

Public Sector Bargaining 2022

BC GENERAL EMPLOYEES' UNION

Component 12 – Administrative Professionals

A tentative agreement has been reached regarding the 19th Component Agreement for the Administrative Professionals Component. Highlights of the tentative agreement include:

Article 1.2 – changing the name of the component from Administrative Services to Administrative Professionals in recognition of the value and importance of administrative workers to deliver services to the public;

Article 4.3 – recognition that members are not required to start their workday or perform any work prior to the start of their shift;

Article 9.1 – recognition that it is the employer's responsibility to furnish and maintain all equipment required by employees to perform their work at their workplace; this clause will be moved to Article 14;

Article 11.6 – progressive increases to the safety footwear allowance [\$160.00 biennially in 2022; and increases in 2023 and 2024 based on the combined General Wage Increase (GWI) and COLA];

Appendix 1 – inclusion of the Auxiliary Layoff and Recall Seniority Units in the component agreement again;

Renewal of **Memorandum of Understanding 3 Re HealthLinkBC 811 Contact Centre Operation Master Rotation Line Assignments for Full and Part-time Employees**, and inclusion of the R11 Virtual Consult Support positions in this MOU.

In solidarity

Maria Middlemiss, Vice President, Administrative Services Component

Matt Damario, Committee Member

Bob Kary, Committee Member

DJ Pohl, Committee Member

Jason Singh, Committee Member

Sheila Puga, BCGEU Director/Negotiator

RATIFICATION DOCUMENT

NINETEENTH COMPONENT AGREEMENT

between the

**GOVERNMENT OF
THE PROVINCE OF BRITISH COLUMBIA**

represented by the

BC PUBLIC SERVICE AGENCY

and the

**B.C. GENERAL
EMPLOYEES' UNION (BCGEU)**

Representing employees of the

ADMINISTRATIVE PROFESSIONALS COMPONENT

Effective from April 1, 2022 to March 31, 2025

ARTICLE 1 - PREAMBLE

1.1 Purpose of Agreement

Subject to the provisions of the Main Public Service Agreement entered into between the Province of British Columbia as represented by the BC Public Service Agency and the B.C. ~~Government and Service~~ **General** Employees' Union, the purpose of this component agreement is to maintain a harmonious and mutually beneficial relationship between the Employer and all employees in the Administrative ~~Services~~ **Professionals** Component and to set out the terms and conditions of employment for all employees included in the Administrative Services Component.

*Note: The name of the "Administrative Services Component" will be changed to the "Administrative **Professionals** Component" throughout the component agreement, wherever it appears, and subject to agreement of the Parties in the Public Service Main Agreement.*

Subject to agreement of the Parties in the Public Service Main Agreement, for incorporation throughout the Main Agreement and Appendix 3.

1.2 ~~Administrative Services~~ **Professionals** Recognition Day

Administrative ~~Services~~ **Professionals** Recognition Day is the Wednesday of the last full week of April each year.

ARTICLE 4 - HOURS OF WORK

4.3 Start and Clean-up Time

- (a) Employees shall be allowed reasonable time during the workday or shift for clean-up purposes.
- (b) **Employees shall not be required to perform unpaid work prior to the beginning of their shift.**

ARTICLE 6 – ANNUAL VACATIONS

6.3 Vacation Schedules

- (a) Vacation schedules will be circulated and posted by January 31st of each year. This date may be altered at the local level by mutual agreement of the Local Chairperson and the employer designate, but not later than March 1st of each year. **Agreement with a request to alter the date for the vacation schedule to be posted will not be unreasonably withheld.**

(b) An employee who does not exercise their seniority rights within one week of receiving the vacation schedule shall not be entitled to exercise those rights in respect to any vacation time previously selected by an employee with less seniority.

(c) An employee who voluntarily transfers to another work location where the vacation schedule has already been completed will not be entitled to exercise their seniority rights with respect to that vacation schedule. However, every effort will be made to grant vacation at the time of the transferred employee's choice.

6.4 Vacation Relief

Where vacation relief is required, the Employer 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 12.1 – Positions Temporarily Vacant**.

ARTICLE 7 – TRAINING & CAREER DEVELOPMENT

7.4 Educational Assistance

To qualify for reimbursement, an employee must be a regular employee upon enrollment. To be approved, the courses described 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, **conferences, workshops or symposia**.

All applications for training assistance must be submitted prior to registration in the course.

The employee shall initially pay the tuition fees, with reimbursement provided on proof of successful completion of the program.

