.05 (a).

#### **18.06 PROMOTIONS, DEMOTIONS AND TRANSFERS**

The following definitions will apply in the event of job changes occurring within or between salary scale categories:

- a) By definition, a "promotion" shall mean a move to a new job carrying a maximum step which is higher than the maximum step of the old job.
- b) By definition, a "demotion" shall mean a move to a new job carrying a maximum step which is lower than the maximum step of the old job.
- c) By definition, a "lateral transfer" shall mean a move to a new job which is neither a promotion or demotion as defined above.
- d) By definition, a "temporary promotion" shall mean a promotion, as defined above, which lasts for one full working day or more and for 6 months or less.
- e) By definition, "red-circled" shall mean that an employee's salary will be maintained above the maximum of the salary range for their job until such maximum is raised to a level above their salary.
- f) By definition, "blue-circled" shall mean that an employee's salary will be maintained above the maximum of the salary range for their job and that such salary will be increased by all subsequent negotiated and length-of-service salary increases.

#### **18.07 PERMANENT PROMOTIONS**

- a) An employee who is promoted from one salary group to another will receive an increase of 5% for each salary group of promotion after first determining a pro rata adjustment to their old salary based on the accrued time since the last length of service increase. No employee, subsequent to the application of this promotion formula, will receive less than the minimum or more than the maximum of the new range. Thereafter, progression along the salary scale will be at 12 month intervals.
- b) When an employee is promoted from one floor-rated job to another floor-rated job they will receive an increase on their base rate in accordance with (a) above. Further, where their old floor rate is lower than their new floor rate they will receive the new floor rate; but where their old floor rate is higher than their new floor rate they will be red-circled at their old floor rate.
- c) When an employee is promoted from a floor-rated job to a non-floor-rated job they will

receive an increase on their base rate in accordance with (a) above. Further, where their old floor rate is higher than their new base rate they will be red-circled at their old floor rate.

- d) When an employee is promoted from a position they have taken under the provisions of Article 18.10 (a) and (b), the following salary policy will apply:
  - 1. If the employee had been on the lower grouped job more than one year they shall be promoted in accordance with 18.07 (a) above.
  - 2. If the employee has been on the lower group job less than one year and is promoted to the same group they held prior to demotion, they will receive the salary they would have achieved had they remained on that higher job group level.
  - 3. If the employee is promoted to a job group higher than they held prior to their demotion, their salary will be determined by applying firstly the provisions of (d) 2 and then the provisions of (a).

#### 18.08 **TEMPORARY PROMOTIONS**

Definition:

- a) "Temporary Promotion" means a promotion which lasts for one full working day or more.
  - 1. An employee who is temporarily promoted from one salary group to another will receive an increase of 5% for each salary group of promotion. No employee, subsequent to the application of their promotion formula, will receive less than the minimum or more than the maximum of the new range.
  - 2. Where an employee carries out the duties of a Manager, or another person outside of the bargaining unit, they shall receive a rate of 10% above the highest rate of persons supervised, or 10% above the employee's current rate, whichever is greater, for the entire period of such relief.
- b) When an employee is in receipt of Manager premium pursuant to paragraph (a) (2), and works overtime the appropriate overtime premium will be applied to the employee's wage inclusive of the Manager premium.
- c) An employee temporarily on a higher grouped job shall receive the benefit of length-of-service increases which they would have received on the lower grouped job and their salary shall be increased accordingly. A temporarily promoted employee will also be eligible for length-of-services increases on the higher grouped job if the temporary promotion is renewed and thus exceeds 12 months in duration. However, the salary resulting from a length-of-service increase on the higher grouped job shall at no time be higher than the salary the employee would have received had they been permanently promoted to that job. Increases in salary awarded to temporary promotions are withdrawn when the employee returns to their regular job. The salary at which they return to their regular job shall include any increases which would otherwise have come to them during the period of transfer.
- d) In cases where apparent salary anomalies occur, resulting from transfers to and from temporary promotions, the Parties agree to discuss such cases on their merits, subject to recourse to the grievance procedure.

#### 18.09 **LATERAL TRANSFERS**

- a) When an employee is, by definition, laterally transferred from one floor-rated job to another

floor-rated job they will retain their old base rate. Furthermore, where their old floor rate is lower than their new floor rate they will receive the new floor rate; but where their old floor rate is higher than their new floor rate they will be red-circled at their old floor rate.

- b) When an employee is, by definition, laterally transferred from a floor-rated job to a non-floor-rated job they will retain their old base rate and be red-circled on their old floor rate.

#### 18.10 **DEMOTIONS**

- a) In the case of a demotion directly ascribable to the employee, for example through choice or as a result of inadequate performance, the following salary policy will apply:
  - 1. If the employee has a year or more of service in the higher grouped job, upon demotion they will retain their rate if it is not beyond the maximum of the lower grouped job; if it is beyond maximum they will be reduced to the maximum of the lower group.
  - 2. If the employee has less than one year's service in the higher-grouped job, upon demotion their salary will be that which they would have attained had they moved directly to the lower-grouped job on the same date that they moved to the higher-grouped job.
  - 3. Under special circumstances, including health cases, the salary in the lower-grouped job will be negotiated by the Parties. Upon upward revision of the basic salary scale the employee will receive the general increases that accrue to their lower job grouping.
- b) In the case of a demotion not directly ascribable to the employee, the following salary treatment shall apply:
  - 1. Article 2 Re-evaluation - Red-Circle treatment.
  - 2. Article 7 Layoff and Recall - Blue-Circle treatment for a period of two (2) years after which time Red-Circle treatment shall apply, unless the layoff is beyond the company's control; in which case 18.10(b)1 shall apply from the date of layoff.
  - 3. Employees receiving blue-circle treatment as at the effective date shall continue to be salary protected for the full period of three years. Previously blue-circled treatment grandfathered employees shall continue to receive blue-circled treatment.

## **ARTICLE 19 - EMPLOYEE DEFINITIONS**

### **19.01 FULL-TIME REGULAR (FTR)**

An employee hired to fill an ongoing position vacated by a regular employee or hired to fill a position which is of a continuing nature.

### **19.02 PART-TIME REGULAR (PTR)**

- a) An employee hired to fill a part-time ongoing position vacated by a part-time regular employee or to fill a part-time position which is of a continuing nature.
- b) Unless otherwise agreed with the Union, a part-time regular employee will work according to an assigned regular schedule but will not work more than 60 hours per bi-weekly pay period except that the employee may in addition relieve a full-time employee on leave of absence, sick leave or annual vacation without change to full-time regular status. A PTR employee will normally be scheduled a minimum of 24 hours bi-weekly. At the end of any bi-weekly sign-up period where the minimum of 24 hours is not scheduled, the employee(s) working those schedules shall have the right to choose layoff under the terms of the collective agreement.
  - 1. An assigned regular schedule will be established by the Company at the time of hire and will be for a minimum period of 2 weeks.
  - 2. Within an assigned schedule the days worked and the daily/weekly hours may differ.
- c) A manager may change an established schedule but must provide 2 weeks notice of any change.
- d) Notice of change is not required where a schedule is varied by mutual agreement between the employee and the manager.
- e) The employee will participate in Benefit Plans in accordance with Article 21, and in the Pension Plan.
- f) Sick leave and annual vacation entitlements shall be prorated on the basis of time worked according to service.
- g) Annual vacation and Statutory Holiday pay shall be paid bi-weekly as a percentage of gross bi-weekly earnings. The percentage paid shall be 10.8% if entitled to 3 weeks annual vacation and increased by 2% for each additional week of annual vacation earned. When additional statutory holidays are declared in accordance with Article 13.01 of this Agreement, then the percentage shall be increased by 0.4% for each additional holiday so declared. On each anniversary date, a part-time regular employee shall have the option of accruing annual vacation pay to be paid out at the time of taking annual vacation.
- h) A part-time regular employee shall progress through the salary scale on the basis of accumulated hours worked (inclusive of A/V, Sick Leave and absence due to Workers Compensation) at the same job group and salary step. Such progression shall be determined by a quarterly review of accumulated hours and shall occur effective the first of the month in which the employee accumulated 1,826 hours for legacy employees and 1,957.5 hours for standard employees.

### **19.03 TEMPORARY (TEMP)**

- a) An employee hired on an as-and-when required basis.
- b) Unless otherwise agreed by the parties, a temporary employee is limited to a period of 18 months working full-time in connection with a specific project, work overload or seasonal peaks.
- c) The temporary employee will be paid a rate based on the appropriate step on the salary scale which will recognize the employee's accumulated service with the Company in the same or related job.
- d) Annual vacation and Statutory Holiday pay shall be in accordance with Article 19.02(g).
- e) The employee will not be entitled to any benefits provided in this Agreement. However, should such an employee's period of employment exceed 60 days of accumulated service, s/he will be paid an additional 8% in lieu of sick leave and welfare benefits.
- f) For conversion purposes only, effective January 1, 2008, for all new Temporary Employees, hourly rates of pay are determined by dividing bi-weekly salaries by 75 (e.g. overtime).

## ARTICLE 20 - TRAINING

20.01 The Company and the Union are committed to enhancing the employment prospects of all employees.

To assist with this goal:

- a) At least on an annual basis each employee and their manager will conduct a performance review for the employee, and as part of this review attempt to identify known or anticipated challenges to the employee's current job and career path as identified by the employee.
- b) A training needs profile will be developed as part of the performance review process. This profile will specify which of the following will be emphasized in the employee's training:
  1. training for current tasks, or
  2. training for anticipated requirements, which will include if necessary, career transition preparation for different job streams, both inside and outside the Company.
- c) The Joint Training Committee shall, as part of its mandate, explore emerging skillset requirements for employability. The Committee shall also develop a catalogue of various sources of training and education related to the emerging skillsets, and it will make this information available to all managers and employees.
- d) Regular employees will be credited with 37.5 hours of time off per calendar year to attend classes during regular working hours without loss of pay, benefits or seniority, under the following conditions:
  1. This time shall be available after the employee has used 37.5 hours of their own banked time unless training is directed by the Company for the employee's current tasks;
  2. This time is for training identified in the employee's training needs profile, and when such training is only available during the employee's normal working hours;
  3. Employees shall give as much notice as possible, and adjust their training schedule so as to minimize the effect of their absence on the department.
  4. Disputes with respect to the use and scheduling of this time off shall be referred to the Joint Training Committee, and failing resolution shall be processed as grievances.
- e) The provisions of Articles 20.05 (a), (b) and (c) shall also apply.

20.02 Employees shall be granted leave of absence without pay upon request for the purpose of attending full-time studies at a recognized educational institution, under the following conditions:

- a) the employee must provide their Manager written notice at least 2 calendar months prior to the commencement date of the desired leave;
- b) the Company may recruit for a temporary replacement pursuant to Article 6, for the period of the employee's absence but the employee's leave shall commence on the day specified by the notice above whether or not a replacement has been recruited;
- c) by notifying the Company in writing, the employee shall make themselves available for work within one calendar month of the end of the requested time, such time not to exceed one calendar year;
- d) the above time limit may be extended by mutual agreement between the employee and the

Company. If the time limit is not extended and the employee does not make themselves available for work within the time limit, the employee shall be presumed to have terminated on the last day of the time requested;

- e) the employee shall not lose seniority as a result of the absence and shall not accrue seniority during the period of absence; and
  - f) the employee may elect to remain covered by any of the welfare plans of Article 21, and in that event shall reimburse the Company for the premium costs of such coverage.
- 20.03 The Company shall reimburse employees for registration fees and annual membership fees in any Professional Association, if such registration and membership is a requirement under the Qualification Section of the employee's job description, or at the discretion of the appropriate Vice-President.
- 20.04 An employee shall be given time off with pay to write examinations on a course approved pursuant to Article 20.05. The employee will also be allowed 3 clear hours off work immediately preceding the examination should the examination or any part of this leave coincide with normal working hours.
- 20.05 Employees may apply on the prescribed educational assistance form for financial aid to undertake a course of outside training. The degree of financial aid assumed by the Company will depend upon the circumstances involved as follows:
- a) Full cost of training (tuition fees, required textbooks and such other expenses as may be approved by the Company) will be borne by the Company where the training is at the instigation of management (eg. Industrial First Aid Training). Such training requires written approval of a Regional Manager or Department Head.
  - b) The full cost of training (tuition fees, required textbooks and such other expenses as may be approved by the Company) will be reimbursed to a working employee upon successful completion of such training or course, where:
    - 1. written approval has been obtained from the Company prior to the commencement of such training or course, and
    - 2. the Company agrees that this additional training bears direct relevance to the employee's current job or recognized career path within the Company.
  - c) One-half the cost of training (tuition fees, required textbooks and such other expenses as may be approved by the Company) will be reimbursed to a working employee upon successful completion of such training or course, where:
    - 1. written approval has been obtained from the Company prior to the commencement of such training or course, and
    - 2. the Company agrees that this additional training would be helpful in broadening the individual's abilities in a work-related way or could be of future use to the employee in working with the Company.

