

RATIFICATION DOCUMENT

between

BC OIL AND GAS COMMISSION

and

**B.C. GOVERNMENT AND SERVICE EMPLOYEES' UNION
(BCGEU)**

March 9, 2020

HOUSEKEEPING

- The collective agreement will be formatted using the BCGEU standard formatting template (attached)
- Move to gender neutral language
 - " he/she " changes to "they" 5 occurrences
- Change "Superannuation" to "pension" 2 occurrences
- Change "Master" to "Public Service Main" or "PS Main " 3 occurrences

DEFINITIONS

For the purpose of this agreement:

(1) "~~aboriginal~~ **indigenous** community government" - means an Indian Band Council duly constituted under the federal *Indian Act* or an ~~aboriginal~~, **indigenous** or Metis governing body authorized under the terms of a treaty duly ratified by the provincial and/or federal governments or federal legislated self-government arrangements.

(2) "bargaining unit" - is the unit for collective bargaining for which the B.C. Government Employee's Union was certified by the Labour Relations Board of British Columbia on March 8, 1974 and includes all the employees for which the Union was certified in the Successorship for the Oil and Gas Commission (September 4, 2006 **October 24, 2006**).

(4) "Censures" - is an expression of strong disapproval or harsh criticism.

(8) "Continuous employment" or "continuous service" - means uninterrupted employment in the Public Service **or the Commission, subject to the provisions of Clauses 11.1 (a) Seniority Defined and 11.3 Loss of Seniority.**

(11) "Discipline" - is defined as the regulations or conditions that are imposed on employees by management in order to correct behaviours that are detrimental to an organization.

(13) "Gender Expression" - means how a person publicly presents their gender. This can include behaviour and outward appearance such as dress, hair, make-up, body language and voice. A person's chosen name and pronoun are also common ways of expressing gender.

(14) "Gender Identity" - means a person's concept of self that may be different than their birth-assigned gender and related physical characteristics, societal attitudes and expectations.

(21) "probation" - for an employee means that period of probation **time** immediately following hiring or promotion until he/she has worked the equivalent of three months full-time employment, except where licensing requirements must be met in which case the period shall be equivalent of six months full-time employment. The Commission, with agreement of the Union, may extend the probationary period for a further period not to exceed three months.

~~(26) "seasonal field employees" - are those employees who occupy positions which permit them to be normally domiciled at their permanent headquarters, but who are assigned field duties on a seasonal basis, returning to their permanent headquarters when not working in the field.~~

(28) "spouse" - includes husband, wife and common-law spouse **(see definition (7) "common-law spouse")**

(30) "travel status" - with respect to an employee means absence of the employee from their headquarters or geographic location on government **Commission** business with the approval of the Commission, but travel status does not apply to employees temporarily assigned to a position outside of their headquarters or geographic location or to field status employees.

ARTICLE 1 - PREAMBLE

1.4 Notice of Legislative Change

The Commission agrees that no proposal to amend, repeal, or revise the ~~Oil & Gas Commission Act~~ **Oil & Gas Activities Act**, or regulations made pursuant thereto, which would affect the terms and conditions of employment of employees covered by this agreement shall be put forward without first notifying the Union in writing of the nature of the proposal.

1.7 Human Rights Code

The parties hereto subscribe to the principles of the *Human Rights Code* of British Columbia.

In accordance with Clause 7.5 - **Policy Meetings**, the parties will continue to review methods of extending knowledge of the *Human Rights Code* within the Commission and for extending knowledge relating to the *Human Rights Code* to all employees.

The Commission, in cooperation with the Union, will promote a work environment that is free from discrimination where all employees are treated with respect and dignity.

Discrimination relates to any of the prohibited grounds contained in the BC Human Rights Code. Prohibited conduct may be verbal, non-verbal, physical, deliberate or unintended, unsolicited or unwelcome, as determined by a reasonable person. It may be one incident or a series of incidents depending on the context.

Employees have the right to employment without discrimination because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political beliefs, **gender identity or expression** and criminal or summary offence unrelated to their employment.

Discrimination does not include actions occasioned through exercising in good faith the Commission's managerial/supervisory rights and responsibilities.

Protection against discrimination extends to incidents occurring at or away from the workplace during or outside working hours provided the acts are committed within the course of the employment relationship.

This clause does not preclude an employee from filing a complaint under Section 13 of the BC *Human Rights Code*, however, an employee shall not be entitled to duplication of process. An employee making a complaint of discrimination must choose to direct a complaint to either the BC Council of Human Rights or to the process specified in Clause 1.9. In either event a complaint of discrimination, if included as an element of a grievance, shall not be pursued through the process identified in Clause 1.9.

An employee who files a written complaint which would be seen by a reasonable person to be frivolous, vindictive or vexatious may be subject to disciplinary action. Disciplinary action taken may be grieved pursuant to Article 8 - Grievances.

The list of prohibited grounds in this article reflect the grounds presently enumerated, in the BC *Human Rights Code*, as of ~~November 6, 2012~~ **April 1, 2019**. If and when the grounds in the BC *Human Rights Code* are amended due to legislative changes, the parties agree that those changes will be read into this article.

1.10 Bullying Between Peers and Misuse of Managerial/Supervisory Authority

The parties recognize the right of employees to work in an environment free from bullying and misuse of managerial/supervisory authority. The parties agree there is a need to take responsible action to prevent bullying and misuse of managerial/supervisory authority and whenever they become aware of such behaviour, put a stop to it.

For the purposes of this clause, “bullying between peers” refers to:

- **vexatious behaviour by a person with no managerial or supervisory authority over the complainant, including but not limited to repeated hostile conduct, comments, actions, or gestures, that affects an employee’s dignity and that results in a harmful work environment; or**
- **a single incident by a person with no managerial or supervisory authority over the complainant that has a lasting harmful effect on the complainant.**

For the purposes of this article, misuse of managerial/supervisory authority refers to a person with managerial or supervisory authority over the complainant exercising that authority in a manner which serves no legitimate work purpose which a reasonable person would consider inappropriate.

Misuse of managerial/supervisory authority does not include the good faith exercise of the Employer’s managerial/supervisory rights and responsibilities, nor does it include a single incident of a minor nature where the harm, by any objective standard is minimal.

This clause is not intended to supplant or replace the procedures at Clauses 1.7, 1.8, and 1.9 of the agreement for dealing with complaints alleging discrimination under the Human Rights Code or sexual harassment.

Where the allegation is based on a matter for which another dispute resolution mechanism exists, then this process shall not be utilized.

If an employee does not present a complaint within the prescribed time limits, or if the President of the Union or their designate does not present a complaint to the next higher level within the prescribed time limits, the complaint will be deemed to have been abandoned.

Process for Review and Investigation

An employee may approach their supervisor, or the first level of excluded manager not involved in the complaint, for assistance in resolving the issue informally within 30 days of the alleged occurrence. The Employee is encouraged to seek Union support.

If the supervisor or first level of excluded manager fails to resolve the issue to the satisfaction of the employee within 15 days of notification, the employee may make a written complaint to the supervisor or first level of excluded manager.

The written complaint must be filed within 45 days of the alleged occurrence. This complaint will be provided to the respondent, and will include the following information:

- **the name(s) of the people involved;**

- the specific actions alleged to constitute bullying between peers or misuse of managerial/supervisory authority;
- the dates of these specific actions;
- names of witnesses;
- an explanation of why the actions complained of constitute bullying between peers or misuse of managerial/supervisory authority;
- an outline of the steps which have been taken to resolve the matter; and,
- the remedy sought.

The supervisor/manager will forward the written complaint to Human Resources to determine next steps which will be communicated to the complainant and the respondent within 14 days. During this period, Human Resources may take steps to informally resolve the complaint. The Employer agrees to provide regular updates to the Union at least every 30 days during this entire process.

Referral to Arbitrator

If the response is not acceptable to the complainant or respondent, the Union may refer the matter, in writing, to an arbitrator, pursuant to Clause 9.2 (Assignment of a Single Arbitrator) within 30 days of receipt of the Employer's response.

The Arbitrator will review the complaint and the Employer's response. The Arbitrator may make a decision based on these documents and, if they determine that there is no basis for a complaint or if there are insufficient particulars, may dismiss the complaint.

Where the Arbitrator determines there is sufficient reason to conduct a mediation/arbitration hearing, the Arbitrator shall hear and determine any dispute between the parties over the interpretation, application, or alleged violation of this clause.

Hearings shall be conducted in an expedited, non-precedential basis so as to give those involved a fair hearing. The Arbitrator may admit any evidence deemed necessary or appropriate. The Arbitrator will determine their own process and may:

- (a) make findings of fact;
- (b) decide if, on the facts, bullying between peers or misuse of managerial/supervisory authority has occurred;
- (c) attempt to mediate a resolve;
- (d) dismiss the complaint.

The decision of the Arbitrator shall be final and binding and consistent with the terms of the collective agreement.

The Arbitrator shall be seized of any grievances filed which pertain to a complaint filed under this clause.

Pending the determination of the complaint, the Commissioner may take interim measures to separate the employees concerned, if deemed necessary. Any such action taken will not be deemed disciplinary in nature or seen as evidence of the validity of the complaint.

ARTICLE 2 - UNION RECOGNITION AND RIGHTS

2.2 Bargaining Agent Recognition

The Commission recognizes the B.C. Government and Service Employees' Union as the exclusive bargaining agent for all employees to whom the certification issued by the Labour Relations Board on March 8, 1974, and varied by successorship on ~~September 4, 2006~~ **October 24, 2006**, applies.

2.7 Recognition and Rights of Stewards

- (a) The Commission recognizes the Union's right to select stewards to represent employees. The Commission and the Union will agree on the number of stewards, taking into account both operational and geographic considerations.
- (b) The Union agrees to provide the Commission with a list of the employees designated as stewards for each jurisdictional area.
- (c) A steward, ~~or their alternate~~, shall obtain the permission of their immediate supervisor before leaving their work to perform their duties as a steward. Leave for this purpose shall be with pay. Such permission shall not be unreasonably withheld. On resuming their normal duties, the steward shall notify their supervisor.
- (d) The duties of stewards shall include:
 - (1) investigation of complaints of an urgent nature;
 - (2) investigation of grievances and assisting any employee whom the steward represents in presenting a grievance in accordance with the grievance procedure;
 - (3) supervision of ballot boxes and other related functions during ratification votes;
 - (4) attending meetings at the request of the Commission.

2.9 Union Insignia

- (a) A union member shall have the right to wear or display the recognized insignia of the Union. The Union agrees to furnish to the Commission at least one union shop card, for each of the Commission's places of operation covered by this agreement, to be displayed on the premises. Such card will remain the property of the Union and shall be surrendered upon demand.
- (b) The recognized insignia of the Union shall include the designation "BCGEU". This designation shall, at the employee's option, be placed on ~~stenography typed~~ **documents prepared** by a member of the Union. This designation shall be placed below the signatory initials on ~~typewritten~~ correspondence.
- (c) The union insignia may be displayed in a mutually agreeable, prominent position on all mobile equipment operated by members covered by this agreement, providing that the mobile equipment is operated primarily by members of this bargaining unit. The Union shall supply and, wherever necessary, replace such emblems of mutually agreeable size and type.

2.11 Time Off for Union Business

- (a) *Without pay* - with reasonable written notice leave of absence without pay and without loss of seniority will be granted:
 - (1) to an elected or appointed representative of the Union to attend conventions of the Union and bodies to which the Union is affiliated;

- (2) for elected or appointed representatives of the Union to attend to union business which requires them to leave their general work area;
 - (3) for employees who are representatives of the Union on a bargaining committee to attend meetings of the Bargaining Committee;
 - (4) to employees called by the Union to appear as witnesses before an arbitration board, the Labour Relations Board, or the Human Rights Tribunal;
 - (5) to employees designated to sit as an observer on a selection panel in accordance with Clause 12.3 **Union Observer**. In the event that union leave is denied at the local level, union staff will contact the Director of Human Resources to discuss and resolve the leave request.
- (b) *With Pay* - leave of absence with basic pay and without loss of seniority will be granted to three employees who are representatives of the Union on the Union's Bargaining Committee to carry on negotiations with the Commission.
- (c) To facilitate the administration of this clause when leave without pay is granted, the leave shall be given with basic pay and the Union shall reimburse the Commission for salary and benefit costs, including travel time incurred. Leave of absence granted under this clause shall include sufficient travel time. The Union shall provide the Commission with reasonable notice prior to the commencement of leave under this clause. It is understood that employees granted leave of absence pursuant to this clause shall receive their current rates of pay while on leave of absence with pay. The Commission agrees that any of the above leaves of absence shall not be unreasonably withheld.
- (d) The Commission shall grant, on request, leave of absence without pay:
- (1) for employees selected for a full-time position with the Union for a period of one year;
 - (2) for an employee elected to the position of President or ~~Secretary~~-Treasurer of the B.C. Government and Service Employees' Union.
 - (3) for an employee elected to any body to which the Union is affiliated for a period of one year and the leave shall be renewed upon request.

(e) Leave of Absence for ~~Union Business~~ – Local Chairpersons

Should a BCGEU local chairperson be elected who works for the BC Oil and Gas Commission, they shall be entitled to up to 35 hours annually of leave of absence with basic pay and without loss of seniority to attend to union business which requires them to leave their general work area.

The local chairperson shall provide reasonable written notice and a completed leave of absence for union business form prior to commencing such leave.

The Union will provide BC Oil and Gas Commission with the name of the local chairperson.

Further, we agree that the principals will establish a process to review concerns raised by either party pertaining to the utilization of this leave.

Renew for the term of this collective agreement *Moved from "Ancillary Document"*

2.12 Union Meetings

- (a) Employees may attend a meeting with the President or their designate at their worksite on a mutually agreeable date.

- (b) The Union shall provide not less than two weeks' notice to the Human Resources Department of the intended date and time of the meeting.
- (c) Meetings will take place after the conclusion of the employees' scheduled shift and shall not interfere with normal operations.
- (d) Upon receipt of a written request, the Commission shall allow reasonable time at the conclusion of the agenda of any course, seminar, training function or meetings held by the Commission for a speaker from the Union.
- (e) The Commission realizes that in some circumstances it is difficult for the President of the Union or the paid union representatives **their designate** to meet with employees outside of normal working hours. Where operational requirements permit, and subject to the union representative giving reasonable notice to the Human Resources Department, the President or their designate shall have the right to meet with the employees on the Commission's premises during the normal workday. ~~The purpose of this clause is to facilitate the servicing of current agreements, and it does not apply to meetings dealing with negotiations or general union policy.~~
- (f) In circumstances covered by Clause 2.12(e) above, the employee's time for attending such meetings shall be considered as time worked. No employee shall be entitled to claim overtime because of such meetings unless the meeting falls within the approved period of overtime.

ARTICLE 3 - UNION SECURITY

- (a) All employees in the bargaining unit who on March 8, 1974 were members of the Union or thereafter become members of the Union shall, as a condition of continued employment, maintain such membership (subject only to the provisions of Section 17 **Religious Objections** of the *Labour Relations Code*).
- (b) All employees hired on or after March 8, 1974, shall, as a condition of continued employment, become members of the Union, and maintain such membership, ~~upon completion of 30 days as an employee~~ (subject only to the provisions of Section 17 of the *Labour Relations Code*).
- (c) Nothing in this agreement shall be construed as requiring a person who was an employee prior to March 8, 1974, to become a member of the Union.

ARTICLE 4 - CHECK-OFF OF UNION DUES

- (a) - (h) *Maintain current language*
- (i) A report of employees who cease employment will be provided to the Union on a quarterly basis, **which shall include a report of employees who have ceased employment and the record of employment code (ROE) used in Block 16 of the ROE form for each of those employees.**

ARTICLE 5 - COMMISSION AND UNION TO ACQUAINT NEW EMPLOYEES

- (a) At the time of hire new employees will be advised that a collective agreement is in effect and of the conditions of employment set out in the articles dealing with Union Security and Dues Check-off.
- (b) A new employee shall also be provided with:
- (1) the name, location and work telephone number of the steward; and
 - (2) an authorization form for union dues check-off.

- (c) ~~Upon request, the~~ steward shall be advised of the name, location and work telephone number of the new employee. **The Employer will provide the Union with a list of new employees on a monthly basis. The list will include the location, payroll and classification of each employee and will be provided in a mutually agreed format.**
- (d) The steward will be given an opportunity to interview each new employee within regular working hours, without loss of pay, for ~~15~~ **20** minutes sometime during the first 30 days of employment.
- (e) The Union will provide the Commission with an up-to-date list of stewards' names, work locations and work telephone numbers in order that the Commission may meet its obligation in (b)(1) above.
- (f) The Union will be provided with a copy of the completed and signed authorization form for dues check-off for all new employees.

ARTICLE 8 - GRIEVANCES

8.10 Deviation from Grievance Procedure

- (a) The Employer agrees that, after a grievance has been initiated by the Union, the Employer's representatives will not enter into discussion or negotiation with respect to the grievance, either directly or indirectly with the aggrieved employee without the consent of the Union. **The Union agrees that, after the Union files the grievance at arbitration, the Union's representative will not enter into discussion or negotiation with respect to the grievance, either directly or indirectly, with any Commission representative without the consent of the Human Resource department.**

ARTICLE 9 - ARBITRATION

9.1 Notification

- (a) Where a difference arising between the parties relating to the interpretation, application, or administration of this agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that a term or condition of this agreement has been violated, either of the parties may, after exhausting the grievance procedure in Article 8 - Grievances, notify the other party within 30 days of the receipt of the reply at the second step, of its desire to submit the difference or allegations to arbitration.
- (b) ~~A submission of such a difference or allegation to~~ **All grievances being filed at** arbitration shall be by email **scanned and emailed**, priority post~~ed~~ or by courier to the other party. ~~Submissions may be transmitted by facsimile, however, the sender must forward the original documents by mail within three business days of the facsimile transmission. The sender will retain a facsimile receipt to prove service.~~
- (c) Where the matter in dispute is a dismissal grievance, the parties shall set a date for the hearing to be held seven weeks from the date that such a hearing is requested. **Every effort will be made to complete dismissal hearings within six months of a dismissal grievance being advanced to arbitration.**

9.2 Assignment of a Single Arbitrator

- (a) When a party has requested that a grievance be submitted to an arbitration and either party has requested that a hearing date be set, an arbitrator will be assigned from the mutually agreed upon list of single arbitrators.
- (b) Depending upon availability, single arbitrators shall be assigned cases on a rotating basis.
- (c) The parties agree upon the following list of arbitrators.
 - David McPhillips
 - ~~John McConchie~~
 - ~~Brian Foley~~
 - ~~Joan Gordon~~
 - Irene Holden*
 - Mark Brown
 - **Corinn Bell***
 - **Marguerite Jackson**
 - **Jim Dorsey**
 - **John Hall**
 - **Judi Korbin**

An arbitrator may be added or removed from the list by mutual agreement.

- (d) The parties shall maintain a list of acceptable arbitrators which is gender balanced.

ARTICLE 10 - DISMISSAL, SUSPENSION AND DISCIPLINE

10.3 Suspension

(a) The Commissioner or any other person authorized in accordance with the *Public Service Act* **Oil & Gas Activities Act** may only suspend an employee for just cause. Notice of suspension shall be in writing and shall set forth the reasons for the suspension.

(b) Upon the employee's request, suspensions of less than five days will be removed from an employee's file after the expiration of five years from the date it was issued, provided there has not been a further infraction.

10.6 Personnel File

An employee, or the President of the Union or their designate with the written authority of the employee, shall be entitled to review the employee's **electronic** personnel file(s), ~~both paper and, if applicable, electronic, in~~ **one of the Commission's Human Resources offices**, ~~the office in which the file is normally kept.~~ The employee or the President, as the case may be, shall give the Commission adequate notice prior to having access to such file(s).

Where it is not practical for the employee to review the file in ~~the office in which it is kept,~~ **one of the Commission's Human Resources offices**, the Commission shall make arrangements to have the file ~~delivered to~~ **available in** an office nearer to the employee's worksite, to allow the review under the supervision of a person designated by the Commission.

ARTICLE 11 - SENIORITY

11.3 Loss of Seniority

- (a) A regular employee on leave of absence without pay, other than leave of absence for an elected or appointed position in the Union, or leave granted under Article 22 - Maternity, Parental and Pre Adoption Leave, **or leave taken in accordance with Clause 20.12 Canadian Armed Forces and Coast Guard Auxiliary**, shall not accrue seniority for leave periods over 30 calendar days.
- (b) - (d) *Maintain current language*

ARTICLE 12 - RECRUITMENT AND SELECTION

Definitions

Applicant - anyone that submits an application for a posted position

Candidate – an applicant that has been selected for an interview

12.1 Postings

Regular and Temporary Assignments Greater Than Seven Months

- (a) *Maintain current language*
- (b) Eligibility lists may be established through the posting process and used to fill **future vacancies of greater than seven months within a specific position; or where applicable, across a classification range of grid 11 or lower.** ~~When~~ **if an** eligibility lists ~~are~~ **is to be** established, it shall be stated on the posting **along with the effective duration**. Eligibility lists shall **may** be in effect for a maximum of one year from the establishment of the list.
- (c) – (e) *Maintain current language*
- (f) The notice of postings shall contain the following information: nature of position, qualifications, skills, ~~whether~~ **applicability of** shift work is involved, wage or salary rate or range, **eligibility list and effective duration** and where applicable, specific location. Such qualifications may not be established in an arbitrary or discriminatory manner.
- (g) *Maintain current language*
- (h) *Maintain current language*

12.2 Positions Temporarily Vacant **and Short-Term Opportunities**

- (a) The Commission agrees that, except in the case of emergency, an employee's workload will not be increased as a result of positions being temporarily vacant due to illness, vacation, leave of absence, or any other reason.
- (b) In such instances, the Commission shall give regular employees the opportunity to substitute in higher paying positions and arrange for staff replacements at the lowest paying category. **Notice of opportunities may be given to employees and may be limited to the geographic area or specific department and operational requirements.**
- (c) Approval for release to a temporary assignment **positions that are temporarily vacant or short-term opportunities**, where that assignment **position or short-term opportunity** is a promotion, will not be unreasonably withheld.

~~(h)~~ (d) If a temporary vacancy of less than seven months is extended beyond seven months in cumulative duration, then the temporary vacancy must be posted as per Clause 12.1 (a) thru (g) above. Exceptions may be granted with approval by the Article 28 Joint Committee.

(e) With respect to this article, Clauses 12.3, 12.4, 12.5, 12.6, 12.7 do not apply.

12.4 Screening and Selection Procedures

Screening Process

(a) Initial assessment of an applicant's submission shall be based on the minimum qualifications as stated in the job posting. Employee applicants who are not selected as candidates will be notified and an explanation provided upon request.

Selection Process

~~(a)~~(b) Appointments Assessment of candidates to and from within the Commission will be based on applying the principle of merit. The matters to be considered in determining merit shall, having regard to the nature of the duties to be performed, include the applicant's candidate's education, skills, knowledge, experience, past work performance and years of continuous service in the Commission. For those candidates who transferred from the Public Service to the Commission effective September 4, 2006 their years of continuous service, with the Public Service, will also apply.

~~(b)~~(c) The assessment of applicants candidates through a panel interview shall be a process which appraises the knowledge, skills and abilities of eligible applicants the candidates. The weighting of these factors shall be consistently applied within job types within a classification, which have been evaluated under the selection standards project. Selection procedures shall also include ~~consideration~~ of years of continuous service, i.e., .5% of total competition points for each year of continuous service and to a maximum of 10% of total competition points (maximum of 20 years).

~~(c)~~(d) Where an eligibility list has been established pursuant to Clause 12.1(b), qualified candidates shall be placed on the list in order of their respective point scores and advised of their ranking on the list. A full copy of the eligibility list, and a copy of the posting, will be provided to the Union Staff Representative. The eligibility list will specify rankings of candidates, referenced as internal and external.

12.5 Notification

(a) Unsuccessful employee applicants candidates to posted positions will be notified of the name and classification of the successful employee applicant candidate.

(b) If the successful applicant candidate is not an employee, upon request, an unsuccessful employee applicant candidate will receive either the name of the successful applicant candidate or and a summary of the successful applicant's their qualifications, skills and experience.

12.6 Explanation Procedure

(a) An unsuccessful candidate may request an explanation from the Panel Chairperson ~~by~~ telephone of the reasons why they were unsuccessful, and receive an oral explanation. If a candidate is unsatisfied with the oral explanation, they may request reasons in writing. Where no written requests have been received within five working days of the date of notification pursuant to Clause 12.5, the appointment of the successful applicant candidate may be confirmed.

(b) - (d) *Maintain current language*

12.7 Interview Expenses

An internal applicant **candidate** for a posted position who is not on leave of absence without pay and who has been called for a panel interview shall be granted leave of absence with basic pay and shall have their authorized expenses paid. An employee granted leave under this clause shall notify their supervisor as soon as they are notified of their requirement to appear for an interview.

12.8 Transfers Without Posting **for Compassionate or Medical Grounds**

(a) Lateral transfers or voluntary demotions may be granted, without posting for:

(1) —compassionate or medical grounds to regular employees who have completed their probationary period; **Compassionate grounds includes care for a family member.**

(2) —~~all employees who have become incapacitated by industrial injury or industrial illness.~~

(b) In such cases the ~~Article 28 Joint~~ **Rehabilitation** Committee established in Appendix 4, ~~Part III~~ **Part IV** (Joint Committee) shall consider any applications or requests presented to the Committee. Each request for special consideration shall be judged solely on its merit.

(c) An employee whose spouse is also an employee and who is transferred pursuant to Clause 12.9 - Relocations, Articles 13 - Layoff, may be considered for a lateral transfer or voluntary demotion to available vacancies.

(New)

12.9 Probation

Employees are required to serve a probationary period:

(a) **Immediately following hiring** until he/she has **they have** worked the equivalent of ~~three~~ **six** months full-time employment, or 913 hours, ~~except where licensing requirements must be met in which case the period shall be equivalent of six months full-time employment.~~ The Commission, with agreement of the Union, may extend the probationary period for a further period not to exceed ~~three~~ **six** months;

(b) **In the case of promotions or transfers, the period shall be the equivalent of six months full-time employment, or 913 hours. The Commission, with agreement of the Union, may extend the probationary period for a further period not to exceed six months. In the event the employee proves unsatisfactory in the position during the probationary period, they shall be returned to their former position and wage rate, if unencumbered, or a comparable position, without loss of seniority.**

ARTICLE 13 - LAYOFF AND RECALL

13.1 Workforce Adjustment (Phase 1)

(e) The Joint Committee will be comprised of ~~three~~ **equal** representatives of the Commission and ~~three~~ representatives of the Union. The Commission agrees that union representatives who require leave from work will not suffer any loss of basic pay for time spent on the work of the Joint Committee.

