

SOURCE	Comp
EFF.	98/04/01
TOTAL	2001 03131
No. OF EMPLOYEES	460
NOMBRE D'EMPLOYES	df

BRITISH COLUMBIA TRANSIT (VICTORIA)

(hereinafter referred to as "the Authority")

AND

ITS EMPLOYEES REPRESENTED BY

LOCAL 333 OF THE

NATIONAL AUTOMOBILE, AEROSPACE, TRANSPORTATION AND GENERAL WORKERS UNION (CAW - CANADA)

(hereinafter referred to as "the Union")

On this _____ day of _____, 1999 make and enter into this Collective Agreement, to be known as the Transit agreement, that shall provide as follows specifically:

12668(01)

TABLE OF CONTENTS

GENERAL ITEMS	1
1.00 COVERAGE, DURATION AND EFFECT	1
1.01 Coverage	1
1.02 Duration of the Agreement	1
1.03 Reopening of the Agreement	1
1.04 Retroactive Pay	1
1.05 Rounding	2
2.00 UNION RECOGNITION AND SECURITY	2
2.01 Recognition	2
2.02 Security	2
2.03 Assignment of Fees, Dues and Assessments	2
2.04 Probationary Period for New Employees	3
2.05 Advising the Union of New Employees	3
2.06 Leave of Absence for Union Business	3
2.07 Work Contracted Out	4
2.08 Sexual Harassment	4
2.09 Picket Lines	4
3.00 SETTLEMENT OF GRIEVANCES	4
3.01 Definitions	4
3.02 No Interference or Stoppage of Work	5
3.03 Grievance Procedure	5
3.03.1 First Stage	5
3.03.2 Second Stage	5
3.03.3 Policy Grievance	5
3.03.4 Final Stage -- Arbitration	6
3.04 Grievance Mediation	7
3.05 Time Limits	7
4.00 WORKING PRACTICES	7
4.01 Technological Change	7
5.00 RULES AND REGULATIONS	8
6.00 REPORTING TIME	9
6.01 Reporting for Court Appearance	9
6.01.1 Witness Pay	9
6.01.2 Jury Duty	9
6.02 Reporting in Connection with Claims and Accidents	10
6.03 Reporting for Other Authority Business	10
6.04 Call-Ins	10
7.00 DISCIPLINARY ACTION	10
7.01 Other Employment	10
7.02 Complaints to be in Writing	11
7.03 Employee Records	11
8.00 VACANCIES, PROMOTION AND LAY-OFFS	11
8.01 Job Vacancies	11
8.02 Promotion Date	11
8.03 Lay-off and Recall	11
8.03.5 Bumping Rights	12

Table of Contents

8.04 <i>Seniority</i>	14
9.00 ANNUAL VACATIONS	14
9.01 <i>Definitions</i>	14

Table of Contents

9.02	<i>Vacation Entitlements</i>	14
9.03	<i>Calculation of Vacation Pay</i>	15
9.03.1	General Rule	15
9.03.2	On Termination	15
9.03.3	Part-Time Employees	15
9.04	<i>Proration of Annual Vacation Entitlement Because of Absences</i>	16
9.05	<i>Vacation, Statutory Holiday Block and Sick Leave</i>	16
9.06	<i>Vacation Deferral</i>	16
9.06.1	Vacation Banking	16
10.00	STATUTORY HOLIDAYS	17
10.01	<i>Definition of Statutory Holidays</i>	17
10.02	<i>Payment for Statutory Holidays</i>	17
10.02.1	Eligibility for Payment	17
10.02.2	Method of Payment	18
10.03	<i>Banking Statutory Holidays</i>	18
10.03.1	Transit Operators	18
10.03.2	Other Employees Working Statutory Holidays	18
10.03.3	Statutory Holidays and Annual Vacation	18
10.03.4	Other Employees Not Working Statutory Holidays	19
10.03.5	Blocking	19
10.03.6	Payment	19
10.03.7	Restricted Period	19
10.03.8	Procedures	19
10.04	<i>Working on a Statutory Holiday</i>	19
11.00	LEAVE OF ABSENCE	20
11.01	<i>Application and Approval for Leave of Absence</i>	20
11.02	<i>Length of Leave of Absence</i>	21
11.02.2	Driver's Licence Suspension	21
11.03	<i>Bereavement Leave</i>	21
11.04	<i>Maternity Leave</i>	22
11.05	<i>Parental Leave</i>	23
11.06	<i>Leaves of Absence for Temporary Employees</i>	23
12.00	WAGE PROTECTION PLAN	23
12.01	<i>Definitions</i>	23
12.02	<i>Short Term Disability Plan</i>	23
12.02.3	Sick Leave Credit Days	24
12.03	<i>Long Term Disability Plan</i>	24
12.04	<i>Medical Certification</i>	24
12.05	<i>Severance Pay</i>	24
12.06	<i>Welfare Plans Committee</i>	25
12.07	<i>Disputed Workers' Compensation Board Claims</i>	25
12.07.3	Workers Compensation Board Payments	25
13.00	MEDICAL, DENTAL, AND LIFE INSURANCE	25
13.01	<i>Basic Medical Coverage</i>	26
13.02	<i>Extended Health Benefits</i>	26
13.03	<i>Dental Plan</i>	26
13.04	<i>Dental Plan - Retired Employees</i>	26
13.05	<i>Group Life Insurance</i>	26
13.06	<i>Voluntary Group Life Insurance</i>	27
13.07	<i>LOA Without Pay for More than 15 Days in Any Calendar Month</i>	27
13.08	<i>Travel Accident Insurance</i>	27

Table of Contents

13.09	CAW Trustee to BC Transit Employees' Health and Benefit Trust	27
14.00	TRANSIT PASS	28
14.01	Penalty for Wrongful Use of Pass	28
14.02	Eligibility for Transit Pass Upon Retirement	28
15.00	SAFETY	28
15.01	Occupational Health and Safety	28
15.02	Safety Shoes - Cost Sharing	29
15.03	First Aid Allowances	29
16.00	PAYMENT OF WAGES	30
16.01	Issuing Pay Cheques - Shift Workers	30
17.00	TEMPORARY EMPLOYMENT	30
18.00	TRANSFER OR CHANGE OF OWNERSHIP OF TRANSIT	31
19.00	TIME SLIPS	31
20.00	SPECIFIC MATTERS OF AGREEMENT	31
21.00	INTERPRETATION OF AGREEMENT	31
22.00	PENSION PLAN	31
OPERATIONS		32
1.00	HOURS OF WORK	32
1.01	Work Day and Work Week	32
1.02	Definition of Runs	32
1.02.1	Index Run	32
2.00	ASSIGNMENT OF WORK	32
2.01	Sign-up	32
2.01.1	Sign-up Relief	32
2.01.2	Less Than Ten Working Days in any Pay Period	33
2.01.3	More Than Ten Working Days in any Pay Period	33
2.01.4	Operators Transferred to the Human Resources Department	33
2.01.5	Payment for Union Representatives at Sign-up	33
2.02	Running Sheets - Definition and Constsuction	33
2.02.1	Union Sheet Committee	33
2.02.2	Running Sheets - Frequency	34
2.02.3	Running Sheets - Changes	34
2.02.4	Length of Runs	35
2.02.5	Training Rates of Pay for Existing Operators Breaking in on Existing and New Routes	35
2.02.6	Special Category Runs	35
2.03	Service Review Committee	35
2.03.1	Objective	35
2.03.2	Committee Membership	35
2.03.3	Terms of Reference	36
2.03.4	Committee Procedures	36
2.03.5	Relationship with Sheet Review Process	36
2.04	Notice of Return to Work Following Leave of Absence	36
2.04.1	Sick Report Time	37
2.04.2	Sleeper	37
2.04.3	Unscheduled Transit Service Delays	37
2.05	Availability for Overtime Work	37
3.00	METHOD OF PAYMENT	38
3.01	Payment for Overtime Work	38
3.01.1	Payment for Work on Sundays and Statutory Holidays	38
3.01.2	Payment for Callout on a Day Off	38
3.03	Spreadover Premium for Split Shifts	39
3.04	Minimum Pay for Short Pieces of Work	39
3.04.1	Single Pieces of Work	39
3.04.2	Two Pieces Separated by 15 Minutes or Less	39

Table of Contents

3.04.3	Two Pieces Separated by More than 15 Minutes	39
3.04.4	Extended Work	39
3.05	<i>Pay Protection on Temporary Change of Work</i>	40
3.06	<i>Report Time and Lay-up Time</i>	40
3.06.1	Report Time	40
3.06.2	Lay-up Time	41
3.06.3	Farebox Changes	41
3.07	<i>Travel Time</i>	41
3.07.1	Definition of Travel Time	41
3.07.2	Travel Time Application	41
3.08	<i>Make-up Time</i>	42
3.09	<i>Training Premium</i>	42
4.00	LAVATORIES	43
5.00	UNIFORMS	43
5.01	<i>Cleaning Allowance</i>	43
6.00	NEW OPERATING CENTRES	43
7.00	TEMPORARY PROMOTIONS	43
8.00	SHIFT PREMIUMS	43
9.00	ONE-DAY ANNUAL VACATION	44
10.00	Spareboard Rules	44
10.01	<i>Spareboard</i>	44
10.01.1	Spareboard Operators - Days Off	45
10.02	<i>Spareboard Guarantee</i>	45
10.03	<i>Trippers, Specials and Split Work</i>	45
10.04	<i>Spareboard Qualifications</i>	45
10.05	<i>Additional Work</i>	45
10.05.2	National Safety Code Exception	46
10.06	<i>09:00 Sign-Up</i>	46
10.07	<i>13:15 Sign-Up</i>	48
10.07.4	Letter Choices and Work Allocation	48
10.08	<i>General Rules</i>	50
10.09	<i>Work Signed in Error</i>	51
10.10	<i>Spareboard Operators Forced Onto Work</i>	52
10.11	<i>Dropping Seniority for Leaves of Absence (LOA)</i>	52
10.11.1	Same Day LOA Request	52
10.11.2	Next Day LOA Request	52
10.12	<i>Allocation of Overtime</i>	52
11.00	Compressed work week rules	53
11.01	<i>Application</i>	53
11.02	<i>Reporting for Court Appearance</i>	53
11.03	<i>Annual Vacation</i>	53
11.04	<i>Statutory Holidays</i>	53
11.05	<i>Wage Protection Plan</i>	54
11.06	<i>Benefit Premiums for Leaves of Absence of 15 Days or More</i>	54
11.07	<i>Work Week</i>	54
11.08	<i>Work Days in a Pay Period</i>	54
11.09	<i>Length of Runs Exclusion</i>	54
11.10	<i>Definitions</i>	54
11.11	<i>Travel Time</i>	54
11.12	<i>Make-Up Time</i>	54
11.13	<i>Overtime</i>	55
11.14	<i>Spreadover Premium</i>	55
11.15	<i>Compressed Work Week Indexes and the Spareboard</i>	55

Table of Contents

MAINTENANCE	56
1.00 HOURS OF WORK	56
1.01 <i>Work Day and Work Week</i>	56
1.01.1 Work Day Start & Finish Time Adjustment	56
1.02 <i>Hours of Work - Garages</i>	56
1.02.1 Daypersons	56
1.02.2 Other Shifts	56
1.03 <i>Modified Work Day for Maintenance Employees</i>	56
1.03.1 Definitions and Interpretations.	56
1.03.2 Average Workday	57
1.03.3 Scheduled Hours of Work	57
1.03.5 M Day Entitlement	57
1.03.8 M Day Bank Maximum Hours	57
1.03.9 Payment for Overtime Work - Except Sundays	57
1.03.10 Payment for Work on Sundays	57
1.03.11 Shift Premiums	57
1.03.12 Tool Allowance	58
1.03.13 M Day Bank Exclusions	58
1.03.14 Use of Excess Time in M Day Bank	58
1.03.15 Annual Vacation Entitlements	58
1.03.16 Annual Vacation and M Days	58
1.03.17 Random Days of Annual Vacation	58
1.03.18 Statutory Holiday Pay	59
1.03.19 Wage Protection Plan Absences	59
1.03.21 X Employee Working Scheduled M Day	59
1.04 <i>Modified Work Day for Interior Bus Cleaners</i>	59
1.04.1 Definitions and Interpretations	59
1.04.2 Average Workday	59
1.04.3 Scheduled Hours of Work	59
1.04.5 M Day Entitlement	60
1.04.8 M Day Bank Maximum Hours	60
1.04.9 Payment for Overtime Work - Except Sundays	60
1.04.10 Payment for Work on Sundays	60
1.04.11 Shift Premiums	60
1.04.12 M Day Bank Exclusions	60
1.04.13 Use of Excess Time in M Day Bank	60
1.04.14 Annual Vacation Entitlements	61
1.04.15 Annual Vacation and M Days	61
1.04.17 Statutory Holiday Pay	61
1.04.18 Wage Protection Plan Absences	61
1.05 <i>Unscheduled Days of Annual Vacation</i>	61
1.06 <i>Reporting Late</i>	62
1.07 <i>Notice to Return to Work</i>	62
2.00 ASSIGNMENT OF WORK	62
2.01 <i>Maintenance Garage</i>	62
2.01.1 Garage Sign-ups	62
2.01.2 XX Maintenance Employees	62
2.01.3 X Maintenance Employees	62
2.01.4 Days Off - X and XX Employees	63
2.01.5 Operations Changes - Garages	63
2.01.6 Assignment of a New Employee	63
2.02 <i>Assignment of Overtime Work - Shops and Garages</i>	63
3.00 METHOD OF PAYMENT	63
3.01 <i>Payment for Overtime Work</i>	63
3.01.1 Payment for Overtime Work - Except Sundays	63
3.01.2 Payment for Work on Sundays - Garages	64
3.01.3 Payment for Callout on a Day Off	64
3.01.4 Payment of a Callout	64
3.01.5 Pay for Training	64
3.02 <i>Payment of Wages and Cheque Cashing Facilities</i>	64
3.03 <i>Temporary Relief on a Higher Paid Job</i>	65