## **ARTICLE 21 - BENEFIT PLANS**

### **21.01 MEDICAL SERVICES PLAN COVERAGE AND EXTENDED HEALTH BENEFITS**

#### **MEDICAL SERVICES PLAN COVERAGE**

- a) Deleted in 2013.
- b) Deleted in 2013.
- c) Eligible new employees including eligible dependents (except those hired for vacation relief) are covered effective the first day of the next month following the date of employment, except when the date of employment is the first day of the month, or first normal working day in the month, then coverage is effective from the first day of that month. Vacation relief employees are covered effective the first day of the month following 4 continuous months of service except when the date of employment is the first day or first normal working day in the month, then coverage is effective from the first day of the fifth month of continuous service. (Eligibility is defined in the benefits summary below.)
- d) Deleted in 2013.
- e) Deleted in 2013.
- f) Deleted in 2013.

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

- g) Deleted in 2013.

#### **EXTENDED HEALTH BENEFITS**

- a) Eligible new employees including eligible dependents (except those hired for vacation relief) are covered effective their date of hire or transfer. (Eligibility is defined in the benefits summary below.)
- b) Members of the Union who retire from the Company's service on pension and who have completed 10 years of service may continue to be covered under the company's retiree extended health care plan.

### **21.02 GROUP LIFE INSURANCE**

The Company will continue to provide all regular employees with life insurance benefits under the terms of its group life insurance policy. Eligible new employees will receive coverage effective their date of hire or transfer as follows:

- a) Eligible employees will receive flex credits equaling the life insurance benefit to 2 times the employee's annual salary, rounded to the next higher \$1,000, if not already a multiple of \$1,000.
- b) For purposes of determining an employee's group life insurance coverage, "annual earnings" shall be computed annually as at November 1<sup>st</sup> prior to annual enrolment.
- c) Deleted in 2013.

- d) Deleted in 2013.
- e) An employee receiving Long Term Disability benefits under Article 21.04 shall remain covered for the Life Insurance coverage in effect immediately prior to the disability.

21.03 **DENTAL PLAN**

- a) (Eligibility is defined in the benefits summary below.)
- b) Deleted in 2013.

21.04 **LONG TERM DISABILITY**

- a) (Eligibility is defined in the benefits summary below.)
- b) Coverage for regular employees will be effective their date of hire or transfer. Employees are required to satisfy the 26 week qualifying period (short term disability) prior to receiving benefits under Long Term Disability.
- c) This is a brief summary of the Plan's provisions. The Plan is subject to terms and conditions of the Contract with the Underwriter.
- d) It is understood that the Plan may be altered or amended from time to time to reflect changes made under Article 10.15.
- e) FORTISBC SICK LEAVE BANK: Ex-B.C. Hydro employees as at September 30, 1989, and who have banked sick leave entitlement on that date, will establish a non-renewable FortisBC Sick Leave Bank equal to 2/3 of that entitlement. This Bank may be used, at the employee's request, as a supplement to earnings while the employee is in receipt of sick leave or of Long-Term Disability payments at 70% of regular earnings. Payout of the FortisBC Sick Leave Bank will be 30% of regular earnings and will cease when the disability is over or when the Bank is exhausted.
- f) Employees on paid sick leave on September 30, 1989 will establish their sick leave bank as at the date on which they are authorized to return to work.
- g) While the benefits of this Plan include payments by government plans, such as Canada Pension and Workers' Compensation, the initial benefit under this Plan will not be reduced even if there are subsequent increases in government plans' payments.
- h) Deleted in 2013.

21.05 **COVERAGE AND COST FOR EMPLOYEES ON LEAVE OF ABSENCE**

- a) An employee on leave of absence without pay, for reasons other than sick leave or maternity leave for a period of 15 days or more in any calendar month is required to reimburse the whole cost of welfare plans as outlined in 21.01, 21.02, 21.03 and 21.04 above in respect of that month.
- b) Company employees who are on leave of absence in accordance with Article 1.05 as full-time paid officers and representatives of the Union shall be eligible for coverage under all Company benefit plans, on condition the Company's share of the cost of such plans is borne either by the Union or by the employee.

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

NOTE 2: Further details of these plans are available upon request to the Human Resources Department.

21.06 **BUSINESS TRAVEL ACCIDENT INSURANCE**

- a) (Eligibility is defined in the benefits summary below.)

21.07 **BENEFIT CARRIER AND CONTRACT CHANGES**

- a) The Company will provide the Union with a copy of each Benefit Plan contract and any amendments made to such contracts.
- b) The Company will ensure that employees shall suffer no loss or reduction of coverage as a result of a change in carrier of a Benefit Plan.

21.08 **FLEX BENEFITS PROGRAM**

- a) Deleted in 2013.
- b) As per the COPE Benefits Summary, the base option for Extended Health Benefits shall be Option 4.
- c) The funding for this benefits program shall be based on the “percentage of base payroll” represented by the cost of benefits for bargaining unit employees in the 2007 calendar year, including the amount referenced by the actuarial evaluation.
- d) The percentage resulting from the above calculation shall be applied to the 2009 bargaining unit base payroll to yield a dollar amount which will fund the 2011 FLEX benefits program.
- e) Thereafter, the same percentage (from the 2007 calculation) shall be applied annually to base payroll to yield a dollar amount, always two years “in arrears”, e.g. the 2010 dollars shall fund 2012 benefits, 2011 dollars shall fund 2013 benefits, etc.
- f) Effective January 1, 2011, each employee shall be credited with 4% of base pay which may, at the employee’s option, be taken as PDOs (see Article 15.07a) (@0.4% per day – full days only) or converted to a Health Spending Account, RRSP contributions, taxable cash, or applied or purchase benefits, in any combination not exceeding the 4% entitlement.
1. In November of each year, if an employee chooses not to make an election, the 4% shall be converted to 10 PDOs.
  2. Cash and RRSP contributions shall be credited on a per pay period basis (24 pay periods)
  3. HSA shall be credited at the beginning of the calendar year
  4. Time off is credited at the beginning of the calendar year, and shall be prorated for employees who leave the Company during the same calendar year

Effective January 1, 2011 the 4% of base pay as referenced above shall be integrated into the FLEX benefits program.

## COPE Benefits Summary

MSP	
<b>-Funded</b>	-Flex Credit or Payroll Deductions = 100% & PTR 50% (working a minimum of 18.75 hrs per week and/or a total of 37.5 hrs bi-weekly)
<b>-Taxable</b>	-Depends on payment method, not taxable if paid by payroll deductions, taxable if paid by flex credits
<b>-Opt Out</b>	-Employees can opt out if covered under another plan. Portion of flex credits are credited back to the employee to use elsewhere.
<b>-Employee Eligibility</b>	-FTR and PTR working a minimum of 18.75 hrs per week and/or a total of 37.5 hrs bi-weekly
<b>-Dependent Eligibility</b>	-Spouse and Children (to age 19 or full time students to age 25)
<b>-Waiting Period</b>	-1st of the month following date of hire

Extended Health Care				
<b>-Funded</b>	-Flex Credit or Payroll Deductions = 100% & PTR 50% (working a minimum of 18.75 hrs per week and/or a total of 37.5 hrs bi-weekly) – Base Option			
<b>-Opt Out</b>	-Employees can opt out. Portion of flex credits are credited back to the employee to use elsewhere.			
<b>-Employee Eligibility</b>	-FTR and PTR employees working a minimum of 18.75 hrs per week and/or a total of 37.5 hrs bi-weekly			
<b>-Dependent Eligibility</b>	-Spouse and Children to age 19 or full time students to age 25			
<b>-Deductible</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Base Option</b>
	N/A	\$100	\$0	\$0
<b>-Maximum</b>	N/A	\$500,000	\$1 Million	\$1 Million
<b>-Co-insurance</b>	N/A	60%	80%	100%
<b>-Prescription Drugs</b>				
-Pay Direct Card	N/A	Yes	Yes	Yes
-Formulary	N/A	Yes	Yes	Yes
-Dispensing Fee Cap.	N/A	\$8.75	\$8.75	\$8.75
-Life Style Drugs (Oral Contraceptives, Anti-Obesity, Smoking Cessation, Fertility Drugs, and Erectile Dysfunction)	N/A	Oral Contraceptives, Anti- Obesity only	Yes	Yes
<b>Paramedical Practitioners</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Base Option</b>
-Acupuncturist	N/A	N/A	\$250	\$400
-Podiatrist	N/A	N/A	\$250	\$400
-Psychologist	N/A	N/A	\$250	\$400

-Speech Language Pathologist	N/A	N/A	\$250	\$400
-Chiropractor	N/A	N/A	\$250	\$400
-Naturopath	N/A	N/A	\$250	\$400
-Physiotherapist	N/A	N/A	\$250	\$400
-Massage Therapist	N/A	N/A	\$250	\$400
-Dietician	N/A	N/A	\$250	\$400
-Private Duty Nursing	N/A	\$25,000 LTM	\$25,000 LTM	\$25,000 LTM
<b>Standard Durable Medical Equipment</b> -Lifetime Maximum	<b>Option 1</b> N/A	<b>Option 2</b> Subject to overall EHC Lifetime Maximum	<b>Option 3</b> Subject to overall EHC Lifetime Maximum	<b>Base Option</b> Subject to overall EHC Lifetime Maximum
<b>Medical Aids and Supplies</b> -Hearing Aids	<b>Option 1</b> N/A	<b>Option 2</b> Dependent children only to a maximum of \$500 / 5 calendar years	<b>Option 3</b> \$500/5 yrs	<b>Base Option</b> \$500/5 yrs
Orthopedic Shoes / Orthotics	N/A	N/A	Combined maximum of \$400 Adult per year \$200 Child per year	Combined maximum of \$500 Adult per year \$300 Child per year
Wigs & Hairpieces	N/A	\$600 LTM	\$600 LTM	\$600 LTM
<b>Vision Care</b> -Eye Glasses/Contact Lenses -Eye Exams	<b>Option 1</b> N/A N/A	<b>Option 2</b> No No	<b>Option 3</b> \$150 / 24 Mths \$100 / 24 Mths	<b>Base Option</b> \$250 / 24 Mths \$100 / 24 Mths
<b>-Hospital – Semi Private Room</b>	N/A	Yes	Yes	Yes
<b>-Emergency Ambulance</b>	N/A	Yes	Yes	Yes
<b>-Out of Province</b>	Covered under the Travel Care Program			
<b>Group Life Insurance</b>				
<b>-Funded</b>	-100% of the cost of Basic and Voluntary Life provided via flex credits			
<b>-Employee Eligibility</b>	-FTR & PTR working a minimum of 18.75 hrs per week and/or a total of 37.5 hrs bi-weekly			
<b>-Waiting Period</b>	-Date of Hire			
<b>-Basic Life Insurance</b>	-1 x Annual Salary			
<b>-Opt Out</b>	-Compulsory			