13.2 Layoff

(a) - (g) *Maintain current language*

~~(h) —Pay Out of Sick Leave~~

~~When an employee age 55 or older opts for severance pay or early retirement, they will also qualify in accordance with the Master Agreement, for an amount equal to 50% of accumulated sick leave credits on the date of severance or retirement.~~

~~(i)(h) - (k)(j)~~ *Maintain current language*

ARTICLE 14 - CAREER AND PROFESSIONAL DEVELOPMENT

14.1 Preamble

(a) - (c) *Maintain current language*

(d) All training and development opportunities are subject to the availability of Commission funding, training policies and operational requirements. All training policies, **and procedures, including intake application information,** shall be **announced and** posted **to the website** by January 31st **April 1st** of each year ~~or made available on request to employees.~~

(e) *Maintain current language*

14.2 Leave for Taking Courses

(a) An employee shall be granted leave with pay to take courses at the request or approval of the Commission. The Commission shall bear the full cost of the course, including tuition fees, entrance or registration fees, laboratory fees, and course-required books, necessary travelling and subsistence expenses, and other legitimate expenses where applicable. Fees are to be paid by the Commission when due.

(b) A regular employee may be granted leave without pay, or leave with partial pay, to take courses in which the employee wishes to enroll.

~~(c) Tuition fees for approved courses which lead to a diploma or a degree shall be reimbursed in the amount of 75%~~

~~(d)(c)~~ Termination of employment will nullify any obligation of assistance by the Commission

14.3 Education Leave

(a) Education leave will be granted based on applying the principle of merit as the established criteria. The matters to be considered in determining merit shall include the employee's education, skills, knowledge, experience and past work performance in the Commission. The applicability of the education leave to the Commission's mandate and operations will also be considered.

(b) Educational leave granted by the Commission to regular employees requesting such leave shall be in accordance with the following provisions:

~~(a)~~**(1)** The duration of educational leave granted to regular employees to take advanced or special training which will be of benefit to the employee or the Commission may be for varying period up to one year, which may be renewed by mutual agreement.

~~(b)~~**(2)** In certain cases, educational leave may be approved for programs of independent study and/or research when the criteria for evaluating the employee's performance on such leave can be clearly established and can be shown to be of significant benefit to the employee and the Commission.

- ~~(c)~~**(3)** Applications for educational leave for periods of four months or longer must be submitted to the Commission at least four months prior to the beginning of the requested leave period.
- ~~(d)~~**(4)** Application for leave of periods of less than four months should be submitted with as much lead time as practical.
- ~~(e)~~**(5)** After consideration by the Commission all applications for educational leave of four months or longer shall be forwarded to the Joint Committee established in Article 28 for review no later than one month from the date of submission. If the Committee decides that the Commission acted on an application for educational leave in a manner which may be in conflict with the established criteria, it may request that the decision be reconsidered. The employee shall be informed of the decision as soon as is reasonably possible and no later than three months from the date of submission. If an application for leave is denied, the employee shall be given the reasons in writing. If an employee wishes to grieve the decision, the grievance shall commence at Step 2 of the grievance procedure.
- ~~(f)~~**(6)** An employee granted educational leave under this clause shall receive up to 100% of their basic pay.
- ~~(g)~~**(7)** An employee granted education leave under this clause shall be required to sign a statement with a copy to the employee to the effected that, on the completion of the training, they will remain with the Commission for a period equivalent to three times the length of their education leave multiplied by the percentage of basic pay.
- ~~(h)~~**(8)** Should they leave the Commission before this period expires, they shall refund to the Commission the total cost of their training including allowances and expenses on a prorated basis.
- ~~(i)~~**(9)** An employee granted education leave without pay shall be required to sign a statement to the effect that on completion of the training they will remain with the Commission for a period equivalent to the leave granted or refund any financial assistance granted under this clause on a pro rata basis.
- ~~(j)~~**(10)** Subject to operational requirements and budgetary considerations, education leave will be granted to the maximum number of employees who make application.
- ~~(k)~~**(11)** Termination of employment by the employee or by the Commission for just cause will nullify any obligation of assistance by the Commission under this clause.
- ~~(l)~~**(12)** If an employee fails to return to work on the pre-arranged date without reason, the employee shall be required to repay in full all monies paid under this clause.
- ~~(m)~~**(13)** In the event that an individual receives outside support, such as a scholarship, fellowship, or bursary, the total outside support plus salary support shall not exceed the individual's basic pay for the period of study leave. In the event of such combined support exceeding the basis pay, the excess amount shall be deducted from the employee's salary. It is the responsibility of the employee to report all additional sources of support to the Commission

14.4 Educational Assistance

To qualify for reimbursement, an employee must be a regular employee upon enrolment.

To be approved, the courses describe below must be related to the employee's present position or career development:

- (a) On-campus or extension courses taken for credit and given by accredited higher educational institutions;
- (b) Correspondence courses taken from recognized schools;
- (c) Vocational or business courses taken from recognized schools;
- (d) Technical courses taken from recognized engineering/technical institutions;
- (e) Seminars

All applications for training assistance must be submitted prior to registration in the course. The employee shall initially pay the tuitions fees, with reimbursement provided on proof of successful completion of the program.

Tuition fees for approved courses which lead to a diploma or a degree shall be reimbursed in the amount of 75%.

ARTICLE 15 - HOURS OF WORK

15.5 Standby Provisions

The Article 28 Joint Committee will develop an equitable procedure for the selection and rotation of qualified employees for standby, to be implemented by the Employer, while ensuring operational requirements are met.

- (a) Where employees are required for standby to be called for duty under conditions which restrict their normal off-duty activities, they shall be compensated at straight-time in the proportion of one hour's pay for each three hours standing by. An employee designated for standby shall be immediately available for duty during the period of standby at a known telephone number. No standby payment shall be made if an employee is unable to be contacted or to report for duty when required. The provisions of this clause do not apply to part-time employees who are not assigned a regular work schedule and who are normally required to work whenever called.
- (b) Employees designated for standby shall be assigned standby, **by rotation**, on an equitable basis.
- (c) In cases of emergency, and for those employees who have not traditionally been scheduled for standby on a regular basis, standby may be assigned without 30 days' notice, but the Commission shall endeavour to give as much advance notice as possible.
- (d) Standby duty includes answering and making phone calls, handling email messages and other duties not requiring an employee to attend the workplace. Any standby duty that exceeds 20 minutes will be paid overtime rates.
- (e) An employee on standby duty will receive overtime pay in accordance with Article 16.11 Callout Provision, when the employee is called back to the workplace.
- (f) Employees required to stand by under (a) above will not be required to stand by on two consecutive weekends or two consecutive designated paid holidays, except by mutual agreement. This provision will not apply in emergency situations.
- (g) Standby assigned on the employee's scheduled day of work will abut the shift and be a minimum of six hours. Standby assigned on a day of rest will be for a minimum of 18 hours per day for employees designated for standby.

(h) The Commission will consult with the Union prior to initiating standby programs where they have not existed previously. This provision shall not apply to standby situations made necessary by emergency conditions.

15.7 Flextime

Recognizing the societal needs for technical services covering matters of Public Health and Safety or in the fields of Resource Protection and Management and that the need for the provision of such services cannot always be predicted accurately in advance, the parties agree that work schedules for employees engaged in such activities will be arranged on as flexible a basis as possible, consistent with the welfare of the employees concerned.

(a) For the purpose of this agreement, flextime means the hours worked by an employee, or a group of employees, who are given authority to:

- (1) choose their starting and finishing times; and
- (2) choose their length of workday, providing that no regular daily hours of work exceed 10 hours. The total regular hours worked shall not exceed 70 hours in a 14 day averaging period, or by mutual agreement, 140 hours in a 28 day period, subject to meeting the required annual hours of work in accordance with this agreement.

(b) The full-time employee on flextime who has a day of absence, whether with or without pay, will be deemed to be absent for seven hours, providing at least seven hours are required to complete the averaging period. If less than seven hours are required to complete the averaging period, such number of hours will be deemed to be hours of absence.

(c) The Employer will provide the Union annually with a list of all employees working flextime and their schedules.

15.9 Standard Hours

(a) Except as otherwise provided, the standard workweek shall consist of five consecutive days from Monday to Friday, inclusive.

(b) Except as otherwise provided, the workday shall be seven hours duration exclusive of the meal period, as **and** these hours shall be scheduled between ~~8:00~~ **7:30** a.m. and 5:00 p.m.

15.11 Modified Workweek

Where there is mutual agreement between the Union's designate and the Commission's designate at the local level for a modified workweek, work schedules may be arranged on one of the following basis **and do not apply to employees on flextime pursuant to Clause 15.7:**

(a) All schedules assume that Statutory **Paid** Holidays as per **pursuant to** Article **Clause** 17.1 are not worked.

	Length of Scheduled Shift	Shift Pattern	Workdays Scheduled	Workdays Required	Surplus	Shortfall
i	7 hours, 30 min.	5:2	250	233	17 days	-
ii	7 hours, 30 min.	5:2, 5:2, 4:3	-	-	-	-
iii	7 hours, 45 min.	5:2, 4:3	-	-	-	5.5 hours
iv	8 hours	5:2, 4:3	224	219	5 days	-

(b) The foregoing work schedules shall be subject to the following provisions:

- (1) Only employees who have completed their probation shall be eligible to work a modified workweek schedule.
 - (2) For STIIP purposes the Commission will audit all ~~MWW~~ **modified workweek** schedules and any shortfalls owing STIIP leaves can be worked, or taken from vacation entitlement or CTO Bank.
 - (3) It is understood that the implementation of modified workweek ~~work~~ schedules is dependent on receiving confirmation from the Commission prior to implementation.
 - (4) There shall be equitable rotation of the earned days off as mutually agreed at the local level.
 - (5) Pursuant to Clause 15.3(b) of the agreement, for vacation purposes employees shall remain on the agreed work schedules and vacation entitlement shall be converted to hours. The scheduled daily hours shall be deducted from the vacation entitlement for each day of vacation taken.
 - (6) Pursuant to Clause 15.3(c) of the agreement, any shortfall arising from designated paid holidays falling within the schedule shall be scheduled by mutual agreement when the schedule is drawn up. If an employee chooses not to work the scheduled shortfall, the hours can be transferred from vacation entitlements when the schedule is drawn up.
- (c) ~~(1) The earned surplus day off, pursuant to "i" above, is scheduled by mutual agreement at the local level on Monday to Friday; or~~
~~(2) — is scheduled by mutual agreement within the applicable cycle in (c) (1) above.~~
- (d) ~~(1) Where as a result of Article Clauses 15.11(a)(i) and 15.11(a)(iv) surplus days off are to be scheduled in when the schedule is drawn up, subject to operational requirements and to any vacation entitlements arising from preferences gained by seniority.~~
~~(2) Notwithstanding (1) above, up to seven surplus days may be taken with the employee's first vacation entitlement at the employee's option, subject only to vacation entitlements arising from preferences gained by seniority. All remaining surplus days shall be scheduled in when the schedule is drawn up.~~
- (e) Employees may exchange days off with the Employer's approval providing there is no increased cost to the Employer.
- (f) If at the end of each annual schedule, or upon termination, an employee has taken more surplus days off than earned, the Commission will recover the additional monies paid as a result.**
- (g) Effective January 1/21, Modified Workweek banks will be included on employee self-service entitlement lists.**
- (h) Employees working in a position with a flextime schedule, pursuant to Clause 15.7, who accept a temporary assignment that qualifies for a modified workweek schedule, pursuant to Clause 15.11, will switch to the new schedule for the length of the temporary assignment.**

ARTICLE 17 - PAID HOLIDAYS

17.3 Holiday Falling on a Day of Rest

- (a) When a paid holiday falls on an employee's day of rest **(Saturday and Sunday)**, the employee shall be entitled to a day off with pay in lieu, **to be taken on the next regularly scheduled workday.** ~~scheduled by mutual agreement and taken within 60 days following the paid holiday. If the lieu day is not taken within the 60 days, it shall be immediately scheduled on the vacation roster.~~
- (b) If an employee is called in to work on the day designated as the lieu day pursuant to (a) above, they shall be compensated at double-time rate.

ARTICLE 18 - ANNUAL VACATIONS

18.1 Annual Vacation Entitlement

- (a) *Definitions:*

"*Vacation year*" - for the purposes of this article a vacation year shall be the calendar year commencing January 1st and ending December 31st.

"*First vacation year*" - the first vacation year is the calendar year in which the employee's first anniversary falls.

"Anniversary" – the date on which an employee was first hired.

- (b) - (d) *Maintain current language*

(e) The parties agree that recruitment and retention is an issue in certain geographical locations. In an effort to address these issues employees who reside and work in the following locations will be provided an extra day:

- Dawson Creek ~~effective the 2010 vacation year~~
- Fort Nelson ~~effective the 2010 vacation year~~
- Fort St. John ~~effective the 2010 vacation year~~
- Prince George ~~effective the 2014 vacation year~~
- ~~Smithers~~ ~~effective the 2013 vacation year~~
- Terrace ~~effective the 2014 vacation year~~

Should the Commission open another office location other than those outlined above, the parties will meet to discuss consideration for the extra day of vacation.

18.5 ~~Approved Leave of Absence With Pay~~ **Displaced Vacation**

When an employee is hospitalized or under a physician's care and in receipt of the Short-Term Illness and Injury Plan benefits or on leave with pay in accordance with Clauses 14.2 **Leave for Taking Courses**, 14.3 **Educational Leave**, 20.1 **Bereavement Leave** and 20.6 **Leave for Court Appearances** during their vacation period, there shall be no deduction from the vacation credits for such leave. The period of vacation so displaced shall be taken at a mutually agreed time. An employee intending to claim displaced vacation leave must advise the Commission and provide necessary documentation within seven days of returning to work.

18.7 Call back From Vacation

(a) Employees who have commenced their annual vacation shall not be called back to work, except in cases of extreme emergency.

(b) When, during any vacation period, an employee is recalled to duty, they shall be reimbursed for all expenses incurred by themselves, in proceeding to their place of duty and in returning to the place from which they were recalled upon resumption of vacation, upon submission of receipts (except for meals) to the Commission. Where an employee's spouse and/or dependent children also return from vacation due to the recall of the employee, they shall be reimbursed for reasonable expenses incurred in returning home.

(c) Time necessary for travel in returning to their place of duty and returning again to the place from which they were recalled shall not be counted against their remaining vacation entitlement.

(d) Employees will receive overtime compensation, pursuant to Clause 16.1 (d) "Double-time" for all hours worked, for the duration of their participation in an emergency situation or until the regularly scheduled vacation expires, whichever happens first.

18.8 Vacation Leave on Retirement

An employee scheduled to retire and to receive pension benefits under the Public Service Pension Plan Rules ~~or who has reached the mandatory retiring age,~~ shall be granted full vacation entitlement for the final calendar year of service.

18.12 Vacation Relief

Where vacation relief is required **in the bargaining unit**, the Commission shall give regular employees the opportunity to substitute in higher paying positions and arrange for staff replacement at the lowest paying category, **pursuant to Clause 26.4 Substitution Pay.**

18.13 (New) Archived Vacation (a) to (c) moved from MOU#11

(a) An employee may carry over vacation, pursuant to Clause 18.6, above. Vacation not taken in excess of this is banked or "archived" and may not be cashed out except upon termination.

(b) When archived time is cashed out, it only has the value it had in the year it was earned.

(c) Archived vacation cannot be used as time off.

(d) Effective January 1, 2021, archived vacation will be included on Employee Self-Service entitlement lists.

ARTICLE 20 - SPECIAL AND OTHER LEAVE

20.1 Bereavement Leave

(a) In the case of death in the immediate family an employee not on leave of absence without pay shall be entitled to special leave, at their regular rate of pay. The leave will include the date of the funeral or the date of death with, if necessary, an allowance for immediate return travelling time. Such leave shall normally not exceed five workdays. **It is understood that the employee has the ability to split the five day entitlement between the date of death and the date of the funeral.**

(b) Immediate family is defined as an employee's parent, spouse, child, stepchild, grandchild, **grandparents**, brother, sister, stepsibling, father-in-law, mother-in-law, and stepparent. Any relative

permanently residing in the employee's household or with whom the employee permanently resides is also considered to be immediate family.

(c) In the event of the death of the employee's ~~grandparents~~, son-in-law, daughter-in-law, brother-in-law, sister-in-law, the employee shall be entitled to special leave for one day for the purpose of attending the funeral.

(d) - (e) *Maintain current language*

20.2 Special Leave

(a) Where leave from work is required, an employee shall be entitled to special leave at their regular rate of pay for the following:

- (1) wedding of the employee ~~three days; effective July 1, 2015~~ - two days
- (2) attend wedding of the employee's child - one day;
- (3) birth of the employee's child - two days;
- (4) serious household or domestic emergency - one day;
- (5) moving household furniture and effects - one day;
- (6) attend their formal hearing to become a Canadian citizen - one day;
- (7) attend funeral as pallbearer or mourner - one-half day;
- (8) court appearance for hearing of employee's child - one day;
- (9) in the case of serious illness or hospitalization of parent or stepparent of the employee, when no one other than the employee can provide for the needs of the parent, or stepparent, and, after notifying their supervisor - ~~one day per calendar year—this may be used in one half shift increments; effective July 1, 2015~~—two days per calendar year - this may be used in one-half shift increments;
- (10) child custody hearing - one day per calendar year.

(11) employee or employee's child is a victim of domestic violence – three days per calendar year

(12) employee discretionary day – two days per calendar year

(b) Two weeks' notice is required for leave under (a)(1), (2), (5) and (6).

(c) For the purpose of (a)(2), (4), (5), (6), (7), (8), (9), and (10), leave with pay will be only for the workday on which the situation occurs.

(d) For the purpose of determining eligibility for special leave under (a)(5), an employee will qualify if they are maintaining a self-contained household and if they are changing their place of residence which necessitates the moving of household furniture and effects during their normal workday, and if they have not already qualified for special leave under (a)(5) on two occasions within the preceding 12 months.

(e) For the purpose of special leave under (a)(11), the employee may choose to take the leave with pay intermittently up to three days or in one continuous period.

20.4 Compassionate Care Leave

An employee who is entitled to compassionate care benefits under the Employment Insurance Act is entitled to a leave of absence without pay of up to eight **27** weeks for the purpose of providing care or support to a gravely ill family member at risk of dying within 26 weeks. Notwithstanding Clause 11.3(a) **(Loss of Seniority)**, there will be no interruption in the accrual of seniority or eligibility for benefits provided for under Article 25 **(Health and Welfare)**.

20.5 Full Time Union or Public Duties

The Commission shall grant, on written request, leave of absence without pay:

(a) for employees to seek election in a municipal, ~~Aboriginal~~ **a First Nation or other Indigenous** Community government, provincial, or federal election for a maximum period of 90 days;

(b) for employees selected for a full-time position with the Union or any body to which the Union is affiliated for a period of up to one year and the leave shall be renewed upon request;

(c) for employees elected for a full-time position of President or Treasurer with the Union for a period of three years;

~~(b)~~ **(d)** for employees elected to a public office for a maximum period of five years.

On return from leave, an employee shall be placed in their former position or in a position of equal rank and basic pay within the same geographic location within the Commission.

20.9 Leave for Medical and Dental Care

(a) *Maintain current language*

(b) Employees in areas where adequate medical and dental facilities are not available shall be allowed to deduct from their credit described in **maximum leave entitlement pursuant to** Clause 20.10, the necessary time including travel and treatment time up to a maximum of ~~three days~~ **four days** to receive medical and dental care at the nearest medical centre for the employee, their spouse, dependent child and a dependent parent permanently residing in the employee's household or with whom the employee permanently resides. The Commission may request a certificate of a qualified medical or dental practitioner, as the case may be, stating that treatment could not be provided by facilities or services available at the employee's place of residence. An employee on leave provided by this clause shall be entitled to reimbursement of reasonable receipted expenses for accommodation and travel to a maximum per calendar year of:

- ~~\$531.40~~ at ratification
- ~~\$536.70~~ July 1, 2015
- ~~\$544.75~~ July 1, 2016
- ~~\$552.95~~ July 1, 2017
- ~~\$561.25~~ July 1, 2018

Date	Maximum Amount
July 1, 2019	\$572.48
July 1, 2020	\$583.92
July 1, 2021	\$595.60

(c) An employee otherwise entitled to leave pursuant to (b) above who chooses to travel on a vacation day or a day of rest or to remain at work and not accompany their spouse, dependent child

or dependent parent, as provided in (b) above, may claim the reimbursement of receipted expenses under the conditions stipulated.

(d) Employees in receipt of STIIP benefits who would otherwise qualify for leave under this clause shall be eligible to claim expenses in the manner described above.

(e) Where leave pursuant to (b) above would be reduced, the Commission may approve airfare payment for the employee in lieu of the:

- ~~\$531.40~~ at ratification
- ~~\$536.70~~ July 1, 2015
- ~~\$544.75~~ July 1, 2016
- ~~\$552.95~~ July 1, 2017
- ~~\$561.25~~ July 1, 2018

Date	Maximum Amount
July 1, 2019	\$572.48
July 1, 2020	\$583.92
July 1, 2021	\$595.60

reimbursement, once per calendar year.

(f) *Maintain current language*

20.13 Donor Leave

The Employer and the Union encourage employees to register as organ donors. An employee shall be granted the necessary leave of absence with pay for the purpose of donating bone marrow, **blood, plasma, stem cells**, or an organ **or tissues**.

~~20.15 Extended Child Care Leave~~ *Moved to Article 21*

~~Upon completion of maternity, adoption and/or parental leave, including any extension to such leaves, a regular employee will be entitled, upon written application, to a leave of absence without pay to care for the child. Subject to Clause 11.3(a), the following conditions shall apply:~~

~~(a) The employee's application shall be submitted to the Commission at least four weeks prior to the expiration of Article 21 Maternity, Parental and Pre-Adoption Leave.~~

~~(b) The combined length of leaves under this clause and under Article 21 shall not exceed 18 months.~~

~~(c) The employee's return to work requirements of Clauses 21.8(b) and 21.11 shall be deferred until the expiration of this leave. Notification of return to work and return to work shall be subject to Clause 21.9.~~

~~Upon return to work from this leave, the employee shall be placed in their former position or in a position of equal rank and basic pay.~~

20.16 Leave Respecting Death of Child

An employee is entitled to a leave of absence without pay of up to 104 weeks if they are entitled to leave respecting death of child under the *Employment Standards Act* and such leave shall be in accordance with the *Employment Standards Act*. Notwithstanding Clause 11.3(a) Loss of Seniority,

there will be no interruption in the accrual of seniority or eligibility for benefits provided for under Article 25 Health and Welfare.

20.17 Leave Respecting Disappearance of a Child

An employee is entitled to a leave of absence without pay of up to 104 weeks if they are entitled to leave respecting disappearance of a child under the *Employment Standards Act* and such leave shall be in accordance with the *Employment Standards Act*. Notwithstanding Clause 11.3(a) Loss of Seniority, there will be no interruption in the accrual of seniority or eligibility for benefits provided for under Article 25 Health and Welfare.

ARTICLE 21 - MATERNITY, PARENTAL AND PRE-ADOPTION LEAVE

21.1 Maternity Leave

- (a) An employee is entitled to maternity leave of up to 17 **consecutive** weeks without pay.
- (b) An employee shall notify the Commission in writing of the expected date of the termination of her pregnancy **birth**. Such notice will be given at least 10 weeks prior to the expected date of the termination of the pregnancy **birth**.
- (c) The period of maternity leave **may commence up to 13 weeks prior to the expected date of birth but** shall commence **no later than** six weeks prior to the expected date of the termination of the pregnancy **birth**. The commencement of leave may be deferred for any period approved in writing by a duly qualified medical practitioner or registered midwife.
- (d) The commencement of leave, **at six weeks prior to the expected date of birth**, may be deferred for any period approved in writing by a duly qualified medical practitioner or registered midwife.
- (e) **If an employee intends to commence maternity leave between 13 and six weeks prior to the expected date of birth, an employee shall notify the Employer in writing at least four weeks before the employer proposes to begin maternity leave.**

21.2 Parental Leave

- (a) Upon written request an employee shall be entitled to **opt for either standard** parental leave of up to 37 consecutive weeks without pay **or extended parental leave of up to 63 consecutive weeks without pay**.
- (b) Where both parents are employees of the Commission, they shall each qualify for up to 37 weeks **or 63 weeks** of parental leave **depending on their choice of either standard parental leave or extended parental leave**.
- (c) Such written request **pursuant** to (a) above must be made at least four weeks prior to the proposed leave commencement date.
- (d) Leave taken under this clause shall commence:
 - (1) In the case of a mother **birth parent**, immediately following the conclusion of leave taken pursuant to Clause 21.1.
 - (2) In the case of the other parent, immediately following the birth or placement of the adoptive child.

(3) The commencement of the leave taken pursuant to (1) or (2) above may be deferred by mutual agreement, however, the leave must begin within the 52-week period after the date of birth or placement of the adoptive child.

Such agreement shall not be unreasonably withheld. However, the leave must begin:

- Within the a 52-week period after the date of birth or placement of the adoptive child **for employees who choose standard parental leave; or**
- **Within a 78-week period after the birth or placement of the adoptive child for employees who choose extended parental leave.**

Such leave request must be supported by appropriate documentation.

An employee's election of either standard or extended parental leave is irrevocable. However, the employee may opt to return to work prior to the end of the leave.

21.3 Maximum Combined Entitlement

An employee's combined entitlement to leave pursuant to 21.1 and 21.2 is limited to 52 weeks **for those who opt for standard parental leave or 78 weeks for those who opt for extended parental leave.**

21.4 Benefit Waiting Period Allowance

(a) An employee who qualifies for and takes leave pursuant to **Clauses** 21.1 or 21.2 and is required by the Employment Insurance to serve a ~~two~~ **one** week waiting period for Employment Insurance Maternity/Parental benefits, shall be paid a leave allowance equivalent to ~~two~~ **one** weeks at 85% of the employee's basic pay.

(b) An employee who qualifies for and takes leave pursuant to Clauses 21.1 or 21.2 and takes the maximum leave entitlement shall be paid a leave allowance equivalent to one week at 85% of the employee's basic pay for the last week of the leave entitlement.

21.5 Maternity Leave Allowance

(a) An employee who qualifies for maternity leave pursuant to Clause 21.1, shall be paid a maternity leave allowance in accordance with the Supplemental Employment Benefit (SEB) Plan. In order to receive this allowance, the employee must provide to the Commission, proof that ~~she has~~ **the employee** applied for and is eligible to receive employment insurance benefits pursuant to the *Employment Insurance Act*. An employee disentitled or disqualified from receiving employment insurance benefits is not eligible for maternity leave allowance.