Table of Contents

3.04	<i>Travel</i>	65
3.04.1	Travel by Garage Department Employees	65
3.05	<i>Meals and Rest Period</i>	65
3.05.1	Meals - Overtime Worked Following a Normal Shift	65
3.05.2	Meals - On Callouts	65
3.05.3	Meals - Overtime Within 24 Hours of Normal Start Time	65
3.05.4	Meals - Missed on a Normal Shift	65
3.05.5	Rest Periods	65
3.06	Shift Premium - Shops and Garages	65
3.07	<i>Other</i>	66
4.00	TRANSFER, PROMOTION AND LAYOFF	66
4.01	<i>Shift Vacancies Between Sign-ups</i>	66
4.01.6	Transfer to Another Classification	66
4.02	<i>Failure to Qualify After Promotion - Maintenance Garages</i>	66
5.00	CHARGE HANDS	67
5.01	<i>General Responsibility of Charge Hands</i>	67
5.02	<i>Charge Hand - Definition</i>	67
5.03	<i>Duty of Other Employees</i>	67
5.04	<i>Selection of Charge Hands</i>	67
5.05	<i>Charge Hands Wage Rates</i>	67
5.06	<i>Estimation of Accident Damage</i>	67
6.00	TRAINING PROGRAMS	67
6.01	<i>Apprentice Training Program and Committee</i>	68
6.02	<i>Settlement of Differences</i>	68
6.03	<i>Duties and Training of Apprentices</i>	68
6.04	<i>Placement on Completion of Training</i>	68
6.05	<i>Failure</i>	68
6.06	<i>Seniority</i>	68
6.07	<i>Apprenticeship Act</i>	68
7.00	FIRST AID	69
8.00	CLOTHING	69
8.01	<i>Coveralls</i>	69
8.02	<i>Gloves</i>	79
8.03	<i>Winter Clothing</i>	79
9.00	TOOLS	79
9.01	<i>Tool Allowance</i>	79
9.02	<i>Tool Insurance</i>	79
10.00	JOB CLASSIFICATIONS - GARAGES	70
10.01	<i>Trades</i>	70
10.02	<i>Servicepersons</i>	70
10.03	<i>Preparatory Painter</i>	70
10.04	<i>Bus Dispatchers</i>	70
10.05	<i>Interior Bus Cleaners</i>	70
10.06	<i>Incidental Work</i>	71
11.00	JOB CLASSIFICATIONS - TRANSPORTATION BLDG MAINTENANCE	71
11.01	<i>Job Classifications</i>	71
11.02	<i>Janitor Hours of Work</i>	71
11.03	<i>Rest Periods</i>	71
12.00	X Employee Work Practices	71
12.01	<i>General</i>	71
12.02	<i>Relief Work of More than Seven Days</i>	72

Table of Contents

<i>12.03 Relief Work of Seven Days or Less</i>	72
WAGE SCHEDULE	73
SIGNATURE PAGE	75
LETTERS OF UNDERSTANDING	76
<i>LOU #1 - JANITOR POSITIONS (VICTORIA)</i>	76
<i>LOU #2 - TRAFFIC VIOLATIONS- PARTIAL PREMIUM ASSISTANCE</i>	77
<i>LOU #3- CONFIDENTIALITY OF MEDICAL RECORDS</i>	79
<i>LOU #4 - BANKING OF OVERTIME</i>	80
<i>LOU #5 - BANKED OVERTIME AND SHORT TERM DISABILITY - LOCAL 3</i>	81
ADDENDUM #1 TO LOU#5	83
ADDENDUM #2 TO LOU #5	85
<i>LOU #6 - BANKED OVERTIME AND SHORT TERM DISABILITY LOCAL 3 MAINTENANCE</i>	86
ADDENDUM TO LOU #6	88
<i>LOU #7 -ARTICLE 'G' 7.02</i>	90
<i>LOU #8 - EARLY RETIREMENT/LTD "TOP-UP"</i>	91
<i>LOU #9 - HEALTH AND BENEFIT PLAN AND TRUST FUND</i>	92
<i>LOU #10 - ACCREDITED SERVICE FORMER VICT/PCL EMPLOYEES</i>	93
<i>LOU #11 - DAYCARE POLICY</i>	94
<i>LOU #12 -LENGTH OF RUNS</i>	95
<i>LOU #13 - JOINT STUDY COMMITTEE</i>	96
<i>LOU #14 - CALL-INS</i>	97
<i>LOU #15 - CASUAL LABOUR (Summer and Vacation Relief)</i>	98
<i>LOU #16 – SLEEPER ON STAT HOLIDAY</i>	99
<i>LOU #17 - PARALLEL APPRENTICESHIP PROGRAM</i>	100
<i>LOU #18 – LAVATORY COMMITTEE</i>	101
<i>LOU #19 – DEFINITION OF A PAY PERIOD FOR "G"-16.00</i>	102
<i>LOU #20 – SUBSECTIONS "O"-2.01.2 AND "O"-2.01.3</i>	103
<i>LOU #21 - APPRENTICESHIP PROGRAM</i>	104
<i>LOU #22 – NATIONAL SAFETY CODE</i>	105
<i>LOU #23 – VIOLENCE IN THE WORKPLACE</i>	106

Table of Contents



GENERAL ITEMS

1.00 COVERAGE, DURATION AND EFFECT

1.01 Coverage

This Agreement shall cover and be binding upon all employees of the Authority described in the certificate issued by the Labour Relations Board of British Columbia on October 16, 1998. Unless otherwise specified "employee(s)" means a person covered by the above Certification and as further defined in the Labour Relations Code of British Columbia.

1.02 Duration of the Agreement

This Agreement shall come into effect as of the ~~first day of April, 1998~~ and shall remain in effect until it expires with the thirty-first day of ~~March, 2001~~ or thereafter until it is reopened as provided by Article 'G' 1.03.

Pursuant to the provisions of S.50(4) of the *Labour Relations Code*, RSBC 1996, Chapter 244, as amended, the operation of Ss.50(2) and 50(3) are hereby excluded.

1.03 Reopening of the Agreement

At any time within four months immediately preceding the date of expiry of the Agreement, either Party may give to the other written notice of its intention to commence negotiations leading to a renewal of the Agreement.

1.04 Retroactive Pay

The applicable wage rates included in the Wage Schedule of this Agreement shall be applied retroactively for all job classifications listed in the Wage Schedule back to and including 1 April 1998. The Authority shall compute retroactive pay for employees as a percentage of their "Gross Earnings" during the retroactive period. "Gross Earnings" shall include only the following:

- (a) straight time earnings
- (b) overtime earnings
- (c) statutory holiday pay for those holidays which fall during the retroactive period and for which the employee was eligible to receive payment
- (d) sickness protection benefits for approved absences falling within the retroactive period, including supplements to Wage Protection Plan benefits paid during that period.
- (e) any wage related premiums and allowances which are normally included as part of regular earnings.
- (f) where there is an adjustment negotiated in contract negotiations to Charge Hand wage rates.

In addition to Gross Earnings retroactivity will be calculated on vacation pay for vacations taken during the retroactive period by the re-application of the vacation pay formula provided in Article 'G' 9.03, using the new wage rates listed in the Wage Schedule.

Table of Contents

1.05 Rounding

All wage rates are rounded to the nearest whole cent.

\$0.0050 and over are rounded to the nearest whole cent;

\$0.0049 and under are rounded to the last whole cent.

2.00 UNION RECOGNITION AND SECURITY

2.01 Recognition

The Authority recognizes the Union and will not discriminate against any employees because they are a member or officer of the Union. The Authority also recognizes any employee elected or appointed to act as a full-time officer of the Union and such an officer shall be granted access to the Authority premises at all reasonable times upon application to the Authority manager in charge. Any qualified Union officer, including Union designated Job Stewards, shall be recognized by the Authority in discussing any grievance under the terms of the Grievance Procedure as set out in Article 'G' 3.00.

2.02 Security

New employees shall become within one month after appearing on the payroll and shall remain thereafter, members of the Union in good standing as a condition of their continued employment with the Authority in any job classification covered by the Union.

Employees who fail to maintain their membership in good standing in the Union, as determined by the Union, shall be discharged after ten (10) days written notice to the Authority by the Union of the employees' failure to maintain their membership in good standing. Provided that should the Union notify the Authority, in writing, within the said ten (10) day period that the member is again a member in good standing, the original discharge notice to the Authority shall be deemed to be null and void and accordingly the said member shall not be discharged.

2.03 Assignment of Fees, Dues and Assessments

Employees shall, as a condition of employment, authorize the Authority to deduct from their wages initiation fees, monthly dues and assessments as determined by the Union.

2.03.1 Authorization Form

The authorization form shall contain, in substance, the following:

To: _____

I hereby authorize you to deduct from my wages and to pay to Local _____ of the National Automobile, Aerospace, Transportation and General Workers Union of Canada (CAW Canada) the initiation fees of \$ _____ and dues in the amount of \$ _____ per _____ or dues of _____ % of _____ wages deducted monthly or such amounts of dues amended from time to time by the Local Union and assessments levied by the Local Union on all members of the Local Union employed by you.

Date: _____

Employee

2.03.2 The Authority agrees to deduct initiation fees, dues and general assessments from an employee authorizing it to do so on behalf of the Union and agrees to remit that assignment to the Union each month together with a list of the employees from whom dues were so deducted.

Table of Contents

The Union agrees to indemnify and save the Authority harmless from any claims which may arise in complying with the provisions of this Article.

2.03.3 Administrative costs incurred by the Authority for general assessments levied in excess of two per year shall be paid by the Union.

2.04 Probationary Period for New Employees

2.04.1 New employees shall be placed on probation for 495 straight time hours of time worked. The Authority may dismiss probationary employees during their probationary period without giving any reason for doing so. The Union may grieve any alleged discrimination against dismissed probationary employees. Employees who successfully complete their period of probation will become regular employees and shall have all the rights and benefits provided by this Agreement.

2.04.2 Where a probationary employee has problems that could lead to dismissal before the completion of the probationary period, the Authority and the Union will meet to discuss alternative solutions. If, in the opinion of the Authority, the employee has the potential to be successful in the job, the Authority and the Union will agree on an extension to the probationary period. The purpose of the extension is to allow for further training and/or assistance, and to provide a further opportunity for the Authority to assess the employee's suitability for continued employment in that position. This section does not prejudice the Union's right to grieve the termination of a probationary employee.

2.05 Advising the Union of New Employees

In a monthly report the Authority will forward the name and address of each new employee to the Union.

2.06 Leave of Absence for Union Business

2.06.1 Employees who act as full-time officers of the Union, Local or National, will be placed on leave of absence with the time involved considered as service with the Authority. On conclusion of such leave of absence employees shall return to the job classification they previously held without loss of the Authority Accredited Service as used to determine vacation and welfare plan entitlements (see Article 'G'9.01).

2.06.2 Leave of absence granted to full-time Union officers shall be without pay but they shall be entitled to retain their membership in the following welfare plans, subject to the Union paying the Authority's contributions for each plan on their behalf.

- Long Term Disability
- Group Life Insurance Plan
- Voluntary Group Life
- A Recognized Authority Pension Plan
- MSP of British Columbia
- Extended Health Benefits Plan
- Dental Plan

2.06.3 Officers of the Union shall be granted leave of absence for Union business

Table of Contents

absence.

As far as possible such notice will include the dates the leave will commence and finish and the Union will endeavour to give at least twenty-four (24) hours notice of any leave of absence under this Article.

2.07 Work Contracted Out

It is agreed in principle that the Authority will endeavour to limit work contracted out as much as possible and any work that is contracted out will be done at wages and working conditions comparable to those paid by appropriate unionized companies.

Where practicable the Authority will endeavour to advise the Union prior to any such contracting out.

2.08 Sexual Harassment

- (a) All employees have the right to work in an environment free from sexual harassment. Sexual harassment will be grounds for imposition of discipline.
- (b) "Sexual harassment" means any unwelcome sexual advances, requests or demands for sexual favours of an unwelcome or physical nature, insulting or offensive comments or conduct of a sexual nature.
- (c) Employees who allege that they have been subject to sexual harassment may contact the Employee Assistance Counsellor to request assistance with the problem. In the alternative, employees who allege that they have been subject to sexual harassment may file a grievance pursuant to Article "G"-3.00 of this Agreement.

2.09 Picket Lines

It is not cause for discipline if an employee refuses to cross a legal picket line.

3.00 SETTLEMENT OF GRIEVANCES

3.01 Definitions

"Grievance" means any difference between the persons bound by the Agreement concerning its interpretation, application, operation or any alleged violation thereof, including whether any such matter is arbitrable.

For the purposes of this Article "Officer of the Union" shall include any elected Officer of the Union or Job Steward recognized by the Union.

Table of Contents

3.02 No Interference or Stoppage of Work

All grievances or disputes shall be settled finally and conclusively by the grievance procedure described in this Article without interference with or stoppage of work.

3.03 Grievance Procedure

Either Party may initiate a grievance. If a grievance is not settled at any one stage of the grievance procedure then the grievor shall have the alternative either to abandon it or proceed with it to the next successive stage within the time limits set out in each stage. By mutual agreement between the Authority and the Union, the processing of any grievance may begin at the second stage. Where a dismissal is grieved, the grievance shall begin at second stage. The successive stages of the grievance procedure are:

3.03.1 First Stage

The employee, and a Union Officer, may within fifteen (15) days of the action on the part of the Authority which led to the dispute, or complaint, grieve the matter orally to the employee's immediate supervisor. The grievance must be answered within five (5) days of receipt of the grievance.

3.03.2 Second Stage

If the two Parties are unable to agree at first stage, then within ten (10) days of receipt of an answer to the first stage grievance, the Union must take up the grievance in writing with the appropriate management representatives as designated by the Authority.

A meeting shall be convened within seven (7) days of the filing of the grievance in writing at second stage, at which the grievor shall be present in disciplinary related matters unless both Parties agree otherwise. When the grievor(s) or job steward(s) attend during their regular working hours, they shall suffer no loss of pay. If the grievor(s) or job steward(s) attend on their own time, they shall be paid at straight time rates for the time of the second stage meeting. The minimum pay of one (1) hour shall apply.