-Voluntary Life	-1 x Annual Salary			
-Opt Out	-Yes – excess credits funded to employee			
-Employee Optional Life	-Units of \$50,000, Maximum \$750,000			
-Spouse Optional Life	-Units of \$50,000, Maximum \$750,000			
-Child Optional Life	-\$10,000			
Accidental Death & Dismemberment (AD&D)				
-Eligibility	-FTR & PTR working a minimum of 18.75 hrs per week and/or a total of 37.5 hrs bi-weekly			
-Waiting Period	-Date of Hire Optional			
-Employee Accidental Death & Dismemberment (AD &D)	Units \$50,000, Maximum \$500,000			
-Spousal Accidental Death & Dismemberment (AD &D)	-Spouse under the age of 70 Units \$50,000, Maximum \$500,000			
-Child Accidental Death & Dismemberment (AD &D)	-Children to age 19 or full time students to age 25 \$10,000			
Dental Care				
-Funded	-Flex Credit or Payroll Deductions = 100% & PTR 50% (working a minimum of 18.75 hrs per week and/or a total of 37.5 hrs bi-weekly) – Base Option			
-Opt Out	-Employees can opt out. Portion of flex credits are credited back to the employee to use elsewhere.			
-Employee Eligibility	-FTR and PTR employees working a minimum of 18.75 hrs per week and/or a total of 37.5 hrs bi-weekly			
-Dependent Eligibility	-Spouse and Children to age 19 or full time students to age 25			
-Deductible	Option 1 N/A	Option 2 No	Base Option No	Option 4 No
{ -Plan A - Basic Preventative & Restorative Services -Plan A - Endodontic & Periodontic Services  -Plan B - Major Restorative - Crown, Dentures  -Plan C - Orthodontics	Option 1	Option 2	Base Option	Option 4
	N/A	60%	90%	100%
	N/A	60%	90%	100%
	N/A	50%	70%	80%
	N/A	N/A	50%	60%
Maximums				
-Plan A & B (Annual)	N/A	\$1,500	\$2,500	\$3,000

-Plan C (Lifetime)	N/A	N/A	\$3,000	\$3,500
Long Term Disability				
-Funded -Opt Out -Eligibility  -Waiting Period -Indexing	-Company Paid (Base Option) -Must take one of four options -FTR & PTR working a minimum of 18.75 hrs per week and/or a total of 37.5 hrs bi-weekly -Date of Hire -Optional – 5% Maximum			
Coverage	Base Option 70% Taxable	Option 2 60% Non Taxable	Option 3 70% Indexed - Taxable	Option 4 60% Indexed – non-Taxable
Maximum	\$15,000 Monthly			
Paid Sick Leave Allowance				
-Funded -Eligibility  -Waiting Period -Coverage	-100% Company Paid -FTR & PTR working a minimum of 18.75 hrs per week and/or a total of 37.5 hrs bi-weekly -3 months following Date of Hire -100% or 70% of earnings up to 26 weeks while ill or injured. Percentage of coverage depends varies depending on years of service.			
Travel Care				
-Funded  -Employee Eligibility -Dependent Eligibility	-100% Company Paid  -FTR & PTR working a minimum of 18.75 hrs per week and/or a total of 37.5 hrs bi-weekly -Spouse plus dependent children. Children up to the age of 19 or up to the age of 25 if full time student, or any age if disabled.			
-Deductible	-No			
-Coverage	-100% Eligible Emergency Medical Expenses to a lifetime maximum of \$1,000,000.			
Business Travel Accident Insurance				
-Funded -Eligibility -Waiting Period -Coverage	-100% Company Paid -All Employees -Date of Hire -3 x Annual Salary			

Health Spending Account	
-Details	-Employees may direct excess flex credits towards a Health Spending Account. Employees will have two years to spend funds allocated to their HSA.

## Post-Retirement Benefit Summary

Post-Retirement Benefits	
Eligibility	Employees retiring per the pension plan rules of their current pension plan and receiving an immediate pension are eligible for retiree benefits. Employee must work a minimum of 2 years full-time immediately prior to retirement in order to be eligible for benefits.
Survivor Benefits	If the Joint & Survivor election is chosen: Coverage continues for the life of the spouse HSA eligibility will be reduced by 50% January 1st following the death of the retiree
Annual Deductible	\$1250 per person each calendar year to a maximum of \$2500
Maximum	\$500,000 lifetime
Coinsurance	100%

Extended Health Care Details (Security Plan)	
Coverage	100% of eligible expenses
Prescription Drugs	Pay Direct Card Low cost alternative
Emergency Hospital	Yes Semi Private Room
Emergency Ambulance	Yes
Nursing	\$10,000/year (acute care only)
Medical Aids and Supplies – summary (subject to claiming guidelines noted in the Pacific Blue Cross Booklet)	<ul style="list-style-type: none"> <li>-Hearing Aids and repairs: maximum \$500 every 5 calendar years</li> <li>-Purchase of rental equipment (wheelchairs, hospital beds): \$15,000 lifetime maximum (pre authorization required)</li> <li>-Ileostomy/colostomy supplies Mastectomy prosthesis</li> <li>-Other (Combined maximum \$500/person/year. Must be medically necessary to treat chronic and debilitating condition) <ul style="list-style-type: none"> <li>-Splints, trusses, crutches, casts, custom fitted braces, cervical collars/traction kits, orthotics, stump socks, surgical stockings</li> <li>-Customer made orthopaedic shoes including repairs prescribed by a physician, podiatrist or chiropractor</li> </ul> </li> </ul>

Paramedical Practitioners (for example Acupuncturist, Podiatrist, Psychologist; Speech Language Pathologist, Chiropractor, Naturopath, Physiotherapist, Massage Therapist, Dietician)	Available for reimbursement through the HSA
Standard Durable Medical Equipment	\$15,000 lifetime maximum Preauthorization required for amounts in excess of \$5,000
Vision Care -Eye Glasses/Contact Lenses -Eye Exams	Available for reimbursement through the HSA
Emergency Medical Travel	Purchase of Private Healthcare Insurance Available for reimbursement through the HSA
Health Spending Account (HSA)	\$2,500 per year Any unused balance will be rolled forward and expire at the end of the second year

WITNESS WHEREOF THE Company and the Union have caused their proper Officers and Representatives affix their hand this \_\_\_\_ day of \_\_\_\_\_ 2013.

FORTISBC ENERGY INC.

CANADIAN OFFICE AND  
PROFESSIONAL EMPLOYEES  
UNION, LOCAL 378

\_\_\_\_\_  
Doug Slater

\_\_\_\_\_  
Brad Bastien

\_\_\_\_\_  
Rolf Lyster

\_\_\_\_\_  
Tim Bouzovetsky

\_\_\_\_\_  
Brent MacPherson

\_\_\_\_\_  
Darlene Freeman

\_\_\_\_\_  
Ian Miki

\_\_\_\_\_  
Norm Stickelmann

## **LOU # 7 - Gas Controllers**

*(original letter signed March 18, 1994 between Fred Green (BC Gas) and Scott Watson (OTEU))*

The Parties agree to vary certain terms and conditions of the Collective Agreement as they apply to the shift work of Gas Controllers, as follows:

### **1. HOURS OF WORK**

#### **Gas Controllers Working Eight-Day Cycle:**

Gas Controllers will work four 12-hour shifts within an eight day cycle. The normal cycle will be:

Day	Day	Night	Night	Off	Off	Off	Off
-----	-----	-------	-------	-----	-----	-----	-----

With one week's notice, this cycle may be altered to various combinations of day and night shifts, worked consecutively in the eight day cycle, except as provided for in Article 12.04 k) Notice of Relief - 1. a) – c) & 2. a).

Day shifts will begin at 7:15 a.m. and end at 7:30 p.m. Total shift time is 12.25 hours with a 1.0 hour unpaid lunch break, for a standard shift of 10.75 straight time hours, plus 0.5 overtime hours.

Night shifts will begin at 7:15 p.m. and end at 7:30 a.m. Total shift is 12.25 hours with a 1.0 hour unpaid lunch break for a standard shift of 10.75 straight time hours, plus 0.5 overtime hours.

When more than one Controller is on shift, lunch breaks will be staggered and will be taken at or near the midpoint of the shift, as operations permit. When only one Controller is on shift, no lunch break will be taken, and the time will be compensated at overtime rates.

Each employee will receive three fifteen minute paid relief periods in each shift.

#### **New Gas Controllers:**

New Gas Controllers will work a standard Monday to Friday, 7.5 hour day, for an initial training period no longer than one month (21 working days). Working hours will be 7:15 a.m. to 3:45 p.m., with a 1.0 hour unpaid lunch break and two fifteen minute paid relief periods in each shift.

### **2. SHIFT PREMIUMS**

As per Article 12.04(e) of the collective agreement

### **3. OVERTIME**

All hours worked beyond the standard 10.75 hours per shift or 43 hours in an eight day cycle will be treated as overtime and paid out at the applicable overtime rate.

4. **TIME OFF**

Gas Controllers' time off entitlement will be calculated as follows:

a) **Annual Vacation**

Each Controller will be credited with 37.5 hours of Annual Vacation for each week of vacation entitlement earned in accordance with Article 14.

b) **Statutory Holidays**

Each Controller will be credited with 7.5 hours for each statutory holiday specified in Article 13.

c) **Purchased Days Off**

Each Controller will be credited with PDOs in accordance with Article 15.07 of the collective agreement.

For annual time off entitlement calculation, the total hours credited to the employees under (a), (b) and (c) above, plus any hours carried forward from the previous year, will be divided by 10.75 to calculate the number of shifts off each Controller is entitled to for the year (rounded up to the next whole shift).

5. **RECONCILIATION**

The total number of straight time hours worked by each Controller will be compared annually to the total number of straight time hours worked by other office staff during the same comparative period.

6. **GENERAL**

Scheduled time off shall not conflict with essential department requirements. Approval will not be unreasonably withheld.

Other areas in the Collective Agreement, such as sick leave, leaves of absence, banked overtime, etc. will be calculated on the basis of hours utilized to a maximum of 10.75 hours per shift.

Amended: February 19, 2013

## **LOU # 9 - Harassment in the Workplace**

*(original letter signed July 27,1994 between Fred Green (BC Gas) and Scott Watson (OTEU))*

**Harassment in the workplace is covered in Company Policy HMR 04-03 Human Resources Policies and Guidelines "Respect in the Workplace" as below.**

### **Promoting a Respectful Workplace**

#### **Purpose**

This policy addresses the prevention and resolution of harassment and discrimination in the workplace.

#### **Scope**

This policy applies to all employees of the Company unless otherwise covered by a collective bargaining agreement with different related provisions.

#### **Policy**

The Company is committed to a work environment free from harassment and discrimination for all its employees. This policy prohibits, and is intended to prevent, harassment and discrimination of any type in the workplace, and to promote a workplace where employees and customers alike are treated with dignity and respect. The prohibition against workplace harassment and discrimination extends to all Company facilities and to all employees during the course of their employment, which includes business travel, off-site meetings, or Company social events. Further, the prohibition extends to all forms of workplace communication, including personal interaction, and any communication by e-mail, telephone, or in writing.

#### **Harassment**

Company personnel shall not engage in harassing activity which includes any behavior that demeans, humiliates, or embarrasses another employee such that a reasonable person should know that the behaviour is unwelcome and inappropriate in the workplace. This includes harassment prohibited by legislation including unwelcome verbal or physical conduct based on race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status, a criminal conviction, age, sexual orientation, or political beliefs.

Harassment that will not be tolerated by the Company includes verbal or physical abuse, threats, derogatory remarks, inappropriate jokes, taunts, or innuendo which demean or embarrass whether it be one event or a series of events or a course of conduct. Examples of harassment include:

- racial or ethnic slurs including racially related nicknames
- misuse of authority towards another employee (such as unfairness in employee selection or work assignment based on a prohibited ground)
- remarks, jokes, sexual invitations, innuendo, or taunting about a person's body, age, marital status, gender, religion, accent, disability, or other prohibited ground
- leering, staring or gestures of a sexual nature
- display or communication of sexually explicit, pornographic, sexist, racist, or derogatory e-mails or material
- inappropriate physical contact such as patting, pinching, or that of a sexual or assaulting nature
- patronizing behavior, language, or terminology which reinforces stereotypes and undermines self-respect or adversely affects work performance or working conditions

## **Discrimination**

Company personnel shall ensure that while performing Company related activities they shall not participate in discrimination against other Company personnel or customers. Discrimination involves treating any person or a group of persons in an unfair way based on a prohibited ground, including race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status, a criminal conviction, age, sexual orientation or political beliefs.

