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April 10, 2018

All Staff  
BC Corrections, Adult Custody

\* Without Prejudice

**Re: Adult Custody Regular Service Seniority Hours**

There have been a number of questions regarding the tracking, posting and adjusting of regular service seniority hours. In an effort to address some of these questions and support consistent use and interpretation, we have worked together with BCGEU on the following information.

**Public Service Start Date:** This is the date an employee started in government regardless of employment status (ie: auxiliary, temporary, part-time, full-time, etc.). This does not necessarily represent regular service seniority, it is purely a start date of employment with government.

**Regular Start Date:** The date an employee became “regular”. This date could have been established by appointment through a competition, conversion from auxiliary to regular, by a “Ready Award” process, or as a result of the initial implementation of the “Part-time Regular” (PTR) agreement. This does not necessarily represent regular service seniority (hours); it is simply the date an employee attained ‘regular status’.

**Regular Service Seniority (hours):** Regular service seniority hours determine the ranking of staff in seniority order. This column is used for seniority related provisions in the collective agreement. A full-time regular employee accumulates 1827 regular service seniority hours each year. The circumstances where seniority hours do not accrue are outlined in the collective agreement (ie: article 11, time on LTD, more than 30 days leave without pay, etc.).

Regular service seniority (hours) will be reviewed once per year to ensure the list is accurate.

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**Accumulated Hours Worked:** Hours worked are primarily used to determine pay. As mentioned, a full-time regular employee accumulates 1,827 regular service seniority hours each year.

We further agreed to the following standard template for posted seniority lists:

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4 *</b>
<b>Public Service Start Date</b>	<b>Regular Start Date</b>	<b>Service Seniority (Hours)</b>	<b>Accumulated Hours Worked</b>
yyyy/mm/dd	yyyy/mm/dd	##,###.#	##,###.#

\* Column 4: Accumulated Work Hours will be added once a consistent report for each centre has been agreed to. Each centre will generate a report on “accumulated hours worked” by September 10, 2018.

In addition to these brief definitions and template for the posted seniority list, the following notes are intended to provide further information and examples. The following is meant to clarify the administration of regular service seniority ranking but is not an exhaustive list of clauses and examples.

The Employer and the Union have met and confirmed:

- Regular service seniority is based on hours worked as defined above in regular service seniority.
- Adjustments to regular service seniority are only made in accordance with the provisions of the collective agreement.
- Regular service seniority is reviewed, updated and posted at each centre on an annual basis on or before December 31st.
- A copy of the full seniority list will be provided to the union at the beginning of the calendar year.
- If an employee works overtime shifts which result in them working in excess of 1,827 hours in a year – they still only accumulate 1,827 regular service seniority hours.
- On the other hand, if an employee takes less than 30 days of leave without pay, they are still credited with 1,827 regular service seniority.

First and foremost, regular service seniority will only be adjusted as outlined in the collective agreement.

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For illustrative purposes, below is a list of examples of some situations where an employee would not accrue hours toward regular service seniority (this is not an exhaustive list):

- All leaves without pay for periods over 30 calendar days (except as provided in Article 11)
- Time on LTD (except rehab employment)
- Time on lay-off (per Article 13)
- Deferred Salary Leave

Leave without pay for 30 calendar days or less: Subject to the above, a regular full-time employee accrues 1,827 hours of regular service seniority per year. Where a regular full-time employee is on an approved leave of absence without pay for 30 calendar days or less, they will continue to accrue these hours toward regular service seniority.

Employees will continue to accrue regular service seniority while on an accepted WSBC claim.

Employees will continue to accrue regular service seniority for hours worked when on a rehabilitation return to work trial and employment.

Our intent is that this provides not only some additional clarity for staff but also supports the consistent interpretation and application of tracking and posting of regular service seniority lists.



Stephanie Macpherson  
Provincial Director  
BC Corrections, Adult Custody



Dean Purdy  
Vice President & Component 1 Chair  
Corrections & Sheriff Services  
BCGEU

*\*This memo is applicable to Adult Custody only, and is meant to clarify administration of service seniority ranking. It is not intended to amend the provisions of the Master Agreement. In the event of a conflict, the Master Agreement shall prevail.*