The answer to the second stage grievance must be given within ten (10) days of the meeting held to discuss the grievance at second stage.

3.03.3 Policy Grievance

Any Policy grievances which arise directly between the Union and the Authority may be submitted in writing by either Party to the other. Within seven (7) days following such notice there shall be a meeting between such Management Representatives as the Authority may designate for this purpose and Representatives designated by the Union.

Any answers required as a result of this meeting shall be given by the Party concerned within ten (10) days of this meeting.

3.03.4 Final Stage – Arbitration

General Provisions

Failing a settlement at second stage or at the meeting convened to deal with a Policy grievance, then within twenty (20) days of the receipt of an answer at second stage either party may notify

Table of Contents

the other in writing of its intention to take the grievance to arbitration.

Either party may require an arbitration to be a full hearing, but unless a party requires a full hearing, the grievance will be determined by means of the expedited process set out below.

In both full and expedited hearings, the arbitration board must consist of a sole arbitrator. If the parties fail to agree on the arbitrator within seven (7) days of the notice to arbitrate, either party may apply pursuant to Section 86 of the *Labour Relations Code* for the appointment of a single arbitrator.

The parties shall share equally the fees and expenses of the arbitrator.

Expedited Procedure

1. The union must be represented by a member of the local union and the employer must be represented by a member of local management unless either party gives the other notice, at least 10 days before the start of the hearing, of its intention to use other counsel.
2. The parties may make comprehensive opening statements.
3. The parties may present a joint statement of those facts that can be agreed upon and a joint brief of documents containing every document that either side intends to rely on.
4. The arbitrator may determine the practice and procedure for the hearing, but the arbitrator must consider the wishes of the parties for an informal and expeditious hearing with a minimum of technical or procedural objections.
5. The parties may present a joint brief of authorities containing all the cases either party intends to rely on. The parties will endeavour to keep the number of cited cases to a minimum.
6. The arbitrator may give an oral decision forthwith and must complete a written decision and fax it to the parties within 10 days of the completion of the hearing. The arbitrator's written decision must be no longer than eight double-spaced pages.
7. At any time after the opening statement and before the decision, the arbitrator may seek to resolve the dispute through mediation. The parties
 - (a) understand that mediation involves various techniques to achieve resolution;
 - (b) agree that an arbitrator who vigorously pursues a mediated resolution does not thereby disqualify himself or herself from rendering a decision if mediation is not successful; and
 - (c) expect the arbitrator to render a decision in accordance with this expedited procedure if mediation fails to resolve the dispute.

3.04 Grievance Mediation

Notwithstanding the foregoing, where a difference arises between the Parties relating to the dismissal, discipline or suspension of an employee, or to the interpretation, application, operation or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, during the term of the Collective Agreement, Ms. B. Bluman, Mr. D. McPhillips, or Mr. V. Ready shall at the request of either Party

- (a) investigate the difference;

Table of Contents

- (b) define the issue in the difference; and
- (c) make written recommendations to resolve the difference

within five (5) days of the date of receipt of the request; and, for those five (5) days from that date, time does not run in respect of the grievance procedure.

The Parties agree to pay the Mediator one-third each for reasonable remuneration, travelling and out of pocket expenses.

3.05 Time Limits

It is intended that grievances shall be processed as quickly as possible. If the grieving Party does not appeal the grievance to the next successive stage within the specified appeal time limit the grievance shall be deemed to be abandoned and shall not thereafter be reinstated. If the responding Party does not answer the grievance within the specified answer time limit for each stage, then the grievance shall automatically proceed to the next higher stage. Notwithstanding the above, the appeal and answer time limits as specified may be extended by mutual agreement. "Days" means working days and excludes Saturdays, Sundays and Statutory Holidays.

4.00 WORKING PRACTICES

Working practices not specifically provided by the Agreement shall be the subject of mutual agreement between the Authority and the Union. Understandings about such working practices shall be filed with the Authority and the Union and any dispute as to the existence of such an understanding shall be decided by the Chief Executive Officer of the Authority or designate, subject to appeal by the Union through the grievance procedure set out in Article 'G' 3.00.

Subject to Article 4.01 below, "Technological Change," it is further agreed that no future changes will be made to working conditions agreed to by the Authority and the Union, nor will new conditions be introduced unless the change or the new working condition is agreed to by the Authority and the Union.

4.01 Technological Change

The Parties hereto agree to cooperate so that the Authority can take full advantage of improved technology.

The Authority shall notify the Union four (4) months or as soon as practicable, in advance of an intent to introduce new technology which will displace a significant number of employees covered by the Agreement.

After receipt of such notice the Union will meet with the Authority to discuss what impact the technological change will have on the job classifications and identify which employees will be set back to a lower paying job classification, laid off under terms of 'G' 8.03, or terminated.

Table of Contents

Failing agreement either Party may refer the matter to Arbitration covered under Article 'G' 3.03.4 of the Grievance Procedure.

4.01.1 It is agreed that if a regular employee is displaced due to technological changes as interpreted in the Industrial Relations Act of British Columbia, the employee will be given the opportunity to transfer to a current vacant position subject to the employee's ability and seniority, or the Authority will train wherever practicable displaced employees for other positions available within the Authority. Employees who are displaced to a job classification in this Agreement having a lower rate of pay shall receive the rate of pay with any subsequent increases for the job classification they had immediately prior to the displacement for a period of six (6) months and that rate less one-half the difference between it and the rate for the new classification for a further six (6) months. At the expiration of twelve (12) months following the displacement, the displaced employees shall receive the rate for their new job classification.

4.01.2 A regular employee for whom no job is available because of technological change will, upon termination, receive severance pay as calculated at one week's pay for each full year of continuous service.

4.01.3 Severance pay as provided above will not be applicable where employees decline transfer or training as provided for under this Article, and as a result, terminate.

5.00 RULES AND REGULATIONS

5.01 All employees shall be governed by the rules and regulations established from time to time by the Authority, and shall observe Authority orders which are communicated orally or by written bulletin, unless such orders are contrary to law or to the provisions of this Agreement.

5.02 If an employee is charged with a traffic violation and/or is charged for criminal offence or assault as a result of carrying out operating procedures required by the Authority and is found not guilty as charged or not guilty of a reduced charge related to the same incident, the Authority will reimburse the employee for all reasonable legal costs and loss of pay. The employee must notify the Authority by submitting the prescribed form within thirty (30) days of the initiation of any litigation in order to be considered for reimbursement under this Article.

6.00 REPORTING TIME

6.01 Reporting for Court Appearance

6.01.1 Witness Pay

Employees compelled to attend an inquest or court on a subpoena requested or procured by Authority officials, or who are subpoenaed to appear for and by the Crown as a witness, will be reimbursed by the Authority for their regularly scheduled hours of work necessarily lost, at their regular straight time hourly rate of pay. Any fees received by the employee for duties referred to in this Article shall be turned over to the Authority, excepting those received by the employee while on days off, Annual Vacation, or Statutory Holidays. Employees attending an inquest or

Table of Contents

court on an Authority requested or procured subpoena will be reimbursed for reasonable expenses when away from home. Duties under this Article which extend beyond one (1) week will necessitate a review of the employee's days off to assure some period of rest. Employees must report to work promptly after being released or excused by the courts, and in the case of Operators be placed on the Spareboard in their own seniority.

6.01.2 Jury Duty

When employees are required to be absent from their regularly scheduled work to report for jury duty, as prescribed by applicable law, the Authority shall pay them the difference between the compensation paid to them by the court, excluding travel expenses, if any, at their regular day work rate for the straight-time hours they otherwise would have worked. In addition, employees required to be absent from their regularly scheduled work to report for jury duty interview and orientation, as prescribed by applicable law, shall be paid for time lost. In order to receive such payments, an employee must give the Authority prior notice that they have been summoned for jury duty, must furnish satisfactory evidence that they reported for or performed the jury duty for which they claim payments, and must report back to work promptly after being released or excused by the court and in the case of Operators be placed on the Spareboard in their own seniority. Duties under this Article which extend beyond one (1) week will necessitate a review of the employee's days off to assure some period of rest.

For the purpose of 'G' 6.01.1 and 'G' 6.01.2, Operators will be deemed to have commenced work at 8:00 a.m. and will return to work and complete their day as a standby until 15:30. Operators to refer also to 'O'2.04.

Where attendance under Articles 'G' 6.01.1 and 'G' 6.01.2 is required while the employee is on Annual Vacation, or when the employee has scheduled time off as a result of banked statutory holidays or banked lay day time, such employee will be allowed time off in lieu of the time required to be in attendance, provided:

- (a) any fees received for such attendance are turned over to the Authority; and
- (b) such time will be taken immediately following the scheduled time off or Annual Vacation time during which the attendance is required.

6.02 Reporting in Connection with Claims and Accidents

6.02.1 An employee may be required by the Authority to attend its offices at any reasonable time in connection with claims and accidents.

An employee shall be paid at straight-time rates for the time of such a report and a minimum payment of one hour shall apply.

A payment of 45% of the employee's straight-time hourly rate shall be paid to Operators who are required to complete vehicle accident report forms outside regular working hours. The Authority will pay travel time when employees are called in for an accident report on their scheduled day

Table of Contents

off.

6.02.2 Where employees are required to report, outside of their regularly scheduled working hours, to the offices of a police department for the purpose of completing and filing a police report with regard to an accident that they were involved in while operating an Authority vehicle, that employee shall receive at their straight time hourly rate a payment of one (1) hour's pay if the office where the employee is required to report is located in the municipality or city where they reside, or one and one-half (1½) hour's pay if the office where the employee is required to report is located outside the municipality or city where the employee resides. To qualify for payment the employee must submit a copy of the completed police report to the Authority.

6.03 Reporting for Other Authority Business

Except as otherwise provided in this Article, employees held on other Authority business by any Authority supervisor shall be paid scheduled rates for time lost, and will be reimbursed for reasonable expenses when away from home, to the extent that there will be no loss in earnings they would otherwise expect to receive.

6.04 Call-Ins

If employees are called in by the Authority outside their normal working hours, for an interview for any purpose other than completing an Accident Report, they shall be paid at straight-time rates for the time of such interview. A minimum payment of one hour shall apply.

7.00 DISCIPLINARY ACTION

The Authority has the right to discipline or dismiss any employee for just and reasonable cause. Nothing in this Article shall restrict the right of the affected employee or the Union to grieve the discipline or dismissal.

7.01 Other Employment

Employees who accept other employment while actively working for the Authority or while on leave of absence or sick leave will be dismissed unless prior approval has been obtained from the Authority.

Table of Contents

7.02 Complaints to be in Writing

All complaints leading to suspension or dismissal of an employee must be in writing and shall be open for inspection by the Union except in any case where, in the opinion of the Authority, a violation of duty constitutes an indictable offence.

7.03 Employee Records

No disciplinary notation will be entered into an employee's record without the concerned employee being so advised.

An employee's record will be cleared of any disciplinary related matters provided that the employee maintains a clear record for a period of two full years. Absences under Articles 'G' 11.00, 'G' 12.00 and 'G' 2.06 of the Collective Agreement which exceed fifteen (15) working days are excluded from the calculation of this two year period.

The Authority will copy the Union on all written disciplinary notations given to employees.

8.00 VACANCIES, PROMOTION AND LAY-OFFS

8.01 Job Vacancies

When job vacancies occur they shall be posted on bulletin boards in order that employees may apply. Subject to any limitations contained elsewhere in this Agreement, all vacancies will be bulletined throughout the organization. When vacancies are being filled in Maintenance, preference shall be given to employees in the department who are qualified in the type of work applied for either by training or experience. Promotion will be governed by proficiency and seniority and in the case of all job vacancies the Authority shall have the right to final selection. An unsuccessful applicant for a promotion within the bargaining unit has the right to appeal the decision through the grievance procedure.

8.02 Promotion Date

The Authority agrees that vacancy bulletins shall have a starting date. Employees selected pursuant to "G" 8.01 above, shall be released as expeditiously as possible, but not later than six (6) weeks from the date of notification. In the case of promotions, pay at the higher rate will commence with the starting date in the new position.

8.03 Lay-off and Recall

In this subsection:

"Job Classification" means an employee's job for which there is a wage rate listed in the Wage Section of this Collective Agreement.

"Section" means the Operations or Maintenance Departments.

Table of Contents

"Authority Seniority" means the accumulated uninterrupted service the employee has with the Authority.

"Section Seniority" means the accumulated uninterrupted service employees have in a section of the Authority where they are currently employed.

8.03.1 When it is necessary to reduce staff because of slackness of work, then the Authority shall lay-off as provided for hereunder.

8.03.2 In the event of a lay-off, employees shall be laid off in reverse order of their section seniority in the job classifications affected in a section of the Authority.

8.03.3 The Authority shall give fifteen (15) working days notice to an employee who is to be laid off or it shall pay wages equivalent to 112 1/2 hours in lieu of notice at the employee's straight-time hourly rate prevailing at the effective date of the lay-off.

Where less than fifteen (15) working days notice is given, the employee will be paid wages for the balance of notice not given based on 7 1/2 hours per day, but not more than 37 1/2 hours per week, at the employee's straight-time hourly rate prevailing at the effective date of the lay-off.

The Union shall be notified of the Authority's intention to lay-off an employee.

8.03.4 The provisions of 'G' 8.03.3 above do not apply where the employee elects to exercise bumping as provided in 'G' 8.03.5 and 'G' 8.03.6 below.

8.03.5 Bumping Rights

Where no vacancy in their section exists, employees who are to be laid off may elect to bump the least senior employee with less Authority seniority in a lower paying job classification in the same section provided they notify the Authority of their election to do so within seventy-two (72) hours of being notified of their lay-off and provided they are qualified and able to do the work of the job classification held by the employee being bumped without further training. The employees' wage rate shall be the rate for that job classification effective with the date their bumping is effective.

Employees who require familiarization but who are otherwise qualified will be deemed to be qualified.

8.03.6 An employee displaced by bumping shall, in turn, have the right to bump a junior employee, subject to the provisions of 'G' 8.03.5 above.