(b) Pursuant to the Supplemental Employment Benefit (SEB) Plan, the maternity leave allowance will consist of 15 weekly payments equivalent to the difference between the employment insurance gross benefits and any other earnings received by the employee and 85% of the employee's basic pay.

21.6 Parental Leave Allowance

(a) An employee who qualifies for parental leave pursuant to Clause 21.2, shall be paid a parental leave allowance in accordance with the Supplemental Employment Benefit (SEB) Plan. In order to receive this allowance, the employee must provide to the Commission proof of application and eligibility to receive employment insurance benefits pursuant to the *Employment Insurance Act*. An employee disentitled or disqualified from receiving employment insurance benefits is not eligible for parental leave allowance.

(b) Pursuant to the Supplemental Employment Benefit (SEB) Plan, **for those who opt for standard parental leave**, the **standard** parental leave allowance will consist of a maximum of 35 weekly payments, equivalent to the difference between the employment insurance gross benefits and any other earnings received by the employee and 75% of the employee's basic pay. Where both parents are employees of the Commission, the employees shall determine the apportionment of the 35 weeks' **standard** parental leave allowance between them.

(c) Pursuant to the Supplemental Employment Benefit (SEB) Plan, for those who opt for the extended parental leave, the extended parental leave allowance will consist of a maximum of 61 weekly payments equivalent to the overall amount the employee would have received with 35 weekly payments calculated under the standard parental leave allowance. Where both parents are employees of the Commission, the employees shall determine the apportionment of the 35 weekly payments spread out over 61 weeks extended parental leave between them.

20.15 21.7 Extended Child Care Leave *Moved from Clause 20.15*

Upon completion of maternity, adoption and/or parental leave, including any extension to such leaves, a regular employee will be entitled, upon written application, to a leave of absence without pay to care for the child. Subject to Clause 11.3(a), the following conditions shall apply:

- (a) The employee's application shall be submitted to the Commission at least four weeks prior to the expiration of Article 21-Maternity, Parental and Pre-Adoption Leave.
- (b) The combined length of leaves under this clause and under Article 21 shall not exceed 18 months.
- (c) The employee's return to work requirements of Clauses 21.8(b) and 21.11 shall be deferred until the expiration of this leave. Notification of return to work and return to work shall be subject to Clause 21.9.

Upon return to work from this leave, the employee shall be placed in their former position or in a position of equal rank and basic pay.

ARTICLE 22 - OCCUPATIONAL HEALTH AND SAFETY

22.2 Joint Occupational Health and Safety Committees

~~The Joint Occupational Health and Safety Committee will be established and operated as outlined below:~~

- ~~(a) The Commission shall initiate and maintain a committee in each workplace where 20 or more workers are regularly employed. Union representatives shall be employees at the workplace appointed by the Union, and employer representatives shall be appointed by the Commission.~~
- ~~(b) The Committee will function in accordance with the regulations made pursuant to the Workers Compensation Act, and will participate in developing a program to reduce risk of occupational injury and illness.~~
- ~~(c) At any worksite where a committee has not been established a less formal program shall be maintained in accordance with the Act and regulations. For the purpose of assisting in the administration of this program, the Commission will recognize an employee at that worksite designated by the Union who will function as a safety representative of the employees.~~

~~(d) All minutes of the meetings of the Committee shall be recorded on a mutually agreed to form and shall be sent to the Union and the Commission. Where designated safety representatives pursuant to (c) above hold safety meetings, the records of such meetings and matters discussed shall be forwarded to the Committee in a timely manner.~~

~~(e) Employees who are representatives of the Committee or designated safety representatives shall not suffer any loss of basic pay for the time spent attending a committee meeting, job site inspection or accident investigation.~~

~~(f) Committee meetings shall be scheduled during normal working hours whenever practicable. Time spent by designated committee members attending meetings held on their day of rest or outside their regularly scheduled hours or work shall not be considered time worked, but such committee members shall receive equivalent time off at straight time.~~

~~(g) Other committee business in accordance with (f) above shall be scheduled during normal working hours whenever practicable. When no other union designated committee member or union designated employee is available, time spent by employees attending to this committee business on their days of rest or outside their regularly scheduled hours of work shall not be considered time worked but such employees shall receive equivalent time off at straight time.~~

~~(h) Where more than one agency occupies a facility in common, a committee may be established by mutual agreement to encompass more than one agency.~~

(a) Each worksite where 20 or more workers are regularly employed will have a Joint Occupational Health and Safety Committee and membership will be as follows:

(1) the Committee will be comprised of a minimum of two worker representatives appointed by the Union and two employer representatives appointed by the Commission. In no case will the Employer's members outnumber those of the Union. Worker representative alternates will also be appointed to the Committee by the Union and will be afforded the same rights and responsibilities as a regular member of the Committee.

(2) a worker co-chair will be elected from the worker representatives of the Committee and the employer co-chair will be appointed by the Commission.

(b) Worker representatives of the Committee shall not suffer any loss of pay for the time spent to prepare for or attend a committee meeting or for carrying out any functions or duties as a committee member in accordance with the Workers Compensation Act. This includes mileage and any other reasonable costs, where applicable. Worker representatives will be granted two hours to meet together to prepare for each committee meeting. Where the meeting is held outside the committee members' regular working hours, committee members will receive straight-time pay and any other reasonable costs. Meetings will be held on a monthly basis.

(c) Worker representatives shall be released from their regular duties to attend Committee meetings and perform related duties and functions as set out in section 130 of the *Workers Compensation Act*. The Employer will reassign the work that otherwise would have been performed by the worker representative. This may include backfilling the employee for all or part of their time spent away from their work duties.

(d) All minutes of the Committee will be recorded in a mutually agreed format and copies will be forwarded to the worker representatives of the Committee, posted on boards and on the internal website.

(e) A worker representative will be entitled to annual employer paid leave to attend union sponsored occupational health and safety training courses. If OHS training falls on the worker representative's regular time off, the worker representative will be compensated for all hours while attending the training.

(f) Where a worker representative is appointed to serve on the Committee for the first time, the Employer will provide that representative with one day of paid education leave, in addition to that required by law, during the first six months in which they serve on the Committee for the purposes of attending Committee Orientation training courses conducted by the union.

(g) Where worksites exist with less than 20 employees working there, a less formal program shall be maintained. A worker representative may be appointed by the Union as per section 128 of the Act. The worker representative will function as a safety representative of the employees and attend meetings of the JOHS Committee, pursuant to (a) above, by speaker phone or video conference.

22.4 Investigation of Accidents

(a) Pursuant to Part 3, Division 10, Accident Reporting and Investigation of the *Workers Compensation Act*, all accidents shall be investigated jointly by one management representative and at least if they are reasonably available, one designated representative designated appointed by the BCGEU, where appropriate, and one management representative. All investigations should include persons knowledgeable about the type of work involved.

(b) Reports shall be submitted on an accident investigation form which may be amended by mutual agreement and copies sent to:

- (1) Workers' Compensation Board
- (2) Joint Occupational Health and Safety Committee
- (3) Commission Designate(s)
- (4) BCGEU Designate(s).

~~Nothing in this clause restricts the right of the Commission to require the management representative in (a) above, if a member of the bargaining unit, to complete other reports related to the accident under investigation.~~

(c) In the event of a fatality of a BCGEU member, the Commission shall immediately notify the President, or designate, of the nature and circumstances of the accident and arrange as soon as possible for a joint investigation.

22.5 Occupational First Aid Requirements and Courses

(a) The Union and the Commission agree that First Aid Regulations made pursuant to the *Workers Compensation Act* shall be fully complied with.

(b) Where the Commission requires an employee to perform first aid duties in addition to the normal requirements of the job, the cost of obtaining and renewing the Occupational First Aid Certificate shall be borne by the Commission, and leave to take the necessary courses shall be granted with pay. For courses with required and graded homework assignments, time spent by employees outside of regular class time, will be reimbursed at straight-time rates.

(c) Employees required to possess an Occupational First Aid Certificate and who are designated to act as the First Aid Attendant in addition to their normal job responsibilities shall receive the following allowance on the basis of the level of certificate which they hold:

Level 3 Occupational First Aid Certificate

At ratification ————— \$58.45 per biweekly period
 Effective July 1, 2015 — \$59.03 per biweekly period
 Effective July 1, 2016 — \$59.92 per biweekly period
 Effective July 1, 2017 — \$60.82 per biweekly period
 Effective July 1, 2018 — \$61.73 per biweekly period

Effective Date	Per Biweekly Period
July 1, 2019	\$62.96
July 1, 2020	\$64.22
July 1, 2021	\$65.51

Level 2 Occupational First Aid Certificate

At ratification ————— \$45.70 per biweekly period
 Effective July 1, 2015 — \$46.16 per biweekly period
 Effective July 1, 2016 — \$46.85 per biweekly period
 Effective July 1, 2017 — \$47.55 per biweekly period
 Effective July 1, 2018 — \$48.26 per biweekly period

Effective Date	Per Biweekly Period
July 1, 2019	\$49.23
July 1, 2020	\$50.21
July 1, 2021	\$51.21

The allowance shall be prorated for partial months. For the purpose of calculating the hourly rate, the biweekly allowance shall be divided by 70; however, no employee shall receive more than the monthly allowance for the level of certificate which they hold.

Employees designated to act as the Occupational First Aid Attendant in addition to their normal job duties will receive their full monthly allowance while on approved leave with pay of up to 10 days or while on vacation leave with pay.

Where the Commission has an additional requirement for a first aid attendant on a temporary basis, then provided the employee acts as the First Aid Attendant for a minimum of 10 workdays in any month, they shall receive the full monthly allowance.

- (d) (1) In order to meet the requirements of (a) above, the Commission will designate in order of seniority from among those regular employees holding an appropriate Occupational First Aid Certificate to act as the First Aid Attendant in addition to the normal requirements of the job.
- (2) Where no employee within the work unit possesses an Occupational First Aid Certificate, the opportunity to obtain a certificate will be offered to regular employees within the work unit in order of service seniority, provided the employee can meet the requirements of the WCB regulations to undertake the training in order to obtain an Occupational First Aid Certificate.
- (3) In the event that the procedures outlined above do not meet the requirements of (a), the Union will assist the Commission to meet their obligations by approaching regular employees in the work unit on behalf of the Commission.

(4) Where (d)(1), (2) and (3) do not meet, within a reasonable period of time, the requirements of the Commission to achieve (a) above, the Commission may:

- (i) recall a qualified casual employee in order of seniority from those holding the appropriate Occupational First Aid Certificate; and/or
- (ii) include an Occupational First Aid Certificate as a desirable qualification on a posting pursuant to Clause 12.1.

(5) Failing (4) above, the Commission may require the most senior regular employee within the work unit who can meet the requirements of the WCB regulations to undertake Occupational First Aid training in order to obtain a certificate.

(e) In facilities which require an Occupational First Aid Attendant and where employees are represented by more than one union and the percentage of BCGEU members is greater than 50% of the workforce, at least one Occupational First Aid Attendant shall be a BCGEU member, provided the employee is qualified.

22.11 Communicable Diseases

(a) The parties to this agreement share a desire to prevent acquisition and transmission of communicable disease where employees may come into contact with a person and/or possessions of a person with a communicable disease.

(b) In respect of communicable diseases, the Joint Occupational Health and Safety Committee ~~will~~ **may** consider, review and make recommendations to the Principals on issues including:

- (1) preventative protocol measures, including education, hygiene, protective equipment/apparel and vaccinations;
- (2) post-exposure protocols;
- (3) measures necessary for the establishment of a work environment with minimal risk to exposure to or infection by communicable diseases.

(c) Officials of the BC Centre for Disease Control will be utilized for the purpose of accessing expertise in this area. Other consultants may be utilized, as deemed appropriate by the Committee.

(d) Where a communicable disease policy is established the local Occupational Health and Safety Committee or union designated safety representative shall be consulted regarding the worksite specific application of the policy.

(e) Where officials of the BC Centre for Disease Control recommend that a vaccination is required as a preventative measure, such vaccination shall be made available to the employee at the Commission's expense.

~~22.13 Pollution Control~~

~~The Commission and the Union agree to limit all forms of environmental pollution.~~

~~22.15 Skin Protection From Ultra Violet Radiation~~

~~The local Occupational Health and Safety Committees will identify situations where employee duties will involve unavoidable exposure to ultra violet radiation for periods of time that would require an appropriate broad-spectrum sunscreen. The local Occupational Health and Safety Committee shall~~

provide employees with appropriate information on the necessity to wear suitable clothing and to avoid ultra-violet radiation in order to prevent illness or injury.

22.21 Personal Protective Equipment

(a) *Maintain current language*

(b) Regular employees who are required by the Workers' Compensation Board (WorkSafe) Regulations or by the Commission to wear protective footwear in the performance of their duties shall, upon presentation of a receipt(s) evidencing the purchase of same, be reimbursed in the amount, up to:

Date	Maximum Amount
Current rate	\$148.50
July 1, 2015	\$150.00
July 1, 2016	\$152.24
July 1, 2017	\$154.52
July 1, 2018 2019	\$156.84 \$316.68
July 1, 2020	\$323.16
July 1, 2021	\$329.62

Effective the date of ratification, an employee can claim up to the maximum amount of the footwear allowance on a biennial basis.

22.23 Survival First Aid Course *Moved from Clause 22.26* *Maintain current language*

22.24 Supply and Maintenance of Equipment *Maintain current language*

22.25 Safe Working Conditions *Maintain current language*

22.26 Survival First Aid Course *Moved to Clause 22.23*

ARTICLE 25 - HEALTH AND WELFARE

25.1 Basic Medical Insurance *Maintain current language*

25.2 Extended Health Care Plan

The Commission shall pay the monthly premium for regular employees entitled to coverage under a mutually acceptable extended health care plan. The parties agree to increase the **extended health lifetime maximum of \$250,000 to shall be \$3,000,000 per person, which includes coverage for out-of-province or out-of-country medical emergencies**, effective January 1, 2016

Year 1

- ~~Annual Deductible— Effective February 1, 2014 increase the annual deductible to \$90.00 from the current \$80.00.~~

Year 2

- ~~Effective January 1, 2016— 80% coverage of total eligible paramedical expenses from the seventh visit.~~
- ~~Effective January 1, 2016— reimbursement formula of 80% coverage for the first \$1200 in eligible expenses in a calendar year after the annual deductible is applied. Any eligible expenses beyond the first \$1200 would be covered at 100%.~~

Year 3

- ~~Effective January 1, 2017 – 80% coverage of total eligible paramedical expenses from the fifth visit.~~
- ~~Effective January 1, 2017 – reimbursement formula of eighty percent coverage for the first \$1350 in eligible expenses in a calendar year after the annual deductible is applied. Any eligible expenses beyond the first \$1350 would be covered at 100%.~~

Year 4

- ~~Effective January 1, 2018 – 80% coverage of total eligible paramedical expenses from the first visit.~~
- ~~Effective January 1, 2018 – 80% reimbursement formula of 80% coverage for the first \$1500 in eligible expenses in a calendar year after the annual deductible is applied. Any eligible expenses beyond the first \$1500 would be covered at 100%.~~

(a) Coordination of Benefits

- **Effective July 1, 2019, allow an employee to be eligible for extended health and dental as both a member and a spouse of another employee covered under the BC Public Service Benefit Plans.**

(b) Waiting Period

- **Effective July 1, 2019, for regular employees, reduce the waiting period for extended health and dental from the first day of the month after completion of six full calendar months of regular employment to the 1st of the month following three full calendar months from their date of regular employment.**

(c) Chiropractic, Naturopathic, Podiatry and Acupuncture services

- **Effective January 1, 2021, increase the maximum annual limit for chiropractic services (from the current \$200 for an individual or \$500 for a family) to \$500 per person.**
- **Effective January 1, 2021, increase the maximum annual limit for naturopathic services (from the current \$200 for an individual or \$500 for a family) to \$500 per person.**
- **Effective January 1, 2021, increase the maximum annual limit for podiatry services (from the current \$200 for an individual or \$500 for a family) to \$500 per person.**
- **Effective January 1, 2021, increase the maximum annual limit for acupuncture services (from the current \$200 for an individual or \$500 for a family) to \$500 per person.**

(d) Counselling Services

- **Effective July 1, 2019, recognize qualified social worker in addition to registered clinical psychologist and registered clinical counsellor to the current combined maximum of \$500 per family per calendar year for counselling services.**

(e) Physiotherapy Services

- **Add an annual maximum for physiotherapy services at \$2,000 per year effective January 1, 2020.**

(f) Eye Exams

- **Effective January 1, 2020, increase eye examinations from the current maximum of \$75 to \$100 maximum every 24 months for adults who are age 19 and older.**

25.3 Dental Plan

(a) The Commission shall pay the monthly premium for employees entitled to coverage under a mutually acceptable plan which provides:

- (1) Part A, 100% coverage;
- (2) Part B, 65% coverage
- (3) Part C, 55% coverage.

(b) ~~Effective April 1, 2001,~~ **Orthodontic services are subject to a lifetime maximum payment of \$3500 per patient.**

25.4 Group Life

(a) The Commission shall provide a mutually acceptable group life plan with benefits equivalent to three times an employee's annual salary, with a minimum of ~~\$80,000~~ **\$100,000. The Employee Basic Life Insurance includes provisions for accidental dismemberment, loss of sight, and an advance payment for terminally ill employees as described in Information Appendix 1 – Employee Basic Life Insurance.**

The Commission shall pay 100% of the premium on the base ~~\$80,000~~ **\$100,000** and the employee shall pay the premium for any insurance over the base minimum.

The employee is responsible for **the** premium for optional spouse and dependant coverage.

(b) Employees shall as a condition of employment, enrol in the ~~Group Life Plan~~ **the Employee Basic Life Insurance** and shall ~~complete the appropriate payroll deduction authorization forms~~ **have the appropriate taxable benefit and, if applicable, premium deducted from their pay.**

~~(c) The group life plan shall include the following provisions for accidental dismemberment:~~

- (1) ~~loss of both hands or feet..... the principal sum;~~
- (2) ~~loss of sight of both eyes the principal sum;~~
- (3) ~~loss of one hand and one foot the principal sum;~~
- (4) ~~loss of one hand or one foot and sight of one eye the principal sum;~~
- (5) ~~loss of one hand or one foot one half the principal sum;~~
- (6) ~~loss of sight of one eye one half the principal sum.~~

(c) The employer shall offer the following optional plans for employees to purchase through payroll deduction:

- **Optional Family Funeral Benefit (formerly called Optional Spouse and Dependent Life insurance);**
- **Optional Life Insurance for employee, spouse and dependent children;**
- **Optional Accidental Death and Dismemberment Insurance for employee, spouse and dependent children.**

(d) ~~The Commission~~ **Employer** and the Union agree to implement an Advanced Payment Program for the terminally ill under the circumstances described in Information Appendix 1—Advance Payment of Group Life Benefits.

ARTICLE 26 - PAYMENT OF WAGES AND ALLOWANCES

26.3 Rates of Pay

- (a) Employees shall be paid in accordance with the rates of pay negotiated by the parties to this agreement, subject to Clause 26.7.
- (b) The distribution of pay shall be done in such a manner that the details of the pay shall be confidential.
- (c) Increase rates of pay for classifications listed in Appendix 1 ~~starting the first pay period after~~ **effective** the following dates:
- ~~July 1, 2015 — 1.0%~~
 - ~~May 1, 2016 — Economic Stability Dividend*~~
 - ~~July 1, 2016 — .5%~~
 - ~~May 1, 2017 — 1.0% plus Economic Stability Dividend*~~
 - ~~July 1, 2017 — .5%~~
 - ~~May 1, 2018 — 1.0% plus Economic Stability Dividend*~~
 - ~~July 1, 2018 — .5%~~
 - ~~May 1, 2019 — 1.0% plus Economic Stability Dividend*~~

~~Note: The Economic Stability Dividend (ESD) is payable as the cents per hour equivalent to the percent of pay which would be paid from the ESD formula as a general wage increase.~~

~~* Reference: MOU — Economic Stability Dividend (new)~~

Date	Percentage Increase
July 1, 2019	2 %
July 1, 2020	2 %
July 1, 2021	2 %

26.4 Substitution Pay

- (a) An employee will be granted substitution pay where the employee is:
- (1) designated to perform the principal duties of or temporarily substitute in a higher paying position, or
 - (2) assigned to perform duties of a higher paying position which would warrant a higher classification.
- (b) The employee shall receive the rate for the job, where a single rate is established. If a salary range is established, they shall receive the minimum rate of the new salary range or the rate in the new salary range which is the closest step to 8% above their current rate, whichever is greater, but not more than the top of the new salary range. Employees on short-term disability leave, special leave, or any other paid leave of absence will be entitled to the basic rates of pay they received prior to substituting in a higher position.
- (c) Substitution pay is not payable when an employee has not been designated or assigned by the Commission to substitute, pursuant to (a) (1) or (2) above, or where an employee's current position normally requires periodic substitution in the higher position as defined in the functional job description.
- (d) Where this job description requires periodic substitution:

- (1) substitution pay shall not be payable for periods of substitution of 70 consecutive work hours or less in the higher position;
- (2) substitution in excess of the 70 consecutive work hours shall be payable from the commencement of the first shift of substitution;
- (3) substitution is not payable for any period of substitution during vacation relief in the higher position.
- (e) Payment for leave under Clauses 20.1 **Bereavement Leave** and 20.2 **Special Leave** will be made at an employee's basic pay, except if an employee has been working in a higher paid position than their regular position for a majority of their regularly scheduled hours in the four pay periods preceding their leave, in which case they shall receive the higher rate.
- (f) If an employee substitutes in a higher paying classification where the salary placement in the salary range is less than the salary they would have received if substituting in a classification between their current classification and the substituting classification, then the salary placement will be equivalent to the higher rate. This shall only apply to classifications in the same classification series or the classification series in which the employee is substituting. An employee shall not receive a salary greater than the maximum of the range of the classification in which the employee is substituting.
- (g) Grievances concerning (a) above, that are filed at arbitration, may be referred by either party to the expedited classification appeal process where the dispute is a disagreement on the classification level.
- (h) An included employee who substitutes in an excluded position and is not in receipt of substitution pay pursuant to (d) above, shall remain in the bargaining unit. Should an included employee substitute in an excluded position and substitution pay pursuant to (d) above shall be excluded from the bargaining unit for the duration of the substitution period.**

26.8 Vehicle Allowances

Vehicle allowances for all distances travelled on Commission business shall be paid to employees required to use their own vehicles in the performance of their duties. The allowance shall cover distance to and from the employee's place of residence up to a total maximum of 32 kilometres, only when the employee is required to have their vehicle at work for use in the performance of their duties.

Vehicle allowance shall be:

Date	Rate per km
July 1, 2014	53¢
July 1, 2015	54¢
July 1, 2016	55¢
July 1, 2017	56¢
July 1, 2018	57¢

Date	Rate per km
July 1, 2019	58¢
July 1, 2020	59¢

****Should the Canada Revenue Agency raise the allowable taxable benefit to 60¢, effective July 1, 2021, the rate per kilometre will be raised to 60¢, accordingly.**

26.9 Meal Allowances

Employees on travel status away from their headquarters shall be entitled to a meal allowance for the time spent away from headquarters.

Meal	July 1, 2014	July 1, 2015	July 1, 2016	July 1, 2017	July 1, 2018
Breakfast	\$12.25	12.37	12.56	12.75	12.94
Lunch	\$14.05	14.19	14.40	14.62	14.84
Dinner	\$23.65	23.89	24.25	24.61	24.98

Meal	July 1, 2019	July 1, 2020	July 1, 2021
Breakfast	\$13.20	13.46	13.73
Lunch	\$15.14	15.44	15.75
Dinner	\$25.48	25.99	26.51

26.10 Location Allowance

The following location allowances shall apply as follows:

- (a) Employees whose position is located in Fort St. John, Dawson Creek, Prince George, **and** Terrace and Smithers shall be provided an adjustment to their base salary of 3%.
- (b) Employees whose position is located in Fort Nelson shall be provided an adjustment to their base salary of 13%.
- (c) Should any worksites outside those identified in (a) and (b) above, or the current locations of Victoria and Kelowna be established, the parties will meet to discuss appropriate premiums, if any, for such locations.

26.15 Relocation at Time of Retirement

Where an employee, who has been relocated by the Commission or through a competition to an isolated location, gives not less than six months' notice prior to retirement to relocate elsewhere in the province, the Commission will pay the cost of moving the employee's household goods and effects in accordance with that part of the relevant regulations in effect at the time of the employee's retirement, providing that:

- (a) The employee shall have served a minimum of three years in the isolated location.
- (b) The employee actually moves to a location in the province within three months of the month in which they cease to be actively employed in the Commission.
- (c) For the purposes of this clause, the term "*isolated location*" shall include all the locations on the Isolation Index, or as altered by mutual agreement from time to time.
- (d) For the purposes of this clause, the term "*retirement*" shall refer to an employee who is scheduled to retire and to receive a **superannuation pension** allowance under the Public Service Pension Plan Rules, ~~or who has reached mandatory retiring age.~~

26.21 Child Care Expenses

- (a) Where an employee is requested or required by the Commission to attend:
 - (1) Commission endorsed education, training and career development activities, or
 - (2) Commission sponsored activities,

which are not included in the normal duties of the employee's job, and are outside their headquarters or geographic location, such that the employee incurs additional child care expenses, the employee shall be reimbursed for the additional child care expense up to:

Date	Rate
July 1, 2014	\$63.75
July 1, 2015	\$64.39
July 1, 2016	\$65.36
July 1, 2017	\$66.34
July 1, 2018	\$67.34

Date	Rate
July 1, 2019	\$68.69
July 1, 2020	\$70.06
July 1, 2021	\$71.46

per day upon production of a receipt.

(b) Where an employee, who is not on leave of absence, attends a course approved by the Commission outside the employee's normal scheduled workday such that the employee incurs additional child care expenses, the employee shall be reimbursed for the additional child care expense up to ~~\$31.25~~ effective date of ratification and ~~\$31.85~~ effective July 1, 2013 **up to \$32.49** per day upon production of a receipt. This reimbursement shall not exceed 15 days per calendar year.

(c) Reimbursement in (a) or (b) shall only apply where no one else at the employee's home can provide the child care.

(d) The receipt shall be a signed statement including the date(s), the hourly rate charged, the hours of care provided and shall identify the caregiver/agency.