## **Complaint Procedure**

If you are being harassed or are the subject of discrimination in violation of this Policy, the Company encourages you to do the following:

1. Tell the perpetrator immediately that the harassing or discriminatory behavior is unwelcome and ask that it stop.
2. Record the incident, including date, time, location, and any possible witnesses.
3. Report the matter to a member of the Human Resources.

Upon receipt of a complaint, the Company shall do the following:

1. Keep the complaint strictly confidential. A timely investigation into the complaint will be undertaken and steps will be taken to resolve the problem informally in consultation with the complainant.
2. If the complaint cannot be resolved informally, both the complainant and the alleged perpetrator will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence.
3. If the investigation reveals evidence supporting the complaint of harassment, the perpetrator will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented on the perpetrator's file.
4. If the investigation fails to reveal evidence to support the complaint, there will be no documentation placed on the alleged perpetrator's file.
5. Regardless of the outcome of a complaint made in good faith, the employee lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either coworkers or superiors. This includes dismissal, demotion, unwanted transfer, or denial of opportunities within the Company.

## **Responsibility of Management**

It is the responsibility of management supervising the activities of other employees to take immediate and appropriate action to report or deal with incidents of harassment or discrimination of any type of brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with the matter personally.

This procedure is not intended to preclude another existing recourse that may be available to an employee (e.g. redress through the collective agreement, a Human Rights complaint, criminal charges, or civil litigation).

Amended: February 19, 2013

## **LOU #14 – Job Sharing**

*(original letter signed July 26, 1994 between Fred Green (BC Gas) and Scott Watson (OTEU))*

### **Definition**

Job sharing is defined as dividing all the functions of one full-time regular (FTR) position between two regular employees, each of whom works part-time in a manner that provides full-time coverage for the position. A full-time regular position can only be job-shared with the approval of the Manager, Human Resources and the Union. The manager is responsible for communicating the requirements of the job to both employees.

It is the intent that the time worked by the two job sharing partners will equate to that of a full-time regular employee. Neither of the partners in a job share relationship shall work less than 40% of the normal hours of work of the full-time regular position.

### **1. General**

- a) The Parties agree that all terms and conditions of the Collective Agreement in force and effect shall apply unless specifically altered herein.
- b) Only regular employees are eligible to participate in job sharing arrangements unless otherwise mutually agreed by the Parties.
- c) A job-share employee (other than a temporary employee as mutually agreed in 1.(b)), shall be classified as a part-time regular employee.
- d) For the purpose of applying the overtime and shift differential provisions of this Agreement, the job share position will be treated as a full-time regular position. Accordingly, the combined time worked by the two incumbents will fall within the normal daily and weekly hours of work for the full-time position to a maximum of 7 hours per day or 35 hours per week for Legacy PTR employees or a maximum of 7.5 hours per day or 37.5 hours per week for Standard PTR employees. Any time worked through the combined efforts of the two incumbents which exceeds 7 hours per day or 35 hours per week for Legacy PTR employees, or 7.5 hours per day or 37.5 hours per week for Standard PTR employees, shall be paid at overtime rates to the employee performing the work, except when the combined hours are beyond 7 per day and 35 per week (for Legacy PTR employees) or 7.5 per day and 37.5 per week (for Standard PTR employees), for the purpose of attending training courses or Company programs. Shift premiums will be split appropriately, but will not exceed those paid for the normal shift of the full-time position.
- e) Notwithstanding (d) above, a job-sharing employee may volunteer to work additional hours to cover workload demands that would otherwise be covered by another employee working part time. Premium pay will apply to all hours worked in excess of 7 in a day or 35 in a week (for Legacy PTR employees), or 7.5 in a day or 37.5 in a week (for Standard PTR employees), by that employee.

- f) Job sharing partnerships shall be restricted to employees working within commuting distance of the established headquarters where the job-share position exists.
- g) All job-sharing employees must meet the qualifications of the position to be job-shared.
- h) No employee is eligible to job share in a position in a paygroup higher than their current position.
- i) The regular position left vacant when two regular employees job-share will be posted in accordance with the provisions of Article 6, except as outlined in the trial period in 4 (a).

## 2. **Procedure**

- a) Regular employees wanting to job share may request the manager to consider a proposal for a job sharing arrangement. In making a submission it is important that both employees realize they are entering a partnership. Their proposal must provide information on the qualifications and experience of each proposed partner and give details on how the arrangement will ensure the work is efficiently and effectively completed. Details which must be considered in the submission include:
  - 1. Which functions will be shared and which functions will be performed by only one partner.
  - 2. How load priorities will be determined on an on-going basis, and how these priorities will be communicated between partners to ensure nothing is missed.
  - 3. Preferred work schedule of each partner and preferred start date.
  - 4. Other information required by the manager.
- b) Proposed job sharing arrangements will be discussed with the appropriate Human Resources Officer and for each job sharing arrangement there must be a written understanding signed by each partner, the employee's manager, Human Resources and the Union.

## 3. **Registration**

Regular employees who wish to job share should submit a proposal to their manager and the Human Resources Office. It is the responsibility of the employee to propose a qualified partner.

## 4. **Trial Period**

- a) In order to allow the parties a reasonable time to test the suitability of the individual job sharing arrangement, a 6 calendar month trial period will be in effect at the beginning of each job sharing arrangement. Any temporary vacancy that is thereby created may be filled by the Company without posting for the 6 month trial period. For such backfill

vacancies, preference will be given to the senior, qualified employee within the same work group where the vacancy exists, except where there are qualified employees on the recall list.

- b) During the trial period, either party or either employee may terminate the job-share with 30 calendar days written notice.
- c) In the event that the job-share is terminated during the trial period, both employees will revert back to their former regular positions and status in all respects.

5. **Job Sharing Conditions**

- a) Full-time regular employees who enter a job sharing arrangement shall change their status to part-time regular (PTR) and assume the salary of the shared position. In the case of a demotion, the employee will retain their salary if within the group salary range of the position, or Step 5 of the position group, whichever is lower. There will be no blue circle or red circle salary treatment as a direct result of job sharing.
- b) Article 19.02(b), (c), and (d) do not apply to PTR job-sharing employees.

6. **Job Share Partner Absence**

Where an employee in a job share arrangement is absent from work for any reason, the Company shall first offer the work to the remaining partner (RP). In such instances, the extra hours worked, up to a maximum of 7 hours per day (for Legacy PTR employees) or 7.5 hours per day (for Standard PTR employees) and 35 hours per week (for Legacy PTR employees) or 37.5 per week (for Standard PTR employees), will be paid at straight time rates. The RP will retain their status as a PTR employee for the duration of the partner's absence. If the RP declines to accept the extra hours the Company may fill the vacancy with a Temp employee.

7. **Filling a Job Share Vacancy**

- a) In the event one of the partners leaves the job-share and where the parties and the RP agree the job-share should continue, the vacancy will be dealt with as follows:
- b) The RP has 30 calendar days from the notice date of the original partner to find a replacement partner.
- c) If no suitable partner can be found, the RP will have the option of filling the position on a full-time basis.
- d) If the RP declines the option, s/he will be placed directly onto the recall list in accordance with Article 7.03 and the full-time position will be posted in accordance with Article 6.

8. **Termination of Job Sharing Arrangement**

- a) Individual job sharing arrangements may be terminated by the manager or either party with 30 days written notice to the affected partner(s).
- b) If one partner voluntarily leaves, the remaining partner (RP) will have the option of filling the position without posting on a full-time basis. If the RP declines the option of filling the full-time position, s/he will be placed directly onto the recall list in accordance with Article 7.03 and the full-time position will be posted in accordance with Article 6.
- c) If the manager, or either party terminates the job-share and neither partner voluntarily leaves, the full-time position will be posted in accordance with Article 6, and when filled, the remaining partner(s) will be placed on the re-call list in accordance with Article 7.03.

9. **Discontinuation of Job Sharing Letter of Understanding**

Either party may discontinue this Letter of Understanding on notice to the other party, following which job share partnerships in the trial period will be immediately discontinued. Existing job share partnerships past the trial period will be grandparented.

Amended: February 19, 2013

**LOU #15 - Safety of Employees Working at Night**

*(original letter signed September 13, 1994 between Fred Green (BC Gas) and Scott Watson (OTEU))*

1. Except as provided in Article 16.10, when employees other than regular shift workers (Emergency Operations Centre, Gas Control, etc.) are required to work overtime later than 22:00 hours:
  - a) the Manager shall, if requested by the employee, make arrangements for an escort to their motor vehicle or public transit or,
  - b) if the employee is travelling by foot or to an insecure public transit destination, the Manager may, if requested by the employee, have the employee driven home by Company personnel or by taxi, at the Company's expense.
2. The Union and the Company agree to meet to discuss any extraordinary circumstances that may affect the safety of regular shift workers whose shift or overtime ends between dusk and dawn.

Amended: February 19, 2013

### **LOU #19 - Inter-Bargaining Unit Transfers**

*(original letter signed August 3, 1994 between Fred Green (BC Gas) and Scott Watson (OTEU))*

1. A COPE member with a minimum of five years seniority who has been selected to fill a job in another FortisBC Bargaining Unit and whose selection is successfully grieved will have the right to return to the position which s/he previously held as per Article 6.05 for a period of 3 months from the date of leaving the COPE Bargaining Unit.
2. COPE members with a minimum of 5 years seniority who are successful applicants on jobs in another FortisBC Bargaining Unit may retain their seniority for a period of two years from the date of leaving the COPE for the sole purpose of applying on future COPE job bulletins.
3. The leaving date will be confirmed to the COPE and the employee by the Company in writing.
4. No COPE seniority will be accrued while a member of the other Bargaining Unit.
5. Minimum dues must be paid to the COPE during the period of time in the other Bargaining Unit.

Amended: February 19, 2013

## **LOU #20 - Training/Travel Guidelines**

*(original letter signed July 20, 1994 between Fred Green (BC Gas) and Scott Watson (OTEU))*

The Company and the Union believe in the benefits of employee training and development. The purpose of training is to provide for upgrading of an employee's knowledge, skills and abilities in order to meet the requirements of their present position, or to develop toward future career alternatives.

The following provisions are intended to apply to job training courses which are directed by the Company. In situations where such training occurs away from an employee's established headquarters, and/or when the hours of training vary from an employee's normal hours of work, the employee will attend the hours of the training program, subject to the following:

1. The method of travel and time of departure should be discussed between the employee and manager in advance to obtain management approval on travel arrangements.

By agreement with the manager, these guidelines may be varied to accommodate travel arrangements requested by the employee, however, authorized payments for travel time will be based on the least cost alternative.

2. On a day dedicated to training:
  - a) all surplus travel time will be paid at straight time rates regardless of when it occurs;
  - b) accrued time in training (inclusive of travel time related to attendance at the training course) which is in excess of the normal hours accrued in an employee's work day (inclusive of time normally spent in travel to and from work) will be paid at straight time rates;
  - c) where formal (classroom) training extends beyond 18:00, such that the total accrued hours in training for the day (exclusive of travel time) exceeds the employee's (normal) regular daily hours, these training hours which exceed the normal daily hours will be paid at overtime rates.
3. On a day in which both training and normal work is performed:
  - a) accrued time in travel, work, and training which is in excess of the normal hours accrued, in an employee's work day (inclusive of time normally spent in travel to and from work) will be paid at one and one-half (1-1/2) times the employee's hourly rate;
  - b) where formal (classroom) training extends beyond 18:00 such that the total accrued hours for the day, exclusive of travel time, exceeds the employee's (normal) regular daily hours, these training hours will be paid at overtime rates.
4. If training occurs on an employee's regularly scheduled day off, the employee will have the day off rescheduled (without further compensation).
5. Time spent in travel on a Sunday, related to attendance at a training course, will be paid at straight time rates. When such travel commences prior to 17:00 the employee will be paid for the period from commencement of travel to 17:00, or to the time the employee arrives at their destination whichever time is latest. Any payment for Sunday travel related to attendance at a training course is limited to a maximum of a normal day's pay at straight time rates.
6. Time spent in travel on a Saturday, related to attendance at a training course, will be paid at straight time rates. When such travel commences later than 08:30, the employee will be paid from 08:30 to

the time at which the employee arrives at their destination. Any payment for Saturday travel related to attendance at a training course is limited to a maximum of a normal day's pay at straight time rates.