Housekeeping

7.5 Conferences and Seminars

- (a) **Employees** may be permitted to attend conferences and seminars in their respective fields at ministry expense to keep up-to-date with knowledge and skills. Employees wishing to attend such conferences and seminars will submit a request, in writing, to the Employer indicating the leave

required and how the conference or seminar would assist the employee and the Employer in reaching their mutual goals. Upon return from such conferences or seminars, the employee may be required to submit a report to the Ministry head concerned.

(b) Where an employee is, or will be, required to operate technical equipment or use new methods during the course of their duties and where seminars, demonstrations, or conferences are held pertaining to such technical equipment or new methods, the employee may attend such demonstrations, conferences or seminars upon approval, by the Employer, of their application. Employees shall suffer no loss of basic pay as a result of such attendance.

(c) An employee who attends a conference, convention, seminar or staff meeting at the request of the Employer, shall be deemed to be on duty and, as required, on travel status.

ARTICLE 9 - SAFETY AND HEALTH

Move Clause 9.1 to Article 14 – GENERAL CONDITIONS

9.1 14.4 Supply and Maintenance of Equipment

(a) ~~A regular employee~~ **It is the responsibility of the Employer to furnish and maintain all equipment, machinery and supplies required by employees in the performance of their duties at the official workplace. An employee** shall not suffer any loss in salary in the event that they cannot carry out their normal duties by reason of the Employer failing to furnish or properly maintain equipment, machinery, or supplies or by reason of power failure or other circumstances occurring at the ~~place of work~~ **official workplace**.

(b) **This clause shall not apply to short-term relief personnel beyond the day of occurrence.**

Note: This will result in subsequent renumbering of Article 9 and a revision to the Table of Contents.

ARTICLE 11 – PAYMENT OF WAGES AND ALLOWANCES

11.6 Safety Footwear

(a) Regular employees who are required by the Workers' Compensation Board Regulations or by the Employer to wear safety toe footwear in the performance of their regular duties shall, upon presentation of a receipt evidencing the purchase of same, be reimbursed in the amount of:

- | | |
|---|---|
| (1) effective April 1, 2022 2019 | \$143.77 \$160.00 biennially; and |
| (2) effective April 1, 2023 2020 | \$146.64 TBD biennially; and |
| (3) effective April 1, 2024 2021 | \$149.58 TBD biennially. |

Note: The 2023 and 2024 allowances will be increased by the percentage of the combined GWI and COLA for each respective year.

ARTICLE 12 – WORKLOAD

12.2 Assignment of Work

- (a) The parties agree that it is essential to ensure that all employees be advised of their job expectations, duties and responsibilities and that procedures are in place to meet work assignments.
- (b) Where an employee is concerned that they cannot complete assignments and/or their work obligations, it is their responsibility to seek advice and direction from their local supervisor. The local supervisor will then provide direction to the employee, as necessary, on how to complete the assigned duties. This may include instructions on the priorities of the assigned duties.
- (c) Where an employee seeks the direction of their local supervisor regarding the completion of their work assignments for three consecutive weeks or longer, the employee and the local supervisor will review the workload of the employee to consider the contributing factors for the inability to complete the work. **Supervisors will continue to meet with such employees monthly to review and prioritize workload.**

ARTICLE 15 – TERM OF AGREEMENT

15.1 Duration

This Agreement shall be binding and remain in effect until midnight, March 31, ~~2022~~ **2025**.

15.2 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 January 1, ~~2022~~ **2025**, but in any event no later than midnight, January 31, ~~2022~~ **2025**.
- (d) Where no notice is given by either party prior to January 31, ~~2022~~ **2025**, both parties shall be deemed to have been given notice under this clause on January 31, ~~2022~~ **2025** and thereupon Clause 15.3 of this article applies.
- (e) All notices on behalf of the Union shall be given by the President of the Union or a designate, and similar notices on behalf of the Employer shall be given by the Head of the BC Public Service Agency.

15.3 Commencement of Bargaining

Where a party to this Agreement has given notice under 15.2 of this article, the parties shall, within 14 days after the notice was given, commence collective bargaining.

15.4 Changes in Agreement

Any change deemed necessary in this Agreement may be made by mutual agreement at any time during the life of this Agreement.

15.5 Agreement to Continue in Force

Both parties shall adhere fully to the terms of this Agreement during the period of bona fide collective bargaining.

15.6 Effective Date of Agreement

The provisions of this Agreement, except as otherwise specified, shall come into full force and effect April 1, 2022.