26.22 Lodging Allowance

Employees on travel status who stay in non-commercial lodging shall be entitled to claim:

Date	Rate
Date of Ratification	\$36.50
July 1, 2015	\$36.87
July 1, 2016	\$37.42
July 1, 2017	\$37.98
July 1, 2018	\$38.55

Date	Rate
July 1, 2019	\$39.32
July 1, 2020	\$40.11
July 1, 2021	\$40.91

per day except where the lodging is supplied by the Commission. An employee submitting a lodging allowance claim shall not be entitled to reimbursement for commercial lodging costs for the same period.

ARTICLE 27 - CLASSIFICATION AND RECLASSIFICATION

27.1 Classification Plan

(a) The Commission and the Union recognize the need to maintain the principles of Pay Equity to evaluate jobs in the bargaining unit. The parties also agree to apply the Public Service Job Evaluation Plan in accordance with those principles to all bargaining unit positions using the gender neutral plan factors and degrees in the Public Service Job Evaluation Plan.

The Public Service Job Evaluation Plan will be used to evaluate positions in the agreement and to determine their appropriate factor ratings.

(b) The Commission agrees to supply the President of the Union or their designate with the job evaluation plan and benchmarks/reference jobs for those classifications in the bargaining unit.

(c) The former classification plan specifications are redundant for evaluation purposes and will be utilized solely for descriptive purposes to assist in the orderly management of the Commission including staffing and collective agreement purposes.

27.2 Changes to the Job Evaluation Plan and Benchmarks/Reference Jobs

(a) The Commission agrees that no changes to the job evaluation plan and benchmarks/reference jobs pertaining to positions covered by this agreement will be introduced without the mutual agreement of the parties.

(b) To facilitate the orderly change in the job evaluation plan, a joint technical working committee will be used. There will be equal representation of technical experts from the Commission and the Union on this Committee, and total membership from each side will not exceed four.

(c) The Committee shall formulate any necessary changes or new benchmarks/reference jobs in the job evaluation plans used within the bargaining unit and shall make joint recommendations to the bargaining Principals for ratification.

(d) When a new or substantially altered benchmark/reference job covered by this agreement is introduced, the factor ratings shall be subject to agreement between the Commission and the Union.

(e) Where the Joint Technical Working Committee is unable to agree to benchmark(s)/reference job(s) and/or agree on a factor rating, the matter may be referred to an agreed upon classification referee. The benchmark rating shall be effective on the date agreed to by the parties or the date set by the referee but, in any event, not earlier than the date of implementation.

(f) No existing classification shall be eliminated without prior consultation with the Union.

(g) Consultation will be held to attempt to resolve the proposed elimination of a classification prior to its elimination.

27.3 Classification Appeal Procedure

An employee shall have the right to appeal, through the Union, the classification of the position they occupy. Such an appeal shall be in accordance with the provisions of this clause and shall not be considered a grievance under Article 8 - Grievances, ~~of this agreement.~~

Step 1 - Part 1

(a) If an employee believes that the position they occupy is improperly classified, they shall request in writing, a written job description from **complete and forward to** their immediate-supervisor,

excluded manager, the ~~and~~ Human Resources, **Part 1(a) of the Classification Appeal form, requesting a written job description** Department and copy the Union. The job description should describe **describing** the duties and responsibilities, and **which** shall be provided within 30 days of the request. Such job descriptions shall be consistent with the employee's assigned duties and must be signed by an excluded manager or designate. An organization chart will also be included at this step.

(b) The employee and their immediate supervisor will review the job description and identify in writing any discrepancies between assigned duties and the job description content. If the excluded manager (or designate) agrees, the duties will be incorporated into the job description and signed by the excluded manager or designate.

Step 2 Part 2

(c) If the employee believes that the position they occupy is **still** improperly classified, the employee ~~submit in writing their disagreement with the classification~~ **shall complete Part 2 of the Classification Appeal Form** and forward it to the Human Resources Department and the Union within 30 days of receipt of the written job description or when the response was due at Clause 27.3(a) or the appeal will be deemed to have been abandoned. **Should the employee believe there are additional duties not included in the confirmed job description, such duties will be listed in writing by the employee and will accompany Part 2 of the form.**

(d) Differences between the employee and **the supervisor** or excluded manager or designate respecting any areas in the job description not being consistent with the assigned duties ~~may~~ **shall** be clarified, and where possible, resolved at the "joint on-site" interview or telephone conference. The Union's classification representative will be advised of the date, time and location of on-site interviews in order that they ~~may~~ attend. The Human Resources Department shall respond with written rationale within 60 days of the **Step 2 joint on-site interview or telephone conference** date.

(e) If there remains a dispute respecting the classification level, the Union will respond to the Human Resources Department within 60 days of receipt of the written response at Clause ~~27.3(e)~~ **27.3(d)** when the response was due. The response will provide a written classification rationale explaining why the rating sought is more appropriate than the existing rating focusing on the area(s) in dispute for each appellant, or group of appellants, including reference to supporting benchmarks in the relevant classification/job evaluation plan.

(f) If the classification level remains in dispute, the Union and Commission may agree to an alternative process in order to resolve the classification appeal.

(g) If the above procedure does not lead to a satisfactory resolution, the Union may submit the matter to adjudication under Clause 27.4 by providing the Commission with written notification. Any such notification shall be transmitted within 60 days of the response from the Union at Clause 27.3(e) or when the response was due. The appeal shall be deemed abandoned in the event that the appeal is not submitted to adjudication within the required time period.

(h) These time limits may be extended in writing by the mutual agreement of the parties.

(i) A submission of a classification appeal to adjudication shall be transmitted to the Commission.

27.4 Adjudication

(a) The parties **shall jointly** agree upon ~~the list of a~~ **a** referee(s) ~~below~~ who shall make a final and binding decision with respect to the proper classification of a position submitted to adjudication pursuant to Clause ~~27.3(e)~~ **27.3(g)**.

- (a) ~~The referee shall be assigned to hearings, depending upon availability, on a rotating basis from the list of referees. For full hearings, the order of rotation may be varied by mutual agreement of the parties.~~
- (b) *Expedited Adjudication* - Classification appeals submitted to the adjudication stage may be submitted to a referee for a final and binding decision pursuant to and in accordance with this article.

List of Referees:

Chris Sullivan
John Hall
Brian Foley
Irene Holden
Corinn Bell

27.5 Effective Dates

The effective date of any resulting change in classification level shall be the first day of the biweekly pay period following the date of receipt by the employee of the written job description or when the response was due pursuant to Clause 27.3(a).

ARTICLE 28 - JOINT COMMITTEE

28.1 Establishment of Joint Committee

There shall be established a joint committee composed of six **eight** representatives, ~~three~~ **four** appointed by the Union, **one of whom will be a staff representative**, and ~~three~~ **four** appointed by the Commission.

This Committee may call upon additional persons for technical information or advice. The Committee may establish subcommittees or ad hoc committees as it deems necessary and shall set guidelines and operating procedures for such committees.

28.4 Responsibilities of Committee

- (a) The Committee shall not have jurisdiction over wages or any other matter of collective bargaining, including the administration of this agreement. The Committee shall not supersede the activities of any other committee of the Union or of the Commission and shall not have the power to bind either the Union or its members or the Commission to any decisions or conclusions reached in their discussions.
- (b) In the event of any substantial re-organization which results in redundancy, relocation or reclassification, the Committee shall meet in order for the Commission to consult with the Union.
- (c) The Committee shall also have the power to make recommendations to the Union and the Commission on the following general matters:
- (1) reviewing matters, other than grievances, relating to the maintenance of good relations between the parties;
 - (2) discussing issues relating to the workplace that affect the parties or any employee bound by this agreement;
 - (3) correcting conditions causing grievances and misunderstanding;

- (4) reviewing ways in which the Commission can reduce workplace consumption of non renewable and renewable resources, increase the amount of material that is reused in the workplace and implement recycling programs;
- (5) reviewing matters unresolved and referred to it by the Joint Occupational Health and Safety Committee and the Article 28 Committee may make recommendations to the Joint Occupational Health and Safety Committee regarding health and safety issues;
- (6) reviewing organizational health issues relating to the recruitment and retention of employees;
- (7) the Committee may make recommendations on the criteria for the approval of applications pursuant to Clause 14.3(e) Educational Leave.
- (8) reviewing ways to achieve the most effective use of human resources and a well trained professional Commission **organization**, including discussions regarding career paths and developmental opportunities.

ARTICLE 30 - CASUAL EMPLOYEES

30.3 Seniority

- (a) (1) For the purpose of layoff and recall and other seniority related provisions of this agreement, a casual employee ~~who has worked in excess of 30 days~~ shall accumulate service and classification seniority, by geographic area as defined in the agreement, on the basis of:
 - (i) all hours worked at the straight-time rate;
 - (ii) designated paid holidays or days off in lieu in accordance with Clause 30.10 Designated Paid Holidays;
 - (iii) annual vacation in accordance with Clause 30.11(d) - Annual Vacations;
 - (iv) leave pursuant to Clause 30.12 - Eligibility Requirements for Benefits or Clause 30.6(c) - Application of Agreement;
 - (v) compensatory time off provided the employee has worked 1827 hours in 33 pay periods;
 - (vi) missed work opportunities during leaves pursuant to Clause 2.11(a) - Time Off for Union Business-Without Pay except that during the first 33 pay periods of employment such credit shall be limited to 105 hours;
 - (vii) leaves pursuant to Clause 2.11(b) - Time Off for Union Business-With Pay.
- (2) The total hours above shall be converted to a seven hour shift to establish seniority.
- ~~(3) Upon completing 30 workdays (seven hour shifts), a casual employee's seniority shall include the accumulated 30 workdays.~~

(b) - (e) *Maintain current language*

30.5 Layoff and Recall

(a) - (f) *Maintain current language*

(g) Casual employees will provide a direct communication link that will give them personal contact with their work unit/recall section. This communication link must be appropriate to the Commission operation and may include telephone, ~~radio telephone, pager, public media, on-call boards,~~ written communication, etc.

(h) (1) Where a written communication link is established, a single attempt by registered mail will be made to contact the casual employees.

(2) Where telephone/radio telephone communication is used, two attempts, at least five minutes apart, will be made to contact the casual employees.

~~(3) Where a pager is used, a single attempt will be made and the casual employee must respond to the Commission within five minutes of the page.~~

Notwithstanding the above, in the case of an emergency situation, a single verbal attempt will be made to contact the casual employees.

(i) - (t) *Maintain current language*

30.7 Health and Welfare

In lieu of health and welfare benefits, casual employees shall receive compensation of:

Date	Rate per hour	Max biweekly
Ratification	68¢	\$47.60
July 1, 2015	69¢	\$48.08
July 1, 2016	70¢	\$48.80
July 1, 2017	71¢	\$49.53
July 1, 2018	72¢	\$50.27

Date	Rate per hour	Max biweekly
July 1, 2019	73¢	\$51.28
July 1, 2020	75¢	\$52.30
July 1, 2021	76¢	\$53.35

30.8 Weekly Indemnity

(a) Casual employees are eligible for weekly indemnity benefits upon accumulation of 400 hours of casual seniority with the Commission. Once established, eligibility for weekly indemnity is retained unless the casual employee loses casual seniority. Weekly indemnity benefits are payable for each period of illness up to a maximum of 15 weeks at 60% of the casual employee's normal average earnings. Normal average earnings are calculated by averaging the total of the straight-time compensation and the compensation paid in accordance with Clause 30.7 - Health and Welfare in the six most recent biweekly pay periods in which earnings occurred.

(b) The benefit waiting period in each case of illness will be 14 calendar days. This means that benefits will be paid from the fifteenth day of illness.

(c) Subject to Clause 30.8(b) - Weekly Indemnity, full benefits will be reinstated:

(1) in the case of new illness, after the casual employee returns to active employment following the most recent absence due to illness and accumulates 150 more hours of casual seniority with the Commission;

- (2) in the case of a recurrence of a previous illness, after the casual employee returns to active employment following the most recent absence due to that illness and accumulates 400 more hours of casual seniority with the Commission.
- (d) The payment of benefits to a person who is laid off or separated prior to termination of their illness shall be continued after the layoff or separation until the total number of weeks for which benefits have been paid in respect of that illness is 15 weeks or the duration of the illness, whichever occurs first, except that benefits will cease on the effective date of a scheduled layoff or separation, if the illness occurs two months (or less) before that layoff or separation, provided that notice of the layoff or separation was given prior to the occurrence of the illness.
- (e) The benefits described in this clause shall not be available to a casual employee whose illness, injury, or personal circumstances may be described by any one of the following conditions:
- (1) who is not under the care of a licensed physician;
 - (2) whose illness is occupational and is covered by Workers' Compensation;
 - ~~(3) whose illness is intentionally self-inflicted;~~
 - (4) whose illness results from service in the Armed Forces;
 - (5) whose illness results from riots, wars or participation in disorderly conduct;
 - (6) who is ill during a period of paid vacation;
 - (7) whose illness is sustained while they are committing a criminal offence;
 - (8) who is engaged in an employment for a wage or profit;
 - (9) who is ill during a strike or lockout at the place where they were employed if that illness commences during the strike or lockout;
 - (10) who is serving a prison sentence;
 - (11) who would not be entitled to benefits payable pursuant to Part I of the Employment Insurance Act because they are not in Canada;
 - (12) who is absent from work because of plastic surgery performed solely for cosmetic purposes except where the need for surgery is attributable to an illness or injury.
- (f) The parties agree that the complete premium reduction from the Human Resources Development Canada accruing through the improved sick leave plan and the weekly indemnity plan will be returned to the Commission. This is in exchange for the implementation of the above-mentioned plans.

30.12 Eligibility Requirements for Benefits

Casual employees will qualify for short-term illness and injury plan (STIIP), Clauses 20.2 - Special Leave, 20.3 - Family Illness, 20.4 - Compassionate Care Leave , 20.5 – Full-Time Public Duties, 20.6 Leave for Court Appearances, 20.7 - Elections, 20.9 - Leave for Medical and Dental Care, 20.10 Maximum Leave Entitlement, 20.11 - Emergency Service Leave and Article 21 - Maternity, Parental and Pre-Adoption Leave as follows:

- (a) An employee will be entitled to benefits under this clause after completion of 1827 hours worked in 33 pay periods.

- (b) A casual employee will cease to be entitled to coverage when they:
- (1) fail to maintain 1200 hours worked at the straight-time rate within the previous 26 pay periods except as provided under Article 21 - Maternity, Parental and Pre-Adoption Leave,
 - (2) lose their seniority in accordance with Clause 30.4(a), (b), (c), or (d) - Loss of Seniority.
- (c) Benefits will not be paid on layoff except as provided in Appendix 4, Section 1.10 - Benefits Upon Layoff or Separation.
- (d) Casual employees on layoff or subject to recall will not be eligible for benefits until after their return to work and subject to meeting the eligibility requirements. ("Return to work" is understood to mean the employee completed at least one-half of a scheduled workday or shift.)
- (e) Where there is no established work schedule the calculation of hours for the purposes of STIP benefits shall be based on the average number of hours worked during the six pay periods immediately preceding absence due to illness.

(f) The maximum six-month period identified in Appendix 4, Part 1 shall be a maximum seven month period.

~~31.5~~ Payroll Deductions

An employee shall be entitled to have deductions from their salary assigned for the purchase of Canada Payroll Savings, BC Bonds, or an RRSP of the employee's choice.

31.6 Political Activity

- (a) *Municipal, School Board and ~~Aboriginal~~ Indigenous Community Government Offices:*
- (1) Employees may seek election to municipal, school board or ~~aboriginal~~ indigenous community government offices, provided that:
 - (i) The duties of the municipal, school board or ~~aboriginal~~ indigenous community government office other than regular council or board meetings do not impinge on normal working hours as an employee; **and**
 - (ii) There is no conflict of interest between the duties of the municipal, school board or ~~aboriginal~~ indigenous community government office and the duties of the position.
 - (2) Where the municipal council, school board or ~~aboriginal~~ indigenous community government or committees of these bodies hold meetings during the employee's normal working hours, the Commission shall grant leave without pay to attend such meetings.
 - (3) Where leave without pay is granted to attend committee meetings, such leave shall be in accordance with Clause 20.8 **General Leave**, and provided that such leave shall not exceed one-half shift per week.
 - (4) The employee shall provide at least one weeks' written notice to the Commission.

- (b) *Federal and Provincial Offices:*

If an employee is nominated as a candidate for election, the employee shall be granted leave without pay in accordance with Clause 20.5(a) **(Leave for Public Duties)** to engage in the election campaign. If elected, the employee shall be granted leave of absence in accordance with Clause 20.5(b). If not elected, the employee shall be allowed to return to their former position.

31.10 Private Vehicle Damage

Where an employee's vehicle is damaged as a direct result of the employee being employed by the Commission, the Commission shall reimburse the employee the lesser of actual vehicle damage repair costs, or the cost of any deductible portion of insurance coverage on that vehicle up to a maximum of: ~~;\$600.~~

Date	Maximum
July 1, 2019	\$612.00
July 1, 2020	\$624.24
July 1, 2021	\$636.72

31.11 Personal Property Damage

On request, and with reasonable notice, the Commission shall provide a secure space for employees to store such personal possessions, wallets and/or purses when the employees are at their worksite.

ARTICLE 35 - TERM OF AGREEMENT**35.1 Duration**

This agreement shall be binding and remain in effect to midnight ~~June 30, 2019~~ **June 30, 2022**.

35.2 Notice to Bargain

(a) This agreement may be opened for collective bargaining by either party giving written notice to the other party on or after ~~April 1, 2019~~ **April 1, 2022**, but in any event not later than midnight, ~~April 30, 2019~~ **April 30, 2022**.

(b) Where no notice is given by either party prior to ~~April 30, 2019~~ **April 30, 2022**, both parties shall be deemed to have given notice under this clause on ~~April 30, 2019~~ **April 30, 2022**, and thereupon Clause 35.3 applies.

(c) All notices on behalf of the Union shall be given by the President of the Union and similar notices on behalf of the Commission shall be given by the Commissioner of the Oil and Gas Commission.

35.6 Effective Date of Agreement

The provisions of this agreement, except as otherwise specified, shall come into force and effect ~~July 1, 2014~~ **July 1, 2019**.

The expense reimbursement portions of the collective agreement shall come into force and effect upon date of ratification.

APPENDIX 1
Classifications and Rates of Pay

Effective July 1, 2015 (1%)					
Grid Level	Step	Annual	Monthly	Biweekly	Hourly
4	1	30,936.99	2,578.09	1,185.81	16.9401
	2	31,762.74	2,646.89	1,217.46	17.3923
	3	32,615.59	2,717.97	1,250.15	17.8593
	4	33,497.25	2,791.44	1,283.94	18.3421

	5	34,817.27	2,901.44	1,334.54	19.0649
5	1	34,407.96	2,867.33	1,318.86	18.8408
	2	35,349.67	2,945.81	1,354.95	19.3564
	3	36,322.06	3,026.84	1,392.22	19.8889
	4	37,327.91	3,110.66	1,430.78	20.4396
	5	38,831.34	3,235.94	1,488.40	21.2629
7	1	36,322.06	3,026.84	1,392.22	19.8889
	2	37,327.91	3,110.66	1,430.78	20.4396
	3	38,366.10	3,197.18	1,470.57	21.0081
	4	39,440.22	3,286.68	1,511.74	21.5962
	5	41,045.35	3,420.46	1,573.27	22.4752
8	1	37,327.91	3,110.66	1,430.78	20.4396
	2	38,366.10	3,197.18	1,470.57	21.0081
	3	39,440.22	3,286.68	1,511.74	21.5962
	4	40,549.14	3,379.10	1,554.25	22.2035
	5	42,207.18	3,517.26	1,617.80	23.1114
9	1	38,366.10	3,197.18	1,470.57	21.0081
	2	39,440.22	3,286.68	1,511.74	21.5962
	3	40,549.14	3,379.10	1,554.25	22.2035
	4	41,695.63	3,474.64	1,598.19	22.8313
	5	43,409.05	3,617.43	1,663.86	23.7695
10	1	39,440.22	3,286.68	1,511.74	21.5962
	2	40,549.14	3,379.10	1,554.25	22.2035
	3	41,695.63	3,474.64	1,598.19	22.8313
	4	42,880.23	3,573.35	1,643.59	23.4799
	5	44,650.11	3,720.84	1,711.43	24.4491
11	1	40,549.14	3,379.10	1,554.25	22.2035
	2	41,695.63	3,474.64	1,598.19	22.8313
	3	42,880.23	3,573.35	1,643.59	23.4799
	4	44,104.01	3,675.33	1,690.50	24.1500
	5	45,932.31	3,827.69	1,760.58	25.1511
12	1	41,695.63	3,474.64	1,598.19	22.8313
	2	42,880.23	3,573.35	1,643.59	23.4799
	3	44,104.01	3,675.33	1,690.50	24.1500
	4	45,369.20	3,780.77	1,739.00	24.8428
	5	47,257.81	3,938.15	1,811.38	25.8770
13	1	42,880.23	3,573.35	1,643.59	23.4799
	2	44,104.01	3,675.33	1,690.50	24.1500
	3	45,369.20	3,780.77	1,739.00	24.8428
	4	46,676.06	3,889.68	1,789.08	25.5584
	5	48,627.72	4,052.31	1,863.89	26.6270

14	1	44,104.04	3,675.33	1,690.50	24.1500
	2	45,369.20	3,780.77	1,739.00	24.8428
	3	46,676.06	3,889.68	1,789.08	25.5584
	4	48,027.06	4,002.26	1,840.88	26.2982
	5	50,043.15	4,170.26	1,918.15	27.4021
15	1	45,369.20	3,780.77	1,739.00	24.8428
	2	46,676.06	3,889.68	1,789.08	25.5584
	3	48,027.06	4,002.26	1,840.88	26.2982
	4	49,422.20	4,118.52	1,894.35	27.0620
	5	51,505.99	4,292.17	1,974.22	28.2031
16	1	46,676.06	3,889.68	1,789.08	25.5584
	2	48,027.06	4,002.26	1,840.88	26.2982
	3	49,422.20	4,118.52	1,894.35	27.0620
	4	50,865.32	4,238.78	1,949.66	27.8523
	5	53,017.37	4,418.11	2,032.15	29.0306
17	1	48,027.06	4,002.26	1,840.88	26.2982
	2	49,422.20	4,118.52	1,894.35	27.0620
	3	50,865.32	4,238.78	1,949.66	27.8523
	4	52,355.57	4,362.97	2,006.78	28.6683
	5	54,579.18	4,548.27	2,092.01	29.8859
18	1	49,422.20	4,118.52	1,894.35	27.0620
	2	50,865.32	4,238.78	1,949.66	27.8523
	3	52,355.57	4,362.97	2,006.78	28.6683
	4	53,895.74	4,491.32	2,065.81	29.5117
	5	56,208.44	4,684.04	2,154.46	30.7780
19	1	50,865.32	4,238.78	1,949.66	27.8523
	2	52,355.57	4,362.97	2,006.78	28.6683
	3	53,895.74	4,491.32	2,065.81	29.5117
	4	55,492.37	4,624.37	2,127.02	30.3860
	5	57,909.25	4,825.78	2,219.66	31.7094
20	1	52,355.57	4,362.97	2,006.78	28.6683
	2	53,895.74	4,491.32	2,065.81	29.5117
	3	55,492.37	4,624.37	2,127.02	30.3860
	4	57,170.71	4,764.23	2,191.35	31.3050
	5	59,666.82	4,972.24	2,287.02	32.6717
21	1	53,895.74	4,491.32	2,065.81	29.5117
	2	55,492.37	4,624.37	2,127.02	30.3860
	3	57,170.71	4,764.23	2,191.35	31.3050
	4	58,903.86	4,908.65	2,257.77	32.2540
	5	61,484.14	5,123.68	2,356.68	33.6668
22	1	55,492.37	4,624.37	2,127.02	30.3860
	2	57,170.71	4,764.23	2,191.35	31.3050

	3	58,903.86	4,908.65	2,257.77	32.2540
	4	60,695.69	5,057.97	2,326.45	33.2352
	5	63,360.67	5,280.06	2,428.61	34.6944
23	1	57,170.74	4,764.23	2,191.35	31.3050
	2	58,903.86	4,908.65	2,257.77	32.2540
	3	60,695.69	5,057.97	2,326.45	33.2352
	4	62,547.04	5,212.25	2,397.42	34.2489
	5	65,301.09	5,441.76	2,502.98	35.7568
24	1	58,903.86	4,908.65	2,257.77	32.2540
	2	60,695.69	5,057.97	2,326.45	33.2352
	3	62,547.04	5,212.25	2,397.42	34.2489
	4	64,459.46	5,371.62	2,470.72	35.2964
	5	67,306.20	5,608.85	2,579.84	36.8548
25	1	60,695.69	5,057.97	2,326.45	33.2352
	2	62,547.04	5,212.25	2,397.42	34.2489
	3	64,459.46	5,371.62	2,470.72	35.2964
	4	66,436.64	5,536.39	2,546.50	36.3787
	5	69,377.11	5,781.43	2,659.22	37.9887
26	1	62,547.04	5,212.25	2,397.42	34.2489
	2	64,459.46	5,371.62	2,470.72	35.2964
	3	66,436.64	5,536.39	2,546.50	36.3787
	4	68,479.83	5,706.65	2,624.83	37.4976
	5	71,517.93	5,959.83	2,741.27	39.1640
27	1	64,459.46	5,371.62	2,470.72	35.2964
	2	66,436.64	5,536.39	2,546.50	36.3787
	3	68,479.83	5,706.65	2,624.83	37.4976
	4	70,590.24	5,882.51	2,705.72	38.6534
	5	73,729.76	6,144.14	2,826.05	40.3722
28	1	66,436.64	5,536.39	2,546.50	36.3787
	2	68,479.83	5,706.65	2,624.83	37.4976
	3	70,590.24	5,882.51	2,705.72	38.6534
	4	72,771.60	6,064.30	2,789.33	39.8475
	5	76,015.59	6,334.64	2,913.67	41.6238
29	1	68,479.83	5,706.65	2,624.83	37.4976
	2	70,590.24	5,882.51	2,705.72	38.6534
	3	72,771.60	6,064.30	2,789.33	39.8475
	4	75,025.92	6,252.16	2,875.73	41.0820
	5	78,377.66	6,531.47	3,004.20	42.9172
30	1	70,590.24	5,882.51	2,705.72	38.6534
	2	72,771.60	6,064.30	2,789.33	39.8475
	3	75,025.92	6,252.16	2,875.73	41.0820
	4	77,408.84	6,450.74	2,967.07	42.3867