8.03.7 Employees who decline a vacancy in their section or who do not elect or who are unable to bump and are laid off shall be eligible by their choice for either severance pay in accordance with the schedule in 'G' 8.03.9 below or recall seniority.

8.03.8 An employee who has chosen to bump into a lower paying classification shall retain their position on the recall list for recall to the classification from which they were laid off.

Table of Contents

8.03.9 Employees choosing severance pay shall be paid wages at their straight-time hourly rate prevailing on the date of lay-off in accordance with the following schedule and shall not be eligible for recall seniority.

SCHEDULE

Authority Seniority	Severance Pay
Less than 3 years	75.0 hours
Less than 4 years	112.5 hours
Less than 5 years	150.0 hours
Less than 6 years	187.5 hours
Less than 7 years	225.0 hours
Less than 8 years	262.5 hours
8 years or over	300.0 hours

8.03.10 Employees choosing to be placed on the recall list shall have recall seniority for a period of twenty-four (24) months and shall be recalled in order of their seniority to any vacant job classification in the section from which they were laid off provided they are qualified and able to perform the work of that job classification without further training. Employees who do not accept a recall to the job classification from which they were laid off shall have their name removed from the recall list. Employees who require familiarization but who are otherwise qualified, will be deemed to be qualified.

8.03.11 Notice of recall shall be given to an employee by registered mail to the last recorded address provided by the employee. The letter of recall shall provide five (5) days notice, plus the number of days required for normal mail delivery, as to the date the employee is required to be at work.

Any employee who fails to report as directed in the Notice of Recall and fails to notify the Authority with an acceptable reason for such failure to report shall be deemed to have not accepted recall and shall be removed from the Recall List.

8.03.12 An employee choosing severance pay shall cease to be covered by the benefit plans provided in this Agreement at the end of the month following the effective date of the lay-off.

8.03.13 Employees choosing to be placed on the recall list shall be covered by the benefit plans provided in this Agreement for three (3) calendar months following the effective date of the lay-off provided they prepay on a monthly basis the employee portion of the premiums.

8.03.14 Employees returning to work shall not have time on lay-off considered as time worked for the purpose of vacation pay or statutory holiday pay.

Table of Contents

8.04 Seniority

8.04.1 Employees shall accrue job seniority on and from the date they start their job and they shall accrue section seniority on and from the date they start their employment in a job classification within the section.

8.04.2 Employees shall retain their job seniority and their section seniority until:

- (a) the date they are permanently promoted or transferred to a position outside the bargaining unit; or
- (b) they have been temporarily promoted to a position outside the bargaining unit for a period in excess of 180 days within a calendar year.

8.04.3 Employees who have lost their seniority under 'G' 8.04.2 above may return to a position within the bargaining unit where there is a vacancy for which there is no one on the recall list who is qualified to perform the work of the vacant position. Employees who require familiarization but who are otherwise qualified, will be deemed to be qualified.

9.00 ANNUAL VACATIONS

9.01 Definitions

"Year" shall mean calendar year; the "vacation year" shall include all weeks beginning within the calendar year; "day" shall mean working day; "service" shall mean an accredited service with the Authority which is the total of all periods of service as an employee of the Authority or predecessor companies in positions which were dedicated to transit functions. This amendment only applies to employees entering the service of the Authority after March 31, 1987.

9.02 Vacation Entitlements

Employees shall earn annual vacation entitlement for any calendar year only when they reach their anniversary, although they may take annual vacation anytime during that calendar year. However, employees are not entitled to take a vacation until they have completed *six* (6) months' continuous service.

Employees who complete the years of service shown under column (1) shall be entitled to the corresponding number of days of Annual Vacation with pay as shown in column (2) to be taken during that year and subsequent years.

(1)	(2)
1 year of service	15 days
8 years of service	20 days
16 years of service	25 days
23 years of service	30 days

Table of Contents

Employees will be entitled to one (1) additional day of vacation for each year of service commencing in the calendar year in which the twenty-fifth anniversary occurs, until a total of thirty-five (35) days has been reached. Employees with five (5) additional vacation days may elect to take them in a block as scheduled annual vacation. Unless these additional days are scheduled as annual vacation, they will be treated as 'random days'.

9.03 Calculation of Vacation Pay

9.03.1 General Rule

As a general rule, payment for annual vacation will be based upon one of two calculations, whichever yields the greater amount:

- (a) the straight-time wage rate of the employee's regular job at the time the vacation is taken is multiplied by the number of hours in the period of vacation; or
- (b) the employee's gross earnings for the previous year are multiplied by the percentage rate applicable to the employee's vacation entitlement, e.g. 6%, 8%, 10%, 12% or 14%, etc. The percentage rate applicable to individual day(s) of vacation entitlement is .4% per day.

If necessary, adjustment of vacation pay will be made by the year end to ensure that each employee received the greater amount of vacation pay from application of either the going rate (a) or percentage (b) calculations above. This adjustment (a/v differential) will be made to all affected employees in two (2) payments. Fifty per cent (50%) will be paid on a designated pay day no later than the last pay day in April of each year and fifty per cent (50%) will be paid on the pay day immediately prior to Christmas of each year.

Employees upon request of Annual Vacation pay advance, shall receive the equivalent of their net weekly pay times the number of weeks vacation being taken at that time. Requests for advances will be made on the prescribed form and the form must reach the Pay Department not less than ten (10) working days before the advance is required. Unearned vacation taken will be recovered from the employee on termination.

9.03.2 On Termination

Any employee whose service with the Authority is terminated shall receive vacation pay, calculated according to Article 'G' 9.03.1, for any unused vacation entitlement based on service up to the date of termination. The vacation entitlement for the termination year shall be prorated by the length of service in that year.

Employees hired in 1975 or later, upon termination of service, will receive final vacation pay prorated to their anniversary date.

9.03.3 Part-Time Employees

Part-time employees shall receive a prorated entitlement based on the number of hours they normally work in a week.

9.03.4 Nothing in Article 'G' 9.00 shall reduce the minimum amount of vacation pay provided by the Employment Standards Act.

Table of Contents

9.04 Proration of Annual Vacation Entitlement Because of Absences

Annual vacation entitlement will not be reduced unless an employee who is absent for a period exceeding two (2) years on long term disability or Workers' Compensation injury is deemed totally disabled and does not return to work.

In the year the employee resumes after an absence of more than two (2) years, the annual vacation in the year of return will be prorated by one-twelfth (1/12) for each month of absence in the year of return.

Where an accumulation of absences other than Union leave, sick leave, long-term disability, WCB and annual vacation exceeds three (3) calendar months in any calendar year, annual vacation in the following calendar year will be reduced by 1/9 for each full month of absence in excess of three (3) months.

9.05 Vacation, Statutory Holiday Block and Sick Leave

A vacation or period of banked statutory holidays shall not be rescheduled or extended because of a disability or illness which begins after the last scheduled working day immediately prior to the commencement of a vacation or a period of banked statutory holidays. If an employee is absent on sick leave immediately preceding the commencement of a period of vacation or period of banked statutory holidays, then the vacation or period of banked statutory holidays will be rescheduled on request if work arrangements permit. If it is not practical to reschedule a vacation or a period of banked statutory holidays, then the employees shall receive pay in lieu of the vacation or period of banked statutory holidays in addition to any sickness protection benefits which may apply in their case.

In order to qualify for sickness protection benefits in addition to vacation pay or pay for a period of banked statutory holidays, employees must present a medical certificate on the prescribed form available from the Authority Human Resources Department.

9.06 Vacation Deferral

All vacation must be taken in the year for which the entitlement applies except employees with four, five or six weeks of vacation may defer one week. Vacation time deferred must be taken as "time off" before the end of the following year.

Notwithstanding 'G' 9.06 above, the following provisions ('G' 9.06.1 - 'G' 9.06.7) will apply:

9.06.1 Vacation Banking

All vacation must be taken in the year for which the entitlement applies except:

- (1) employees with four (4) weeks vacation entitlement may bank one (1) week of vacation per year up to a maximum of three (3) banked weeks.
- (2) employees with five (5) or more weeks vacation entitlement may bank one (1) week of

Table of Contents

vacation per year up to a maximum of five (5) banked weeks.

9.06.2 The total amount of banked vacation granted in any given year within the department at an operating centre shall not exceed the total amount of vacation committed to be banked in that same year within that department at that particular operating centre.

9.06.3 Employees cannot bank annual vacation in the same year that banked annual vacation will be taken off.

9.06.4 Prior to Annual Vacation Sign-up, employees will sign an intent sheet to indicate the number of weeks of banked vacation they are requesting to take off or bank in accordance with 'G' 9.06.1 in the following year.

9.06.5 Only one (1) banked week per year may be taken in prime time.

9.06.6 Any annual vacation pay adjustment due as per Article 'G' 9.03.1 will be paid in the year it is due. The week(s) banked will be paid at the applicable hourly rate in effect at the time it is taken and will not attract any a/v differential.

Employees who on the ratification date of this Agreement have annual vacation banked from previous years will have their a/v differential for previous years recalculated and paid in full not later than thirty (30) days following ratification.

9.06.7 Banked vacation will not be paid out except on termination of employment or retirement. Banked vacation which has been scheduled and not taken due to illness or disability and which qualifies for rescheduling under 'G' 9.05 above, shall be either rescheduled, where practical, or returned to the employee's vacation bank.

10.00 STATUTORY HOLIDAYS

10.01 Definition of Statutory Holidays

For the purposes of this Agreement, the following shall be acknowledged as Statutory Holidays.

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
B.C. Day	

or days in lieu of these listed holidays, and any other additional public holiday gazetted, declared or proclaimed by the Government of Canada or by the Government of the Province of British Columbia.

10.02 Payment for Statutory Holidays

10.02.1 Eligibility for Payment

Whether a statutory holiday is worked or not worked, an eligible employee shall be paid statutory holiday pay equivalent to a normal day's time at straight-time rates.

Table of Contents

working day before or the working day after the statutory holiday but they shall not be eligible when a statutory holiday falls during any of the following periods of absence:

- paid bereavement leave
- absence due to sickness or non-occupational injury
- Workers' Compensation absences
- approved leave of absence
- any absence without Authority approval

In no instance will an employee receive, for the same day, both statutory holiday pay and Workers' Compensation, bereavement pay or payments under the Wage Protection Plan.

10.02.2 Method of Payment

In the case of Operators any payment for banked Statutory Holidays will be made when the holidays are taken. Except as provided in this Article, employees eligible for Statutory Holiday pay will receive it in the pay period in which the Statutory Holiday actually occurs. Operators shall be paid at the wage rate prevailing on the date of the Statutory Holiday.

10.03 Banking Statutory Holidays

10.03.1 Transit Operators

Operators may elect to bank Statutory Holidays by seniority sign-up in blocks of either five days or ten days. The Authority shall determine the Statutory Holiday blocks to be made available in each sign-up. If such employees elect not to bank Statutory Holidays they shall nevertheless be required to work any holiday scheduled as a work day in accordance with Article 'G' 10.04 and they shall not receive another day off in lieu.

10.03.2 Other Employees Working Statutory Holidays

An employee other than employees referred to in 'G' 10.03.1 above, may elect to bank any Statutory Holidays worked and have some future day off with pay in lieu of the Statutory Holiday subject to staffing requirements as determined by the Authority. Unless prior Authority approval has been granted, the maximum number of days banked shall not exceed ten (10) days. In any event the day off in lieu will be scheduled prior to the end of the following calendar year of the date of the Statutory Holiday worked and wherever possible will be tied to the employee's regular days off or annual vacation.

10.03.3 Statutory Holidays and Annual Vacation

Employees other than those referred to in 'G' 10.03.1 above, may elect to bank any Statutory Holiday which falls in their regularly scheduled Annual Vacation period and have some future day off with pay in lieu of the Statutory Holiday subject to staffing requirements as determined by the Authority, Unless prior Authority approval has been granted, the maximum number of days banked shall not exceed ten (10) days. In any event the day off in lieu will be scheduled prior to the end of the following calendar year of the date of the Statutory Holiday worked and

Table of Contents

wherever possible will be tied to the employee's regular days off or annual vacation,

10.03.4 Other Employees Not Working Statutory Holidays

Employees other than those referred to in 'G' 10.03.1 above, may elect to bank up to five (5) Statutory Holidays per year which fall on their regularly scheduled day off and have some future day off with pay in lieu of the Statutory Holiday subject to staffing requirements as determined by the Authority. Unless prior Authority approval has been granted, the maximum number of days banked shall not exceed ten (10) days. In any event the day off in lieu will be scheduled prior to the end of the following calendar year of the date of the Statutory Holiday worked and wherever possible will be tied to the employee's regular days off or annual vacation.

10.03.5 Blocking

Employees exercising banking rights under 'G' 10.03.2 and 'G' 10.03.3 above may block Statutory Holiday lieu days in groups of five (5) days or less subject to staffing requirements as determined by the Authority and wherever possible will be tied to the employee's regular days off or annual vacation.

10.03.6 Payment

Payment for employees covered under 'G' 10.03.2, 10.03.3, and 10.03.4 above will be at the wage rate prevailing for the employee's job classification on the date the banked Statutory Holiday(s) are taken.

Employees who fail to exercise the provisions of 'G' 10.03.2, 10.03.3 and 10.03.4 within the prescribed time limits expressed therein shall forfeit the banked time portion and receive the banked pay portion forthwith.

10.03.7 Restricted Period

Banked days as provided for in 'G' 10.03.1 can only be scheduled off outside the prime periods.

- (1) 3rd Sunday in June through the Sunday following Labour Day.
- (2) The last two week period of December.
- (3) The one week of the Public School Spring Break.

10.03.8 Procedures

The Authority retains the exclusive right to develop and employ such procedures necessary to give effect to 'G' 10.03.2, 3, 4, 5, 6, and 7.

10.03.9 Notwithstanding all of the above, employees who as of March 7, 1985, have in excess of ten (10) days banked may not bank any additional days until the number of days in their bank has fallen below ten.