APPENDIX 1

Ministry Seniority Units: Auxiliary Layoff and Recall

MINISTRIES

1. MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

- (1) Deputy Minister; Assistant Deputy Ministers' Offices
- (2) Balance of Ministry – by geographic location

2. MINISTRY OF ADVANCED EDUCATION, SKILLS AND TRAINING

- (1) *Victoria*
 - (a) Deputy Minister's Office and Executive Staff
 - (b) Balance of Ministry

Notwithstanding the above, for (b), Clerk Steno R9s shall form one unit; OA-R6s and OA R7s shall form two units as follows:

- (i) clerical
- (ii) typing/stenographic/word processing

- (2) Balance of Province - by geographic location

3. MINISTRY OF AGRICULTURE

- (1) *Victoria*
 - (a) Deputy Minister's Office; Assistant Deputy Ministers' Offices
 - (b) Agriculture Science and Policy Division
 - (c) Business Development Division
 - (d) Farm Industry Review Board
- (2) *Agricultural Land Commission*
- (3) *Balance of Province - by geographic location*

4. MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

- (1) *Victoria Headquarters - by Division*

Notwithstanding the above, OA-R6s and OA-R7s shall form two units as follows:

- (i) clerical
- (ii) typing/stenographic/word processing

(2) *Regions*

Seniority units shall be by geographic location within the Region with the following exceptions:

- (a) *After Hours*
 - (i) Vancouver After Hours Response Team and Provincial After Hours Line
 - (ii) Lower Mainland After Hours Response Team (New West)
- (b) Provincial Services for the Deaf and Hard of Hearing
- (c) Maples Adolescent Centre
- (d) Youth Forensic Psychiatric Services - by geographic location
- (e) Youth Custody Centres - by geographic location

5. MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT

(1) *Victoria*

- (a) *Deputy Minister's Office*
- (b) *Management Services Division*
 - (i) Finance
 - (ii) Strategic Human Resources and Corporate Policy & Planning
 - (iii) Remainder of Division
- (c) *Integrated Policy, Legislation and Operations Division*
 - (i) Integrated Operations Branch
 - (ii) Remainder of Division

(d) *Local Government Division*

(e) *Arts, Culture & Sport Division*

- (i) Sport Branch
- (ii) Remainder of Division

(2) *Vancouver*

- (a) University Endowment Lands
- (b) BC Film Commission

Notwithstanding the above, OA-R7s, Clerk R9s and Clerk Steno R9s shall form seniority units by geographic location.

6. MINISTRY OF EDUCATION AND CHILDCARE

(1) *Victoria*

- (a) Deputy Minister's Office and Executive Staff
- (b) Balance of Ministry - by Division

Notwithstanding the above, Clerk R9s shall form one unit; OA-R7s shall form two units as follows:

- (i) clerical
- (ii) typing/stenographic/word processing

(2) *Balance of Province - by geographic location*

7. MINISTRY OF ENERGY, MINES AND PETROLEUM RESOURCES

- (1) Deputy Minister; Assistant Deputy Minister's Offices
- (2) Balance of Ministry - by geographic location

8. MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

(1) *Victoria*

- (a) Deputy Minister's Office; Assistant Deputy Ministers' Offices
- (b) Environmental Protection Division
- (c) Environmental Sustainability and Strategic Policy Division
- (d) BC Parks and Conservation Officer Service Division
- (e) Climate Action Secretariat

Notwithstanding the above, OA-R7s, Clerk R9s and Clerk Steno R9s shall form two units as follows:

- (i) clerical
- (ii) typing /stenographic/word processing

(2) *Balance of Province – by geographic location*

9. MINISTRY OF FINANCE

(1) *Victoria*

- (a) Deputy Minister's Office
- (b) Office of the Comptroller General
- (c) Corporate **Services** Division
- (d) Revenue Division
- (e) **Gender Equity Officer**

(2) *Balance of Province - by geographic location*

10. MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT

(1) *Victoria*

- (a) Deputy Minister's Office; Assistant Deputy Ministers' Offices; and Corporate Initiatives Division

- (b) Integrated Resource Operations Division, by branch
- (c) Resource Stewardship Division, by branch
- (d) Policy and Indigenous Relations
- (e) Rural Opportunities, Tenures and Engineering, by branch
- (f) Regional Operations Division (Coast, South & North)
- (g) Corporate Services for the Natural Resource Ministries, by branch
- (h) Information, Innovation and Technology Division, by branch
- (i) BC Wildfire Services

Notwithstanding the above, OA-R6s, OA-R7s and Clerk R9s shall form two units as follows:

- (i) clerical
- (ii) typing/stenographic/word processing

(2) *Balance of Province*

- (a) Regional Offices - by geographic location
- (b) District, Field and Branch Offices - by geographic location
- (c) BC Timber Sales Offices - by geographic location
- (d) BC Wildfire Offices - by geographic location

