

**HOURS OF WORK AGREEMENT
ADDENDUM**

BETWEEN:

**MINISTRY OF CITIZEN SERVICES
SERVICE BC**

(the EMPLOYER)

AND:

**B.C. GOVERNMENT AND SERVICES EMPLOYEES UNION
ADMINISTRATIVE SERVICES COMPONENT**

(the UNION)

On October 30, 2020 the Employer and the Union (the “parties”) signed an hours of work agreement pertaining to employees hired and/or assigned to respond to the increased demands of the “Send by Video” (SbV) program extended hours as a result of the COVID-19 pandemic.

Under Section 2 **Shift Schedules and Hours of Work**, the parties had agreed to the following:

- (e) Where COVID-19 protocols permit, the schedules for full-time auxiliary CSR’s and SCSR’s assigned to the SbV program extended hours shall be scheduled five consecutive days per week with two consecutive days off, with a one-hour unpaid meal period, and will adhere to one of the following schedules:

| | |
|----------------|----------------|
| 07:00 to 15:00 | 10:30 to 18:30 |
| 07:30 to 15:30 | 11:00 to 19:00 |
| 08:00 to 16:00 | 11:30 to 19:30 |
| 08:30 to 16:30 | 12:00 to 20:00 |
| 09:00 to 17:00 | 12:30 to 20:30 |
| 09:30 to 17:30 | 13:00 to 21:00 |
| 10:00 to 18:00 | |

WHEREAS on December 2, 2020 the Employer notified the Union that they were experiencing issues with scheduling the one-hour lunch breaks due to COVID-19 protocols limiting the number of staff allowed in lunch rooms and requested that the parties renegotiate the provision with respect to lunch breaks in the October 30, 2020 Hours of Work Agreement the parties agree, on a without prejudice and without precedent basis, to amend the Hours of Work Agreement signed on October 30, 2020 as follows:

1. Paragraph (e) of section 2 **Shift Schedules and Hours of Work** will be amended as follows:

- (e) Where COVID-19 protocols permit, the schedules for full-time auxiliary CSR’s and SCSR’s assigned to the SbV program extended hours:
 - i. shall be scheduled five consecutive days per week with two consecutive days off;

- ii. shall be given an unpaid meal period of 30 or 60 minutes, which shall be agreed to at the local level; and
- iii. will adhere to one of the following schedules, allowing for an adjustment to the finish time where a 30-minute meal period is taken:

07:00 to 15:00
07:30 to 15:30
08:00 to 16:00
08:30 to 16:30
09:00 to 17:00
09:30 to 17:30
10:00 to 18:00

10:30 to 18:30
11:00 to 19:00
11:30 to 19:30
12:00 to 20:00
12:30 to 20:30
13:00 to 21:00

The provisions of this Addendum will come into effect on December 10, 2020 and shall remain in effect until April 30, 2021, or on the same date the original Hours of Work Agreement dated October 30, 2020 expires if that Agreement is extended.

**SIGNED ON BEHALF OF THE
UNION BY:**



Maria Middlemiss
Vice President, Administrative Services Component

DATE: Dec. 14, 2020



Sheila Puga
Director

**SIGNED ON BEHALF OF THE
EMPLOYER BY:**



Danielle Crowe
Sr. Labour Relations Specialist

DATE: December 14, 2020