	5	80,818.38	6,734.86	3,097.76	44.2537
31	1	72,771.60	6,064.30	2,789.33	39.8475
	2	75,025.92	6,252.16	2,875.73	41.0820
	3	77,408.84	6,450.74	2,967.07	42.3867
	4	79,869.55	6,655.79	3,061.39	43.7341
	5	83,391.80	6,949.32	3,196.40	45.6628
32	1	75,025.92	6,252.16	2,875.73	41.0820
	2	77,408.84	6,450.74	2,967.07	42.3867
	3	79,869.55	6,655.79	3,061.39	43.7341
	4	82,411.44	6,867.63	3,158.83	45.1260
	5	86,050.49	7,170.88	3,298.31	47.1187
33	1	77,408.84	6,450.74	2,967.07	42.3867
	2	79,869.55	6,655.79	3,061.39	43.7341
	3	82,411.44	6,867.63	3,158.83	45.1260
	4	85,036.13	7,086.35	3,259.42	46.5632
	5	88,794.98	7,399.58	3,403.50	48.6214

Pay Grid	Description	Rate as of July 1 2019 w/ 2.0% Increase	Biweekly	Annually	Rate as of July 1 2020 w/ 2.0% Increase	Biweekly	Annually	Rate as of July 1 2021 w/ 2.0% Increase	Biweekly	Annually
1-1	Grid 1, Step 1	\$18.81	\$1,316.41	\$34,344.32	\$19.18	\$1,342.74	\$35,031.21	\$19.57	\$1,369.60	\$35,731.84
1-2	Grid 1, Step 2	\$19.29	\$1,350.18	\$35,225.28	\$19.67	\$1,377.18	\$35,929.78	\$20.07	\$1,404.73	\$36,648.38
1-3	Grid 1, Step 3	\$19.79	\$1,385.05	\$36,135.07	\$20.18	\$1,412.75	\$36,857.77	\$20.59	\$1,441.01	\$37,594.92
1-4	Grid 1, Step 4	\$20.30	\$1,421.10	\$37,075.63	\$20.71	\$1,449.53	\$37,817.15	\$21.12	\$1,478.52	\$38,573.49
1-5	Grid 1, Step 5	\$21.07	\$1,475.08	\$38,483.76	\$21.49	\$1,504.58	\$39,253.43	\$21.92	\$1,534.67	\$40,038.50
2-1	Grid 2, Step 1	\$19.29	\$1,350.18	\$35,225.28	\$19.67	\$1,377.18	\$35,929.78	\$20.07	\$1,404.73	\$36,648.38
2-2	Grid 2, Step 2	\$19.79	\$1,385.05	\$36,135.07	\$20.18	\$1,412.75	\$36,857.77	\$20.59	\$1,441.01	\$37,594.92
2-3	Grid 2, Step 3	\$20.30	\$1,421.10	\$37,075.44	\$20.71	\$1,449.52	\$37,816.95	\$21.12	\$1,478.51	\$38,573.29
2-4	Grid 2, Step 4	\$20.35	\$1,424.48	\$37,163.74	\$20.76	\$1,452.97	\$37,907.01	\$21.17	\$1,482.03	\$38,665.15
2-5	Grid 2, Step 5	\$21.63	\$1,514.12	\$39,502.45	\$22.06	\$1,544.41	\$40,292.50	\$22.50	\$1,575.30	\$41,098.35
3-1	Grid 3, Step 1	\$19.79	\$1,385.05	\$36,135.07	\$20.18	\$1,412.75	\$36,857.77	\$20.59	\$1,441.01	\$37,594.92
3-2	Grid 3, Step 2	\$20.30	\$1,421.10	\$37,075.44	\$20.71	\$1,449.52	\$37,816.95	\$21.12	\$1,478.51	\$38,573.29
3-3	Grid 3, Step 3	\$20.83	\$1,458.34	\$38,046.98	\$21.25	\$1,487.50	\$38,807.92	\$21.68	\$1,517.25	\$39,584.08
3-4	Grid 3, Step 4	\$21.38	\$1,496.85	\$39,051.65	\$21.81	\$1,526.78	\$39,832.68	\$22.25	\$1,557.32	\$40,629.33
3-5	Grid 3, Step 5	\$22.21	\$1,554.45	\$40,554.45	\$22.65	\$1,585.54	\$41,365.54	\$23.10	\$1,617.25	\$42,192.85
4-1	Grid 4, Step 1	\$20.30	\$1,421.10	\$37,075.44	\$20.71	\$1,449.52	\$37,816.95	\$21.12	\$1,478.51	\$38,573.29
4-2	Grid 4, Step 2	\$20.83	\$1,458.34	\$38,046.98	\$21.25	\$1,487.50	\$38,807.92	\$21.68	\$1,517.25	\$39,584.08
4-3	Grid 4, Step 3	\$21.38	\$1,496.85	\$39,051.65	\$21.81	\$1,526.78	\$39,832.68	\$22.25	\$1,557.32	\$40,629.33
4-4	Grid 4, Step 4	\$21.95	\$1,536.60	\$40,088.84	\$22.39	\$1,567.33	\$40,890.62	\$22.84	\$1,598.68	\$41,708.43
4-5	Grid 4, Step 5	\$22.80	\$1,596.14	\$41,642.10	\$23.26	\$1,628.06	\$42,474.95	\$23.72	\$1,660.62	\$43,324.44
5-1	Grid 5, Step 1	\$20.83	\$1,458.34	\$38,047.18	\$21.25	\$1,487.51	\$38,808.12	\$21.68	\$1,517.26	\$39,584.28
5-2	Grid 5, Step 2	\$21.38	\$1,496.85	\$39,051.65	\$21.81	\$1,526.78	\$39,832.68	\$22.25	\$1,557.32	\$40,629.33
5-3	Grid 5, Step 3	\$21.95	\$1,536.61	\$40,089.04	\$22.39	\$1,567.34	\$40,890.82	\$22.84	\$1,598.69	\$41,708.63
5-4	Grid 5, Step 4	\$22.54	\$1,577.73	\$41,161.88	\$22.99	\$1,609.29	\$41,985.12	\$23.45	\$1,641.47	\$42,824.82
5-5	Grid 5, Step 5	\$23.42	\$1,639.21	\$42,765.80	\$23.89	\$1,671.99	\$43,621.11	\$24.36	\$1,705.43	\$44,493.54
6-1	Grid 6, Step 1	\$21.38	\$1,496.85	\$39,051.65	\$21.81	\$1,526.78	\$39,832.68	\$22.25	\$1,557.32	\$40,629.33
6-2	Grid 6, Step 2	\$21.95	\$1,536.60	\$40,088.84	\$22.39	\$1,567.33	\$40,890.62	\$22.84	\$1,598.68	\$41,708.43

Pay Grid	Description	Rate as of July 1 2019 w/ 2.0% increase	Biweekly	Annually	Rate as of July 1 2020 w/ 2.0% Increase	Biweekly	Annually	Rate as of July 1 2021 w/ 2.0% Increase	Biweekly	Annually
6-3	Grid 6, Step 3	\$22.54	\$1,577.73	\$41,161.88	\$22.99	\$1,609.29	\$41,985.12	\$23.45	\$1,641.47	\$42,824.82
6-4	Grid 6, Step 4	\$23.15	\$1,620.18	\$42,269.41	\$23.61	\$1,652.59	\$43,114.80	\$24.08	\$1,685.64	\$43,977.09
6-5	Grid 6, Step 5	\$24.05	\$1,683.72	\$43,927.09	\$24.53	\$1,717.40	\$44,805.63	\$25.02	\$1,751.74	\$45,701.75
7-1	Grid 7, Step 1	\$21.95	\$1,536.61	\$40,089.04	\$22.39	\$1,567.34	\$40,890.82	\$22.84	\$1,598.69	\$41,708.63
7-2	Grid 7, Step 2	\$22.54	\$1,577.73	\$41,161.88	\$22.99	\$1,609.29	\$41,985.12	\$23.45	\$1,641.47	\$42,824.82
7-3	Grid 7, Step 3	\$23.15	\$1,620.18	\$42,269.41	\$23.61	\$1,652.59	\$43,114.80	\$24.08	\$1,685.64	\$43,977.09
7-4	Grid 7, Step 4	\$23.77	\$1,664.10	\$43,415.12	\$24.25	\$1,697.38	\$44,283.42	\$24.73	\$1,731.33	\$45,169.09
7-5	Grid 7, Step 5	\$24.71	\$1,729.73	\$45,127.54	\$25.20	\$1,764.33	\$46,030.09	\$25.71	\$1,799.62	\$46,950.70
8-1	Grid 8, Step 1	\$22.54	\$1,577.73	\$41,161.88	\$22.99	\$1,609.29	\$41,985.12	\$23.45	\$1,641.47	\$42,824.82
8-2	Grid 8, Step 2	\$23.15	\$1,620.18	\$42,269.41	\$23.61	\$1,652.59	\$43,114.80	\$24.08	\$1,685.64	\$43,977.09
8-3	Grid 8, Step 3	\$23.77	\$1,664.10	\$43,415.12	\$24.25	\$1,697.38	\$44,283.42	\$24.73	\$1,731.33	\$45,169.09
8-4	Grid 8, Step 4	\$24.42	\$1,709.45	\$44,598.23	\$24.91	\$1,743.63	\$45,490.20	\$25.41	\$1,778.51	\$46,400.00
8-5	Grid 8, Step 5	\$25.39	\$1,777.24	\$46,366.96	\$25.90	\$1,812.79	\$47,294.30	\$26.41	\$1,849.04	\$48,240.18
9-1	Grid 9, Step 1	\$23.15	\$1,620.18	\$42,269.41	\$23.61	\$1,652.59	\$43,114.80	\$24.08	\$1,685.64	\$43,977.09
9-2	Grid 9, Step 2	\$23.77	\$1,664.10	\$43,415.12	\$24.25	\$1,697.38	\$44,283.42	\$24.73	\$1,731.33	\$45,169.09
9-3	Grid 9, Step 3	\$24.42	\$1,709.45	\$44,598.23	\$24.91	\$1,743.63	\$45,490.20	\$25.41	\$1,778.51	\$46,400.00
9-4	Grid 9, Step 4	\$25.09	\$1,756.32	\$45,821.28	\$25.59	\$1,791.45	\$46,737.71	\$26.10	\$1,827.28	\$47,672.46
9-5	Grid 9, Step 5	\$26.09	\$1,826.38	\$47,649.04	\$26.61	\$1,862.91	\$48,602.02	\$27.15	\$1,900.17	\$49,574.06
10-1	Grid 10, Step 1	\$23.77	\$1,664.10	\$43,415.12	\$24.25	\$1,697.38	\$44,283.42	\$24.73	\$1,731.33	\$45,169.09
10-2	Grid 10, Step 2	\$24.42	\$1,709.45	\$44,598.23	\$24.91	\$1,743.63	\$45,490.20	\$25.41	\$1,778.51	\$46,400.00
10-3	Grid 10, Step 3	\$25.09	\$1,756.32	\$45,821.28	\$25.59	\$1,791.45	\$46,737.71	\$26.10	\$1,827.28	\$47,672.46
10-4	Grid 10, Step 4	\$25.78	\$1,804.76	\$47,084.85	\$26.30	\$1,840.85	\$48,026.55	\$26.82	\$1,877.67	\$48,987.08
10-5	Grid 10, Step 5	\$26.82	\$1,877.13	\$48,973.00	\$27.35	\$1,914.67	\$49,952.46	\$27.90	\$1,952.97	\$50,951.51
11-1	Grid 11, Step 1	\$24.42	\$1,709.45	\$44,598.23	\$24.91	\$1,743.63	\$45,490.20	\$25.41	\$1,778.51	\$46,400.00
11-2	Grid 11, Step 2	\$25.09	\$1,756.32	\$45,821.28	\$25.59	\$1,791.45	\$46,737.71	\$26.10	\$1,827.28	\$47,672.46
11-3	Grid 11, Step 3	\$25.78	\$1,804.76	\$47,084.85	\$26.30	\$1,840.85	\$48,026.55	\$26.82	\$1,877.67	\$48,987.08
11-4	Grid 11, Step 4	\$26.50	\$1,854.80	\$48,390.31	\$27.03	\$1,891.89	\$49,358.12	\$27.57	\$1,929.73	\$50,345.28
11-5	Grid 11, Step 5	\$27.56	\$1,929.55	\$50,340.60	\$28.12	\$1,968.14	\$51,347.42	\$28.68	\$2,007.50	\$52,374.37
11-1A	Grid 11A, Step 1	\$24.42	\$1,709.45	\$44,598.23	\$24.91	\$1,743.63	\$45,490.20	\$25.41	\$1,778.51	\$46,400.00
11-2A	Grid 11A, Step 2	\$25.09	\$1,756.32	\$45,821.28	\$25.59	\$1,791.45	\$46,737.71	\$26.10	\$1,827.28	\$47,672.46
11-3A	Grid 11A, Step 3	\$25.78	\$1,804.76	\$47,084.85	\$26.30	\$1,840.85	\$48,026.55	\$26.82	\$1,877.67	\$48,987.08
11-4A	Grid 11A, Step 4	\$26.50	\$1,854.80	\$48,390.31	\$27.03	\$1,891.89	\$49,358.12	\$27.57	\$1,929.73	\$50,345.28
11-5A	Grid 11A, Step 5	\$27.56	\$1,929.55	\$50,340.60	\$28.12	\$1,968.14	\$51,347.42	\$28.68	\$2,007.50	\$52,374.37
12-1	Grid 12, Step 1	\$25.09	\$1,756.32	\$45,821.28	\$25.59	\$1,791.45	\$46,737.71	\$26.10	\$1,827.28	\$47,672.46
12-2	Grid 12, Step 2	\$25.78	\$1,804.76	\$47,084.85	\$26.30	\$1,840.85	\$48,026.55	\$26.82	\$1,877.67	\$48,987.08
12-3	Grid 12, Step 3	\$26.50	\$1,854.80	\$48,390.31	\$27.03	\$1,891.89	\$49,358.12	\$27.57	\$1,929.73	\$50,345.28
12-4	Grid 12, Step 4	\$27.24	\$1,906.53	\$49,739.99	\$27.78	\$1,944.66	\$50,734.79	\$28.34	\$1,983.55	\$51,749.48
12-5	Grid 12, Step 5	\$28.34	\$1,983.75	\$51,754.77	\$28.91	\$2,023.43	\$52,789.86	\$29.48	\$2,063.90	\$53,845.66
13-1	Grid 13, Step 1	\$25.78	\$1,804.76	\$47,084.85	\$26.30	\$1,840.85	\$48,026.55	\$26.82	\$1,877.67	\$48,987.08
13-2	Grid 13, Step 2	\$26.50	\$1,854.80	\$48,390.31	\$27.03	\$1,891.89	\$49,358.12	\$27.57	\$1,929.73	\$50,345.28
13-3	Grid 13, Step 3	\$27.24	\$1,906.53	\$49,739.99	\$27.78	\$1,944.66	\$50,734.79	\$28.34	\$1,983.55	\$51,749.48
13-4	Grid 13, Step 4	\$28.00	\$1,959.96	\$51,134.09	\$28.56	\$1,999.16	\$52,156.77	\$29.13	\$2,039.15	\$53,199.90
13-5	Grid 13, Step 5	\$29.14	\$2,039.76	\$53,215.88	\$29.72	\$2,080.55	\$54,280.20	\$30.32	\$2,122.17	\$55,365.80
14-1	Grid 14, Step 1	\$26.50	\$1,854.80	\$48,390.31	\$27.03	\$1,891.89	\$49,358.12	\$27.57	\$1,929.73	\$50,345.28
14-2	Grid 14, Step 2	\$27.24	\$1,906.53	\$49,739.99	\$27.78	\$1,944.66	\$50,734.79	\$28.34	\$1,983.55	\$51,749.48
14-3	Grid 14, Step 3	\$28.00	\$1,959.96	\$51,134.09	\$28.56	\$1,999.16	\$52,156.77	\$29.13	\$2,039.15	\$53,199.90
14-4	Grid 14, Step 4	\$28.79	\$2,015.21	\$52,575.33	\$29.36	\$2,055.51	\$53,626.84	\$29.95	\$2,096.62	\$54,699.37
14-5	Grid 14, Step 5	\$29.97	\$2,097.64	\$54,725.90	\$30.57	\$2,139.59	\$55,820.41	\$31.18	\$2,182.38	\$56,936.82

Pay Grid	Description	Rate as of July 1 2019 w/ 2.0% increase	Biweekly	Annually	Rate as of July 1 2020 w/ 2.0% Increase	Biweekly	Annually	Rate as of July 1 2021 w/ 2.0% Increase	Biweekly	Annually
15-1	Grid 15, Step 1	\$27.24	\$1,906.53	\$49,739.99	\$27.78	\$1,944.66	\$50,734.79	\$28.34	\$1,983.55	\$51,749.48
15-1A	Grid 15A, Step 1	\$27.24	\$1,906.53	\$49,739.99	\$27.78	\$1,944.66	\$50,734.79	\$28.34	\$1,983.55	\$51,749.48
15-2	Grid 15, Step 2	\$28.00	\$1,959.96	\$51,134.09	\$28.56	\$1,999.16	\$52,156.77	\$29.13	\$2,039.15	\$53,199.90
15-2A	Grid 15A, Step 2	\$28.00	\$1,959.96	\$51,134.09	\$28.56	\$1,999.16	\$52,156.77	\$29.13	\$2,039.15	\$53,199.90
15-3	Grid 15, Step 3	\$28.79	\$2,015.21	\$52,575.33	\$29.36	\$2,055.51	\$53,626.84	\$29.95	\$2,096.62	\$54,699.37
15-3A	Grid 15A, Step 3	\$28.79	\$2,015.21	\$52,575.33	\$29.36	\$2,055.51	\$53,626.84	\$29.95	\$2,096.62	\$54,699.37
15-4	Grid 15, Step 4	\$29.60	\$2,072.24	\$54,063.33	\$30.20	\$2,113.69	\$55,144.60	\$30.80	\$2,155.96	\$56,247.49
15-4A	Grid 15A, Step 4	\$29.60	\$2,072.24	\$54,063.33	\$30.20	\$2,113.69	\$55,144.60	\$30.80	\$2,155.96	\$56,247.49
15-5	Grid 15, Step 5	\$30.82	\$2,157.45	\$56,286.37	\$31.44	\$2,200.60	\$57,412.09	\$32.07	\$2,244.61	\$58,560.34
15-5A	Grid 15A, Step 5	\$30.82	\$2,157.45	\$56,286.37	\$31.44	\$2,200.60	\$57,412.09	\$32.07	\$2,244.61	\$58,560.34
16-1	Grid 16, Step 1	\$28.00	\$1,959.96	\$51,134.09	\$28.56	\$1,999.16	\$52,156.77	\$29.13	\$2,039.15	\$53,199.90
16-2	Grid 16, Step 2	\$28.79	\$2,015.21	\$52,575.33	\$29.36	\$2,055.51	\$53,626.84	\$29.95	\$2,096.62	\$54,699.37
16-3	Grid 16, Step 3	\$29.60	\$2,072.24	\$54,063.33	\$30.20	\$2,113.69	\$55,144.60	\$30.80	\$2,155.96	\$56,247.49
16-4	Grid 16, Step 4	\$30.45	\$2,131.26	\$55,602.95	\$31.06	\$2,173.88	\$56,715.01	\$31.68	\$2,217.36	\$57,849.31
16-5	Grid 16, Step 5	\$31.70	\$2,219.24	\$57,898.46	\$32.34	\$2,263.63	\$59,056.43	\$32.98	\$2,308.90	\$60,237.56
17-1	Grid 17, Step 1	\$28.79	\$2,015.21	\$52,575.33	\$29.36	\$2,055.51	\$53,626.84	\$29.95	\$2,096.62	\$54,699.37
17-2	Grid 17, Step 2	\$29.60	\$2,072.24	\$54,063.33	\$30.20	\$2,113.69	\$55,144.60	\$30.80	\$2,155.96	\$56,247.49
17-3	Grid 17, Step 3	\$30.45	\$2,131.26	\$55,602.95	\$31.06	\$2,173.88	\$56,715.01	\$31.68	\$2,217.36	\$57,849.31
17-4	Grid 17, Step 4	\$31.32	\$2,192.19	\$57,192.65	\$31.94	\$2,236.03	\$58,336.50	\$32.58	\$2,280.75	\$59,503.23
17-5	Grid 17, Step 5	\$32.62	\$2,283.11	\$59,564.72	\$33.27	\$2,328.77	\$60,756.01	\$33.93	\$2,375.35	\$61,971.13
18-1	Grid 18, Step 1	\$29.60	\$2,072.24	\$54,063.33	\$30.20	\$2,113.69	\$55,144.60	\$30.80	\$2,155.96	\$56,247.49
18-2	Grid 18, Step 2	\$30.45	\$2,131.26	\$55,602.95	\$31.06	\$2,173.88	\$56,715.01	\$31.68	\$2,217.36	\$57,849.31
18-3	Grid 18, Step 3	\$31.32	\$2,192.19	\$57,192.65	\$31.94	\$2,236.03	\$58,336.50	\$32.58	\$2,280.75	\$59,503.23
18-4	Grid 18, Step 4	\$32.22	\$2,255.17	\$58,835.72	\$32.86	\$2,300.27	\$60,012.43	\$33.52	\$2,346.28	\$61,212.68
18-5	Grid 18, Step 5	\$33.57	\$2,349.72	\$61,302.66	\$34.24	\$2,396.72	\$62,528.72	\$34.92	\$2,444.65	\$63,779.29
19-1	Grid 19, Step 1	\$30.45	\$2,131.26	\$55,602.95	\$31.06	\$2,173.88	\$56,715.01	\$31.68	\$2,217.36	\$57,849.31
19-2	Grid 19, Step 2	\$31.32	\$2,192.19	\$57,192.65	\$31.94	\$2,236.03	\$58,336.50	\$32.58	\$2,280.75	\$59,503.23
19-3	Grid 19, Step 3	\$32.22	\$2,255.17	\$58,835.72	\$32.86	\$2,300.27	\$60,012.43	\$33.52	\$2,346.28	\$61,212.68
19-4	Grid 19, Step 4	\$33.15	\$2,320.45	\$60,538.99	\$33.81	\$2,366.86	\$61,749.77	\$34.49	\$2,414.20	\$62,984.76
19-5	Grid 19, Step 5	\$34.56	\$2,419.27	\$63,117.17	\$35.25	\$2,467.66	\$64,379.52	\$35.96	\$2,517.01	\$65,667.11
20-1	Grid 20, Step 1	\$31.32	\$2,192.19	\$57,192.65	\$31.94	\$2,236.03	\$58,336.50	\$32.58	\$2,280.75	\$59,503.23
20-2	Grid 20, Step 2	\$32.22	\$2,255.17	\$58,835.72	\$32.86	\$2,300.27	\$60,012.43	\$33.52	\$2,346.28	\$61,212.68
20-3	Grid 20, Step 3	\$33.15	\$2,320.45	\$60,538.99	\$33.81	\$2,366.86	\$61,749.77	\$34.49	\$2,414.20	\$62,984.76
20-4	Grid 20, Step 4	\$34.13	\$2,389.08	\$62,329.34	\$34.81	\$2,436.86	\$63,575.93	\$35.51	\$2,485.60	\$64,847.45
20-5	Grid 20, Step 5	\$35.59	\$2,491.13	\$64,991.88	\$36.30	\$2,540.95	\$66,291.72	\$37.03	\$2,591.77	\$67,617.55
21-1	Grid 21, Step 1	\$32.22	\$2,255.17	\$58,835.72	\$32.86	\$2,300.27	\$60,012.43	\$33.52	\$2,346.28	\$61,212.68
21-2	Grid 21, Step 2	\$33.15	\$2,320.45	\$60,538.99	\$33.81	\$2,366.86	\$61,749.77	\$34.49	\$2,414.20	\$62,984.76
21-3	Grid 21, Step 3	\$34.13	\$2,389.08	\$62,329.34	\$34.81	\$2,436.86	\$63,575.93	\$35.51	\$2,485.60	\$64,847.45
21-4	Grid 21, Step 4	\$35.14	\$2,459.94	\$64,178.14	\$35.84	\$2,509.14	\$65,461.70	\$36.56	\$2,559.32	\$66,770.93
21-5	Grid 21, Step 5	\$36.65	\$2,565.44	\$66,930.49	\$37.38	\$2,616.75	\$68,269.10	\$38.13	\$2,669.08	\$69,634.48
22-1	Grid 22, Step 1	\$33.15	\$2,320.45	\$60,538.99	\$33.81	\$2,366.86	\$61,749.77	\$34.49	\$2,414.20	\$62,984.76
22-2	Grid 22, Step 2	\$34.13	\$2,389.08	\$62,329.34	\$34.81	\$2,436.86	\$63,575.93	\$35.51	\$2,485.60	\$64,847.45
22-3	Grid 22, Step 3	\$35.14	\$2,459.94	\$64,178.14	\$35.84	\$2,509.14	\$65,461.70	\$36.56	\$2,559.32	\$66,770.93
22-4	Grid 22, Step 4	\$36.19	\$2,533.21	\$66,089.66	\$36.91	\$2,583.87	\$67,411.46	\$37.65	\$2,635.55	\$68,759.69
22-5	Grid 22, Step 5	\$37.75	\$2,642.17	\$68,932.41	\$38.50	\$2,695.02	\$70,311.06	\$39.27	\$2,748.92	\$71,717.28
23-1	Grid 23, Step 1	\$34.13	\$2,389.08	\$62,329.34	\$34.81	\$2,436.86	\$63,575.93	\$35.51	\$2,485.60	\$64,847.45
23-2	Grid 23, Step 2	\$35.14	\$2,459.94	\$64,178.14	\$35.84	\$2,509.14	\$65,461.70	\$36.56	\$2,559.32	\$66,770.93
23-3	Grid 23, Step 3	\$36.19	\$2,533.21	\$66,089.66	\$36.91	\$2,583.87	\$67,411.46	\$37.65	\$2,635.55	\$68,759.69