10.04 Working on a Statutory Holiday

The Authority shall designate how many employees in each job classification shall work on each Statutory Holiday. Time worked on a Statutory Holiday shall be paid in addition to any Statutory Holiday pay, as provided in Article 'G' 10.02. There shall be no compounding of premiums. Payment for time worked on a Statutory Holiday shall be as follows:

Table of Contents

Time Worked	Rate of Pay (Times regular rate)
Up to 9 ½ hours	150%
After 9 ½ hours	200%

Payment for a Statutory Holiday which falls on a Sunday will be paid 200% for all hours worked.

The Authority will give three (3) days' notice to those employees who will not be required to work on a Statutory Holiday. Those who voluntarily place themselves on the draw list must be notified by 14:00 hours the day prior to the holiday.

11.00 LEAVE OF ABSENCE

Subject to service requirements and reasons given for requesting a leave of absence, the Authority will grant leave of absence in accordance with the conditions which follow. Leave of absence for Union business is set out separately in Article 'G' 2.06.

"Days" means calendar days.

11.01 Application and Approval for Leave of Absence

11.01.1 An employee must apply in writing to the Authority for leave(s) of absence in excess of fourteen (14) days total in any calendar year. No such leave(s) will be granted without written approval of the Authority.

11.01.2 Leave of absence for the purpose of entering another occupation may be granted by the Authority. The Authority may grant such a leave for health reasons upon the advice of a practising physician.

11.01.3 The Authority shall dismiss any employee who obtains a leave of absence under false pretences.

11.01.4 Employees appointed by Order-In-Council or elected to full-time positions or office in municipal, provincial or federal government, or elected or appointed to full-time positions in the Canadian Labour Congress, BC Federation of Labour or Regional District Labour Council shall be granted as much leave as necessary during the term of such position or office. Upon return to the Authority the employees shall enter the job classification they previously held without loss of seniority or accredited service. As a condition for the granting of the leave the employee shall reimburse the employer at times and in a manner suitable to the employer for its costs, if any, incurred during the leave under the terms of whichever pension plan of the employer's the employee may contribute to as a member of that plan. Other terms of the Collective Agreement are not applicable to leaves granted under this Article.

11.02 Length of Leave of Absence

11.02.1 Subject to staffing requirements, the Authority may grant leave(s) of absence for reasons other than sickness, disability or serious trouble in an employee's family, up to the total limit for any calendar year:

Table of Contents

Employee's Length of Service	Maximum Total Length of Leave in a Calendar Year
Up to 1 year	14 days
1 to 5 years	1 month
More than 5 years	3 months

11.02.2 Driver's Licence Suspension

A leave of absence of up to but not exceeding 18 months may be granted at the sole discretion of the Authority to cover the term of suspension of an employee's driver's licence with due regard for an employee's length of service and record of performance on the job. No employees shall be granted more than one (1) such absence during their term of employment with the Authority. Employees who have received a leave of absence for the purpose of covering a licence suspension, and subsequent to their return to work from such leave of absence have their licence again suspended will be deemed to be terminated for cause. If a licence suspension is overturned by a decision of a court the employees shall be reinstated with full seniority but the Authority shall not be required to compensate the employees for wages and/or benefits lost during the period they were off of work as a result of the initial licence suspension.

11.03 Bereavement Leave

When death occurs to a member of the employees' immediate family, the employees will be granted an appropriate leave of absence for arranging and/or attending the funeral and shall be compensated at their regular straight-time hourly rate for hours lost from their regular work for a maximum of three (3) days.

11.03.1 For the purposes of this Article, "immediate family" shall be limited to the employee's spouse, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, grandmother, grandfather, grandchild, stepmother, stepfather, or stepchild. For the purposes of bereavement leave a same sex partner will be considered a spouse.

11.03.2 Where the length of the leave of absence is disputed, it shall be immediately discussed with the employee's Department Manager. In the event the dispute is not resolved at the Department, the Manager shall forthwith submit the dispute to the Labour Relations Department for final resolution in consultation with the President of the Union.

11.03.3 In the event of the death of the employees' mother, father, daughter or son, the employees shall be granted a leave of absence with pay of one day if they are unable to attend the funeral.

11.04 Maternity Leave

11.04.1 Leave of absence without pay for a continuous period not exceeding eighteen (18) weeks will be granted to regular employees for maternity reasons.

11.04.2 In order to be eligible for a leave of absence, a pregnant employee shall have a

Table of Contents

medical certificate (Form M186) completed by her physician and sent to the Occupational Health Nurse as soon as the condition is known.

11.04.3 Employees will notify the Authority at least three (3) weeks in advance of the date on which the employee intends to begin her leave of absence. An employee may alter, but only once, the date of commencement of her leave of absence by providing written notice to the Authority no later than two (2) weeks prior to the date she originally wished to commence her leave of absence. Should the employee suffer mental or physical illness as a result of pregnancy, she shall on the recommendations of her physician in consultation with the Occupational Health Nurse, commence her leave of absence immediately.

11.04.4 Once the employee has commenced her leave of absence, she will not be permitted to return to work during the six (6) week period following the date of delivery unless the employee requests a shorter period.

11.04.5 Should the employee suffer mental or physical illness as a result of childbirth she may upon presenting to the Authority a medical report from her physician apply to the Authority for an extension of the eighteen (18) weeks leave of absence to a date recommended by the physician.

11.04.6 Where an employee gives birth or the pregnancy is terminated before a request for leave is made, the Authority, shall, on the employee's request and on receipt of a medical certificate stating that the employee has given birth or that the pregnancy was terminated, grant the employee leave of absence from work without pay for a period of six (6) weeks, or a shorter period if the employee requests.

11.04.7 Where an employee has been granted maternity leave and is for reasons related to the birth or termination of the pregnancy as certified by a medical practitioner, unable to work or return to work after the expiration of the leave, the Authority shall grant to the employee further leaves of absence from work without pay, for a period specified in one or more certificates but not exceeding a maximum of six (6) weeks.

11.04.8 Employees desiring to return to regular employment following maternity leave shall notify the Authority at least thirty (30) days prior to the desired date of return or thirty (30) days prior to the expiry date of the maternity leave.

In cases of special circumstances an employee may request to return prior to six (6) weeks following the date of delivery. The request must be given in writing to the Authority at least one (1) week before the date that the employee indicates she intends to return to work and the employee must furnish the Authority with a certificate of a medical practitioner stating that the employee is able to resume work.

11.04.9 On return from maternity leave, the employee will be reinstated in her former position and receive the same salary and benefits as she received prior to such leave including any salary increases and improvements to benefits to which the employee would have been entitled had the leave not been taken.

11.04.10 The Authority will not terminate an employee or change a condition of employment of an employee because of the employee's pregnancy or maternity leave unless the

Table of Contents

employee is absent for a period exceeding the permitted leave.

11.04.11 The Authority will continue to pay the employer's portion of the employee's benefit premiums while the employee is on maternity leave.

11.05 Parental Leave

An employee will be granted three days parental leave of absence when the employee's spouse gives birth or when the couple adopts a child. The employee will be compensated at the employee's regular straight time hourly rate for the hours lost from regular work.

11.06 Leaves of Absence for Temporary Employees

Temporary employees shall be allowed up to a three (3) week leave of absence without pay at a mutually agreeable time after one year of service.

12.00 WAGE PROTECTION PLAN

The provisions of this Article shall only apply to regular employees who have completed three (3) months of employment, commencing from the date of hire.

12.01 Definitions

"Year" shall mean calendar year.

"Day" shall mean a normally scheduled working day.

"Non-occupational injury or illness" shall mean any injury or illness for which Workers' Compensation benefits are not payable, and shall include any disabilities arising directly from pregnancy.

"Regular daily earnings" shall mean the employee's regular straight-time rate of pay in effect at the commencement of disability, as stated in the Wage Schedule, multiplied by the employee's regularly scheduled hours of work for that day up to a maximum of seven and one-half (7 1/2) hours per day, The 7½ hour maximum does not apply to employees whose regularly scheduled shift exceeds or is less than 7½ hours.

12.02 Short Term Disability Plan

The Authority agrees to provide a Short Term Disability Plan which will provide a benefit payable for employee absences arising from non-occupational injury or illness. Employees shall be eligible for benefits for such absences up to seventeen (17) weeks in duration. The subrogation of claim benefits where there is third party liability will be subject to the terms in the Plan Document.

12.02.1 On each absence arising from non-occupational injury or illness, eligible employees will be entitled to a benefit equivalent to 96% of their regular daily earnings commencing on the 4th day of absence and payable until the end of the 8th week of absence, and a benefit equivalent to 85% of their regular daily earnings payable from the 9th week of absence until the end of the 17th week of each absence. To qualify for payment under this Plan, medical certification must be provided.

Notwithstanding the above paragraph, where, on the first three days of an absence by employees in any calendar year arising from non-occupational injury or illness, employees who are admitted to an acute care hospital, or are receiving chemotherapy, radiation treatment or dialysis, will be entitled to a benefit of 96% of their regular daily earnings payable from the date on which the employees were admitted to hospital or commenced the above mentioned treatment.

Table of Contents

12.02.2 The Authority shall pay the full cost of this benefit.

12.02.3 Sick Leave Credit Days

On January 1 of each year, the Authority will provide each eligible employee with 6 non-accumulating Sick Leave Credit Days. Each Sick Leave Credit Day shall be not more than 96% of the eligible employee's regular straight-time daily earnings on the working day immediately preceding an absence. Depending on the length of absence, eligible employees shall use their 6 Sick Leave Credit Days to cover one or more of the first 3 days of any non-occupational illness or injury absence.

12.03 Long Term Disability Plan

There will be a Long Term Disability Plan which will provide a benefit of 67% of regular daily earnings at the commencement of disability, payable upon the completion of 17 weeks of absence due to non-occupational illness or injury. The cost of this benefit will be borne in total by the Authority. Membership in this benefit plan shall be a condition of employment for all regular employees who have completed three months of continuous employment. Subject to consultation with the Union, the Authority will determine the plan carrier. The administration of this benefit will be at the discretion of the Authority.

12.04 Medical Certification

Confidentiality of Medical Information - all personal medical information required or provided pursuant to this Plan shall be made available only to the carrier administering the Plan and the Authority Occupational Health Nurse. The information shall be treated in strict confidence, The cost of any medical forms required under the above Plans shall be borne by the Authority.

12.05 Severance Pay

Upon termination, the Authority will provide one week's severance pay for each year of service to regular employees who are unable to continue in their jobs due to health reasons, but who are not in receipt of Long Term Disability benefits or Workers' Compensation Board benefits.

12.06 Welfare Plans Committee

The Joint Committee on the administration, revision or renewal of Welfare Plans, Wage Protection Plan and replacement of disabled employees shall consist of three (3) representatives from the Union and three (3) representatives from the Authority and shall meet at the call of either Party when sufficient business warrants. The Authority will reimburse Union representatives for any loss in straight-time earnings resulting from time spent in these meetings.

12.07 Disputed Workers' Compensation Board Claims

12.07.1 If an employee who is covered by the Wage Protection Plan suffers a disability, compensation for which is in dispute with the Workers' Compensation Board, wage protection benefits will be paid retroactively to the first day of disability that is eligible for benefits under

Table of Contents

the provisions of the above Short Term Disability Plan.

12.07.2 If the Workers' Compensation Board claim is subsequently allowed, the employee shall repay the appropriate carrier any benefits received under the Wage Protection Plan.

12.07.3 Workers Compensation Board Payments

Employees on Workers' Compensation will be paid an advance equal to their base hours (i.e. seven and one half [7½] in the case of operators) times their hourly rate times seventy five per cent (75%) for each day the employees are off on Workers' Compensation. The advance will be paid on their regular pay cheques.

Payments from the Workers' Compensation Board (WCB) will then be paid directly to the Authority.

If the WCB reassesses the employees' wage loss compensation, the Authority will change the amount of the advance accordingly.

An employee whose WCB claim is denied must apply for benefits under the Wage Protection Plan and repay the WCB advance from those benefits. If the advance is not fully covered by the Wage Protection Plan benefits, the difference will be recovered from the employee's pay.

Upon termination, any outstanding WCB advance will be recovered from the employee's final pay.

13.00 MEDICAL, DENTAL, AND LIFE INSURANCE

Membership in the basic medical plan, the supplementary medical plan, the dental plan and the Group Life Insurance Plan is a condition of employment except for temporary and summer relief employees. With the exception of the Group Life Insurance Plan, eligible employees may waive membership provided they can prove they have alternate coverage elsewhere.

Premiums for the basic medical plan, the supplementary medical plan and the dental plan shall be fully paid for by the Authority. Premiums for the Group Life Insurance Plan shall be shared 75% by the Authority, 25% by employee members.

13.01 Basic Medical Coverage

The basic medical plan shall provide coverage under the Medical Services Plan of British Columbia as specified in the B.C. Medical Services Act and Regulations.

13.02 Extended Health Benefits

The supplementary Plan shall provide additional health benefits equivalent to the standard Pacific Blue Cross Benefits Plan as it exists at the date of signing of this Agreement.

The benefits shall include:

- (a) Lifetime maximum benefit of \$100,000.00.
- (b) Eyeglass coverage at \$200.00 per covered member renewable every twelve (12) months, subject to appropriate deductible and co-insurance provisions (includes prescription sunglasses and contact lenses).
- (c) Hearing aid coverage at \$500 maximum for each ear, renewable each five (5) years,

Table of Contents

Effective May 1, 1999: Hearing aid coverage at \$1000 maximum for each ear, renewable each 5 years, subject to deductible and co-insurance provisions. Expenses for repairs and maintenance of hearing aids, and expenses for batteries, recharging devices, or other such accessories are eligible under this provision.

- (d) Effective May 1, 1999: Voluntary annual auditory testing for transit operators, subject to deductible and co-insurance provisions. Reimbursement to a maximum of \$100 every 5 years for hearing protection approved by both the Workers' Compensation Board and the Motor Vehicles Branch is included in this benefit.
- (e) Effective May 1, 1999: Reimbursement of generic prescription drugs only except where the employee's physician requires in writing that a prescription be filled using a specific brand-name drug. This benefit is subject to deductible and co-insurance provisions of the plan.