Notwithstanding the above, OA-R7s and Clerk R9s shall form two units as follows:

- (i) clerical
- (ii) typing/stenographic/word processing

11. MINISTRY OF HEALTH

(1) *Victoria*

- (a) Deputy Minister's Office; Office of the Associate Deputy Minister, Health Services; Office of the Associate Deputy Minister, Corporate Services
- (b) Finance and Corporate Services Division
- (c) Hospital, Diagnostic & Clinical Services Division
- (d) Health Sector Information, Analysis & Reporting Division—except Vital Statistics Agency
- (e) Health Sector IM/IT Division
- (f) Primary & Community Care Policy Division
- (g) Office of the Seniors Advocate
- (h) Organizational Development Division
- (i) Partnerships and Innovation Division

(j) Population and Public Health Division (includes Office of the Provincial Health Officer)

(k) Pharmaceutical Services Division

(l) Workforce Compensation, Agreements and Beneficiary Services Division

Notwithstanding the above, OA-R6s, OA-R7s, Clerk R9s and Clerk Steno R9s shall form one unit across the Ministry.

(m) Health Sector Information, Analysis & Reporting Division - Vital Statistics Agency

(2) *Vancouver*

(a) Vital Statistics Agency

(b) Remainder of Ministry

Notwithstanding the above for (b) only, OA-R6s, OA-R7s, Clerk R9s and Clerk Steno R9s shall form one unit across the Ministry.

(3) *Balance of Province* – by geographic location

12. MINISTRY OF MENTAL HEALTH AND ADDICTIONS

(1) *Victoria (and Vancouver)*

(a) Deputy Minister's Office

(b) Corporate Services Division

(c) Strategic Policy and Planning Division

(d) Strategic Priorities and Initiatives Division

Notwithstanding the above for (b) only, OA-R7s, Clerk R9s and Clerk Steno R9s shall form one unit.

13. MINISTRY OF LABOUR

(1) *Vancouver Island*

(a) Deputy Minister's Office, Assistant Deputy Ministers Office and Policy Legislation

(i) Employment Standards Branch

(ii) Workers' Advisers; Employers' Advisers

(2) *Greater Vancouver*

(i) Employment Standards Branch

(ii) Workers' Compensation Appeals Tribunal

(iii) Workers' Advisers; Employers Advisers

(3) *Balance of Province* - by geographic location

Notwithstanding the above, OA-R7s, Clerk R9s and Clerk Steno R9s shall form units by geographic location.

14. MINISTRY OF JOBS, TRADE AND TECHNOLOGY

- (1) *Victoria*
 - (a) Deputy Minister's Office – by geographic region
 - (b) Investment, Innovation and Technology Division
 - (c) Small Business, Jobs and Workforce Division
 - (d) International Trade – by geographic location
 - (e) Management Services Division
- (2) *Greater Vancouver*
 - (a) Deputy Minister's Office – by geographic location
 - (b) Small Business, Jobs and Workforce
 - (c) International Trade – by geographic location
 - (d) Management Services Division
- (3) *Balance of Province* – by geographic location

Notwithstanding the above, OA-R7s, Clerk R9s and Clerk Steno R9s shall form units by geographic location.

15. MINISTRY OF ATTORNEY GENERAL

- (1) Deputy Attorney General Office
- (2) BC Review Board
- (3) Court Services

Regional Operations (Regional Offices including applicable headquarters offices shall be combined to form one unit where they share a common geographic location).

- (a) *Vancouver Island Region*
 - (i) Victoria (includes headquarters and Regional Office), Western Communities
 - (ii) Balance of Island - by geographic location
- (b) *Lower Mainland Area*
 - (i) *Vancouver Coastal Region:*
 - Vancouver (includes Regional Office), Law Courts, Robson Square, Violation Ticket Centre, 222 Main Street, Court of Appeal and Sheriff Recruitment Office (Office of Professional Standards)
 - North Vancouver
 - Sechelt
 - (ii) *Fraser Region:*
 - Richmond
 - New Westminster (includes Regional Office)
 - Port Coquitlam

- Surrey
- Chilliwack
- Abbotsford

(c) *Balance of Province – by geographic location*

(4) BC Prosecution Office - by geographic location

(5) *Justice Services*

- (a) Victoria
- (b) Vancouver
- (c) New Westminster, Port Coquitlam, Maple Ridge, Coquitlam
- (d) Surrey, Langley
- (e) Chilliwack, Abbotsford
- (f) All other areas - by geographic location