Pay Grid	Description	Rate as of July 1 2019 w/ 2.0% increase	Biweekly	Annually	Rate as of July 1 2020 w/ 2.0% Increase	Biweekly	Annually	Rate as of July 1 2021 w/ 2.0% Increase	Biweekly	Annually
23-4	Grid 23, Step 4	\$37.27	\$2,608.91	\$68,064.51	\$38.02	\$2,661.08	\$69,425.80	\$38.78	\$2,714.30	\$70,814.31
23-5	Grid 23, Step 5	\$38.88	\$2,721.50	\$71,002.13	\$39.66	\$2,775.93	\$72,422.17	\$40.45	\$2,831.45	\$73,870.61
24-1	Grid 24, Step 1	\$35.14	\$2,459.94	\$64,178.14	\$35.84	\$2,509.14	\$65,461.70	\$36.56	\$2,559.32	\$66,770.93
24-2	Grid 24, Step 2	\$36.19	\$2,533.21	\$66,089.66	\$36.91	\$2,583.87	\$67,411.46	\$37.65	\$2,635.55	\$68,759.69
24-3	Grid 24, Step 3	\$37.27	\$2,608.91	\$68,064.51	\$38.02	\$2,661.08	\$69,425.80	\$38.78	\$2,714.30	\$70,814.31
24-4	Grid 24, Step 4	\$38.39	\$2,687.10	\$70,104.61	\$39.15	\$2,740.84	\$71,506.70	\$39.94	\$2,795.66	\$72,936.84
24-5	Grid 24, Step 5	\$40.05	\$2,803.49	\$73,141.20	\$40.85	\$2,859.56	\$74,604.02	\$41.67	\$2,916.76	\$76,096.10
25-1	Grid 25, Step 1	\$36.19	\$2,533.21	\$66,089.66	\$36.91	\$2,583.87	\$67,411.46	\$37.65	\$2,635.55	\$68,759.69
25-2	Grid 25, Step 2	\$37.27	\$2,608.91	\$68,064.51	\$38.02	\$2,661.08	\$69,425.80	\$38.78	\$2,714.30	\$70,814.31
25-3	Grid 25, Step 3	\$38.39	\$2,687.10	\$70,104.61	\$39.15	\$2,740.84	\$71,506.70	\$39.94	\$2,795.66	\$72,936.84
25-4	Grid 25, Step 4	\$39.54	\$2,767.94	\$72,213.68	\$40.33	\$2,823.30	\$73,657.96	\$41.14	\$2,879.77	\$75,131.11
25-5	Grid 25, Step 5	\$41.26	\$2,888.17	\$75,350.21	\$42.08	\$2,945.93	\$76,857.21	\$42.93	\$3,004.85	\$78,394.36
26-1	Grid 26, Step 1	\$37.27	\$2,608.91	\$68,064.51	\$38.02	\$2,661.08	\$69,425.80	\$38.78	\$2,714.30	\$70,814.31
26-2	Grid 26, Step 2	\$38.39	\$2,687.10	\$70,104.61	\$39.15	\$2,740.84	\$71,506.70	\$39.94	\$2,795.66	\$72,936.84
26-3	Grid 26, Step 3	\$39.54	\$2,767.94	\$72,213.68	\$40.33	\$2,823.30	\$73,657.96	\$41.14	\$2,879.77	\$75,131.11
26-4	Grid 26, Step 4	\$40.74	\$2,851.49	\$74,393.47	\$41.55	\$2,908.52	\$75,881.34	\$42.38	\$2,966.69	\$77,398.97
26-5	Grid 26, Step 5	\$42.51	\$2,975.70	\$77,634.03	\$43.36	\$3,035.22	\$79,186.71	\$44.23	\$3,095.92	\$80,770.44
27-1	Grid 27, Step 1	\$38.39	\$2,687.10	\$70,104.61	\$39.15	\$2,740.84	\$71,506.70	\$39.94	\$2,795.66	\$72,936.84
27-2	Grid 27, Step 2	\$39.54	\$2,767.94	\$72,213.68	\$40.33	\$2,823.30	\$73,657.96	\$41.14	\$2,879.77	\$75,131.11
27-3	Grid 27, Step 3	\$40.74	\$2,851.49	\$74,393.47	\$41.55	\$2,908.52	\$75,881.34	\$42.38	\$2,966.69	\$77,398.97
27-4	Grid 27, Step 4	\$41.97	\$2,937.78	\$76,644.56	\$42.81	\$2,996.53	\$78,177.45	\$43.66	\$3,056.46	\$79,741.00
27-5	Grid 27, Step 5	\$43.80	\$3,066.15	\$79,993.63	\$44.68	\$3,127.47	\$81,593.50	\$45.57	\$3,190.02	\$83,225.37
28-1	Grid 28, Step 1	\$39.54	\$2,767.94	\$72,213.68	\$40.33	\$2,823.30	\$73,657.96	\$41.14	\$2,879.77	\$75,131.11
28-2	Grid 28, Step 2	\$40.74	\$2,851.49	\$74,393.47	\$41.55	\$2,908.52	\$75,881.34	\$42.38	\$2,966.69	\$77,398.97
28-3	Grid 28, Step 3	\$41.97	\$2,937.78	\$76,644.56	\$42.81	\$2,996.53	\$78,177.45	\$43.66	\$3,056.46	\$79,741.00
28-4	Grid 28, Step 4	\$43.24	\$3,026.97	\$78,971.43	\$44.11	\$3,087.51	\$80,550.86	\$44.99	\$3,149.26	\$82,161.88
28-5	Grid 28, Step 5	\$45.14	\$3,159.61	\$82,431.94	\$46.04	\$3,222.80	\$84,080.57	\$46.96	\$3,287.26	\$85,762.19
29-1	Grid 29, Step 1	\$40.74	\$2,851.49	\$74,393.47	\$41.55	\$2,908.52	\$75,881.34	\$42.38	\$2,966.69	\$77,398.97
29-2	Grid 29, Step 2	\$41.97	\$2,937.77	\$76,644.36	\$42.81	\$2,996.53	\$78,177.25	\$43.66	\$3,056.46	\$79,740.80
29-3	Grid 29, Step 3	\$43.24	\$3,026.97	\$78,971.43	\$44.11	\$3,087.51	\$80,550.86	\$44.99	\$3,149.26	\$82,161.88
29-4	Grid 29, Step 4	\$44.56	\$3,119.15	\$81,376.43	\$45.45	\$3,181.53	\$83,003.96	\$46.36	\$3,245.16	\$84,664.03
29-5	Grid 29, Step 5	\$46.52	\$3,256.19	\$84,951.68	\$47.45	\$3,321.31	\$86,650.71	\$48.40	\$3,387.74	\$88,383.72
30-1	Grid 30, Step 1	\$41.97	\$2,937.78	\$76,644.56	\$42.81	\$2,996.53	\$78,177.45	\$43.66	\$3,056.46	\$79,741.00
30-2	Grid 30, Step 2	\$43.24	\$3,026.97	\$78,971.43	\$44.11	\$3,087.51	\$80,550.86	\$44.99	\$3,149.26	\$82,161.88
30-3	Grid 30, Step 3	\$44.56	\$3,119.15	\$81,376.43	\$45.45	\$3,181.53	\$83,003.96	\$46.36	\$3,245.16	\$84,664.03
30-4	Grid 30, Step 4	\$45.95	\$3,216.57	\$83,918.18	\$46.87	\$3,280.91	\$85,596.55	\$47.81	\$3,346.52	\$87,308.48
30-5	Grid 30, Step 5	\$47.94	\$3,355.99	\$87,555.38	\$48.90	\$3,423.11	\$89,306.49	\$49.88	\$3,491.57	\$91,092.62
31-1	Grid 31, Step 1	\$43.24	\$3,026.97	\$78,971.43	\$44.11	\$3,087.51	\$80,550.86	\$44.99	\$3,149.26	\$82,161.88
31-2	Grid 31, Step 2	\$44.56	\$3,119.15	\$81,376.43	\$45.45	\$3,181.53	\$83,003.96	\$46.36	\$3,245.16	\$84,664.03
31-3	Grid 31, Step 3	\$45.95	\$3,216.57	\$83,918.18	\$46.87	\$3,280.91	\$85,596.55	\$47.81	\$3,346.52	\$87,308.48
31-4	Grid 31, Step 4	\$47.39	\$3,317.19	\$86,543.12	\$48.34	\$3,383.53	\$88,273.98	\$49.30	\$3,451.20	\$90,039.46
31-5	Grid 31, Step 5	\$49.45	\$3,461.21	\$90,300.52	\$50.43	\$3,530.43	\$92,106.53	\$51.44	\$3,601.04	\$93,948.66
32-1	Grid 32, Step 1	\$44.56	\$3,119.15	\$81,376.43	\$45.45	\$3,181.53	\$83,003.96	\$46.36	\$3,245.16	\$84,664.03
32-2	Grid 32, Step 2	\$45.95	\$3,216.57	\$83,918.18	\$46.87	\$3,280.91	\$85,596.55	\$47.81	\$3,346.52	\$87,308.48
32-3	Grid 32, Step 3	\$47.39	\$3,317.19	\$86,543.12	\$48.34	\$3,383.53	\$88,273.98	\$49.30	\$3,451.20	\$90,039.46
32-4	Grid 32, Step 4	\$48.87	\$3,421.12	\$89,254.76	\$49.85	\$3,489.55	\$91,039.85	\$50.85	\$3,559.34	\$92,860.65
32-5	Grid 32, Step 5	\$51.00	\$3,569.92	\$93,136.84	\$52.02	\$3,641.32	\$94,999.58	\$53.06	\$3,714.15	\$96,899.57

Pay Grid	Description	Rate as of July 1 2019 w/ 2.0% increase	Biweekly	Annually	Rate as of July 1 2020 w/ 2.0% Increase	Biweekly	Annually	Rate as of July 1 2021 w/ 2.0% Increase	Biweekly	Annually
33-1	Grid 33, Step 1	\$45.95	\$3,216.57	\$83,918.18	\$46.87	\$3,280.91	\$85,596.55	\$47.81	\$3,346.52	\$87,308.48
33-2	Grid 33, Step 2	\$47.39	\$3,317.19	\$86,543.12	\$48.34	\$3,383.53	\$88,273.98	\$49.30	\$3,451.20	\$90,039.46
33-3	Grid 33, Step 3	\$48.87	\$3,421.12	\$89,254.76	\$49.85	\$3,489.55	\$91,039.85	\$50.85	\$3,559.34	\$92,860.65
33-4	Grid 33, Step 4	\$50.41	\$3,528.44	\$92,054.64	\$51.41	\$3,599.01	\$93,895.73	\$52.44	\$3,670.99	\$95,773.65
33-5	Grid 33, Step 5	\$52.60	\$3,682.14	\$96,064.33	\$53.65	\$3,755.78	\$97,985.61	\$54.73	\$3,830.89	\$99,945.33
SUMMER	Summer Student	\$17.32	\$1,212.63	\$31,636.78	\$17.67	\$1,236.89	\$32,269.52	\$18.02	\$1,261.62	\$32,914.91
SUMSTU	Summer Student	\$17.66	\$1,236.10	\$32,248.89	\$18.01	\$1,260.82	\$32,893.87	\$18.37	\$1,286.03	\$33,551.75

APPENDIX 1A

(a) Classification Titles and Grid Ranges

Explanatory Notes:

1. Classification titles include reference to grid range assignment through the use of the terminology "R _". For example, Administrative Officer R14 indicates that the applicable grid range for this classification is Range 14.
2. Some titles utilize "N" instead of "R". The use of the letters "N" is transitional and indicates a grid range adjustment will be applied to this classification during the term of the 13th Master Agreement as provided for in Appendix N, MOU re: PSJEP.
3. Existing classification titles continue where the current grid range is not to be utilized under the Public Service Job Evaluation Plan.
4. Classification Titles which are identical, except for the designation "R" or "N" will be deemed to be the same classification.
5. Salary administration provisions related to the various growth classifications are set out in Appendix L, MOU re: PSJEP.

APPENDIX 1B 1A

Classification Titles and Grid Ranges

Classification Titles	Grid
Administrative Assistant	9
Application Review Assistant	9
Drilling & Production Assistant	9
Records Clerk	9
Receptionist	9
Well Analyst	9
Well File Analyst	9
Operations Assistant	11
Records Analyst	11
Emergency Response Technician	11
Records & Reports Coordinator	11

Classification Titles	Grid
Core Facility Warehouse Specialist I	13
Records Management Coordinator	13
Administrative Coordinator	15
Community Relations Assistant	15
Core Facility Warehouse Specialist II	15
Corporate Property Coordinator	15
Liability Management Technician	15
Payroll & Benefits Coordinator	15
Well File Technician	15
Application Review & Processing Technician	15
Engineering Operations Technician	15
Facilities Application Review Coordinator	15
Heritage Conservation Program Assistant	15
Permit Administration Technician	15
Pipeline Application Advisor	15
Data Management Specialist	18
Financial Accounting Analyst	18
Lead Coordinator, Corporate Property & Administration	18
Legal Services Analyst	18
Information Systems Analyst	18
Information Technology Analyst	18
Engineering Technician	18
First Nations Liaison Assistant	18
GIS Technician	18
Lead Application Review Processing Technician	18
Lead Permit Administration Technician	18
Reservoir Engineering Technician	18
Well Analyst	18
Well Test Analyst	18
Manager, Financial Administration	21
Research Analyst	21
Resource Development Analyst	21
Specialist, Procurement & Internal Policy	21
Jr. Business Analyst	21
Lead IT Analyst	21
Web Developer	21
Communications Coordinator	21
Documentation Coordinator	21
Emergency Response Coordinator	21
GIS Project Analyst	21
GIS Support Specialist	21
GIS Technical Lead	21

Classification Titles	Grid
Hydrology Technician	24
Liability Management Coordinator	24
Web Strategist	24
Core Facility – Supervisor	24
FOI & Records Officer	24
Manager, Financial Planning	24
Project Manager, Business Transition Strategy	24
Senior Advisor, Health, Wellness & Safety	24
Business Analyst	24
Enforcement Specialist	24
GIS Analyst	24
Landowner Liaison	24
Major Projects Analyst	24
Natural Resource Officer	24
Oil & Gas Operations Officer	24
Operations Analyst	24
Cultural Heritage Resource Officer	24
Manager, Corporate Property & Administration	27
Senior Business Analyst	27
Application Review Manager	27
Compliance Program Specialist	27
Environmental Specialist	27
First Nations Liaison Officer	27
First Nations Relations Specialist	27
Lead Operations Officer	27
Manager, GIS	27
Manager, Major Projects	27
Review Approval Resource Officer	27
Stewardship Specialist	27
Heritage Conservation Program Manager	27
Drilling & Production Engineer Technologist	27
Engineering Technologist	27
Environmental Management Technologist	27
Environmental Response Specialist	27
Liability Management Advisor	27
Petroleum Engineering Technologist	27
Technical Advisor	27
Technical Advisor, Drilling & Completions	27
Technical Advisor, Pipelines	27
Business Transition Strategy Program Manager	30
Information Systems Application Architect	30
Manager, Information Technology	30

Classification Titles	Grid
First Nations Major Projects Liaison Advisor	30
Manager, Enforcement	30
Manager, Process Improvement	30
Operations Supervisor	30
Senior Environment Specialist	30
Technical Leader, Facilities	30
Manager, First Nations Strategic Engagement	34
Manager, Information Systems	33

Position Description	Rate Schedule
Receptionist	11
Records Coordinator	11
Operations & Administration Assistant	11
Operations Assistant	11
Permitting Assistant	11
Legal Services Assistant	13
Engineering Operations Technician	15
Permit Administration Technician	15
Pipeline & Facilities Application Advisor	15
Application Review & Processing Technician	15
Corporate Property Coordinator	15
Community Relations Assistant	15
Communications Assistant	15
Well File Technician	15
Records & Information Management Analyst	15
Information Systems & Technology Coordinator	15
Administrative Coordinator	15
Financial Analyst	15
Stakeholder Relations Assistant	15
First Nations Liaison Assistant	18
Engineering Technician	18
Lead Coordinator, Corporate Property & Administration	18
GIS Technician	18
Core Facility Warehouse Specialist II	18
Well Analyst	18
Information Technology Analyst	18
Emergency Management Analyst	18
Contract Management Analyst	18
Applications Systems Analyst	21
Documentation Coordinator	21
Lead IT Analyst	21
Engineering Systems & Project Liaison	21
Senior Emergency Management Analyst	21
GIS Technical Analyst	21
Communications Coordinator	21
Project Coordinator	21
Information Systems Analyst	21
Accounting Analyst	21
Heritage Conservation Audit Coordinator	21
Budget Analyst	21
Cybersecurity Analyst	21

Position Description	Rate Schedule
GIS Project Analyst	24
GIS Spatial Data Administrator	24
Geospatial & Resource Services Analysis Coordinator	24
Natural Resource Officer	24
Senior Advisor, Permit Administration	24
Communications Specialist	24
Major Projects Analyst	24
Landowner Liaison	24
Reserves & Production Analyst	24
Operations Analyst	24
Business Analyst	24
Business Intelligence Analyst	24
Liaison Program Coordinator	24
Cultural Heritage Resource Officer	24
Lead Information Systems Analyst	24
Well Test Analyst	24
Senior Tester & QA Analyst	24
GIS Technical Lead	24
Strategic Relations Analyst	24
Web Developer	24
Specialist, ED RMS & Information Management Solutions	24
Specialist, Planning & Operations	24
Specialist, External Audit	24
Compliance & Enforcement Officer	27
Review Approval Resource Officer	27
Manager, Application Process	27
Specialist, FOIPP & Information Management	27
Engineering Technologist	27
Environmental Management Technologist	27
First Nations Liaison Officer	27
Technical Advisor	27
Technical Advisor, Pipelines	27
Core Facility Supervisor	27
Manager, Stakeholder Relations	27
Senior Business Analyst	27
Technical Advisor, Drilling & Completions	27
Environmental Response Specialist	27
Environmental Specialist	27
Petroleum Engineering Technologist	27
Strategic Relations Specialist	27
Lead, Indigenous Initiatives	27
Specialist, Restoration & Engagement	27
Specialist, Decommissioning & Assurance	27
Operations Supervisor	30
Technical Leader, Facilities	30
Heritage Conservation Program Manager	30
Corporate Initiatives Program Manager	30
Manager, GIS	30
Manager, Decision Support	30
Manager, Compliance Programs	30
Manager, Corporate Property & Administration	30
Senior Technical Data Analyst	30
First Nations Relations Advisor	30

Position Description	Rate Schedule
Manager, Orphan Restoration	30
Manager, Cybersecurity	30
Manager, Process Improvement	30
Manager, First Nations Liaison	30
Manager, Enforcement	30
Information Systems Application Architect	30
Manager, Aquatic & Terrestrial Habitat	30
Manager, Financial Risk & Liability	30
Manager, Closure	30
Manager, First Nations Relations	31
Manager, Major Projects	31
Manager, Environmental Management Systems	31
Manager, Business Intelligence, Research & Analytics	31

APPENDIX 4 Short and Long-Term Disability

Part I – Short-Term Illness and Injury Plan

1.2 Short Term Plan Benefit

- (a) In the event an employee is unable to work because of illness or injury they will be entitled to a benefit of 75% of pay for a period not to exceed six months from date of absence (Short-Term Plan Period).
- (b) The 75% benefit may be supplemented, **at the employee's option**, at the rate of 25% of actual duration of absence due to illness or injury by the use of the following in descending order:

- (1) Compensatory Time Off (CTO);
- (2) **Earned** Vacation entitlement;
- (3) Unearned vacation entitlement to a maximum of 70 hours;**

1.3 Recurring Disabilities

- (a) Employees who return to work after being absent because of illness or injury, and within 15 consecutive scheduled days of work again become unable to work because of the same illness or injury are considered to still be within the original Short-Term Plan period as defined in Section 1.2(a). **STIIP is considered to be one continuous leave if the employee has been off for the same illness/injury without returning to work for 15 consecutive scheduled workdays before taking another day for the same illness or injury.**
- (b) Employees who return to work after being absent because of illness or injury and within 15 consecutive scheduled ~~workdays~~ **days of work** again become unable to work because of a new illness or injury unrelated to the illness or injury that caused the previous absence shall be entitled to a further six months of benefits under this plan.
- (c) Employees who return to work after being absent because of illness or injury, and after working 15 or more consecutive scheduled days of work, again become unable to work because of the same illness or injury will be entitled to a further six month period of benefits under this plan, except as provided in (d) below, ~~where the Short-Term Plan period shall continue to be as defined in Section 1.2(a).~~

(d) Where an employee is returning to work after a period of illness or injury and where the Rehabilitation Committee has approved such return on a trial basis for assessment and/or rehabilitation purposes, the Short-Term Plan period shall continue to be as defined in Section 1.2(a). Such trial period must be approved during the period the employee is receiving short-term benefits, however, the end of the trial period can go beyond the Short-Term Plan benefit period.

(e) Employees who return to work after a period of illness or injury and who do not work the same number of hours that were scheduled prior to the illness or injury shall receive prorated benefits under this plan, however, not beyond six calendar months from the initial date of absence as defined in Section 1.2(a), if absence is due to the same illness or injury.

(f) Scheduled days of work, as noted in (a), (b) and (c) above, shall mean days where the employee is actually at work.

1.4 Doctor's Certificate of Inability to Work

The Commission may require an employee who is unable to work because of illness or injury to provide a statement from:

- (a) a medical practitioner qualified to practise in the Province of BC; or
- (b) where necessary, from a medical practitioner licensed to practise in the Province of Alberta or the Yukon; or
- (c) the consulting physician to whom the employee is referred by the medical practitioner in (a) or (b) above, providing medical evidence of the employee's inability to work in any of the following circumstances:
 - (1) ~~where it appears that a pattern of consistent or frequent absence from work is developing;~~
 - (2) ~~where the employee has been absent for six consecutive scheduled days of work;~~
 - (2) **on the third (or more) separate absence occurring in a six-month period which may indicate a pattern of concern;**
 - (3) where at least 30 days have elapsed since the last statement was obtained and the employee has been in receipt of plan benefits throughout that period **and there is reason to believe the employee's prognosis has changed.**

With the exception of the doctor's certificates referenced above, where the Commission requires a medical assessment from the employee's physician specifying the employee's employment limitations and/or capabilities, the employee will be reimbursed, upon production of receipt, for 50% of the cost of the medical assessment. **Effective July 1, 2020, the employee will be reimbursed, upon production of receipt, for 50% of the cost of all of the medical certificates referenced above.**

Benefits will cease to be paid when an employee fails to provide satisfactory evidence of medical disability during the benefit period.

1.7 Employee to Inform Commission *Maintain current language*

1.8 ~~Entitlement~~

~~For the purpose of calculating six days per calendar year, one day shall be considered to be one day regardless of the regularly scheduled workday. Calculation for part time employees and partial days will be on a prorated basis.~~

1.9 1.8 EIC Premium

The parties agree that the complete premium reduction from Human Resources Development Canada Insurance Commission accruing through improved illness and injury plan will be returned to the Employer.

1.10 1.9 Benefits Upon Layoff or Separation

(a) Subject to (b) and (c) below, regular employees who have completed three months of service and who are receiving benefits pursuant to Section 1.1(c), 1.1(d), or 1.2 shall continue to receive such benefits upon layoff or separation until the termination of the illness or until the maximum benefit entitlement has been granted, whichever comes first, if the notice of layoff or separation is given after the commencement of the illness for which the benefits are being paid.

(b) In the event that layoff or separation notice was given prior to the commencement of the illness, benefits will cease on the effective date of the layoff or separation only if the illness commenced within two months of the effective date of the layoff or separation.

(c) Benefits will continue to be paid in accordance with (a) above for which notice of layoff or separation was given prior to the commencement of the illness and if the illness commenced more than two months before the effective date of the layoff or separation.

~~The maximum six month period identified in Appendix 4, Part 1 shall be a maximum seven month period for casual employees who qualify for benefits pursuant to Clause 31.12.~~

Part II – Long-Term Disability Plan**2.1 Eligibility** *Maintain current language***2.2 Long-Term Disability Benefit**

In the event an employee, while covered under this plan, becomes totally disabled as a result of an accident or a sickness, then, after the employee has been totally disabled for six months, including periods approved in Sections 1.3(a) and (c), they shall be eligible to receive a monthly benefit as follows:

- (a) The employee shall receive a monthly benefit equal to the sum of:
- (1) 70% of the first ~~\$2300~~ **\$2,700** of monthly earnings; and
 - (2) 50% of the monthly earnings above ~~\$2300~~ **\$2,700**.

For the purposes of the above, earnings shall mean basic monthly earnings as at the date of disability as determined by the Commission.

As of April 1, 2022, annual increases to (b)(1) will be calculated by applying a percentage increase equivalent to the annual general wage increase for all employees under the collective agreement. It is understood that the adjustment in (b)(1) will only apply to new claims to set the benefit amount to be paid at the beginning of each LTD claim and into the future and the Appendix 4, 2.18 Benefit Level will not apply at the time the benefit level is set.

The basic monthly earnings as at the date of disability shall be the salary in effect for the last month of the Short-Term Plan period, or equivalent six month period, taking into consideration any retroactive adjustments. The date of disability for determining the commencement of the first 25 months of disability shall be the day following the last month of the Short-Term Plan period, or an equivalent six month period.

(b) The Long-term disability benefit payment will be made as long as an employee remains totally disabled in accordance with Section 2.3, and will cease on the date the employee recovers, or at the end of the month in which the employee reaches age 65, or resigns or dies, whichever occurs first.

(c) An employee in receipt of long-term disability benefits will be considered an employee for purposes of pension benefits and will continue to be covered by group life, extended health, dental and medical plans. **Employees also remain eligible for Clause 26.16 Retirement Allowance and Pre-Retirement Leave provided the employee has completed 20 years of service prior to receipt of Long-term disability benefits and they otherwise meet the requirements of Clause 26.16.** Employees will not be covered by any other portion of a collective agreement but will retain the right of access to a rehabilitation committee established thereunder and will retain seniority rights should they return to employment within nine months following cessation of benefits. A temporary assignment vacancy or casual appointment will not disqualify an employee from the nine month access period.

(d) When an employee is in receipt of the benefit described in (b) above, contributions required for benefit plans in (d) above and contributions for pension benefits will be waived by the Commission.

(e) An employee engaged in rehabilitative employment with the Commission and who is receiving partial long-term disability benefit payments will have contributions required for benefit plans in (d) above and contributions for pension benefits waived by the Commission, except that pension benefits contributions shall be deducted from any salary received from the Commission to cover the period of rehabilitative employment.

2.3 Total Disability

(a) Total disability, as used in this Plan, means the complete inability because of an accident or sickness of a covered employee to perform all the duties of their own occupation for the first 25 months of disability except where accommodation has been made which enables an employee to work:

- (1) in their own occupation, or
- (2) in a job other than their own occupation.

Where accommodation has been made which enables an employee to return to work they will not be considered totally disabled and the rate of pay shall be the rate for the job.

If the rate of pay for this job is less than the rate of pay of the employee at the date of disability, the employee's salary will be protected in accordance with Clause 26.7(a) at the employee's basic rate at the date of disability.