7. All time spent for in and out-of-province travel for training will be calculated on the basis of scheduled flying time, plus 2 hours ("Airport Wait Time") will be paid at straight time to a maximum of 7.5 hours per day.

*(For example, an employee living in Vancouver flying to Toronto would receive 4.5 hours scheduled flying time plus 2 hours = 6.5 hours at straight time. An employee from Kelowna flying to Toronto via Calgary, would receive 2 hours flight time to Calgary, plus 2 hours, and 3.5 hours flying time Calgary to Toronto, however, they would not receive the additional 2 hours for the Calgary to Toronto leg, because the travel time would be effectively capped at 7.5 hours.*

8. Under this Letter, employees may elect to bank any premium hours accrued in lieu of receiving pay, subject to the terms of Article 16.07.

Amended: February 19, 2013

## **LOU #21 - Co-Operative Educational Students**

*(original letter signed June 22, 1994 between Fred Green (BC Gas) and Scott Watson (OTEU))*

1. A Co-op Student is a student who is enrolled as an undergraduate in a Co-op program at a recognized Technical School, College or University at all times during the period of employment.
2. It is the intent of the Parties that participation in this program will not adversely affect existing jobs or bargaining unit work covered by the FortisBC/COPE Collective Agreement. The employment of Co-op Educational Students shall not be utilized by the Company to avoid the creation, continuance or filling of any regular or temporary jobs as defined in the Collective Agreement. Co-op Students shall not be employed to backfill for:
  - a) leave of absence replacements;
  - b) special projects which disallows training or employment opportunity to bargaining unit employees;
  - c) emergent considerations.
3.
  - a) FortisBC will ensure that any co-op student employed under this Letter of Understanding will have an employment period of four (4) continuous months. The Company may request from the Union an extension of the four months with regards to an educational institution program requiring such extension. The Union will not unreasonably deny such request. Each such period of continuous employment for each student shall be deemed to be one (1) work term.
  - b) Co-op positions shall not be subject to the job posting procedures in the collective agreement.
4. Co-op students may be re-employed by FortisBC provided there is at least one co-op period of absence between periods of employment. In such instances, the Co-op student will advance one step on the salary schedule noted below.
5. All Co-op students will be required to become and remain COPE members for the duration of their work term. Co-op Education Students will not be entitled to apply for regular or temporary COPE-affiliated bulletined positions.
6. Either Party retains the right to discontinue participation in Co-operative Education programs with four months notice to the other.
7. COPE will be advised of the student's name, position and department prior to placement.
8. No more than two students shall work in any one department unless there is agreement of the Parties.
9. No more than four (4) Co-op Students would be hired in any four (4) month period without mutual agreement.
10. Co-op Students will be entitled to 4% in lieu of vacations, and 4.8% in lieu of statutory holidays. Co-op students extended and employed longer than the four (4) month period shall be entitled to an additional 6% in lieu of welfare benefits.

11. Co-operative Educational Students shall receive salary treatment in accordance with the following schedule, which is based progressively on the number of Work Terms worked by each student:

WORK TERM	PAY GROUP
1	Group 3 Minimum
2	Group 3 Maximum
3	Group 3 Maximum
4	Group 4 Maximum
5	Group 4 Maximum

The above rates shall be subject to change at any time by mutual agreement of the parties.

12. Employees hired as Co-op students will not accrue seniority.

13. The Co-operative Educational Students Program as described in this Letter of Understanding shall apply for the term of the Collective Agreement unless modified by mutual agreement of the Parties.

14. Employment of Students

- a) It is the intent of the Parties that hiring of students will not adversely affect existing jobs or bargaining unit work covered by the FortisBC/COPE Collective Agreement. The employment of Students shall not be utilized by the Company to avoid the creation, continuance or filling of any regular or temporary jobs as defined in the Collective Agreement.
- b) Students employed between semesters of the educational institution to which they have been admitted or are attending shall be employed for duration not to exceed four (4) months after which time they shall be terminated. During this period students may be assigned, transferred, demoted or terminated as the Company requirements dictate, provided that such assignment does not result in the demotion or displacement of any employee or would result in the filling of a job vacancy that would normally be posted.
- c) Student Employee positions shall not be subject to the job posting procedures in the Collective Agreement.
- d) Students shall not be entitled to sick leave, long term disability or any of the benefit plans outlined in this collective agreement.
- e) In the case of a general reduction or layoff of bargaining unit employees, students shall be terminated before regular employees are displaced. The Company will provide 2 days' notice or pay in lieu of notice to students terminated prior to the normal expiration of their work term.
- f) Salary levels for students will be the minimum of the Job classification to which they are assigned.

- g) Students must become and remain members of the Union as a condition of employment as outlined in Article 1 of this agreement.
- h) Students will be entitled to 4% in lieu of vacations and 4.8% in lieu of statutory holidays.
- i) The Company will advise the Union with at least 2 weeks of advance notice prior to the employment of Students.
- j) Employees hired as students will not accrue seniority.

Amended: February 19, 2013

## **LOU #22 - LTD Employees Returning to Work**

*(original letter signed July 5, 1996 between Fred Green (BC Gas) and Bill Bell (OTEU))*

1. When employees return from a period of sickness or disability after their positions have been filled, the Company will attempt to place them in a regular position for which they are qualified in accordance with HMR-01-08, subject to agreement of the Union. The position will be at the same salary level, or as near as possible to the employee's previous rate.
2.
  - a) In the event placement is not immediately possible, or the employee does not wish to accept the placement(s) offered, the employee may choose to bump back into their previously held position if it is occupied by a less senior employee. This bumping option is limited to a period of two years from the date long term disability payments became effective.
  - b) If their previously held position is occupied by a more senior employee, the employee will be entitled to exercise their bumping options pursuant to Article 7.02 and/or layoff to recall protection under Articles 7.02(d), and 7.03.
3. If the employee returns after more than two years from the date long term disability payments became effective and there are no placements options, or the employee chooses not to accept the placement options offered, the employee will be placed on the recall list pursuant to Article 7.02(d) and 7.03.

Amended: February 19, 2013

## **LOU #31 - Hours of Work - Emergency & Operations Representatives**

*(original letter signed November 12, 2002 between Franz Scherubl (BC Gas) and Bill Bell (OTEU))*

The Company and Union agree to vary certain terms and conditions of the Collective Agreement as they apply to the shift work of Emergency & Operations Representatives (EORs). The Company and the Union agree that a shift schedule with a combination of 12 hour and 8 hour shifts (inclusive of lunch break) will meet the required 24 hour 7 days a week coverage while benefiting the EORs by providing more frequent scheduled time off, including more weekends. To create this rotating shift schedule, the 12 days in lieu of statutory holidays and all available PDOs will be pre-scheduled into the shift rotation and time off will be pre-scheduled and subject to operational requirements.

### **1. SHIFT STRUCTURE**

The attached schedule of hours and days of work is a typical schedule of a 7 week forward rotation, with a combination of 12 and 8 hour shifts payable at straight time. The schedule is intended to incorporate relief coverage from within the group.

### **2. WORKING HOURS**

The total number of straight hours worked by each EOR will be equal to the total number of straight time hours worked in a year by other office staff during the same year (i.e. 37.5 hours per week for 52 weeks).

### **3. WORK AND LUNCH BREAKS**

- a) When more than one employee is on shift, lunch breaks will be staggered and will be taken at or near the midpoint of the shift or as operations permit and will be one half hour. As well, employees on the night shift will take their lunch breaks at a time when employees on the afternoon shift can provide coverage (i.e. before the end of the afternoon shift). When only one employee is on shift, the lunch break will be taken at the workstation, paid at straight time and the shift will be reduced by 0.5 hour.
- b) Each employee shall receive 3 work breaks of 15 minutes in a 12 hour shift or 2 work breaks of 15 minutes in an 8 hour shift. The work breaks will be staggered and shall be taken one in each 4 hour period of the shift.

### **4. OVERTIME PAYMENTS**

All hours worked in excess of the regularly scheduled shift (i.e. 8 or 12 hours) will be paid for at the rate of double time. All hours worked on a scheduled day off shall be paid at the rate of double time unless appropriate notice of change of schedule is given (per article 12.04k).

### **5. ANNUAL VACATION**

- a) All annual vacation shall be pre-scheduled.

- b) Sign up for vacation per article 14.05 of the collective agreement will be in order of seniority from the 3rd quarter seniority list, and will be completed by December 1st of each year. The approved schedule will be posted by January 15th of the following year.

## **6. TIME OFF**

EORs' time off entitlement will be calculated as follows:

- a) Annual Vacation

Each EOR will be credited with 37.5 hours of annual vacation for each week of vacation entitlement earned in accordance with Article 14.

- b) Statutory Holidays

Each EOR will be credited with 7.5 hours for each statutory holiday as specified in article 13.

- c) Purchased Days Off (PDOs)

Each EOR will be credited with PDOs in accordance with Article 15.07 of the Collective Agreement. PDOs will be pre-scheduled into the shift schedule and will deplete the time bank on an hour for hour basis to a maximum of 11.5 hours per day.

## **7. GENERAL**

- a) Scheduled time off shall not conflict with essential department requirements and will be subject to the availability of relief within the group of EORs.
- b) Other areas in the Collective Agreement, such as sick leave, leaves of absence, banked overtime, etc. will be calculated on the basis of hours utilized to a maximum of 11.5 hours per day.

## **8. TRIAL PERIOD**

There will be a trial period of up to 2 complete 7 week forward rotation. Prior to the end of the trial period, the Parties will meet to discuss continuation of the shift schedule in this LOU.

## **9. DISCONTINUATION OF THE LETTER OF UNDERSTANDING**

Either party may discontinue this Letter of Understanding on 30 days written notice to the other party.

Amended: February 19, 2013

### **LOU #32 - Leader & Work Leader Selections**

The Company and the Union acknowledge that Leader and Work Leader positions, are subject to a higher job selection criteria than an average position. For all Leader and Work Leader classifications, selections shall be made giving equal weight to each of the following six (6) factors:

1. Seniority
2. Expertise
3. Initiative
4. Problem solving & results orientation
5. Customer Focus
6. Business understanding & alignment

Amended: February 19, 2013

### **LOU #33 - Labour Relations Forum**

This Letter of Understanding sets out the basis for establishing and maintaining an ongoing Labour Relations Forum (Forum) between the Union and the Company.

It is understood that a favourable relationship cannot be simply negotiated or mandated, it must be developed together by the parties to the relationship. Representatives of the Union and the Company therefore acknowledge the need to work jointly with each other and with their principals toward the development of a harmonious relationship.

The Union and the Company also recognize that many factors, both internal and external, have created and will continue to create new challenges to an effective working relationship. The Parties therefore wish to set out the principles and guidelines for the establishment of the Forum and to identify the way in which the Union and the Company intend to address certain labour relations issues on an ongoing basis. Nothing in this document is intended to abrogate any rights presently held by either party. The Parties also recognize that in striving to meet their objective of establishing a stable and productive working relationship, periodic amendments to this document may be required from time to time.

One of the objectives of establishing this Forum will be to have a mechanism in place to respond to certain issues raised by either party which, if not dealt with in a timely fashion, could adversely affect the relationship between the Parties. The Parties recognize the importance of developing a consultative Forum for purposes of securing and maintaining a Collective Agreement that reflects the ongoing needs of the parties bound by it and which seeks to build labour relations stability within the Company.

#### **1. WORKING PROBLEM/SOLVING SESSIONS**

A consultative Forum (known as the Labour Relations Forum) will be established, maintained, and scheduled, to enable the parties to deal with certain issues for the purpose of improving the Labour Relations environment within the Company. This Forum will consist of regularly scheduled meetings between the parties, and other such meetings as required, with the expectation that there would be no less than four meetings per year.