13.03 Dental Plan

The Authority will provide a dental plan for all eligible regular employees covered by this Agreement. Coverage for all new regular employees shall commence on the first day of the next month following two (2) full calendar months of employment. The benefit plan will be equivalent to that offered by Pacific Blue Cross in Plan A (90% co-insurance) Plan B (70% co-insurance) and Plan C (50% co-insurance with a lifetime limit of \$5,000.00 per person covered by the Plan).

13.04 Dental Plan - Retired Employees

Retired employees may continue to be covered by the Dental Plan providing they pay the premiums.

13.05 Group Life Insurance

The Authority will provide Group Life Insurance for all eligible regular employees covered by this Agreement. Coverage shall be equal to one and one-half times the employee's basic annual earnings rounded to the next higher multiple of \$500. Maximum coverage is \$150,000. Coverage will become effective on the first day following three (3) months' continuous service.

Employees who retire from service after at least ten (10) years service with the Authority and its predecessors, will continue to be covered by the Group Life Insurance Plan during retirement with the premium payable by the Authority, subject to the following provisions. Immediately upon retirement, coverage will be reduced to 50% of the amount that was in effect on the last day of employment. It will further reduce annually thereafter on each anniversary of the date of retirement by 10% of the amount that was in effect on the last day of employment until a minimum of \$1,000 is reached. This \$1,000 amount shall then remain in effect for the remainder of the retired employee's lifetime.

The provision for disability payout will be eliminated where an employee becomes permanently disabled prior to age sixty (60). Such employees will be provided disability waiver of premium coverage.

13.06 Voluntary Group Life Insurance

Voluntary Group Life Insurance will be made available in units of \$10,000 to a maximum of \$150,000 per employee. Spousal coverage will also be made available provided that the amount of coverage purchased does not exceed the amount purchased for the employee. Evidence of

Table of Contents

insurability satisfactory to the carrier must be provided for:

- (a) new employees who apply for coverage in excess of \$30,000;
- (b) any existing employee who applies for additional voluntary group life insurance;
- (c) all applications for spousal coverage.

The full cost of this Voluntary Group Life Insurance will be borne by the employee with the Authority making the necessary payroll deductions.

13.07 LOA Without Pay for More than 15 Days in Any Calendar Month

Except as otherwise specifically provided for in this Agreement and except for a part-time officer of the Union absent on Union business pursuant to Articles 'G' 2.00, an employee on leave of absence without pay for a period of fifteen (15) or more working days in any calendar month will be required to pay the full cost of the Medical, Dental and Life Insurance Plans as outlined in Articles 'G' 13.01, 'G' 13.02, 'G' 13.03 and 'G' 13.05.

13.08 Travel Accident Insurance

The Authority will provide a Travel Accident Insurance Plan to cover employees against accidental death when travelling on Authority business with a benefit level of one hundred thousand dollars (\$100,000). The trip destination must be a distance of over forty (40) kilometres outside of the Victoria Regional Transit Service Area.

The Travel Accident Insurance Plan does not cover everyday travel to and from work nor does it cover travel required in the performance of normal job duties. This insurance is in addition to basic Group Life Insurance and premiums are paid by the Authority.

13.09 CAW Trustee to BC Transit Employees' Health and Benefit Trust

The Authority will reimburse the Union representative on the Health and Benefit Trust for any loss in straight time earnings resulting from time spent attending Trust meetings.

14.00 TRANSIT PASS

One free transit pass shall be granted to each employee and one free pass will be issued to a spouse or child.

14.01 Penalty for Wrongful Use of Pass

Employees making wrongful use of their transit pass, including loaning their pass to any other person, shall be dismissed from service.

14.02 Eligibility for Transit Pass Upon Retirement

Employees who retire from the Authority's service and have completed two (2) years of service are eligible to receive a transit pass and a transit pass for their spouse. In addition, employees with five (5) or more years of service who are a medically proven total disability case shall be granted a transit pass at the date of their total disability. This provision shall apply during the waiting period when total disability is being established.

15.00 SAFETY

15.01 Occupational Health and Safety

It is the intent of the Parties to conduct a safe operation. To this end the Authority agrees to

Table of Contents

consider any reasonable and practicable suggestions for the improvement of safe working practices or for the protection of employees from safety hazards in the performance of their work.

The parties will establish two Joint Occupational Health and Safety Committees, one for operations and one for maintenance.

The purposes of each committee will be, within their respective departments:

- (a) to assist in creating a safe working environment;
- (b) to recommend actions which will improve the effectiveness of BC Transit Victoria's occupational health and safety program;
- (c) to promote compliance with the Occupational Health and Safety Regulation of the Workers' Compensation Board ("the Regulation"); and
- (d) without limiting (a) to (c), to discharge the responsibilities set out in subsection 3.6(2) of the Regulation.

For each committee, the membership will consist of an equal number of union and management representatives. The two union representatives for the Joint Occupational Health and Safety Committee (Maintenance) must be chosen by and from the union members in the maintenance department. The three union representatives for the Joint Occupational Health and Safety Committee (Operations) must be chosen by and from the union members in the operations department.

It is agreed that both parties will endeavour to ensure that committee membership remains consistent and that alternative committee members will only be used when regular members are not available.

The chair and secretary will be elected by and from the members of the committee. (If the chair is an employer member, the secretary must be a union member and vice versa.) When the secretary is a union member, at the secretary's request the employer will provide assistance for typing and distribution of the minutes and other pertinent information in a timely fashion.

Members of the Joint Occupational Health and Safety Committees shall be paid so that there will be no loss of earnings.

Where the committees believe that it would be useful to have the monthly meetings as a combined meeting of both committees, the meetings shall be combined.

15.02 Safety Shoes - Cost Sharing

Where safety shoes are required to be worn on the job, the Authority shall either provide an employee with ones that it determines to be suitable for the work or reimburse the employee for the purchase or repair of the safety shoes as in either (a) or (b) below:

- (a) to an amount not exceeding \$100.00 in a calendar year.
- (b) to an amount not exceeding \$200.00 per two year period. The acceptable alternative is the purchase of one pair of heavy (winter) and one pair of light (summer) safety footwear per two year period.

This replacement may be more frequent for Servicepersons based on proof of need.

Table of Contents

In order to qualify for reimbursement as provided herein the employees shall:

- (a) obtain the prior approval of their immediate supervisor for the purchase of or repairs to safety shoes; and
- (b) submit a receipt describing the purchase or repairs and amount paid by the employee.

15.03 First Aid Allowances

The First Aid Regulations of the Workers' Compensation Board require Occupational First Aid attendants at certain work locations.

Policy

In order to provide employees injured at work with quick and effective first aid treatment, the Authority will ensure that properly trained first aid personnel and adequate equipment and supplies are available in accordance with the Authority's specifications, which also include the requirements of the Workers' Compensation Board.

The Authority will encourage designated employees to qualify for First Aid Certificates, will pay for their required training and will provide a pay allowance to such employees for holding valid Certificates (Schedule 1). When authorized, non-designated employees, who achieve valid certificates, will be provided with a lesser pay allowance (Schedule 2).

Schedule 1

Designated employees (acting as Occupational First Aid Attendants, or their back-up, under Workers' Compensation Board Regulations or as specified by the Authority).

Level 130¢ per hour

Level 275¢ per hour

Level 390¢ per hour

Schedule 2

Non-designated employees authorized to receive First Aid Allowances.

Level 221¢ per hour

Level 324¢ per hour

16.00 PAYMENT OF WAGES

Employees shall be paid every two weeks by cheque on every other Friday or on the preceding working day when a pay day falls on a holiday. Adjustment of a pay shortage of one full day's pay or more can be made by interim cheque at the request of the employee.

Pay shortages of less than one full day's pay but greater than fifty dollars (\$50.00) will be covered by a pay advance at the request of the employee.

16.01 Issuing Pay Cheques - Shift Workers

Employees on evening shifts shall upon request be issued pay cheques from 15:00 of the day preceding pay day and on pay day when the depot office opens.

Effective September, 1999: All employees upon request will be issued pay cheques after 15:00 on the Wednesday preceding the regular Friday pay day. No cheques will be issued between the hours of 09:00 – 10:00 and 13:00 – 14:00 on the Thursday preceding the regular Friday pay day.

Table of Contents

17.00 TEMPORARY EMPLOYMENT

A temporary employee (full-time or part-time) is one hired to perform work of a temporary nature. The employee will receive 120% of the straight-time rates to cover annual vacations, statutory holidays and all other benefits, and will not be entitled to any welfare benefits.

17.01 Employees hired on a temporary basis will achieve regular status on completion of one (1) year of continuous service in the specific position related to the project or purpose for which they were hired and shall be considered to have regular status from the commencement of such temporary employment. The employees' temporary status will be continued when the project is extended beyond one year as in 'G' 17.02 below.

17.02 If a temporary project, specific job or allied jobs exceeds a period of one (1) year, the Parties may mutually agree to a period in excess of one (1) year until the temporary project is completed. Otherwise, the position will be bulletined as a full-time regular position.

18.00 TRANSFER OR CHANGE OF OWNERSHIP OF TRANSIT

In the event that Transit is removed from the Authority, all agreement matters and welfare benefits will be honoured.

In the event the provincial government enters into an agreement involving a change in governance whereby responsibility for the provision and/or maintenance of transit services is transferred, in whole or in part, from BC Transit to any other entity, body or municipality, the successorship provisions of the *Labour Relations Code* will apply and the provisions of this collective agreement shall be binding upon the other entity, body or municipality having responsibility for transit services.

Should the above change in governance occur, the union will make a successorship application to the Labour Relations Board and BC Transit agrees to support that successorship application.

19.00 TIME SLIPS

All time slips and overtime slips shall be completed and submitted to the Authority. Any such slip that is incorrect or incomplete will not be honoured by the Authority for payment until corrected.

20.00 SPECIFIC MATTERS OF AGREEMENT

Matters of agreement relating to specific areas of the operations are contained in the following "Parts" which along with the Wage Schedule constitute part of the Collective Agreement:

Part "O"	Operations
Part "M"	Maintenance

Table of Contents

21.00 INTERPRETATION OF AGREEMENT

Inquiries from Union representatives regarding the Authority's interpretation of Articles in the Agreement shall be referred to the Labour Relations Department.

22.00 PENSION PLAN

The annual report of the Auditor, the annual report of the Superannuation Commissioner and the triennial report of the Actuary under the Public Service Superannuation Act shall be forwarded to the Union as soon as possible after they are received by the Authority.

No recommendation will be made by the Authority to the Lieutenant-Governor in Council with regard to amendment of the Public Service Superannuation Act until the Union has been consulted by the Authority and has been given a period of four weeks to make representations to the Authority.

All employees shall receive an annual statement from the Authority detailing all pension and other benefits within thirty (30) days of the Authority receiving the statements from the Superannuation Commission.

Table of Contents

OPERATIONS

1.00 HOURS OF WORK

1.01 Work Day and Work Week

Subject to the definition of runs in Article 'O' 1.02 below, approximately seven and one-half (7 1/2) hours shall constitute a normal day's work and thirty-seven and one-half (37 1/2) hours shall constitute a normal week's work of five (5) working days and two (2) consecutive days off. Seven and one-half hours at regular rates shall be paid on any run that has at least a total time worked of seven hours and ten minutes, including report and lay-up time.

1.02 Definition of Runs

Early Day Run: any regular run finishing at or before 15:30.
Day Run: any regular run finishing at or before 18:30.
Early Night Run: any regular run finishing before 20:30.
Night Run: any regular run finishing between 18:30 and 01:00.
Owl Run: any regular run finishing after 01:00.
Block Run: shall be classed as a regular run.

1.02.1 Index Run

An index run is a normal day's work as posted on a running sheet for sign-up under Article 'O' 2.01.

2.00 ASSIGNMENT OF WORK

2.01 Sign-up

Operators will sign up in order of seniority for work assignments on posted running sheets. Sign-up times will be designated by the Authority for all Operators.

2.01.1 Sign-up Relief

Sign up reliefs will be scheduled to provide the Operator signing up with approximately twenty (20) minutes, but in no case less than fifteen (15) minutes at the Depot prior to their designated sign-up time.

The Authority will pay for one relief and the Operator being relieved will not lose pay. The relief, in turn, will be ineligible to be relieved for the purpose of signing up only if that Operator has signed the relief as overtime.

In the case of Spareboard Operators signing such a relief to make up their day and then asking the Depot Office to relieve them so that they can then sign up, this will be allowed on the understanding that if other Spareboard Operators sign that relief also to make up their day, those

Table of Contents

Operators will not be allowed a relief so that they can then sign up.

Table of Contents

Operators who sign up and hold sign-up for reliefs on special sheets designated and so marked for sign-up reliefs, will be paid as though the relief occurred at the point of sign-up back to the point of sign-up. (To be included within the two hour minimum.) The Authority will designate the relief point. All sign-up reliefs must be on the sign-up relief sheet.

2.01.2 Less Than Ten Working Days in any Pay Period

At the request of Operators and provided such request is made no later than 14:30 on the day prior to the commencement of the pay period in question, Operators, who by virtue of the sign-up do not have ten (10) working days in any pay period affected by such sign-up, will be permitted to work the spareboard on their assigned days off in the affected pay period as regular Spareboard Operators and will be governed by the Spareboard Rules and guarantees for those days. Such days will be regarded as regular scheduled work days.

2.01.3 More Than Ten Working Days in any Pay Period

At the request of Operators and provided such request is made no later than 14:30 on the day prior to the commencement of the pay period in question, Operators, who by virtue of the sign-up have more than ten (10) working days in any pay period affected by such sign-up, will be allocated days off, with the days off to be determined. Such days off, once allocated, will be regarded as regular scheduled days off.

2.01.4 Operators Transferred to the Human Resources Department

Operators who have been transferred to the Human Resources Department as a result of health or other reasons will not be eligible to sign up. If such Operators return from the Human Resources Department, they will be placed on the Spareboard for the balance of the current sheet, with days off of their choice. If Operators present a Certificate from their doctor indicating a definite return date which will fall within the first three (3) weeks of a new sheet, then that Operator may sign up for that sheet.