After the first 25 months of total disability, where accommodation has been made that enables an employee to return to a job other than their own occupation, the employee will not be considered totally disabled and their basic rate shall be the basic rate for the job or 75% of the basic rate of their own occupation, whichever is greater.

After the first 25 months of total disability, employees able by reason of education, training or experience to perform the duties of a gainful occupation for which the rate of pay is not less than 75% of the current rate of pay of their regular occupation at date of disability will not be considered totally disabled and will therefore not be eligible for benefits under this Long-Term Disability Plan.

~~(b) Total disabilities resulting from mental or nervous disorders are covered by the Plan in the same manner as total disabilities resulting from accidents or other sicknesses, except that an employee who is totally disabled as a result of a mental or nervous disorder and who has received 25 months of Long-Term Disability Plan benefit payments must be confined to a hospital or mental institution, or where~~

~~they are at home, under the direct care and supervision of a medical doctor, in order to continue to be eligible for benefit payments. During a period of total disability an employee must be under the regular and personal care of a legally qualified doctor of medicine.~~

(c) (1) If an employee becomes totally disabled and during this period of total disability engages in rehabilitative employment, where they are unable to perform the principal duties of their previous classification, the employee may earn in combination with benefits from this Plan up to 100% of their earnings at the date of disability. In the event that income from rehabilitative employment and the benefit paid under this Plan exceed 100% of the employee's earnings at date of disability, the benefit from this Plan will be further reduced by the excess amount.

(2) If an employee is able to perform the principal duties of the position they are placed into on rehabilitative employment, the employee may earn, in combination with benefits from this plan, up to 100% of their earnings at the date of disability, or the position's current rate of pay, whichever is greater.

"Rehabilitative employment" shall mean any occupation or employment for wage or profit or any course or training that entitles the disabled employee to an allowance, provided such rehabilitative employment has the approval of the employee's doctor and the Commission.

The rehabilitative employment of a disabled employee will continue until such time as the employee's earnings from rehabilitative employment reach 100% of the employee's earnings at the date of disability but in no event for more than 25 months from the date benefit payments commence.

If earnings are received by an employee during a period of total disability and if such earnings are derived from employment which has not been approved of as rehabilitative employment by their doctor and the Commission, then the regular monthly benefit from the Plan will be reduced by 100% of such earnings **if the monthly earnings are in excess of \$200 per month.**

(3) In the event that an employee has been classified as totally disabled for all occupations and engages in approved rehabilitative employment, the provisions of (1) and (2) above apply except that the rehabilitative employment may continue for 25 months from the date rehabilitative employment commenced.

2.4 Exclusions from Coverage

The Long-Term Disability Plan does not cover total disabilities resulting from:

- (a) war, insurrection, rebellion, or service in the Armed Forces of any country after the commencement of this plan; **or**
- (b) voluntary participation in a riot or civil commotion except while an employee is in the course of performing the duties of their regular occupation; ~~or~~
- (c) ~~intentionally self-inflicted injuries or illness.~~

2.5 Pre-Existing Conditions

An employee shall not be entitled to long-term disability benefits from this Plan if their total disability resulted from an accident, sickness or **mental or nervous disorder** **illness or injury** with respect to which medical treatment, services or supplies were received in the 90 day period prior to the date of hire unless they have completed 12 consecutive months of service after the date of hire during which time they have not been absent from work due to the aforementioned ~~accident, sickness or mental or~~

nervous disorder **illness or injury** with respect to which medical treatment, services or supplies were received. This clause does not apply to present employees who have been continuously employed since April 1, **1987 for a period of five years immediately preceding this claim.**

2.6 Integration With Other Disability Income *Maintain current language*

2.7 Successive Disabilities *Maintain current language*

2.8 Cessation of Benefits

An employee shall cease to be eligible for benefits of this Plan at the earliest of the following dates:

- (a) at the end of the month in which the employee reaches their ~~sixty-fifth~~ **65th** birthday;
- (b) on the date of commencement of paid absence prior to retirement;
- (c) on the date of termination of employment with the Commission.

Benefits will not be paid when an employee is serving a prison sentence.

Cessation of active employment as a regular employee shall be considered termination of employment except when an employee is on authorized leave of absence with or without pay.

2.9 Leave of Absence *Maintain current language*

2.10 Benefits Upon Plan Termination *Maintain current language*

2.11 Contributions *Maintain current language*

2.12 Waiver of Contributions *Maintain current language*

2.13 Claims *Maintain current language*

2.14 Physical Examination

The Commission, at its own expense, shall have the right and be given the opportunity to have a medical doctor appointed by the Commission examine, as often as it may reasonably require, any employee whose **illness or** injury, sickness, mental or nervous disorder is the basis of claim upon this Plan.

2.15 Canadian Currency *Maintain current language*

2.16 Administration *Maintain current language*

2.17 Implementation by Regulation *Maintain current language*

2.18 Benefit Level *Maintain current language*

Part IV – Rehabilitation

(1) Rehabilitation Committee

~~Both parties~~ **The Employer and Union recognize the importance of an early return to gainful employment of employees who have been become ill or injured. In order to assist an employee with a return to work, and at the request of the employee, rehabilitation support will be provided jointly through a Rehabilitation Committee;**

(a) Two members, one representative appointed by the Employer and one representative appointed by the union

(b) The Committee shall meet as required, during working hours, and leave without loss of pay shall be granted to Committee members.

Members of both the Rehabilitation Committee and the Article 28 Joint Committee will maintain the highest level of confidentiality of medical, personal or any other information received in their capacity as committee members.

(2) Process

In the event that a regular employee becomes incapacitated through ~~accident or sickness~~ illness or injury and they are unable to perform all the duties of their own occupation, the following shall apply:

- (a) For the purpose of this section, incapacity shall mean where the employee is unable to perform all the duties of their own occupation as defined in Section 2.3(a) of the Long-Term Disability Plan.
- (b) Where the employee meets the definition in (a) above, the Commission shall provide the employee with an application for alternative suitable employment. An employee who fails to:
 - (1) sign the application form;
 - (2) make themselves reasonably available and cooperate with a reasonable rehabilitation/return to work process consistent with joint committee principles regarding rehabilitation;
 - (3) actively engage in a treatment program where the employee's physician determines it to be appropriate to be involved in such a program shall have benefits suspended.

Prior to having benefits suspended, an employee shall be afforded an opportunity to demonstrate that there were reasonable grounds for failing to meet the above obligations.

- (c) The application shall be completed and returned to the Commission who shall within 10 workdays, forward the application to the ~~Joint Committee~~ **Rehabilitation Committee** members.
- (d) The ~~Joint Committee~~ **Rehabilitation Committee** will, based on the information, coordinate the necessary medical and/or vocational assessments and determine the following:

- (1) if the application is properly before the **Rehabilitation** Committee;
- (2) based on the assessment, determine whether the employee is immediately capable of performing modified, alternative or rehabilitative employment;
- (3) if no to (2) above the **Rehabilitation** Committee may, based on the assessments, implement the necessary training to place the employee in alternative or rehabilitative employment;
- (4) In considering modified, alternative or rehabilitative employment, the **Rehabilitation** Committee may provide advice and make recommendations to the Commission to return the incapacitated employee to work considering the following accommodations:
 - (i) modification of the duties of the employee's job;
 - (ii) flexibility in scheduling hours of work within existing hours of operation;
 - (iii) provision of technical or mechanical aids.

- (5) where the employee is considered capable of performing alternative employment or once the rehabilitative employment is considered to be successful, and the employee is therefore able to perform the duties of a gainful occupation, they shall be subject to Article 13 Layoff and Recall of the agreement excluding displacement options pursuant to Clauses 13.2 ~~and 13.2(c)(2)~~.

- (e) (1) An employee in receipt of STIIP benefits, whose prognosis for return to work exceeds eight weeks, may be referred to the ~~Joint Committee~~ **Rehabilitation Committee** if the ~~Government Employee Health Services~~ **parties** determines it is medically appropriate to do so.
- (2) In those cases where a return to their own occupation is unlikely, employees may be referred, by either party to the ~~Joint Committee~~ **Rehabilitation Committee** while on STIIP. In such cases, ~~Part III~~ Part IV (c), and (d) will apply.
- (f) Where an employee has a physical occupational illness or injury, the Commission will, where feasible, accommodate the employee's incapacity so as to avoid a time loss illness or injury. Where a time loss illness or injury occurs, the compensation payable shall be in accordance with the applicable terms of Appendix 4.
- (g) Where the Commission has concerns with a recommendation made in accordance with (d)(4) above, the concern will be reviewed with the **Article 28** Joint Committee.

APPENDIX 5

Workload

It is in the interest of the Commission and the employees that all employees are aware of their job expectations and responsibilities.

It is the responsibility of supervisors and managers to ensure that staff perform their duties in accordance with Policies and Procedures and to ensure that procedures are in place to address statutory service demands.

Where an employee is concerned that they cannot complete assignments or respond to urgent matters to fulfill statutory and other obligations to a client(s), it is their responsibility to immediately seek advice and direction from their direct supervisor.

Where work demands and priorities cannot be accomplish within appropriate time frames, supervisors must consult with management and management will determine methods and procedures regarding work demands and priorities to ensure that service quality is maintained by employees and the Commission.

APPENDIX 6

Layoff or Recall Units

Layoff and Recall Units shall be determined for all employees on the basis of geographic location.

INFORMATION APPENDIX I

Re: ~~Advance Payment of Group Life Benefits~~ **Employee Basic Life Insurance**

The Employee Basic Life Insurance shall include the following provisions:

1. Accidental Dismemberment and Loss of Sight with the following benefits:

- **Loss of both hands or feet – the principal sum;**
- **Loss of sight of both eyes – the principal sum;**
- **Loss of one hand and one foot – the principal sum;**

- **Loss of one hand or one foot and sight of one eye – the principal sum;**
- **Loss of one hand or one foot – one half of the principal sum;**
- **Loss of the sight of one eye – one half of principal sum.**

2. Advance Payment of Group Life Benefits for Terminally Ill Employees

The guidelines regarding payment of group life benefits for terminally ill employees pursuant to Clause 25.4(a) **Group Life** are as follows:

- Death must be “expected” within 24 months. The employee’s attending physician will be required to provide sufficient medical information, including, employee’s diagnosis and prognosis, to allow the group life insurance carrier to assess life expectancy.
- Requests for advance payments must be in writing.
- Authorization from the Employer must be submitted with the employee’s request.
- The amount of the payment will be 50% of the life insurance coverage, subject to a maximum of \$50,000.
- A signed release will be obtained from the insured employee prior to payment being made. A release is not required from the designated revocable beneficiaries as they have no legal rights to the life insurance proceeds until after the insured’s death. Situations involving irrevocable beneficiaries or divorce judgements will require special releases.

MEMORANDUM OF UNDERSTANDING 1 Board and Lodging and Relocation Expenses

Part II - Relocation Expenses

2.3 Living Expenses Upon Relocation at New Location

After the first seven days has expired at the new location and the employee can establish to the satisfaction of the Commission that there is no suitable housing available, then:

- (a) The Commission shall pay an employee not accompanied by dependants at the new location, a living allowance of: ~~\$26.60 effective date of ratification; \$26.87 effective July 1, 2015; \$27.27; effective July 1, 2016; \$27.68 effective July 1, 2017~~ **\$28.10**

Date	Allowance
July 1, 2019	\$28.66
July 1, 2020	\$29.24
July 1, 2021	\$29.82

per day up to a maximum of 30 days; or

- (b) The Commission shall pay an employee accompanied by dependants at the new location, a living allowance of: ~~\$31.90 effective date of ratification; \$32.22 effective July 1, 2015; \$32.70 effective July 1, 2016; \$33.19 effective July 1, 2017; \$33.69 effective July 1, 2018~~

Date	Allowance
July 1, 2019	\$34.36
July 1, 2020	\$35.05
July 1, 2021	\$35.75

per day to a maximum of 60 days;

(c) ~~w~~Where an employee is receiving the payment in (a) above and is later joined by their dependants at the new location and the employee is still eligible for payment under this section, the payment shall be as in (b) above. However, the maximum period of payment under (a) and (b) shall not exceed 60 days.

2.4 Moving of Household Effects and Chattels

On relocation, the Commission shall arrange and pay for the following:

- (a) moving of household effects and chattels up to 8165 kg. including any item(s) which the contracted mover will accept as part of a load which includes household appliances and furniture, hobbies, boats, outboard motors and pianos;
- (b) comprehensive insurance to adequately protect the employee's household effects and chattels during the move up to a maximum of \$60,000;
- (c) where necessary, insured storage up to two months, upon production of receipts;
- (d) the packing and unpacking of the employee's household effects and chattels;
- (e) when an employee is being relocated and opts to move their own household effects and chattels, the employee shall receive one of the following allowances:

~~(1) — \$531.40 effective date of ratification; \$536.71 cents effective July 1, 2015; \$544.76 effective July 1, 2016; \$552.93 effective July 1, 2017; \$561.22 effective July 1, 2018~~

Date	Allowance
July 1, 2019	\$572.44
July 1, 2020	\$583.89
July 1, 2021	\$595.57

for a move not exceeding a distance of 240 kilometres;

~~(2) — \$850.30 effective date of ratification; \$858.80 effective July 1, 2015; \$871.68 effective July 1, 2016; \$884.76 effective July 1, 2017; \$898.03 effective July 1, 2018~~

Date	Allowance
July 1, 2019	\$915.99
July 1, 2020	\$934.31
July 1, 2021	\$953.00

for a move which exceeds a distance of 240 kilometres;

~~(3) — \$265.70 effective at ratification date; \$268.36 effective July 1, 2015; \$272.39 effective July 1, 2016; \$276.48 effective July 1, 2017; \$280.63 effective July 1, 2018,~~

Date	Allowance
July 1, 2019	\$286.24
July 1, 2020	\$291.97
July 1, 2021	\$297.81

where the employee is entitled to receive the amount pursuant to Section 2.7(d).

- (f) where the employee exercises an option pursuant to (e) above then the provisions of (a) and (d) above shall not apply.

2.5 Moving of Mobile Homes

- (a) On relocation, an employee who owns a mobile home may opt to have their mobile home moved by the Commission in either of the following circumstances:

- (1) where the employee's new headquarters area is on the list of isolated areas, providing no suitable accommodation is available; or
- (2) where an employee is living in a mobile home which was moved to its present location by the Commission, and the employee's headquarters prior to the impending relocation is named on the list of isolated locations.

- (b) Where an employee's mobile home is moved by the Commission under this section then the Commission shall also arrange and pay for the following:

- (1) moving of single wide mobile trailer or home up to the maximum width allowed on the highway with a permit including any skirting, cabanas or attachments. Where mobile homes in excess of the above are involved, the Commission will pay:

- (i) the equivalent cost of moving a single wide mobile trailer or home up to the maximum width allowed on highways with a permit; or
- (ii) the real estate and legal fees involved in selling the extra wide trailer up to a maximum of:

- ~~\$5314.26 at ratification~~
- ~~\$5367.34, July 1, 2015~~
- ~~\$5447.85, July 1, 2016~~
- ~~\$5529.57, July 1, 2017~~
- ~~\$5612.51, July 1, 2018~~

Date	Maximum
July 1, 2019	\$5,724.76
July 1, 2020	\$5,839.26
July 1, 2021	\$5,956.04

- (2) comprehensive insurance to adequately protect the employee's household effects, chattels and trailer during the move up to a maximum of: ~~\$60,000~~

Date	Maximum
July 1, 2019	\$61,200.00
July 1, 2020	\$62,424.00
July 1, 2021	\$63,672.48

- (3) the setting up and levelling of a mobile home or double wide, at the new location to a maximum of:

- ~~\$637.70 at ratification~~
- ~~\$644.08, July 1, 2015~~
- ~~\$653.75, July 1, 2016~~
- ~~\$663.55, July 1, 2017~~

- ~~\$673.50, July 1, 2018~~

Date	Maximum
July 1, 2019	\$686.97
July 1, 2020	\$700.71
July 1, 2021	\$714.72

upon production of receipts;

- (4) the packing and unpacking of the employee's household effects and chattels if required.

(c) Where an employee is living in a mobile home and is not included in (a) above, and chooses to move the mobile home to the new headquarters area, the employee shall be entitled to reimbursement for costs covered in (b) above up to a maximum of:

- ~~\$2657.10 at ratification~~
- ~~\$2683.67, July 1, 2015~~
- ~~\$2723.93, July 1, 2016~~
- ~~\$2764.79, July 1, 2017~~
- ~~\$2806.26, July 1, 2018~~

Date	Maximum
July 1, 2019	\$2,862.39
July 1, 2020	\$2,919.63
July 1, 2021	\$2,978.03

upon production of receipts.

(d) Where the employee opts under this section to have a mobile home moved, there shall be no entitlement to the provisions of Sections 2.4 and 2.10.

2.6 Moving of Personal Vehicles Upon Relocation

The Commission shall reimburse employees for the cost of transporting one personal vehicle and one trailer towed by the personal vehicle.

The vehicle and trailer, where applicable, may be driven in which case current vehicle allowance rates for the vehicle only will apply, or, vehicle and trailer, where applicable may be shipped by rail, ~~or boat~~ **or transport vehicle** in which case the cost of the least expensive method will be paid.

In addition, the Commission will pay for any additional transportation charges such as ferry fares for the vehicle and trailer with or without load.

2.7 Incidental Expenses on Relocation

The Commission shall pay to the employee upon relocation only one of the following amounts, to cover incidental expenses on relocation, and once the employee has claimed one allowance no alternate further claim may be made:

- (a) when an employee purchases a private dwelling house in the new location:

- ~~\$637.70 at ratification~~
- ~~\$644.08, July 1, 2015~~
- ~~\$653.74, July 1, 2016~~
- ~~\$653.55, July 1, 2017~~

- ~~\$673.50, July 1, 2018~~

Date	Allowance
July 1, 2019	\$686.97
July 1, 2020	\$700.71
July 1, 2021	\$714.72

(b) when the employee is moving to rental accommodation in the new location:

- ~~\$318.85 at ratification~~
- ~~\$322.04, July 1, 2015~~
- ~~\$326.87, July 1, 2016~~
- ~~\$331.77, July 1, 2017~~
- ~~\$336.75, July 1, 2018~~

Date	Allowance
July 1, 2019	\$343.49
July 1, 2020	\$350.35
July 1, 2021	\$357.36

(c) when an employee is moving with a mobile home:

- ~~\$212.60 at ratification~~
- ~~\$214.73, July 1, 2015~~
- ~~\$217.95, July 1, 2016~~
- ~~\$221.22, July 1, 2017~~
- ~~\$224.54, July 1, 2018~~

Date	Allowance
July 1, 2019	\$229.03
July 1, 2020	\$233.61
July 1, 2021	\$238.28

(d) when the employee is moving to room and board:

- ~~\$159.45 at ratification~~
- ~~\$161.04, July 1, 2015~~
- ~~\$163.46, July 1, 2016~~
- ~~\$165.91, July 1, 2017~~
- ~~\$168.40, July 1, 2018~~

Date	Allowance
July 1, 2019	\$171.77
July 1, 2020	\$175.20
July 1, 2021	\$178.71

The application for incidental expenses on relocation must be made by the employee on the appropriate form within 60 days of the employee's arrival at the new location, unless there is no available suitable housing, in which case application must be made within 60 days of suitable housing becoming available.

2.9 Requested Relocation by Employee

(a) Where an employee requests a relocation from one headquarters or geographic location to another, all travelling and living expenses incurred in such a move are the responsibility of the employee.

(b) Notwithstanding ~~Memorandum of Understanding 1, Clause 2.9~~ (a) above, should an employee be the successful applicant on a posting, which contains options of geographic locations, the employee would be entitled to relocation expenses, to any of the locations included in the posting.

2.10 Real Estate and Legal Fees

On relocation or within one year of the effective date of relocation, an employee who purchases and/or sells their private dwelling house, will be entitled to claim for the following expenses upon production of receipts:

(a) Reimbursement of fees to a maximum of:

- ~~\$9034.15 at ratification~~
- ~~\$9124.50, July 1, 2015~~
- ~~\$9291.37, July 1, 2016~~
- ~~\$9400.29, July 1, 2017~~
- ~~\$9541.29, July 1, 2018~~

Date	Allowance
July 1, 2019	\$9,732.12
July 1, 2020	\$9,926.76
July 1, 2021	\$10,125.29

charged by a real estate agency for the selling of the employee's private dwelling home in which they resided immediately prior to relocation.

(b) An employee who has sold their own home without the aid of a realtor shall be entitled to claim:

- ~~\$2125.70 at ratification~~
- ~~\$2146.96, July 1, 2015~~
- ~~\$2179.16, July 1, 2016~~
- ~~\$2211.85, July 1, 2017~~
- ~~\$2245.03, July 1, 2018~~

Date	Allowance
July 1, 2019	\$2,289.93
July 1, 2020	\$2,335.73
July 1, 2021	\$2,382.44

(c) Allowance for legal fees encumbered upon the employee because of the purchase of their private dwelling house in which they live after relocation will be paid in accordance with the following:

- 1% of the first:
 - ~~\$53,142 at ratification~~
 - ~~\$53,673, July 1, 2015~~
 - ~~\$54,478, July 1, 2016~~
 - ~~\$55,295, July 1, 2017~~
 - ~~\$56,125, July 1, 2018~~

Date	Amount
July 1, 2019	\$57,247.50
July 1, 2020	\$58,392.45
July 1, 2021	\$59,560.30

of the purchase price;

- one-half of 1% of any amount of the purchase price above:
 - ~~\$53,142 at ratification~~
 - ~~\$53,673, July 1, 2015~~
 - ~~\$54,478, July 1, 2016~~
 - ~~\$55,295, July 1, 2017~~
 - ~~\$56,125, July 1, 2018~~

Date	Amount
July 1, 2019	\$57,247.50
July 1, 2020	\$58,392.45
July 1, 2021	\$59,560.30

- the total cost to the Commission under Part (c) shall not exceed:
 - ~~\$1062.85 at ratification~~
 - ~~\$1073.50, July 1, 2015~~
 - ~~\$1089.60, July 1, 2016~~
 - ~~\$1105.90, July 1, 2017~~
 - ~~\$1122.50, July 1, 2018~~

Date	Maximum Allowance
July 1, 2019	\$2,289.93
July 1, 2020	\$2,335.73
July 1, 2021	\$2,382.44

(d) Where an employee purchases a reasonable amount of property, secures a joint mortgage (land and private dwelling) and begins construction within six months of relocation (i.e., foundation poured), they shall be entitled to reimbursement of legal fees not to exceed the amount specified in (c) above. In these circumstances, the reimbursement shall be for one transaction only.

(e) The employee may only claim legal fee reimbursement in either (c) or (d) above, not both.

Part III **Miscellaneous fees**

Where a regular employee is required to relocate:

- (a) as a result of the Commission moving its operation from one geographic location to another (see **pursuant to** Clause 12.9 **Relocation**);
- (b) as a result of accepting a placement pursuant to Article 13 **Layoff and Recall**, provided the employee is in receipt of layoff notice;
- (c) as a result of a placement pursuant **to Article 35 Term of Agreement**;

The employee will be entitled to the following reimbursements in addition to the provisions of MOU-1 Part II **of this MOU**, upon production of receipts:

(i) real estate commission fees not to exceed:

- ~~\$15,942.60 at ratification~~
- ~~\$16,102.00, July 1, 2015~~
- ~~\$16,345.55, July 1, 2016~~
- ~~\$16,588.70, July 1, 2017~~
- ~~\$16,837.55, July 1, 2018~~

Date	Allowance
July 1, 2019	\$17,174.30
July 1, 2020	\$17,517.79
July 1, 2021	\$17,868.14

Where a claim is made under this section, there shall be no entitlement to MOU-1 Part II, 2.10(a) **above**;

(ii) except where the terms of the employee's mortgage allow the employee to transfer the mortgage to a new residence without penalty, the mortgage discharge fee not to exceed:

- ~~\$212.60 at ratification~~
- ~~\$214.75, July 1, 2015~~
- ~~\$217.95, July 1, 2016~~
- ~~\$221.20, July 1, 2017~~
- ~~\$224.55, July 1, 2018~~

Date	Allowance
July 1, 2019	\$229.04
July 1, 2020	\$233.62
July 1, 2021	\$238.29

and mortgage pre-payment penalty, if any;

(iii) survey certificate fee as required for the acquisition of a mortgage/purchase of a private dwelling at the new location;

(iv) interim financing fees and/or interest charges incurred for the purchase of the private dwelling house in the new location for a maximum period of 60 days. The employee shall provide the necessary documentation to demonstrate that such interim financing arrangements were incurred and/or duplicate mortgage payments have been made.

Part III does not apply where the employee's private dwelling in which they resided immediately prior to relocation is not sold.

MEMORANDUM OF UNDERSTANDING 2

Re: Job Family Market Multipliers

The parties recognize that recruitment and retention challenges with specific bargaining unit positions may occur over the life of the collective agreement. The intention of this memorandum is to provide an

expeditious means of addressing salary issues which may be associated with such recruitment and retention challenges through a job families approach.

Job Family Market Multipliers (JFMM) subject to this Memorandum are guided by the following:

1. Positions were placed into job families with job family market multipliers for each.

Industry Specific Skills: positions are optimally recruited from industry, therefore valuable to industry, which require a set of knowledge and experiences to perform, but no specific education or professional designation.

Industry Valued Skills: positions are not necessarily recruited from industry but, due to the nature of the work performed, are at risk of leaving to industry, which require a set of knowledge and experiences to perform, but no specific education or professional designation.

Industry Valued Specialty Skills: positions not necessarily recruited from industry but, due to the nature of the work performed, are at risk of leaving to industry, which require specific education or professional designation to perform in the role.

Specialty Skills: positions not necessarily recruited from industry or performing roles with similar responsibilities as one would experience in industry, which require specific education or professional designation to perform in the role.

Business Support Skills: positions not necessarily recruited from industry or perform roles with similar responsibilities as one would experience in industry, which require a set of knowledge and experiences to perform, but no specific education or professional designation.

2. The JFMM is not considered as base pay, but is pensionable and ~~effective July 1, 2013, is applied~~ **applies** to overtime. ~~Effective April 1, 2015, the~~ **The** JFMM will be included in all calculations involving base pay.

3. An eligible employee in receipt of salary protection pursuant to Clause 26.7 **Salary protection and Downward Reclassification of Position** will **not** have the JFMM reduced by the corresponding amount of the salary protection.

4. Except in the cases of temporary appointments and substitution pay, an eligible regular employee in receipt of a JFMM will continue to receive the JFMM should it be discontinued pursuant to #5 below so long as they remain in the position and the principal duties of the position remain unchanged.