#### **2. REPRESENTATION**

There will be two designated representatives assigned from each party. The designated representatives will coordinate their respective agendas and will work toward the resolution of issues brought forward. Other participants may be brought in by the Parties on an “as required” basis to act as a resource in helping resolve the issues being addressed.

#### **3. ISSUES TO BE ADDRESSED**

Issues brought forward by the Parties include, but not be limited to, the following proposed changes to the Collective Agreement:

##### **1) Vacation Scheduling**

Other mutually agreed non-bargaining issues from either party; and, business focused operational issues that have a labour relations impact may be submitted.

Every effort will be made to deal with “resolvable issues” as expeditiously as possible. In regard to such issues, the parties will endeavor in good faith to arrive at resolutions without external assistance. However, the Parties agree that some “resolvable issues” may require third party assistance, and the Parties will therefore set out to agree to appoint a standing mediator who may be called upon as the Parties determine.

#### **4. RESOLUTION IMPLEMENTATION**

Resolutions to issues that involve changes to the Collective Agreement shall be announced and implemented as the parties determine. It is understood that some resolutions may require a ratification procedure.

#### **5. COMMUNICATIONS**

Communication of Forum resolutions will be jointly coordinated. To that end, the parties will keep joint minutes. In addition, each party will be free to engage in direct communications with their respective constituents, with a copy of such communiqués being sent to the other party.

The Parties believe that in order to achieve a positive labour relations environment there must be open communications and trust between the Parties and a shift towards a more constructive approach to resolving issues of mutual concern. In support of the objective to achieve and maintain positive labour relations, the Parties commit themselves to the principles of the Labour Relations Forum.

Amended: February 19, 2013

### **LOU #34 - Part-Time Regular Employees (PTR)**

The Company and the Union agree that the following shall apply to all Part-time Regular employees. This includes all PTR employees on payroll, Standard and Legacy working 18.75 hour or more per week or working 37.5 hours or more per pay period:

#### **1. WAGES & HOURS OF WORK**

Legacy PTR employees (including Legacy Job shares), hourly wages shall be based on a 7.0 hour day (or a 35 hour work week).

Standard PTR employees, hourly wages shall be based on 7.5 hour day (or a 37.5 hour work week). For conversion purposes only, hourly rates of pay are determined by dividing bi-weekly salaries by 75 (e.g. overtime).

#### **2. ALLOCATION FOR TIME OFF**

Standard PTR employees shall receive a 4% allocation in lieu of days off, which will be credited annually, and can be re-directed to a Health Spending Account, RRSP contributions, cash, or the Employee Savings plan.

#### **3. ANNUAL VACATION ENTITLEMENT**

Effective January 1, 2011, Annual Vacation entitlement shall be improved for all PTR employees as follows:

<b>Years of Service</b>	<b>Vacation %</b>
<1 year	Up to 6%
1-7 years	6%
8 - 17 years	8%
18 - 24 years	10%
25+ years	12%

#### **4. EMPLOYEE SAVINGS PLAN**

Standard PTR employees shall be entitled to the Employee Savings Plan, which consists of a Company contribution of an amount equal to 3% of base pay.

#### **5. EMPLOYEE INCENTIVE PLAN**

All PTR employees shall be eligible for the Employee Incentive Plan.

#### **6. EMPLOYEE BENEFITS PROGRAM**

Standard PTR employees are eligible for the flexible benefits program with 50% flex credits.

Legacy PTR employees will be provided with the same level of flex credits granted a Full-time Regular.

Legacy PTR employees (including Legacy Job Shares) and all Standard PTR employees shall be entitled to the improved 26 week Sick Leave entitlement.

7. **POST-RETIREMENT BENEFITS**

Legacy PTR employees retiring on pension with 10 or more years of pensionable service shall be eligible for Post-Retirement Benefits.

Amended: February 19, 2013

### **LOU #36 – Alternative Dispute Resolution Process**

The Parties recognize that there are times when an expedited arbitration may be desirable, and therefore, agree that the following process may be used as a substitute for the formal grievance procedure outlined in Article 3 of the Collective Agreement.

- 1) The process can only be used by mutual agreement between the Parties who are signatory to this Collective Agreement.
- 2) The Parties will decide in advance of initiating the process whether the outcome will be a binding or non-binding recommendation.
- 3) Each party to the arbitration will be responsible for its own costs and will share equally the cost associated with the Arbitrator.
- 4) The offices of COPE 378 or FortisBC will be used for the process on an alternating basis.
- 5) No legal counsel will be used by either party. The Union will designate and use an elected officer or union representative. The Company will use employees of their Labour Relations Department. Legal counsel will not be used during the hearing by either party. Until further notice the Parties agree their respective representatives in these hearings shall be, the Union Representative on behalf of the Union, and the Manager, Labour Relations, on behalf of the Company.
- 6) The Parties will create a schedule for the process in advance, based on a mutual assessment of the length of time needed to present each case.
- 7) The Parties and the arbitrator will have a brief file management conference call prior to setting the agenda for any hearing dates. This will be to ensure the agenda is kept to a manageable length.
- 8) Within one week of the hearing, the Parties will provide an agreed statement of facts to the arbitrator.
- 9) Wherever possible the arbitrator will attempt to mediate a settlement between the Parties. The arbitrator shall have no authority to amend or alter the terms of the collective agreement.
- 10) In such case that the arbitrator must write a decision, such decision shall be 1 to 5 pages long and to the point.
- 11) Any decisions arising from this process shall be without precedent or prejudice to any position either party may take in the future with regard to same or similar matters. The arbitrator will remain seized with respect to implementation, interpretation and application of the decision.
- 12) Procedure Guidelines
  - a) The Opening Statement: This should basically set out the case from each party's perspective. The arbitrator will seek at this point to define the issue and to determine what evidence is agreed to and what is not.

- b) The Hearing: Sufficient witnesses should be called to ensure the “story” is properly told. Where it is an issue of credibility or conflicting evidence, the key individuals must testify. There shall be no grievors, managers, witnesses or supervisors to the greatest extent possible.
  - c) The Argument: The Parties will not cite legal precedents but may refer to Brown and Beatty, Palmer, etc. However, it is imperative that the relevant provisions of the Collective Agreement be canvassed by each party to ensure that all relevant clauses are put before the arbitrator.
  - d) The Decision: If mediation fails or is not appropriate and if the decision can be rendered after a short deliberation, the arbitrator will do so. By meeting first with the Parties to explain the framework of the arbitrator’s decision, the Parties are provided with an opportunity to influence the exact terms of resolution. Within the framework of settlement as outlined by the arbitrator, the Parties can work out exact terms which best suit the specifics of the case. Such an opportunity should not be wasted by continuing to argue the merits of the case.
- 13) The Mediator/Arbitrator will be Wayne Moore. Each of the Parties reserves the right to require both Parties to jointly terminate the relationship with the Mediator/Arbitrator. In order to exercise this right, 30 days written notice must be provided to the other party. Such termination shall be done by a letter addressed to Mr. Moore and jointly signed by the Parties’ representatives. The Parties will attempt to find a suitable replacement as expeditiously as possible.
- 14) This agreement is without prejudice to the Parties’ application and interpretation of Article 3.
- 15) The Parties will attempt to pre-schedule 1-day hearings quarterly.
- 16) This Agreement may be cancelled by either party providing the other with 30 days written notice.

Amended: February 19, 2013

### **LOU #37 – FortisBC Street Team Members**

Members of the FortisBC Street Team represent FortisBC at community events/special events in communities throughout the province by attending events and promoting energy efficiency and rebate programs. The Parties recognize that FortisBC Street Team members are a unique group of Temporary employees who are hired on an as-and-when required basis and who require increased flexibility due to varied working hours and work days that are event specific. The Parties agree to the following terms:

1. FortisBC Street Team roles are hired as Relief Clerks, group 3. When acting in the FortisBC Street Team “Lead” role, that role is paid at a group 4 pay level.
2. A work day consists of any consecutive hours up to 7.5 hours, exclusive of lunch period, and may be scheduled between 6:00 and 22:00 at straight-time rates. Time worked in excess of 7.5 hours per day or 37.5 in a week will be compensated at double time rates.
3. A work week shall consist of up to 37.5 hours, consisting of up to five days, Monday through Sunday. Days worked in excess of five days in a work week will be compensated at overtime rates.
4. The Company will post the schedules at least two weeks in advance. If, due to legitimate business needs, it becomes necessary to vary a schedule with less than two weeks notice, the Company will ask for volunteers. Where no employee voluntarily accepts such a shift change, the Company will vary the schedule in an equitable manner and those impacted by the change will receive the following premiums:

Change in hours of work on a pre-scheduled day:

- (i) 48 hours’ notice – no penalty
- (ii) Less than 48 hours’ notice –overtime pay for the difference in shift
- (iii) In case of cancelled shift with less than 48 hours’ notice a minimum of 2 hours will be paid.

Change in scheduled days off:

- (i) Minimum one week notice: no penalty
- (ii) Less than one week notice: compensated at overtime rates for hours worked on scheduled day off.

5. Due to the nature of the work performed, regular weekend work is required. As such, there is no limit on the number of weekends FortisBC Street Team Members work.
6. Where an employee works more than 7.5 hours per day, meal entitlements will be in accordance with Article 16.09
7. All time worked before 6:30 and after 17:30 shall be subject to a 12% non core premium. This premium is not paid if the time worked during these hours is at the employee’s request or if it attracts a higher premium rate pursuant to articles 13 and 16.

8. This premium will not apply to time worked on scheduled days off, statutory holidays, scheduled days off in lieu of statutory holidays, or time worked that is already attracting premium pay in accordance with paragraph three above.
9. All time worked on statutory holidays or on scheduled days off in lieu of statutory holidays will be paid at double time.
10. Annual vacation and Statutory Holiday pay will be paid as per Article 19.03 d).
11. These employees will not be entitled to any benefits. However, should the period of employment exceed 60 days of accumulated service, they will be paid an additional 8% in lieu of sick leave and welfare benefits.
12. Either party may discontinue the LOU on 30 days written notice to the other party.

Amended: February 19, 2013

### **LOU #38 - Productivity and Integration Committee**

The Parties agree to the following joint process during the life of the collective agreement:

1. The Parties will each appoint three (3) members to the Productivity and Integration Committee.
2. The Committee will set an agenda in advance and meet twice per year.
3. The preference is to limit the agenda to one area of the business to enable a fulsome discussion.
4. The following issues will be addressed by the Committee:
  - Opportunities to increase productivity and efficiency in relation to the Productivity Improvement Plan.
  - Opportunities to ensure a smooth integration of people and processes.
  - Opportunities to contract-in work.
5. At the request of either Party, relevant information will be researched in advance to ensure productive time is spent face-to-face.