(6) Corporate Management Services Branch - by geographic location

(7) Public Guardian and Trustee of British Columbia - by geographic location

(8) Investigations and Standards Office

(9) Information Services Branch - by geographic location

(10) Liquor Control and Cannabis Regulation Branch - by geographic location

(11) Independent Investigations Office- by geographic location

(12) BC Liquor Distribution Branch

(13) Gaming Policy and Enforcement Branch

16. MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

(1) *Deputy Solicitor General Office*

(2) Corrections - Headquarters Operations - Regional Community Services Operations (Regional and District Offices including applicable headquarters offices shall be combined to form one unit where they share a common geographic location)

(a) *Island Coastal*

- (i) Victoria Court; Western Communities; Saanich
- (ii) Central Monitoring Unit
- (iii) Duncan
- (iv) Courtenay
- (v) Nanaimo
- (vi) Port Alberni
- (vii) Port Hardy
- (viii) Campbell River
- (ix) Powell River

- (x) Sechelt
 - (xi) Squamish
 - (xii) Island Coastal Regional Headquarters; Victoria Headquarters
 - (b) *Vancouver Metro*
 - (i) Vancouver Court Office; Vancouver Intensive Supervision Unit
 - (ii) Vancouver East; Vancouver West; Vancouver South
 - (iii) Richmond
 - (iv) Burnaby
 - (v) North Shore
 - (c) *Fraser Metro Region*
 - (i) Delta; West Surrey
 - (ii) Langley
 - (iii) Surrey North; Surrey South; Surrey East
 - (iv) New Westminster
 - (v) Tri-Cities
 - (d) *Interior Fraser Region*
 - (i) Abbotsford
 - (ii) Castlegar
 - (iii) Chilliwack
 - (iv) Maple Ridge
 - (v) Kelowna
 - (vi) Penticton
 - (vii) Vernon
 - (viii) Cranbrook
 - (e) *Northern Interior Region*
 - (i) Prince Rupert
 - (ii) Kamloops
 - (iii) Terrace
 - (iv) Smithers
 - (v) Merritt
 - (vi) Prince George
 - (vii) Quesnel
 - (viii) Dawson Creek
 - (ix) Fort St. John
 - (x) Vanderhoof
 - (xi) Salmon Arm
 - (xii) Williams Lake
- (3) *Corrections - Institutions*
- (a) *Vancouver Island Region*

- (i) Vancouver Island Regional Correctional Centre
 - (ii) Nanaimo Correctional Centre
- (b) *Lower Mainland*
 - (i) North Fraser Pretrial Centre
 - (ii) Fraser Regional Correctional Centre
 - (iii) Surrey Pretrial Services Centre
 - (iv) Ford Mountain Correctional Centre
 - (v) Alouette Correctional Centre for Women; Administration Unit
- (c) *Interior Region*
 - (i) Kamloops Regional Correctional Centre
 - (ii) Okanagan Correctional Centre
- (d) *Northern Region*
 - (i) Prince George Regional Correctional Centre
- (4) Community Safety and Crime Prevention - by geographic location
- (5) Emergency Management BC - by geographic location
- (6) Road Safety BC - by geographic location
- (7) Corporate Policy and Planning Office
- (8) *Policing and Security Programs Branch*
 - (a) Police Services Division - by location
 - (b) Security Programs Division - by location

17. MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

- (1) *Victoria Headquarters*
 - (a) Deputy Minister's Office; Assistant Deputy Ministers' Offices
 - (b) Research, Innovation and Policy Division
 - (c) Information Services Division
 - (d) Service Delivery Division - by branch

Notwithstanding the above, OA-R7s, Clerk R9s and Clerk Steno R9s in (b), (c) and (d) above will form two units as follows:

- (i) clerical
 - (ii) typing/stenographic/word processing
- (2) *Vancouver Coastal Region – two units:*
 - (a) Sechelt
 - (b) Vancouver, North Vancouver, Richmond, and all other ministry operations within the geographic area

- (3) *Fraser Region – four units:*
 - (a) Coquitlam, Port Coquitlam, Maple Ridge, New Westminster and Burnaby
 - (b) Mission, Abbotsford and Chilliwack
 - (c) Hope
 - (d) Surrey, Delta and Langley
- (4) *Other Regions*
 - (a) Seniority units shall be by geographic locations within the region
- (5) *Employment and Labour Market Services Division - by geographic location*

Notwithstanding the above, OA-R7s, Clerk R9s and Clerk Steno R9s will form two units as follows:

 - (i) clerical
 - (ii) typing/stenographic/word processing
- (6) *Corporate Services Division*
 - (a) Financial and Administrative Services Branch - by geographic location
 - (b) Strategic Human Resources and Communication Branch - by geographic location
 - (c) Corporate Planning and Strategic Initiatives - by geographic location