2.01.5 Payment for Union Representatives at Sign-up

All normal participation by working Union representatives at sign-ups will be totally paid by the Authority except sheet examination which will be shared 50-50.

2.02 Running Sheets - Definition and Construction

The Authority's Planning & Scheduling Department shall construct Operators' running sheets which shall designate the runs available to Operators under the sign-up provided in Article 'O' 2.01. Running sheets shall be made up in accordance with the Authority's running schedule.

2.02.1 Union Sheet Committee

The suggestions of the appointed Union representatives (Sheet Committee) as to the construction of the running sheets will be adopted as far as possible provided:

- (a) the completion of the running sheet will not be unduly delayed, and
- (b) the Authority reserves the final decision as to whether a Union suggestion is adopted or

Table of Contents

rejected.

A Sheet Committee consisting of two (2) employees will be appointed by the Union and the Authority and the Union shall share equally the straight-time wages of Union Sheet Committee representatives for time spent at sheet inspection.

Sheet inspection will not be delayed if a regular Sheet Committee member is unavailable. An alternate will replace the regular Sheet Committee member.

The Sheet Committee will be provided with such documents as are necessary to examine the composition of the running sheets for sign-up as per applicable Agreement Articles re: construction of running sheets.

The Authority will provide information on changes in new running sheets and draft paddles to the Sheet Committee, where possible two weeks and in no case less than one week prior to sheet examination.

2.02.2 Running Sheets - Frequency

The Authority may introduce additional running sheets and may extend the period of a running sheet if exceptional conditions prevail at the time a new sheet is due. It is intended that the Authority will post new running sheets for sign-up according to a frequency not fewer than four (4) new running sheets per year. No running sheets will be in force for a period longer than fourteen (14) weeks, plus the period to the Monday following the next pay break, except that the sheet which includes the Christmas shopping period may be extended to a maximum of sixteen (16) weeks, plus the period to the Monday following the next pay break.

In the event a sign-up for unforeseen reasons becomes impossible, the Authority reserves the right to extend sheets by signed-up Operators continuing to work the runs they are signed on, placing Holiday Block Operators on the spareboard and placing all holiday blocks not signed for on the spareboard.

2.02.3 Running Sheets - Changes

At any time during the life of a sheet the Authority may make changes to the running sheets in effect provided there is no reduction to the number of runs and no loss of earnings to any employee affected thereby.

In the event of unforeseen interferences with normal traffic, the Authority will make the necessary changes to running sheets and equipment for the duration of such interferences.

If new runs are to be added during the life of the sheet, they shall be placed on the Spareboard for the life of that sheet.

Table of Contents

2.02.4 Length of Runs

The Authority will guarantee as a minimum that 68% of signed up runs will be cut within nine hours (to include straight runs) and that 60% of signed up runs will remain as straight runs, subject to a leeway of 3% below these limits.

2.02.5 Training Rates of Pay for Existing Operators Breaking in on Existing and New Routes

Operators required by the Authority to train for new transit routes will be paid the applicable rate of pay as provided for in this Agreement.

The Authority shall determine when Operators will be scheduled for training purposes.

2.02.6 Special Category Runs

The creation of "special category" runs basically entails coupling of an unspecified number of a.m. and p.m. "trippers" and provision of additional allowance time so that such runs will pay seven hours and thirty minutes (7:30).

The agreed basic features are as follows:

- (a) Minimum shift make-up time 5 hours and 30 minutes.
- (b) Maximum shift make-up time 6 hours and 45 minutes.
- (c) Maximum spread time of 13 hours.
- (d) All runs to pay 7 hours and 30 minutes.
- (e) All runs off Saturday and Sunday.
- (f) No specified number of runs.
- (g) All runs are exempt from percentage requirements of present or future Agreements.
- (h) At the next sign-up, runs will be available for signing for the balance of each sheet at all depots.
- (i) Payment for spread time in excess of ten (10) hours at a premium rate of 25% of the Operator's regular straight time rate.

2.03 Service Review Committee

2.03.1 Objective

The objective of the committee is to ensure operator concerns with respect to scheduling and service related matters are properly investigated and addressed.

2.03.2 Committee Membership

The composition of the Committee is as follows:

- Planning Manager (Chair), Operations Manager, Chief Transit Supervisor, Senior Operations Planner; and
- CAW Local 333 Executive Board Member, Sheet Committee Chair, Bus Stop Committee Chair, an Occupational Health and Safety Committee (Operations) Representative of the Union.

Other staff may be requested to attend meetings to provide information with respect to specific agenda issues.

Table of Contents

2.03.3 Terms of Reference

The terms of reference and scope of discussion shall be limited to the following service-related matters:

- (a) routes and deadheading
- (b) facilities including exchanges, washrooms and stops, layover locations
- (c) running times, timing points
- (d) interlining
- (e) frequency, loading and overloads and
- (f) operational issues raised by operators through paddle notes or other means.

These discussions are meant to be primarily advisory and to assist in the effective implementation of efficient and reliable service to the public. This committee is not meant to replace or duplicate work done by the Occupational Health and Safety Committee, Bus Stop Committee, the regular sheet inspection process or the identification of operational issues by individual operators through direct communications with the Planning & Scheduling or Operations Departments.

2.03.4 Committee Procedures

Meetings of the Committee will be held quarterly to review service changes prior to sheet construction. Meetings will be called by the Chair, who will be responsible for preparing an agenda for the meeting. The agenda and support material will be circulated in advance. Minutes will be prepared and circulated.

2.03.5 Relationship with Sheet Review Process

The Service Review Committee will meet prior to the commencement of sheet construction for a given sign-up period in order to facilitate understanding of the service basis of the forthcoming sheet and to ensure that service issues raised have been reviewed prior to sheet construction.

2.04 Notice of Return to Work Following Leave of Absence

When Operators return to work following a sickness absence, they shall notify the Depot Office on the day prior to their return in order to be restored to the run they held prior to their absence. The report times shall be 13:00.

Operators on any other approved Leave of Absence shall be scheduled to resume their former run upon return to work without notice unless returning earlier than scheduled, in which case the provisions for returning to work from sick leave will apply. An operator required to be absent under Articles 'G' 6.01.1 and 'G' 6.01.2 shall sign off with the Depot Office on a daily basis. Operators will be exempt from the daily phone-in requirement under exceptional circumstances. Operators unable to sign off prior to 13:00 must notify the Depot prior to 18:00 if they will be unable to return to work the following day. Operators signing off prior to 13:00 shall have their runs placed on the work sheets for the following day and said work shall be governed by the overnight assignment. Work signed off after 13:00 shall go to standby if starting prior to 08:00

Table of Contents

and if starting after 08:00 shall be placed on the work sheets for the following day. Operators neglecting to sign off with the Depot Office prior to 18:00 shall be classified as a sleeper for the day.

2.04.1 Sick Report Time

Operators reporting sick prior to 08:00 must report their sickness at least thirty (30) minutes prior to normal report-in time. All other sick reports must be reported at least one (1) hour prior to normal report-in time.

2.04.2 Sleeper

Definition

"Sleepers" are Operators who fail to report on time for any piece of work they have signed, or to which they have been assigned.

Operating Procedure

On each and every occasion that Operators are determined, by the above definition, to be a sleeper, the following options will apply:

1. Operators can voluntarily report and will be paid for all the time worked.
2. They need not report at all but must clear themselves for work for their next working day in accordance with existing practices.
3. If requested by the Depot Office to work or appear for work, the Operators shall be covered by the guarantee as it applies to regular Spareboard Operators.

2.04.3 Unscheduled Transit Service Delays

Where Operators utilize the transit system to effect a relief or a report which falls within their hours of work, (including travel time) and an unscheduled transit service delay occurs, resulting in the Operators being unable to make the relief or report, they shall not be subject to loss of pay or to any disciplinary action or documentation, The Operators will take all steps available to them to notify the Depot Office of their delay at the earliest opportunity.

2.05 Availability for Overtime Work

All Operators will be available for overtime work on a voluntary basis and the Union may reach agreement with the Authority on limits to the amount of overtime that can be worked by individuals.

3.00 METHOD OF PAYMENT

"Regular rate" shall mean the applicable hourly rate of pay set out in the Wage Schedule. Where applicable "time worked" shall include standby time, report time, and lay-up time. In addition, travel time will be considered as time worked for the sole purpose of calculating overtime payment for shifts that exceed eight (8) hours only, except as provided in Article 'O' 2.01.2, Sign-up Reliefs.

3.01 Payment for Overtime Work

In any one day the following overtime rates shall be paid for time worked after completion of an index run or after the stated time worked on random shifts in the case of Spareboard Operators.

Table of Contents

Time Worked Per Day	Rate of Pay (Times regular rate)
From 7 hours and 30 minutes to 9½ hours	150%
In excess of 9 1/2 hours	200%

There shall be no compounding on the rate of pay for Sunday or Statutory Holiday work set out in Article 'O'3.01.1.

On all days except Sundays and Statutory Holidays the rates of pay for overtime worked shall be 150% of the regular rate up to 9½ hours of time worked and 200% of the regular rate for overtime worked after 9½ hours.

3.01.1 Payment for Work on Sundays and Statutory Holidays

All Sunday shifts will be straight shifts and will pay a minimum of five (5) hours at time and one-half (150%). Double time (200%) will be paid for all time worked in excess of 7½ hours.

On Statutory Holidays, the rates of pay for time worked shall be 150% of the regular rate up to 9½ hours of time worked and 200% of the regular rate for overtime worked after 9½ hours.

3.01.2 Payment for Callout on a Day Off

If employees are called out on their scheduled day off they shall be paid as follows:

Time Worked Per Day	Rate of Pay (Times regular rate)
Up to 7 ½ hours	150%
From 7 ½ hours to 10 ½ hours	225%
After 10 ½ hours	300%

3.03 Spreadover Premium for Split Shifts

A Spreadover premium shall apply to the normal days of work on a split index which exceeds ten hours duration from the start of the first piece of work to the end of the last piece of work.

3.03.1 The spreadover premium shall be 25% of the Operator's regular straight-time rate,

3.03.2 The spreadover premium shall be paid for the time worked from the tenth hour of total elapsed time.

3.03.3 For the purposes of this Article, total elapsed time (T.E.T.) shall mean the time between the start of the first piece of work and the end of the last piece of work and includes the time not worked between the pieces.

Table of Contents

No indexes can extend beyond twelve (12) hours total elapsed time, including travel time.

3.03.4 During this Agreement, the maximum spreadover times for signed up runs shall not exceed the maximum spreadover times which prevailed under the last Agreement. The Authority will revise the scheduling of short pieces of work with the objective of reducing spreadover time to below twelve (12) hours for the majority of these runs. In doing so, the Authority will break up regular runs where necessary, but only to the smallest extent consistent with the objective of twelve hour maximum spreadover.

3.04 Minimum Pay for Short Pieces of Work

3.04.1 Single Pieces of Work

A minimum of two (2) hours will be paid for all pieces of work, both on the Spareboard and in signed up work.

3.04.2 Two Pieces Separated by 15 Minutes or Less

Two pieces of work will be considered as a single piece of work and will be paid straight through when they are separated by 15 minutes or less.

3.04.3 Two Pieces Separated by More than 15 Minutes

If, in the building up of a signed up run, two or more pieces of work separated by more than 15 minutes pay six hours or more, then the Authority may pay the time straight through and post as a single piece of work.

3.04.4 Extended Work

Where the Authority requests Operators to extend their work:

- (a) by working an additional piece of work; or,
- (b) by continuing in service as a result of a missed relief; or
- (c) due to a change which is greater than fifteen (15) minutes in the start and/or finish time of signed-up work, pursuant to Article 'O' 2.02.3 of this Agreement;

and such work extends beyond the scheduled hours of work, they shall be paid an additional two (2) hours minimum. When such extra work finishes within the scheduled hours of their shift, they will not be paid additional compensation.

Application

1. Where changes made pursuant to Subsection 'O' 2.02.3 that alter the start and/or finish time of signed-up work, and the change extends an Operator's work
 - (a) by less than fifteen (15) minutes, the Operator is required to complete the work (despite Section 'O' 2.05), and will be paid overtime rates for the actual time worked either prior to or after the Operator's originally scheduled start or finish time; or
 - (b) by greater than fifteen (15) minutes, the Operator will be paid an additional two (2) hours minimum and any time exceeding the fifteen minutes shall be worked on a voluntary basis.
2. An Operator who is not relieved at the scheduled relief point is required to do the following:
 - (a) notify the Depot Office during Depot Office hours;
 - (b) carry on "inservice" to the terminus or to a point as instructed by a Supervisor; and
 - (c) if no relief is affected at either of these points, return the bus to the garage.

Table of Contents

If the Operator has a legitimate reason for not continuing past the relief point, he or she must advise a Supervisor of the reason and is not required to continue operating. A "legitimate reason" is a reason of a pressing and urgent nature relative to the significance of the service disruption to transit customers in all of the circumstances of the missed relief.

3. Despite Section 'O' 2.05, an Operator is required to complete a piece of work or index that has been delayed due to reasons beyond the control of the Authority (*e.g.*, weather conditions, traffic conditions, etc.)

3.05 Pay Protection on Temporary Change of Work

If the Authority assigns Operators to a temporary position away from their run they shall be paid no less than what they earned on their run.

3.06 Report Time and Lay-up Time

When any new garage is placed in operation, any report time and lay-up time will be subject to mutual agreement prior to the opening of any new garage or satellite centre.

3.06.1 Report Time

Operators shall be paid the following report time for taking buses out of the garage to operate in regular scheduled service and charter runs:

17 minutes report time up to 10:59

10 minutes report time after 11:00

3.06.2 Lay-up Time

Operators shall be paid five (5) minutes lay up time in addition to scheduled time for returning buses to the garage.

3.06.3 Farebox Changes

The Authority reserves the right to change fareboxes in the most efficient manner.