Amended: February 19, 2013

**Schedule 'A'**  
**JOB TITLES BY SALARY GROUP**

Job Title	Job Group
<b>Group 3</b>	
Data Clerk	3
Relief Clerk	3
<b>Group 4</b>	
Office Services Clerk	4
Operations Support Representative 1	4
Switchboard Operator/Receptionist	4
Time Entry Clerk	4
<b>Group 5</b>	
Corrosion Assistant	5
Facilities Assistant	5
Field Operations Assistant	5
LNG Plant Support Clerk	5
MAC and Wireless Support Clerk	5
Office Services Leader	5
Operations Support Representative 2	5
Project Clerk	5
Regulatory Affairs Assistant	5
Accounts Payable Support Clerk	5
Training Assistant	5
Transmission Compliance Assistant	5
Transmission Permit Representative	5
<b>Group 6</b>	
Accounts Payable Clerk 2	6
Administrative Assistant - Engineering	6

Administrative Assistant - Transmission Operations	6
Community, Aboriginal & Government Relations Assistant	6
Construction Customer Representative	6
Contracts & Projects Administrator	6
Energy Efficiency and Conservation Administrator	6
Engineering Clerk	6
Gas Asset Records Assistant	6
Gas Load Control Clerk 2	6
GIS Drafter 1	6
Instrumentation & Data Acquisition Support Administrator	6
Measurement Technologies Assistant	6
Operations Support Assistant	6
Operations Support Representative 3	6
Project Contracts Administrator	6
Project Management Administrative Assist	6
Property Service Clerk	6
Regional Sales Support Assistant	6
Sales Support Assistant	6
T & D Surveyor 1	6
Time Administrator	6

#### **Group 7**

AM/FM Completions Work Leader	7
Asset Accounting Analyst 1	7
Asset Management Representative	7
Claims Coordinator	7
Construction Customer Rep Work Leader	7
Credit Card Program Administrator	7
Dispatcher	7
Emergency & Operations Representative	7
Financial Accounting Clerk 3	7
Fleet Services Coordinator	7

Forms Analyst/Designer	7
GIS Drafter 2	7
Infrastructure Support Technician	7
Instructional Writer	7
Measurement Analyst 2	7
Operations Support Rep Work Leader	7
Payroll Administrator	7
Procurement Representative	7
Project Compliance Coordinator	7
Technician 1 - Corrosion Control	7
Training Program Coordinator	7
Web Specialist	7

#### **Group 8**

Accounts Payable Work Leader	8
Accounts Payable System Support Analyst	8
Asset Accounting Analyst 2	8
Claims Adjuster 1	8
Contract & Finance Coordinator	8
Engineering Drafter 2	8
Facilities Coordinator	8
Financial Accounting Clerk 4	8
GIS Drafter 3	8
I&CT Contract & Finance Coordinator	8
Inventory Analyst 2	8
IT Communications Coordinator	8
Lands Administrator	8
Marketing Coordinator	8
Operations Financial Analyst	8
Operations Process Analyst 1	8
Pipeline & Right of Way Inspector	8
Planning & Design Technician	8

Planning Scheduler	8
Resource Management Coordinator	8
Right of Way Services Representative	8
T & D Surveyor 2	8
Technical Standards Writer	8
Technologist 1 - Capacity Planning	8
Technologist 1 - Instrumentation & Communications	8
Vehicle Fleet Contract & Finance Coordinator	8

#### **Group 9**

Communications Coordinator	9
Contract & Finance Coordinator	9
Designer, Communication Services	9
Employee Communications Writer	9
Engineering Drafter 3	9
GIS Drafter Leader	9
Market Research Analyst	9
Measurement Business Analyst	9
Operations Financial Coordinator	9
Operations Process Analyst 2	9
Pipeline & Right of Way Inspector Work Leader	9
Planning and Design Technologist 1	9
Procurement Specialist	9
QA/QC Technician	9
Technician 2 - Corrosion Control	9
Technologist 2 - Capacity Planning	9
Technologist 2 - Field Measurement	9
Technologist 2- Instrumentation & Communication	9
Telecommunications Coordinator	9
Writer/Researcher	9

#### **Group 10**

Asset Management Analyst	10
--------------------------	----

Business Technology Integrator	10
Contact Centre Support Analyst	10
Customer Program Analyst	10
Distribution Operations Analyst	10
Engineering Drafting Work Leader	10
Facilities Maintenance Analyst	10
Financial Accounting Analyst	10
Financial Accounting/Credit Analyst	10
Gas Supply Operations Analyst	10
Insurance Analyst	10
Lands Representative	10
Lead Designer, Communication Services	10
Measurement Services Business Analyst	10
Operations Process Analyst 3	10
Pipeline Right of Way Representative	10
Planning and Design Technologist 2	10
Process Support Analyst	10
Senior Procurement Specialist	10
Senior Rates Analyst	10
Senior Research & Evaluation Analyst	10
Technician 3 - Corrosion Control	10
Technologist 3 - Capacity Planning	10
Technologist 3 - Environmental Support	10
Technologist 3 - Instrumentation and Communication	10
Technologist 3 - Measurement	10
Technologist 3 - Pipeline Design/Drafter	10
Technologist 3 - Plant Design/Drafter	10
Technologist 3 - SCADA	10
Technologist 3-Geographic Info Systems	10

#### **Group 11**

Asset Management Analyst 2	11
----------------------------	----

Application Support Analyst	11
Financial Accountant	11
Gas Control Coordinator	11
Gas Controller	11
Instrumentation & Communications Work Leader	11
Integrity/Corrosion Analyst 1	11
Laboratory Technologist	11
Lands Representative Work Leader	11
Measurement Services Work Leader	11
Planning & Design Work Leader	11
Procurement Work Leader	11
Radio Communications Technologist	11
Right of Way Project Coordinator	11
Senior Regulatory Work Leader	11
Tax Analyst II	11
Technologist 4 - Capacity Planning	11
Technologist 4 -Communications Specialist	11
Technologist 4 - Environmental Support	11
Technologist 4 - LNG Plant	11
Technologist (Plant & Stations)	11
Technologist 4 - SCADA	11
Technologist 4 - Electrical Design	11
Technologist 4 - Energy Utilization	11
Technologist 4 - Instrumentation Design	11
Technologist 4 - Quality Assurance Work Leader	11
Workleader - Corrosion Control	11

## **Group 12**

Application Developer	12
Data Analyst	12
Data Integration Analyst	12
Database Analyst	12

GIS Support Analyst	12
Infrastructure Planning Specialist	12
Property Representative	12
Property Tax Specialist	12

**APPENDIX A**  
**Medical Certificate (> 4 Occurrences)**



Date \_\_\_\_\_

Dear Physician,

**Re: Employee Name**

The above named employee is required to provide a **medical certificate** which outlines information substantiating his/her absence from work.

As part of the medical appointment, we are requesting that you respond to the questions below and return the completed form to the employee.

Please do not hesitate to contact me if you have any questions.

Your assistance with this matter is much appreciated.

Yours truly,

Manager

Contact information: phone \_\_\_\_\_

---

Date of Visit: \_\_\_\_\_

1. For what period of time has the employee been under your care for this occurrence?
2. If still not back to work, when will this employee be fit to return to his/her regular job or modified duties?
3. Is the employee able to perform any type of work during this period of absence?  
Yes ☐ No ☐
4. If the employee is able to work, what are the restrictions/limitations, if any?
5. Is this absence a result of a medical condition that is likely to cause any future absences?  
Yes ☐ No ☐

Physician's Signature \_\_\_\_\_

Date \_\_\_\_\_

Physician's Name (print) \_\_\_\_\_

Address: \_\_\_\_\_

## Medical Certificate (> 5 days)



### Integrate Disability Management Claim Form 1 FortisBC Energy



#### INSTRUCTIONS

**To Employee:** Please complete the Employee Information and Employee Authorization sections. Then take this form to your Attending Physician for completion.

**To Physician:** Please complete this form and return it with your invoice to Diversified Rehabilitation Group. We will reimburse you up to \$60 for your service. Please fax the requested information to **1-877-869-1870**.

*Diversified Rehabilitation Group (DRG) is bound by strict confidentiality laws. Any medical information that will be discussed with DRG is confidential, and will not be released to the employer or union, without your written authorization. To ensure a safe return to work, only employee's limitations and abilities will be disclosed to the employer.*

#### EMPLOYEE INFORMATION

First and Last Name:	Home Tel. No.:	Date of Birth (m/d/y):	Date of Injury / Illness (m/d/y):
Home Address:	City: Postal Code: Cell. No.: ( ) Email:	Today's Date (m/d/y):	
Job Title:	Supervisor Name: Tel. No.: ( )	Worksite Location:	

#### EMPLOYEE AUTHORIZATION

I, _____, hereby authorize Diversified Rehabilitation Group Inc. and its Integrated Disability Management representatives to review and obtain copies of medical and vocational records and to discuss pertinent information with the professionals involved in my care. The specific records/discussions are limited to those that are required for return to work planning, and that are directly related to the subject illness/injury. A copy of this authorization will be as valid as the original. This authorization is valid for 6 months.	
Employee's Signature:	Date (m/d/y):

#### ATTENDING PHYSICIAN'S STATEMENT

<b>Nature of Illness or Injury</b> (What is the general nature of the employee's injury or illness):		
<b>ADDITIONAL INFORMATION</b> (affecting employee's ability to return to work):		
Date Symptoms First Appeared (m/d/y):	Date of Hospitalization (m/d/y):	Date of Discharge (m/d/y):
First Day of Treatment (m/d/y):	Reassessment Date (m/d/y):	Expected date of Recovery (m/d/y):
To the best of your knowledge please indicate the period the employee has been unable to work at their occupation as a result of present condition.	FROM – First day unable to work (m/d/y):	TO – Day employee is able to return to work (m/d/y):
If specific return to work date is not available, please estimate the number of days / weeks / months before possible return to work:		

<b>PROGNOSIS</b> Why does this condition prohibit Employee from working?
<b>TREATMENT PLAN</b> (nature of treatment including therapy, diagnostics, medication type and dosage, specialist referral, etc.):

<p align="center"><b>TRANSITIONAL OR MODIFIED WORK IS AVAILABLE TO MEET PHYSICAL LIMITATIONS</b></p> <p>It is the intention of FortisBC to assist our employees to return to their regular duties as soon as medically practical. In doing so, we are able to offer the employee modified duties as a means to transition to their regular duties. The following will assist in this process.</p>		
<b>Activity</b>	<b>Limitations – Difficulty with performing an activity</b> Identify specific weights and/or frequencies where applicable	<b>Restrictions – Cannot perform the activity</b>
<b>LIFTING</b>	<input type="checkbox"/> Normal Functional Abilities <input type="checkbox"/> Reduced Functional Abilities (Comment Below)	
<input type="checkbox"/> Floor to Waist <input type="checkbox"/> Floor to Shoulder <input type="checkbox"/> Waist to Shoulder <input type="checkbox"/> Shoulder to Overhead		<input type="checkbox"/> No Lifting Floor to Waist <input type="checkbox"/> No Lifting Floor to Shoulder <input type="checkbox"/> No Lifting Waist to Shoulder <input type="checkbox"/> No Lifting Shoulder to Overhead
<b>BODY POSITION</b>	<input type="checkbox"/> Normal Functional Abilities <input type="checkbox"/> Reduced Functional Abilities (Comment Below)	
<input type="checkbox"/> Bending <input type="checkbox"/> Crouching <input type="checkbox"/> Kneeling <input type="checkbox"/> Squatting <input type="checkbox"/> Twisting <input type="checkbox"/> Pushing <input type="checkbox"/> Pulling		<input type="checkbox"/> No Bending <input type="checkbox"/> No Crouching <input type="checkbox"/> No Kneeling <input type="checkbox"/> No Squatting <input type="checkbox"/> No Twisting <input type="checkbox"/> No Pushing <input type="checkbox"/> No Pulling
<b>REACHING</b>	<input type="checkbox"/> Normal Functional Abilities <input type="checkbox"/> Reduced Functional Abilities (Comment Below)	
<input type="checkbox"/> Forward <input type="checkbox"/> Overhead		<input type="checkbox"/> No Forward Reaching <input type="checkbox"/> No Overhead Reaching
<b>WALKING</b>	<input type="checkbox"/> Normal Functional Abilities <input type="checkbox"/> Reduced Functional Abilities (Comment Below)	
<input type="checkbox"/> Walking		<input type="checkbox"/> No Walking
<b>CLIMBING</b>	<input type="checkbox"/> Normal Functional Abilities <input type="checkbox"/> Reduced Functional Abilities (Comment Below)	
<input type="checkbox"/> Stairs <input type="checkbox"/> Ladders		<input type="checkbox"/> No Stair Climbing <input type="checkbox"/> No Ladder Climbing