18. MINISTRY OF CITIZEN'S SERVICES

- (1) *Victoria*
 - (a) Deputy Minister's Office
 - (b) Service BC
 - (c) Office of the Chief Information Officer
 - (d) Corporate Services Division
 - (e) Procurement and Supply Division
 - (f) Office of the Chief Information Officer - Enterprise Services
 - (g) Real Property Division
 - (h) Corporate Information and Records Management Office
 - (i) Information Communication Technologies Division

Notwithstanding the above, Clerk Steno 9's shall form one unit; OA-R6s and OA-R7s shall form two units as follows:

 - (i) clerical
 - (ii) typing/stenographic/word processing

Notwithstanding the above, all IS positions in (d) and (g) shall form one unit.
- (2) *Greater Vancouver*
 - (a) Service BC
 - (b) Procurement and Supply Division

(c) Real Property Division

(3) *Balance of Province* - by geographic location

19. MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

(1) *Victoria*

- (a) Deputy Minister's Office and Assistant Deputy Ministers' Offices
- (b) Finance and Management Services Department
- (c) Highways Department
- (d) Transportation Policy and Programs Department
- (e) Partnerships Department
- (f) Infrastructure Department

(2) *Balance of Province* - by geographic location

BOARDS AND AGENCIES

20. BOARD RESOURCING AND DEVELOPMENT

- by geographic location

21. BC HUMAN RIGHTS TRIBUNAL; OFFICE FOR CHILDREN AND YOUTH

- by geographic location

22. BC PENSION CORPORATION

- (a) Corporate Services
- (b) Member and Employer Experience
- (c) Board and Communication Services
- (d) Transformation and Information Services

23. ENVIRONMENTAL APPEAL BOARD; FOREST APPEALS COMMISSION

- by geographic location

24. ENVIRONMENTAL ASSESSMENT OFFICE

- by geographic location

25. FOREST PRACTICES BOARD

- by geographic location

26. INTERGOVERNMENTAL RELATIONS SECRETARIAT

- Office of Protocol

27. ISLANDS TRUST

- by geographic location

28. ROYAL BRITISH COLUMBIA MUSEUM

- by geographic location

APPENDIX 2

Court Clerks - Supreme and Provincial Courts

Where the Employer requires Court Clerks to wear a uniform, the Employer shall provide the following:

- (a) An annual allowance to purchase the following items: black skirts, black slacks, and black shoes. The allowance will be:

~~\$180.25 effective April 1, 2019~~

~~\$183.75 effective April 1, 2020~~

\$187.55 effective April 1, 2021

- (b) 3 white shirts

- (c) The following will be supplied on an as-and-when-needed basis:

1 robe

1 vest

tabs

Dated: February 6, 2012

Renewed:

APPENDIX 3

Coordinator of Volunteers 1

It is the understanding of the parties that the first step of the classification Coordinator of Volunteers 1 is a probationary one. New employees with no related experience, selected for those classifications shall be hired at the first step, and shall advance to the second step after successful completion of a six months' probationary period.

Dated: January 24, 2012

Renewed: **February 4, 2022**

LETTER OF UNDERSTANDING 1

Administration of Medication

Pursuant to Article 9 – Safety and Health of this Agreement, it is agreed that no employee covered by the Administrative Services Component shall be required to administer medication in the course of their duties, with the exception of employees required to perform first aid duties pursuant to the *Workers Compensation Act* and Regulations.

Dated: September 30, 1986

Renewed: **February 4, 2022**

LETTER OF UNDERSTANDING 2

Re: Health and Welfare Benefit Eligibility for Seasonal Auxiliary Employees

Refer to MOU #36 of the Main Public Service Agreement.

LETTER OF UNDERSTANDING 3

Re: R9 Auxiliary Recall and Extension

**BC Ministry of Forests, Lands, Natural Resource Operations &
Rural Development, Kamloops Fire Centre and the Provincial Wildfire Coordination Centre**

Appendix 1 of the Administrative Services Component Agreement stipulates that all auxiliary R9 Wildfire Management Branch employees are in the same seniority unit. The parties recognize that individual employees may desire flexibility on start and finish dates for their appointments to enable them to complete academic or other pursuits. The parties further recognize the Employer's requirement to maintain business continuity within each fire season. Accordingly, the parties agree to the following with respect to auxiliary R9 employees in Kamloops:

- (a) Prior to the start of the fire season, the Employer will advise all qualified auxiliary employees on the recall list of projected positions available at the Kamloops Fire Centre and the Provincial Wildfire Coordination Centre. This information will include estimated assignment start and finish dates (subject to potential extensions) as well as the location.
- (b) Once the Employer has made the information available as noted in (a) above, the R9 auxiliary employees will have one week to indicate their preferences in priority order (i.e., first choice, second choice, third choice, etc.).
- (c) Once the auxiliary employees have made their preferences known, the Employer will make offers of employment in order of seniority (i.e., the senior employee will be offered their first choice, then the second most senior employee will be offered their choice if it has not already been taken by the more senior employee, etc.) to employees on the recall list who are qualified for the work.
- (d) Employees choosing to return to the same position title held in the previous fire season will be deemed qualified to perform the work. Employees stating a preference for a vacant R9 position in a different job stream (i.e., with a different position title) will be required to demonstrate that they are qualified to perform the work.
- (e) Once an R9 auxiliary employee has been offered and accepted recall to a specific position and location, the employee will only be available for work in the position and location chosen for the duration of that fire season, even if there is an extension for a lengthier time in a different position or location. In other words, appointment extensions will be offered to qualified employees in seniority order by *current position title and location*.

(f) The R9 auxiliary employees will remain on one seniority list for the purposes of recall at the beginning of each fire season and will only be "locked into" a particular job stream and location for the fire season after they have been offered and accepted a position and a location. Therefore, an R9 may work in one position or location in one fire season and then work in a different position or location the next season, based on seniority and provided they are qualified to perform the work.

Dated: June 22, 2010

Renewed: **February 4, 2022**

MEMORANDUM OF UNDERSTANDING 1 JOINT COMMITTEE

Principles

The parties agree certain issues relevant to employees covered by this Agreement have application across the Public Service.

As such, the parties agree that an Administrative Services Component joint committee is an appropriate consultative forum to address issues which are not ministry, board or agency specific but which arise and have cross-ministry implications.

Structure

- (a) The Joint Committee shall be comprised of up to three appointees from each party. Where deemed appropriate, technical advisors may attend committee meetings as deemed necessary by either party.
- (b) There shall be no loss of pay for committee members who attend Joint meetings.
- (c) The Joint Committee shall meet at the call of either party at a mutually agreeable time and place. The meeting must be scheduled within 15 days of such call. Meetings shall be scheduled at least ~~quarterly~~ **semi-annually** each year.
- (d) An employer representative and a component representative shall alternate in presiding over meetings.

Terms of Reference

The terms of reference for the Joint Committee is to regularly consult about issues relating to the Public Service workplace which includes:

- (a) The review of changing workplace technology as it may affect employees covered by the Component Agreement;
- (b) Reviewing options which enhance career opportunities including in-public service, exchange programs, secondments and cross training that can assist Administrative Services members to move forward in their career path.

- (c) Monitoring the effect of Clause 4.10 – Scheduling Lieu Days, Clause 4.11 – Modified Workweek, Article 6 – Annual Vacations, Article 12 – Workload and Article 7 – Training and Career Development;
- (d) Reviewing the circumstances where employees covered by the Component Agreement are required to stand by in conjunction with employees covered by other component agreements;
- (e) Where appropriate the Joint Committee may make recommendations to the Master Bargaining Principals concerning matters within its mandate;
- (f) Identification of Public Service workplace issues which may arise and would benefit from focussed consultation.

Jurisdiction

The Committee shall not supersede the activities of any other committee of the Union or of the Employer and is not intended as a forum to address ministry specific issues.

Effective: April 1, 2001

Renewed: **February 4, 2022**

MEMORANDUM OF UNDERSTANDING 2

Re: Employment of Administrative Services Seasonal Employees at the Royal BC Museum

Seasonal employees hired as Visitor Line Managers and Admissions Clerks are intended to supplement the staff complement at peak volume periods as prescribed below:

1. Seasonal employees (SEs) can be appointed to work during the prescribed peak volume periods.
2. No SEs will be recalled to work until auxiliary employees in the recall area have been offered such work.
3. SEs do not earn service seniority and are considered as and when required status.
4. Article 31 will not apply to SEs and at the conclusion of their term certain appointment, they shall be considered terminated for cause.
5. SEs may work, subject to (2) above, during the peak volume periods of May 1st to the Sunday following Labour Day.*
6. The rate for SEs will be grid G1 in Appendix 3G of the Master Agreement.
7. During major exhibitions (usually held every second year) that are booked for more than 90 days, Visitor Line Managers and Admissions Clerks shall be hired at the G2 rate of pay.
8. A training period of up to 3–4 days may be utilized prior to the start of a peak period or major exhibition.