5. Any JFMM is subject to mutual agreement between the bargaining Principals for the term of this agreement, except that the Commission may terminate the payment of any JFMM with 60 days' notice to the Union. Except as provided in #4 above, payment of the JFMM will cease on the expiry or termination date.

The parties agree to the Job Family Market Multiplier as per the attached Appendix A to expire in accordance with #5 above.

Appendix A to MOU 2: effective ~~July 1, 2014~~ **July 1, 2019**, ~~Re~~ review and update Appendix A to MOU 2 as required. See amended Appendix A to MOU 2 attached.

MEMORANDUM OF UNDERSTANDING 3**Re: Gain-Sharing**

The parties acknowledge that suggestions for gain-sharing improvements may arise or be negotiated at any time during the life of this agreement to provide additional (one time, or ongoing) payments. Where such initiatives are identified, the ~~Master Bargaining Principals~~ **Joint Article 28 Committee** will meet to review the proposal and consider whether it should be included within the scope of this Memorandum.

MEMORANDUM OF UNDERSTANDING 4**Regarding STIIP Claims**

It is the parties' joint interest to:

1. ensure appropriate and consistent adjudication of claims for STIIP;
2. ensure that requests for additional information on doctor's certificate are limited to instances where the information is objectively incomplete; and
3. promote opportunities for voluntary rehabilitation initiatives that enable earlier return.

Where STIIP benefits have been denied and/or management is not accepting doctors' certificates which the Union believes are adequate and meet the criteria for information required consistent with the doctor's certificate and where in the Union's view this demonstrates an abuse of process, a union staff representative and the Director of Human Resources will expeditiously address the issue.

This is not intended to circumvent the grievance process outlined in the collective agreement.

MEMORANDUM OF UNDERSTANDING 5**Clause 30.12– Eligibility Requirements for Benefits**

The purpose of this memorandum is to establish STIIP entitlement requirements for eligible casual employees who are on layoff and subject to recall. The entitlement requirements in this memorandum apply only to claims for STIIP benefits.

- (1) Casual employees on layoff and who are unavailable to work due to illness or injury and who call in to their work unit/recall section at the times designated by the Commission will be eligible for STIIP benefits provided a less senior casual employee is recalled to do the available work. STIIP benefit entitlement will be based on the hours worked by the junior employee replacing the senior employee making the STIIP claim.
- (2) Notwithstanding 30.5(n)(5), casual employees claiming entitlement to STIIP pursuant to this Memorandum, may be required to provide the Commission proof of illness for each claim in accordance with Appendix 4, 1.4 criteria.
- (3) STIIP benefits under this Memorandum are only payable to one casual employee per recalled position in accordance with (1) above.
- (4) Casual employees making a STIIP claim must call in to their work unit/recall section on a daily basis, unless the employee making a claim for STIIP provides acceptable medical documentation supporting an extended absence.

MEMORANDUM OF UNDERSTANDING 6
Re: The Application of Article 13.2(7)(II) and Article 19

Regular employees who have opted for casual recall and who are unable to work on recall or during the recall period due to illness or injury will be covered by Appendix 4 Part 1 STIIP, provided:

1. They meet all the conditions of the Plan, and
2. No other employee aside from the regular incumbent is in receipt of STIIP in respect of that work.

Notwithstanding Appendix 4, the extent of the STIIP benefit only covers the period of lost work opportunity.

MEMORANDUM OF UNDERSTANDING 7
Re: Casual Employees – STIIP

Subject to the eligibility requirements of Clause 30.12 **Eligibility Requirements for Benefits**, casual employees will continue to be covered by the provisions of Appendix 4, Part I **STIIP**.

MEMORANDUM OF UNDERSTANDING 8
Re: Scheduling of Vacation on Layoff

Casual employees may, on request, also schedule earned vacation credit commencing at the effective date of layoff. In such cases, the provisions of Clause 18.5 **Approved Leave of Absence With Pay** of the agreement shall not apply.

The casual employee will not be subject to recall during the period of the scheduled vacation.

Employees on scheduled vacation past the effective date of layoff will not be grounds for a claim from another employee that ~~he or she has~~ **they have** been laid off out of order of seniority or that the employee had not been recalled in order of seniority.

~~**MEMORANDUM OF UNDERSTANDING 9**~~
~~**Re: Appendix 4 Part III – Joint Committee**~~

~~The parties agree the Article 28 Joint Committee shall be guided by the following with respect to rehabilitation:~~

~~(a) —~~

- ~~• improve access to the rehabilitation process for employees incapacitated for their own occupation through illness or injury;~~
- ~~• improve rehabilitation programs to return employees to their own or other occupations as soon as possible;~~
- ~~• identify and address systemic causes of illness and injury and consequent STIIP/LTD usage.~~

~~(b) — Clearly establish responsibility for case management within the Commission's administration, with the Committee providing advice and recommendations as required. Such recommendations may include:~~

- ~~• improved placement options for those employees who are capable of performing alternative employment, in addition to the recommendations identified in Appendix 4, Part IV(d)(4).~~

~~(c) — Ensure sharing of all information pertinent to a case with the parties involved (Union, Commission, Employee Health Services, insurance carrier).~~

~~Develop confidentiality standards specific to the process and consistent with the current legislation to protect the privacy of information shared.~~

~~(d) — Establish responsibilities for initiating an investigation of a worksite where there is a pattern of frequent or repetitive absence which significantly exceed the Commission average. Where health and safety measures may be indicated or where otherwise appropriate, the Committee may coordinate their investigation with the Joint Occupational Health and Safety Committee and make recommendations to the parties depending on the findings.~~

~~(e) — Review current forms used for STIIP and LTD and Rehabilitation in order to make them simpler and more effective and/or eliminate duplication.~~

~~(f) — It is the intent of both parties to encourage and facilitate the early return to gainful employment of employees who have been ill or injured.~~

~~(g) — The Committee shall review cases of regular employees who have completed their initial probationary period and are no longer capable of performing the duties of their own occupation due to illness or injury. Such employees shall make application for rehabilitation pursuant to Appendix 4, Part IV-Rehabilitation.~~

~~(h) — The Committee shall also review cases of all employees who have been incapacitated through industrial injury or illness. Following the review of such cases, the Committee, taking into account the best interests of the employee and the Commission, shall make recommendations to Commission.~~

~~(i) — The Committee shall also review cases of regular employees who have completed their initial probationary period who request a transfer on compassionate grounds. Following the review of such cases, the Committee, taking into account the best interests of the employee and the Commission, shall make recommendations to the Commission.~~

~~(j) — Where the Committee is unable to decide upon recommendations for a particular case, the matter shall be referred to Labour/Management Committee for final disposition.~~

~~(k) — The Joint Committee shall meet as necessary during working hours, and leave without loss of pay shall be granted to committee members. Minutes of all meetings shall be taken by the Secretary and copies shall be provided to the Commission and the Union. Minutes of the Committee shall be confidential and available only to committee members with the exception of (j) above.~~

~~(l) — Members of the Committee are committed to maintain confidentiality of medical and other information received in their capacity as committee members.~~

MEMORANDUM OF UNDERSTANDING ~~10~~ 9**Re: Job Descriptions**

Job descriptions which are currently completed will be provided to the Union within 60 days of ratification. All other job descriptions shall be produced and provided to supervisors, to be reviewed with each employee, in order to ensure they correctly reflect current job duties. Copies of the job descriptions shall be provided to the Union.

This process shall be completed by ~~June 30, 2015~~ **March 31, 2020**.

MEMORANDUM OF UNDERSTANDING ~~11~~ 10**Re: Archived Vacation**

The BCGEU agreement allows the carryover 10 days of unused vacation, up to a maximum of 10 days at any time. Vacation not taken in excess of this is "archived" and may not be cashed out except upon termination. When archived time is cashed out, it only has the value it had in the year it was earned. Archived vacation cannot be used as time off.

- Employees will be given a one-time option for full payout (no partial payouts) of their archived vacation bank on a without prejudice basis.
- This would include archived vacation, up to and including the ~~2014~~ **2019** vacation year.

Administration Information Notes:

- The Employer shall create an email communication on this process to go to all staff early in ~~February 2015~~ **March 2020**.
- Once an employee has logged in and authenticated, ~~he/she~~ **they** will be presented with their respective balance and yes/no option, which will create a payroll transaction line, once there is a commitment to a year (for a full payout of an archived vacation).
- The value of the payout for each employee will be taxed at source. No options will be given for tax sheltering. Payouts will be completed by ~~March 13, 2015~~ **March 31, 2020**.

MEMORANDUM OF UNDERSTANDING ~~12~~ 11**Re: Part-Time Employees**

The parties acknowledge that as a general principle regular part-time employees should have access to increased hours of work opportunities up to full-time hours prior to casual employees.

MEMORANDUM OF UNDERSTANDING ~~13~~ 12**Re: Recruitment and Retention**

The parties agree that good compensation practices suggest that wage adjustment is a final resort for most employers that is used only when and if other recruitment and retention initiatives have been attempted. Put differently, adjusting wages is ordinarily an appropriate response only when a recruitment and retention issue is solely a wage issue.

Notwithstanding Clause 28.4(a) **Responsibilities of Committee**, BCGEU and/or Commission representatives will have an opportunity to present their concerns regarding such recruitment and retention issues at the joint committee meetings as established in Article 28 **Joint Committee**.

MEMORANDUM OF UNDERSTANDING 14
Re: Economic Stability Dividend

Definitions

1. In this Memorandum of Understanding:

~~"Collective agreement year" means each 12-month period commencing on the first day of the renewed collective agreement. For example, the collective agreement year for a collective agreement that commences on July 1, 2014 is July 1, 2014 to June 30, 2015 and each period from July 1 to June 30 for the term of the collective agreement.~~

~~"Economic Forecast Council" means the Economic Forecast Council appointed under s.4 of the *Budget Transparency and Accountability Act*, [S.B.C. 2000] c.23;~~

~~"Forecast GDP" means the average forecast for British Columbia's real GDP growth made by the Economic Forecast Council and as reported in the annual February budget of the government;~~

~~"Fiscal year" means the fiscal year of the government as defined in the *Financial Administration Act* [1996 S.B.C.] c.138 as "the period from April 1 in one year to March 31 in the next year";~~

~~"Calendar year" is a 12-month period starting January 1 and ending December 31 of the same year based upon the Gregorian calendar.~~

~~"GDP" or "Gross Domestic Product" for the purposes of this MOU means the expenditure side value of all goods and services produced in British Columbia for a given year as stated in the BC Economic Accounts;~~

~~"GWI" or "General Wage Increase" means a general wage increase resulting from the formula set out in this MOU and applied as a percentage increase to all wage rates in the collective agreement on the first payday after the commencement of the eleventh month in a collective agreement year;~~

~~"Real GDP" means the GDP for the previous fiscal year expressed in constant dollars and adjusted for inflation produced by Statistics Canada's Provincial and Territorial Gross Domestic Product by Income and by Expenditure Accounts (also known as the Provincial and Territorial Economic Accounts) and published as "*Real Gross Domestic Product at Market Prices*" currently in November of each year.~~

The Economic Stability Dividend

2. The Economic Stability Dividend shares the benefits of economic growth between employees of the Commission and the Province contingent on growth in BC's real GDP.

3. Employees will receive a general wage increase (GWI) equal to one half of any percentage gain in real GDP above the forecast of the Economic Forecast Council for the relevant calendar year.

4. For greater clarity and as an example only, if real GDP were one percent above forecast real GDP then employees would be entitled to a GWI of one half of 1%.

Annual Calculation and publication of the Economic Stability Dividend

5. ~~The Economic Stability Dividend will be calculated on an annual basis by the Minister of Finance for each collective agreement year from 2015/16 to 2018/2019 and published through the PSEC Secretariat.~~

6. ~~The timing in each calendar year will be as follows:~~

~~(i) February Budget Forecast GDP for the upcoming calendar year;~~

~~(ii) November of the following calendar year Real GDP published for the previous calendar year;~~

~~(iii) November Calculation by the Minister of Finance of 50% of the difference between the Forecast GDP and the Real GDP for the previous calendar year;~~

~~(iv) Advice from the PSEC Secretariat to employers' associations, employers and unions of the percentage allowable General Wage Increase, if any, for each bargaining unit or group with authorization to employers to implement the Economic Growth Dividend.~~

7. ~~For greater clarity and as an example only:~~

~~For collective agreement year three (2016/17):~~

~~(i) February 2015 Forecast GDP for calendar 2015;~~

~~(ii) November 2016 Real GDP published for calendar 2015;~~

~~(iii) November 2016 Calculation of the 50% of the difference between the 2015 Forecast GDP and the 2015 Real GDP by the Minister of Finance through the PSEC Secretariat;~~

~~(iv) Direction from the PSEC Secretariat to employers' associations, employers and unions of the percentage allowable General Wage Increase, if any, for each bargaining unit or group with authorization to employers to implement the Economic Growth Dividend~~

Availability of the Economic Stability Dividend

8. ~~The Economic Stability Dividend will be provided for each of the following collective agreement years: 2015/16 (based on 2014 GDP); 2016/17 (based on 2015 GDP); 2017/18 (based on 2016 GDP); and, 2018/19 (based on 2017 GDP).~~

MEMORANDUM OF UNDERSTANDING 13

TELEWORK

The parties acknowledge that both a flexible and motivating work environment, as well as opportunities to minimize the Commission's carbon footprint are important outcomes. The parties also acknowledge that Telework may be an opportunity to help achieve these outcomes, but understand that Telework is a substantial organizational change.

For the purposes of proposed telework opportunities:

TELEWORK is the scheduled performance of work during regular working hours by an employee from a teleworkplace.

OFFICIAL WORKPLACE is the location where the employee would ordinarily work if there were no telework situation. In a teleworking situation, the employee's official workplace continues to be the official workplace business address.

TELEWORKPLACE is the location at which the employee and the Commission have mutually agreed the employee will telework. It does not include a workplace maintained and operated by the Commission.

To enable an informed decision on potential implementations of Telework within the Commission, the Employer will conduct an opportunity assessment within six months of ratification of all collective bargaining units, including this agreement.

The scope of this opportunity assessment would be determined through the project initiation process, and would include feedback from all Commission internal stakeholder groups, including the Joint Committee, and the Commission's Executive.

Without limiting the objectives or outcomes of this opportunity assessment, the scope of this opportunity assessment may include:

- **Definitions: establishment of common terminology to support information discussions with stakeholders on Telework and related topics.**
- **Policy and Process Framework: high-level, future state perspective on Telework and related topics to support informed discussions with stakeholders and associated impact analysis**
- **Stakeholder Engagement: identification and engagement of internal and external stakeholder groups on Telework definitions, future state policy and process considerations**
- **Impact Analysis: summary of key benefits and impacts identified through the stakeholder engagement process. Consideration of this analysis will inform recommendations**
- **Recommendation(s): Based upon the outcomes of the stakeholder engagement and impact analysis, an Opportunity Assessment Report, with one or more recommendation actions will be provided to the Executive Committee of the Employer**

Periodic updates on the status of the opportunity assessment will be provided to all Commission internal stakeholder groups, including the Joint Committee.

In addition to providing input through the stakeholder engagement process, the Employer will provide all internal stakeholder groups, including the Joint Committee, an opportunity to provide input into the Opportunity Assessment Report.

At the conclusion of the opportunity assessment, the Employer will commit to undertaking the actions with the timelines recommended within the Opportunity Assessment Report.

MEMORANDUM OF UNDERSTANDING 14 **Early Retirement Incentive Plan - For LTD employees**

A. Early Retirement Incentive Plan (ERIP)

1. An Early Retirement Incentive Plan will be developed and offered to employees who:

- (a) are in receipt of Long Term Disability Benefits, under the Totally Disabled Any Occupation provision;**
- (b) are at least 55 years of age at the time of the offering;**
- (c) have actuarial disabled life reserve (DLR) values, at the time of offering, which exceeds the lump sum value of one year of LTD benefits; and,**

(d) are participating in the Public Service Pension Plan and eligible for retirement benefits under that plan.

2. For employees meeting the above criteria and subject to the Employer's approval, ERIP shall provide for a lump sum payment equal to six months base salary based upon the employees salary as at the date of disability. The ERIP payment may be used as pre-retirement leave. Benefits under this provision shall not exceed the time that would be required to reach the employee's maximum retirement age. The Employer can be directed to pay the lump sum to another designate by the employee.

3. Employees who receive the ERIP will not be eligible for benefits from Article 26.16 Retirement Allowance and Pre-Retirement Leave.

4. The Employer will consult with the Union with respect to timing and duration of the program.

5. The cost of ERIP shall be borne by the Employer and shall not be charged to the Public Service Pension Plan.

B. Miscellaneous

1. ERIP is voluntary and employees are entitled to remain on LTD provided they continue to meet the provisions of the LTD Plan.

2. The employee's entitlement to benefits under the LTD Plan shall, provided the employee remains eligible as per the definition of Totally Disabled Any Occupation, continue during the period of time that their application for retirement is being processed.

3. The LTD benefits will end on the date of commencement of paid absence prior to retirement in accordance with Appendix 4, Section 2.8 (b) Cessation of Benefits.

4. The Employer will notify the union of employees who have been offered ERIP.

5. This memorandum shall remain in effect during the term of this agreement.

6. The parties commit to assess the progress of the ERIP program and explore ways to increase its up-take during the term of this agreement.

The parties agree to jointly promote the Early Retirement Incentive Plan (ERIP) for LTD employees and send a letter promoting ERIP to eligible employees who are in receipt of Long-Term Disability Benefits under the Totally Disabled Any Occupation provision during the term of this agreement. The parties will send such letter as early as December 2019 and each year following during the term of the agreement.

MEMORANDUM OF UNDERSTANDING 15

Re: Article 25.8 – Legislative Changes

Changes to the Employer health tax or any other premium imposed for purposes similar to the Medical Services Plan premium are excluded and will not be required to be used to increase other employee benefits. If the Employer health tax is eliminated and not replaced with another form of employer paid benefit, Clause 25.8 will be triggered.

If Clause 25.8 is triggered, the liability arising from the amount of savings from the legislative changes to the MSP is based on 2017. The parties will endeavour to mutually agree on the liability arising from

the MSP savings based on 2017 projected forward. If the parties cannot agree, any party may refer the matter to arbitration.

The liability arising in this Memorandum of Understanding shall expire at the end of this collective agreement, unless renewed by mutual agreement of the parties.

MEMORANDUM OF UNDERSTANDING ~~15~~ 16

Re: Vacation for benefited casual employees upon attaining regular status

In recognition and in the interests of casual employees' commitment to longer term career opportunities in the Commission, the parties agree as follows:

1. Commencing July 1, 2014, a regular employee who:
 - (a) has previously qualified for vacation leave as a casual employee pursuant to Clause 30.11(d) of this agreement (i.e., completed 1827 hours in 33 pay periods), and, providing seniority has not been lost pursuant to Clause 30.4(a),(b), (c), or (d),
 - (b) subsequently attains regular status, will have their vacation year as outlined in Clause 18.1(b) increased by one. Excepted as noted in (2) below, this increase of vacation year will be effective in the vacation year immediately following the year in which the employee attains regular status.
2. This memorandum of agreement shall terminate upon expiry of this agreement unless renewed by mutual agreement between the parties. If not renewed, employees who have had their prior vacation year recognized pursuant to this agreement shall maintain the adjustment.

MEMORANDUM OF UNDERSTANDING 17

Re: Casual Employees Hired for a Term with an Expected

Duration of Seven Months or Greater

The Employer and the Union enter in to this memorandum for the purpose of addressing some recruitment and retention issues related to the hiring of casual employees with an expectation of an extended term.

All articles of the current collective agreement shall apply as written with the exception that enhancements be available to casual employees hired for a term with an expected duration of seven months or greater. When referring to a clause, the reference is to the article in the current collective agreement between the parties. All of these amendments are notwithstanding Clause 31.6 - Application of Agreement.

1. Notwithstanding Clause 31.7 - Health and Welfare and Clause 31.9 - Medical, Dental and Group Life Insurance, casual employees hired for seven months or greater will be eligible to opt for:
 - (a) Health and Welfare benefits as per Clause 31.7 - Health and Welfare; or
 - (b) Benefits coverage under Clauses 26.1 - Basic Medical Insurance, 26.2 - Extended Health Care Plan, 26.3 - Dental Plan, 26.4 - Group Life and 26.9 - Employee and Family Assistance Program.

A casual employee will cease to be entitled to coverage under (b) above when they lose their seniority in accordance with Clause 31.4 - Loss of Seniority.

2. Notwithstanding Clause 31.11 - Annual Vacations, casual employees hired for a term of seven months or greater will be entitled to opt for:

- (a) Vacation pay, as per Clause 31.11 - Annual Vacations; or
- (b) Vacation entitlement, as per Clause 19 – Annual Vacations.

3. Notwithstanding Clause 31.12(a) - Eligibility Requirements for Benefits, casual employees hired for a term of seven months or greater will qualify for short-term illness and injury plan (STIIP), Clauses 21.2 - Special Leave, 21.3 - Family Illness, 21.4 – Compassionate Care Leave, 21.5 Full Time Public Duties, 21.6 - Leave for Court Appearances, 21.7 - Elections, 21.9 Leave for Medical and Dental Care, 21.10 - Maximum Leave Entitlement, 21.11 Emergency Service Leave and Article 22 - Maternity, Parental and Pre-Adoption Leave.

Article **Clause** 31.12 **Disclosure of Information** (b), (c), (d) and (e) will be applicable as written.

4. Notwithstanding Clause 31.8 - Weekly Indemnity, casual employees hired for a term of seven months or greater who have opted for full benefits will not qualify for the weekly indemnity clause. If the employee selects Clause 31.7 - Health and Welfare would qualify for Clause 31.8.

This memorandum is effective for all casual employees hired for a term with an expected duration of seven months or greater, ~~who were hired on or since January 1, 2012, and will cover all new casual employees hired in to this category, until such time as an amendment is agreed to between the parties or until this language is negotiated into the next collective agreement.~~

~~Renew for the term of this collective agreement~~

~~ANCILLARY DOCUMENT~~

~~LETTER OF AGREEMENT~~

~~Re: Public Service Job Evaluation Plan~~

~~Notwithstanding Article 27.1, the Commission and the BCGEU agree to the following amendment to Grid Point Bands:~~

~~Grid 30 925-984
Grid 31 985-1044
Grid 32 1045-1104
Grid 33 1105+~~

~~ANCILLARY DOCUMENT~~

~~LETTER OF AGREEMENT 1~~

~~Re: Compensation Bargaining Comparability~~

~~1. If the net total compensation increase in the 2014 collective bargaining settlement between HEABC and the NBA exceeds the net total compensation increase in the BCGEU settlement with the Commission for the corresponding period, wage rates in the BCGEU collective agreement with the Commission will be adjusted by an across the board percentage increase so that the net total compensation increase of the BCGEU settlement with the Commission is equal to the net total compensation increase of the higher of the NBA settlements.~~

2. ——— "*Net total compensation increase*" means in each instance the amount calculated as such by the PSEC Secretariat and reported by the Secretariat to the Minister of Finance.

3. ——— For clarity, it is understood that the PSEC Secretariat's calculation and reporting of a net total compensation increase to the Minister of Finance:

(a) — Will not include wage comparability adjustments, labour market adjustments approved by the PSEC Secretariat or adjustments to include LPNs within the NBA collective agreement; and

(b) — Will be net of the value of any change to their collective agreements which were agreed by the NBA and HEABC to obtain a compensation adjustment.

Note: This letter of agreement will not be published as a part of this agreement.

1. If a public sector employer as defined in s. 1 of the *Public Sector Employers Act* enters into a collective agreement with an effective date after December 31, 2018 and the first three years of the collective agreement includes a cumulative nominal (not compounded) general wage increase of more than 6%, the general wage increase in the BC Oil & Gas agreement will be adjusted on the third anniversary of the BC Oil & Gas agreement so the cumulative nominal (not compounded) general wage increases are equivalent. This letter of agreement is not triggered by any general wage increase awarded as a result of binding interest arbitration.

2. A general wage increase and its magnitude in any agreement is as defined by the PSEC Secretariat and reported by the Secretariat to the Minister of Finance.

3. For certainty, a general wage increase is one that applies to all members of a bargaining unit and does not include wage comparability adjustments, targeted lower wage redress adjustments, labour market adjustments, service improvement allocations, and is net of the value of any changes agreed to by a bargaining agent for public sector employees to obtain a compensation adjustment.

4. LOU#1 will be effective during the term of this agreement.

ANCILLARY DOCUMENT

LETTER OF UNDERSTANDING

Re: Agreement to extinguish liabilities and allocation of savings under Article 25.8 relating to reduction in premiums for MSP.

In accordance with Article 25.8 Legislative Changes, the parties agree that the savings resulting from the legislative reduction in the premium paid by the Employer for MSP amounts to a one time payment of \$98,899. The one-time payment will occur after ratification of the renewal agreement. This letter will confirm the parties agree that the one-time payment extinguishes any and all liabilities under Article 25.8 with respect to the reduction in the premium paid by the Employer for MSP.

The parties will mutually determine the appropriate allocation of these funds, which includes the option of a lump sum payment.

LETTER OF UNDERSTANDING

between

THE BC OIL AND GAS COMMISSION

and the

BC GOVERNMENT SERVICES EMPLOYEES' UNION (BCGEU)

RE: Recruitment and Retention Issues – First Nations Liaison Officers, First Nations Relations Assistants, GeoSpatial Information Systems Roles

The Employer and the Union recognize the need for an experienced, knowledgeable and engaged group of employees working within the organization who support consultation and engagement with First Nations throughout the province, and employees who support the geospatial programs.

Recruitment and retention issues present issues and concerns within these groups that negatively impact the organization and the public it serves. Through stabilized staffing complements, the Commission is better able to service the citizens of BC in these two crucial areas.

The Service Improvement Allocation presents an opportunity to recognize the unique nature of these roles by providing temporary retention support to existing employees and to support recruitment efforts. Accordingly, the Employer and Union agree to the following adjustments for these roles:

First Nation Liaison Assistants (Grid 18)	+2.93%
First Nations Liaison Officers (Grid 27)	+2.24%
GIS Technician (Grid 18)	+2.93%
GIS Technical Analyst (Grid 21)	+2.62%
GIS Project Analyst (Grid 24)	+2.45%
GIS Technical Lead (Grid 24)	+2.45%
GIS Spatial Data Administrator (Grid 24)	+2.45%
Geospatial & Resource Services Analysis Coordinator (Grid 24)	+2.45%

These adjustments will be applied effective 1 July 2019 and will not be cumulative with the General Wage Increases.

This LOU and the adjustments outlined above will expire on June 30, 2022 unless extended by mutual agreement of the parties.