<b>CARRYING</b>	<input type="checkbox"/> Normal Functional Abilities <input type="checkbox"/> Reduced Functional Abilities (Comment Below)		
<input type="checkbox"/> Bilateral <input type="checkbox"/> Unilateral <input type="checkbox"/> Left <input type="checkbox"/> Right			<input type="checkbox"/> No Bilateral Carrying <input type="checkbox"/> No Left Hand Carrying <input type="checkbox"/> No Right Hand Carrying
<b>COMPLETE ONLY IF APPLICABLE - COGNITIVE:</b>			
<b>PSYCHOLOGICAL FUNCTION</b>	<input type="checkbox"/> Healthy Psychological Function <input type="checkbox"/> Reduced Psychological Function (Comment Below)		
<input type="checkbox"/> Memory <input type="checkbox"/> Concentration <input type="checkbox"/> Mood stability <input type="checkbox"/> Attention <input type="checkbox"/> Ability to interact with others <input type="checkbox"/> ability to use good judgment			
<b>OCCUPATIONAL LIMITATIONS</b> (i.e. reduced hours, shift issues, modifications / equipment requirements, etc.)			
This employee can begin work with the above noted limitations: <input type="checkbox"/> Immediately		<input type="checkbox"/> After: 1   2   3   4 (Days)	<input type="checkbox"/> Other:
Normal functional abilities may resume in:      1-3      4-7      8-14      15-26      1-2      2-3      over 3 Specify:      days   days   days   days   months   months   months			
<b>REMARKS</b> Please provide any comments and/or further details you feel would be helpful in the assessment of this Employee.			
Physician's Name & Address:		Physician's Signature:	
		Physician's Telephone No:	Physician's Fax No:
		Date:	

## A

Accidental Death & Dismemberment .....	70
Alternative Transportation .....	46
Annual Membership Fees in Professional Associations - Article 20.03.....	64
Annual Vacation Entitlement – Article 14.03.....	40
Applying on a Lateral Job – Article 6.04.....	23
Arbitration Procedure – Article 3.10 .....	16
Assuming new Positions within 4 Weeks – Article 6.07 ..	24
Automatic Applicants – Article 7.02 .....	26

## B

Banking Vacation – Article 14.06 .....	41
Bargaining Unit Work – Article 1.09.....	7
Benefit Coverage and Cost for employees on Leave of Absence - Article 21.05.....	66
Blue Circle Definition – Article 18.06.....	58
Broken Vacations – Article 14.05.....	41
Bulletin Boards – Article 1.06 .....	7
Business Travel Accident Insurance .....	71

## C

Call Out – Article 16.06.....	45
Certification – Article 1.01 .....	6
Child Sick Leave – Article 10.7.....	34
Coaching and Counselling – Article 5.04.....	20
Company's Right to Manage its Business – Article 1.07 ....	7
Compassionate Leave – Article 9.01 .....	30
Consultation Committee – Article 1.14 .....	8
Contracting Out – Article 1.10 .....	7
Co-Op Educational Students - LOU 21 .....	88
Copies of Collective Agreement Article 1.13 .....	8
Cost Apportionment – Article 2.06.....	11

## D

Definition of Districts – Article 7.05 .....	27
Definition of Grievance – Article 3.02 .....	14
Demotions – Article 18.10.....	60
Dental .....	70
Dental Appointments – Article 9.04 .....	30
Dental Plan - Article 21.03 .....	66
Disciplinary or Performance Notations – Article 5.05.....	20
Discrimination – Article 1.08 .....	7
Dismissal – Article 5.02.....	19
Duty to Accommodate – Article 10.13 .....	35

## E

Education Leave - Article 20.02 .....	63
---------------------------------------	----

<u>Eligibility Pool – Article 7.08 .....</u>	28
Email – Article 5.02 .....	19
Employee Complaint – Article 3.06.....	15
Employment Agency – Article 1.11 .....	7
Employment, Transfer and Termination – Article 5.....	19
Ex-Inland/Columbia Vacation Entitlement – Article 14.10 .....	42
Extended Health Care.....	68
Extension of Time Limits of Grievance Procedure – Article 3.11 .....	17

## F

First Aid Allowance – Article 16.11 .....	47
Flex Benefit Program - Article 21.08 .....	67
Flexible Hours of Work – Article 15.10.....	44
Floor Rates – Article 18.02 .....	55
Full-Time Regular Employee – Article 19.01 .....	61
Funeral Attendance – Article 9.02 .....	30

## G

General Increases – Article 18.04 .....	57
General Overtime – Article 16.12 .....	47
Grievance Procedure and Arbitration – Article 3 .....	14
Group Life Insurance .....	69
Group Life Insurance - Article 21.02 .....	65

## H

Headquarters – Article 17.01 .....	49
Health Spending Account.....	72
Helicopter Premiums – Article 16.11 .....	47
Hierarchical Classifications – Article 6.08.....	24
High Time Premium – Article 16.11 .....	47
Hiring Rates – Article 18.05 .....	58
Hours of Work – Article 15.01.....	43

## I

Incentive Pay (EIP) – Article 18.04 .....	57
Inter-Bargaining Unit Transfers - LOU 19 .....	85
Internet – Article 5.02 .....	19
Interviews – Article 6.02 .....	22

## J

Job Classification System – Article 2.01 .....	9
Job Description and Evaluation Procedures – Article 2.04 .....	10
Job Descriptions – Article 2.02 .....	9
Job Evaluation - Article 2.....	9
Job Evaluation Appeals Committee – Article 2.05.....	11

Job Evaluation Appeals Committee Members – Article 2.06 .....	11
Job Evaluation Appeals Committee Standing Arbitrator – Article 2.06.....	11
Job Evaluation Exclusions – Article 2.07 .....	12
Job Evaluations Appeal Procedure – Article 2.04 .....	10
Job Review Requests – Article 2.04 .....	10
Job Selection Grievances – Article 3.05 .....	15
Job Vacancies – Article 6.01 .....	22
Jury Duty – Article 9.03 .....	30

## L

Labour Relations Forum - LOU 33.....	95
Lateral Transfers – Article 18.09 .....	60
Layoff – Bumping – Article 37.02.....	25
Layoff – Recall – Article 7.02 .....	27
Layoff and Recall – Article 7.....	25
Leader & Work Leader Selections - LOU 32.....	94
Leave of Absence Without Pay – Article 9.05.....	30
Leave of Absences for Union Business – Article 1.05.....	6
Legal Liabilities – Article 1.15 .....	8
Length of Service Increases – Article 18.03 .....	56
Living Out Allowance – Article 17.07.....	49
Long Term Disability.....	71
Long Term Disability - Article 21.04 .....	66
LTD Employees Returning to Work - LOU 22.....	91
Lunch Breaks – Article 15.06 .....	43
Lunch Breaks (shift workers) – Article 12.04.....	37

## M

Mail Service to Union Office – Article 1.16.....	8
Maternity Leave - Article 9.06.....	31
Maternity Leave Disability – Article 9.08 .....	32
Meal Provisions on Overtime – Article 16.09 .....	46
Medical and Extended Health Benefits - Article 21.01 ....	65
Medical Appointments – Article 9.04.....	30
Medical Certificates – Article 10.13 .....	34
Medical Examination – Article 10.13.....	35
Mileage Allowance – Article 17.03 .....	49
Minimum Paid Period for Overtime – Article 16.02 .....	45
Monthly Employee Information – Article 1.02.....	6
Moving Expenses – Article 17.09.....	49
MSP .....	68

## N

Non-Core Premium – Article 15.07 .....	43
Notice of Temporary Shift Change – Article 12.04 .....	38

## O

Overtime – Article 16.01 .....	45
Overtime (shift workers) – Article 12.04 .....	38
Overtime Banking – Article 12.04.....	38
Overtime Banking – Article 16.07.....	45

Overtime on Holidays – Article 16.04.....	45
Overtime on Scheduled Day Off – Article 16.03 .....	45

## P

Pagers – Article 16.15 .....	48
Paid Sick Leave Allowance.....	71
Parental Leave – Article 9.07 .....	31
Part Time Regular Employee – Article 19.02.....	61
<u>Part Time Regular Employees (PTR) - LOU 34.....</u>	97
Past Service to Establish Sick Leave Entitlements – Article 10.14.....	35
Past Service to Establish Vacation Entitlements – Article 14.11 .....	42
Payment of Vacations – Article 14.04.....	40
PDOs – Article 15.09 .....	43
Performance Planning & Review (PPR) – Article 20.01 ..	63
Permanent Promotions – Article 18.07 .....	58
Personnel Files – Article 5.05 .....	20
<u>Picket Line Protection.....</u>	8
Policy Grievance – Article 3.03 .....	14
Post Retirement Benefits .....	73
<u>Post Retirement Benefits - Article 21.01.....</u>	65
Post Retirement Extended Health Care .....	73
Posting of Job Vacancies – Article 6.02.....	22
Probation – Article 5.01 .....	19
Promotions, Demotions and Laterals, – Article 18.06.....	58
Proration of Annual Vacation Entitlement – Article 14.09 .....	42
Protective Clothing – Article 11.02.....	36

## R

Re-Bulletining – Article 6.02 .....	22
Recall List – Article 7.03 .....	27
Recognition of the Union – Article 1 .....	6
Red Circle Definition – Article 18.06 .....	58
Reimbursement for Training - Article 20.05 .....	64
Reinstating Seniority – Article 4.05 .....	18
Removal of Disciplinary or Performance Notations – Article 5.05 .....	20
Rest Period – Article 16.05 .....	45
Return to Former Position – Article 7.07.....	28
Reviewing of PTR Positions – Article 6.09 .....	24

## S

Safety Footwear – Article 11.03.....	36
Safety of Employees Working at Night - LOU 15.....	84
Salaries - Article 18.02.....	55
Salaries – General – Article 18.01.....	51
Salary Treatment – Article 2.03 .....	10
Scheduling of Vacations – Article 14.06.....	41
Section 103 – Article 3.12.....	17
Section 87 – Article 3.12.....	17
Selection for Job Vacancies – Article 6.03 .....	22
Selection on a Vacancy being Grieved – Article 6.05 .....	23

Seniority – Article 4.01.....	18
Seniority Lists – Article 4.02.....	18
Seniority while on Approved Leave of Absence – Article 4.04 .....	18
Seniority while on Discipline or Layoff – Article 4.03.....	18
Service – Article 4.06 .....	18
Severance Pay – Article 7.06.....	28
Shift Change Notice – Article 12.02.....	37
Shift Premiums – Article 12.04 .....	37
Shift Sign-up – Article 12.04.....	38
Shift Work – Article 12 .....	37
Sick Leave – Article 10.....	33
Special Projects– Article 5.07.....	20
Standby – Article 16.13 .....	47
Standing Application – Article 6.02 .....	22
Statutory Holiday during Vacation – Article 14.07 .....	41
Statutory Holidays – Article 13 .....	39
Statutory Holidays (shift workers) – Article 12.04 .....	37
Successful Applicant – Article 6.02.....	22
Suspension Grievance – Article 3.04.....	14

## T

Telephone Consultation – Article 16.14 .....	48
Temporary Employee – Article 19.03.....	62
Temporary Positions – Article 6.06 .....	23
Temporary Promotions – Article 18.08 .....	59
Termination Grievance – Article 3.04 .....	14
Termination of Temporary Employees – Article 5.03.....	19
Time Off to Attend Grievance Meetings – Article 3.01 ....	14
Time off to Write Examinations - Article 20.04 .....	64
Training/Travel Guidelines - LOU 20.....	86
Travel Care .....	71
Travel Time – Article 17.03.....	49
Travel Time Payment on Overtime – Article 16.08 .....	46

## U

Uniforms – Article 11.01 .....	36
Union Dues Application Form – Article 1.03.....	6
Union Membership – Article 1.02 .....	6
Union or Company (Policy) Grievances – Article 3.03 ....	14
Union Stewards – Article 1.04.....	6

## V

Vacation Pay while on Temporary Promotion – Article 14.08 .....	41
Vacation Sign-Up – Article 14.05 .....	41
Vacations - Article 14 .....	40

## W

Work Break (shift workers) – Article 12.04 .....	38
Work Breaks – Article 15.05 .....	43
Work Day – Article 15.03.....	43
Work Day (shift workers) – Article 12.04 .....	37

Work Leadership Responsibilities – Article 2.08.....	12
Work Week – Article 15.02 .....	43
Work Week (shift workers) – Article 12.04 .....	37
Workers' Compensation Board Payments – Article 10.16	35
Working away from regular headquarters – Article 1.12 ...	7
Working outside the Bargaining Unit – Article 5.08.....	21

## Y

Year of Hire Vacation Entitlement – Article 14.02 .....	40
---	----