9. Where funding or partial funding comes from an external source, the process of SE hiring will be subject to grant restrictions (e.g. grants under the Young Canada Works program require hiring to be of youth under age 29; Aboriginal grants require hiring of Aboriginal people).
10. The Employer shall provide to the Union a list of all names and hours worked by SEs before March 31st of each year.

*It is understood there is limited flexibility around Labour Day of 3–4 days on either end.

It is understood that no current auxiliary employees will be negatively impacted by the implementation of this memorandum.

Amended: February 6, 2012

Renewed: **February 4, 2022**

MEMORANDUM OF UNDERSTANDING 3

Re: HealthLinkBC 811 Contact Centre Operation Master Rotation Line Assignments for Full- and Part-time Employees

The purpose of this agreement is to confirm the processes by which employees move between lines and from part-time to full-time status and the reverse.

- (a) The provisions of this Agreement apply to regular full-time and part-time Clerk 9 Health Services Navigators (HSNs), **R11 Virtual Consult Supports (VCS)** and Clerk ~~14~~ **15** Nav Operations Shift Leads (SLs) employed in 811 Contact Centre Operations with the Ministry of Health.
- (b) Each calendar year separate master rotations for HSNs, **VCSs** and SLs define the work schedules for the 24/7 operation.
- (c) In the initial assignment of master rotation schedules, full-time employees may bid on full-time lines and part-time employees may bid on part-time lines.
- (d) Lines that are unassigned after all staff have been scheduled and any that are vacated permanently or temporarily throughout the year are awarded via an ~~expression of interest (EOI)~~ **Available Line Bid (ALB)** process unless urgent operational requirements necessitate an expedited staffing decision.
- (e) Employees are limited to movement to lines within their current classifications and grid levels.
- (f) In the ~~EOI~~ **ALB** process, full-time employees may elect to move to part-time status and vice versa without formal competition. Initially, preference is given to current full-time employees selecting vacant full-time lines and current part-times employees selecting vacant part-time lines.
- (g) If full-time lines remain available after all current full-time employees are scheduled, they may be awarded to interested part-time employees. Similarly, full-time employees moving to part-time status may select from part-time lines that remain vacant after current part-time staff are scheduled.

- (h) Lines filled via an ~~EOI~~ **ALB** are awarded by seniority; that is, should more than one eligible employee express interest in a particular line, it will be assigned to the employee with the greatest seniority.
- (i) Movement via ~~EOI~~ **ALB** from full-time to part-time or the reverse is made on a permanent basis. However, should personal circumstances change, employees may wish to re-enter the ~~EOI~~ **ALB** process. Except in extenuating circumstances that will be assessed on a case-by-case basis, employees awarded a line via an ~~EOI~~ **ALB** may not enter another ~~EOI~~ **ALB** process until they have worked their current schedule a minimum of three months. Subsequent movement is subject to the seniority provisions of (h) and availability of a line that would allow them to revert to their previous employment status.
- (j) Except where otherwise stated in this MOU, the Master and Component Agreements will apply.
- (k) This MOU will remain in effect for the duration of the term of the ~~18th~~ **19th** Component Agreement. Renewal of this MOU and any changes to its terms shall be by mutual agreement of the parties.
- (l) This agreement is to address the unique staffing requirements of the 811 Contact Centre and is not intended to be a model or template for application outside the scope of Navigation Services.

Dated: December 15, 2015

Renewed: February 4, 2022

INTERPRETIVE DOCUMENT
Re: Administrative Services Component Clause 4.11

Modified Workweek

The purpose of this document is to provide guidance to the parties respecting the application of Clause 4.11 – Modified Workweek.

This requirement is based on the substantive changes made to Clause 4.11(a)(4) and (c) during negotiations leading to the 13th Agreement; specifically the introduction of the 5/5/5/4 cycle and the ability to schedule the earned days off on days other than Monday and Friday.

The intention of the parties when introducing the 5/5/5/4 cycle and greater scheduling flexibility for the earned day off, is to provide additional options where other cycles were not feasible, thus it precluded the introduction of a modified workweek.

The parties agree the increased flexibility to schedule earned days off is not intended as an invitation for existing mutual agreement to be withdrawn for current hours of work agreements solely on that basis and absent bona fide rationale.

The parties at the local level may, with mutual agreement, revise current hours of work agreements consistent with all options contained in Clause 4.11 – Modified Workweek.

Any newly negotiated or revised modified workweek agreements shall be copied to the Administrative Services Component Joint Committee Co-Chairperson.

Dated: February 18, 2010

Renewed: **February 4, 2022**