3.07 Travel Time

3.07.1 Definition of Travel Time

"Travel time" for all Depots shall be equivalent to the scheduled running time between any two locations. Where a transfer requirement between any two locations exists, travel time allowance will be applied at that relief location when the headway of the connecting routes is favourable (greater service frequency) relative to the other location. Where a transfer is required an additional allowance will be made, consisting of five minutes when the travel time occurs any time up to 18:00 in the day and 15 minutes when the travel time occurs after 18:00.

Notwithstanding the provisions of Article 'O' 3.00 in which travel time is considered as time worked for the sole purpose of calculating overtime payment, net travel time is considered as a straight time "allowance" to be exempt from the Operator's work day in terms of scheduled time constraints for regular signed up work.

Net time to be applied against all available shift level make-up time (Sign-up runs and Spareboard); accrued travel time for shift lengths less than two (2) hours (A-B, C-D) to be realized when shift make-up is totally absorbed. For any B-C net travel allowance (less than 9 hours spread time), if either A-B or C-D shift is less than two hours, then the balance of make-up

Table of Contents

to be absorbed before any net travel time allowance is applied. Net travel time for indexes and pieces of work shall be charged against the spareboard guarantee and for "time in" purposes (Spareboard).

3.07.2 Travel Time Application

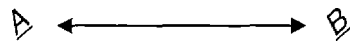
The following letters represent the shift location parameters.

- A - start location of first shift
- B - finish location of first shift
- C - start location of second shift
- D - finish location of second shift

(a) Straight Shifts

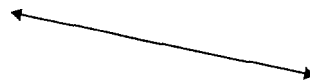
(i) One Piece Straight

Travel time allowance to be applied between starting location of the day's work (pt. A) and the finishing location of the day's work (pt. B).



(ii) Two Piece Straight

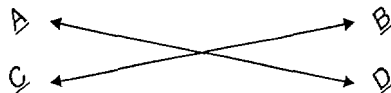
Travel time allowance to be applied between starting location of the day's work (pt. A) and the finishing location of the day's work (pt. D). Time interval between location pt. B and location pt. C to be "paid through" as index make-up allowance.



(b) Split Shifts

(i) Spread Time of 9 Hours or Less

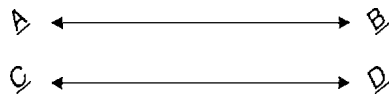
Travel time allowance to be applied between the starting location of the day's work (pt. A) and the finishing location of the day's work (pt. D) as well as between the finishing location of the first shift (pt. B) and the starting location of the second shift (pt. C).



(ii) Spread Time in Excess of 9 Hours

Travel time allowance to be applied between the starting location of the day's work (pt. A) and the finishing location of the first shift (pt. B) as well as between the starting location of the second shift (pt. C) and the finishing location of the day's work (pt. D).

Table of Contents



3.08 Make-up Time

"Make-up Time" is defined as that time which brings a piece of work or an index up to a guaranteed minimum time as provided for elsewhere in this Agreement and includes the time paid in order to convert two or more pieces of work into one piece of work as provided in Article 'O' 3.04. Make-up time will only be included in a piece of work after all other components (i.e. report time, lay-up time, and travel time) have been accounted for. Make-up time is a straight-time allowance and will not be included in any index for which overtime rates are paid. Make-up time for indexes and pieces of work shall be charged against the spareboard guarantee and for time-in purposes (Spareboard).

3.09 Training Premium

Qualified Operators selected by the Authority to train new Operators shall be paid a training premium of 40¢ per hour while engaged in training work.

4.00 LAVATORIES

As far as practicable, lavatories shall be provided at the most suitable terminal on each line. Such lavatories shall be kept in sanitary condition and shall be equipped with a serviceable lock and key.

Washroom locations will be identified in the Drivers' Guide. Washroom location changes between sign-ups will be bulletined.

5.00 UNIFORMS

The Union and the Authority will cooperate in sponsoring and maintaining a high standard of appearance among Operators as provided for by the Authority's rules and regulations.

5.01 Cleaning Allowance

Operators will receive on their pay cheques a cleaning and maintenance allowance of \$12.00 biweekly effective April 1, 1999.

6.00 NEW OPERATING CENTRES

If the Authority establishes new operating centres these new centres will be covered by this Agreement but will be subject to local operating conditions.

7.00 TEMPORARY PROMOTIONS

7.01.1 The Authority shall bulletin inviting applications from Operators covered by this Agreement to fill acting supervisory positions.

7.01.2 A temporary promotion to an acting supervisory position shall have a duration of not more than 180 calendar days in each calendar year.

Table of Contents

7.01.3 Operators temporarily promoted by the Authority to fill an acting supervisory position shall have their seniority maintained for the period of their promotion.

7.01.4 An Operator temporarily promoted to an acting supervisory position shall be covered by the policy or collective agreement applying to supervisory personnel at that time.

8.00 SHIFT PREMIUMS

Operators shall be paid a shift premium of 75¢ per hour for all hours worked after 20:00.

9.00 ONE-DAY ANNUAL VACATION

Operators entitled to six (6) weeks of Annual Vacation per Article 'G'9.02, will have the option of leaving one (1) week of Annual Vacation unscheduled at the time of the Annual Vacation Sign-up. These five (5) days will be scheduled at a later date, subject to staffing requirements, and may be taken one or more days at a time.

The following rules shall apply:

- (1) Employees must show their intent to retain the five (5) unscheduled days (or such number of days that may make up a work week) at the time of the Annual Vacation Sign-up by signing the unscheduled holiday sheet.
- (2) Single days of Annual Vacation may be scheduled at the time of Annual Vacation sign-up, in order of seniority. Statutory holidays will not be available for signing.
- (3) The five (5) days (or such number of days that may make up a work week) must be taken before December 15th.
- (4) After the sign-up has been completed, the Authority will make available one slot each day not signed for during the annual vacation sign-up (statutory holidays not included) for operators wishing to take single day(s) of annual vacation. Operators may request the single day(s) not more than one month in advance, and not less than 48 hours in advance. Choices will be limited to one day per operator per week. When more than one operator applies on the same day, seniority will be the determining factor. In all other cases, requests will be granted on a first-come-first-served basis.

10.00 SPAREBOARD RULES

10.01 Spareboard

The Authority will endeavour to maintain a number of operators equal to not less than 12% of the number of operators that will be required to sign on the property(ies) for the new sheet.

The method of determining the minimum number of spareboard positions will be based on 12% of the following, as required by the new sheet being signed:

Table of Contents

- (a) Indexes
- (b) Day off blocks
- (c) Averaged Annual Vacation blocks
- (d) Compressed Work Indexes

The Spareboard will be filled in seniority order at the quarterly sign-up.

10.01.1 Spareboard Operators - Days Off

Spareboard operators will receive the same number of days off as signed up operators. Spareboard operators will select consecutive days off in order of seniority at the regular sign-up times. When required, new operators will be added to the spareboard until the next sign-up and shall be designated consecutive days off at the discretion of the Authority.

Days off for vacation relief operators who are on the spareboard due to lack of operators on vacation will be determined by the Authority and posted on the operators' sign-up sheets prior to the operator being required to sign such sheets.

10.02 Spareboard Guarantee

10.02.1 The guarantee for all spareboard operators who make themselves available for work shall be 7½ hours per day, including Sunday premiums and Holiday premiums at 150%. Every day that operators make themselves available and fulfil their obligation under these Spareboard Rules, they will be eligible for the daily guarantee. Any overtime worked cannot be applied towards the guarantee for any other day.

10.02.2 On any day operators sign off or fail to report, or cause themselves to lose work, or place themselves in violation of the National Safety Code, those operators shall be paid only for actual time worked.

10.02.3 Spareboard operators, by their turn at the P.M. rollcall, who are not able to show that they have signed on, and are safe on 7½ hours work on any given day (5 hours on Sundays and Statutory Holidays), must take the longest piece of work up to a day's work of 7½ hours. In keeping with seniority privileges, an operator may pass down the longest piece of work in favour of taking the second longest or third longest, etc. as long as there are junior spareboard operators available who are not able to show that they have signed on, and are safe on 7½ hours work (5 hours on Sundays and Statutory Holidays).

10.03 Trippers, Specials and Split Work

Depot offices shall not have the right to build up a spareboard operator's work day with allowance time to a full day's work thereby causing the operator to lose seniority.

10.04 Spareboard Qualifications

10.04.1 Operators exercising their seniority to sign the spareboard or vacation relief involving the spareboard, must be qualified to operate all types of equipment used in Victoria Operations. They must be proficient in all variations of work covered by the spareboard.

10.04.2 All work assignments, signed for or assigned, must comply with the National Safety Code, Section 3, "Hours of Service".

10.05 Additional Work

Table of Contents

10.05.1 When circumstances are such that all spareboard operators have completed 7½ hours, then work starting after 19:30 will be voluntary and will be assigned to any operator on a first-come-first-served basis. Any operator starting work prior to 08:00 hours will not be required to work past 19:30 hours.

10.05.2 National Safety Code Exception

An operator who is impacted by the NSC as a result of accepting a voluntary assignment, who is subsequently required to attend the 09:00 sign-up, will not be required to work past 19:30 hours to qualify for the daily guarantee.

Operators who are impacted by the NSC as a result of exercising their seniority to select a piece of work, who are subsequently required to attend the 09:00 sign-up, will be required to remain available to cover work up to the end of the service day or to whenever they work 7.5 hours, whichever occurs first.

10.06 09:00 Sign-Up

10.06.1 Operators leaving a selection of work choices must leave a sufficient number of choices to cover their seniority. Operators who fail to leave sufficient work choices will be assigned the last piece of work after the 09:00 sign-up has completed, and each piece of work shall finish by 19:30 hours. Operators may break into the sign-up after failing to sign in their correct seniority position by declaring their intent to the depot office supervisor. They may only sign work that is available from the time they declare their intent. If two or more operators are involved, the senior operator will receive the earliest finish.

The only operators who are permitted to leave a selection of work choices for the 09:00 sign-up are:

- (a) Operators who have been assigned work on the overnight sheet under the letter "G", or
- (b) Operators who have been assigned work under the letter "E" when the finish time of such work prevents the operator from reporting for the 09:00 sign-up, or
- (c) Operators who have been assigned work under the letter "F" when the finish time of such work prevents the operator from reporting for the 09:00 sign-up, or
- (d) Operators who have received approval from the depot office supervisor for emergency reasons, or
- (e) Operators who are affected by the National Safety Code may leave work choices on the next day's choice sheet.

10.06.2 Spareboard operators who are marked up for the 09:00 sign-up but fail to report or answer to their name being called, will be assigned the last piece of work available to 19:30 hours. If two or more operators are involved, then the senior operator will be assigned the earliest finish piece of work. Operators may break into the sign-up after failing to sign in their correct seniority position by declaring their intent to the depot office supervisor. They may only sign work that is available from the time they declare their intent.

10.06.3 Operators leaving their written choices of work must:

- (a) ensure they are marked 1st, 2nd, 3rd choices, etc.,
- (b) ensure their choices are clearly written,
- (c) accept work that is assigned them if (a) and (b) are not followed.

Any clarification as to the written selection will be interpreted by a union spareboard

Table of Contents

representative or designate when requested by the depot office supervisor or designate.

10.06.4 The shortest piece(s) of work will be blocked for assignment to overtime operators and will not be unblocked unless the unblocking process complies with subsections "O"-10.06.5 and "O"-10.06.6.

10.06.5 At 09:00 sign-up, operators may:

- (a) sign 2 or more blocked pieces of work provided they receive 7½ hours or more work for the day (5 hours on Sundays and Statutory Holidays), or
- (b) split into a shift for a minimum of 2 hours plus sign one or more blocked, or unblocked, pieces of work provided they receive 7½ hours or more work for the day (5 hours on Sundays and Statutory Holidays), or
- (c) sign a blocked piece of work provided it makes their day.

10.06.6 An operator may at 09:00 sign-up request a blocked piece of work providing that the paid time between all unblocked pieces of work and the blocked piece of work being requested do not exceed 10 minutes.

10.06.7 Any work remaining at the 09:00 sign-up will be assigned to the junior operator who can complete the work without going into overtime. If all operators will go into overtime, it will be assigned to the junior operator who has not made his or her day.

10.06.8 All time worked after the scheduled finish time of a piece of work assigned to be completed prior to the 09:00 hours, will be applied to the operator's day provided the time is reported to the depot office prior to the start of the 09:00 sign-up.

Operators working letter choice "G" must report all time worked past their scheduled finish time immediately upon arrival at the VTC and prior to their work selection at the 09:00 sign-up.

10.06.9 An operator may not be bumped off work at the 09:00 sign-up by another operator or by the depot office supervisor or designate.

10.06.10 Spareboard blocks cannot be split except for sign-up relief or when, for any reason operators are forced into a block that will put them in excess of 7½ hours. The block shall be split at the nearest relief point to 7½ hours and provided that the leftover piece is a minimum of 2 hours.

10.06.11 Known work that will continue past 19:30 hours may be signed pursuant to "O"-10.12.1 over the guarantee. This provision applies to voluntary 3rd pieces of work only.

Note: This provision comes into effect no later than the first day of the first pay period after October 1, 1999.

10.06.12 Work obtained from standbys signed at 09:00 is subject to 19:30 hours finish. Pass up provisions will apply.

Table of Contents

10.06.13 PM Standbys may be placed on the 09:00 sheet for selection by operators at the 09:00 rollcall and shall be subject to the 19:30 qualifying time.

10.07 13:15 Sign-Up

10.07.1 The afternoon sign-up will be conducted at 13:15 hours. Daily work sheets will be posted in a designated location for viewing with all available work shown, including standbys subject to additions and deletions. The work sheets will be posted from 04:50 hours until 13:00 hours.

10.07.2 At 13:00 the official overnight sheet will be made up in preparation for signing at 13:15 hours.

Note: The "official" overnight sheet will include all additions, deletions, and revisions and will be considered binding.

10.07.3 Operators may choose work for the PM sign-up in the following ways:

- (a) Show up at 13:15 hours and choose work within seniority;
- (b) Leave a choice on sheets provided, based on available information from the worksheet, choice cannot be left by telephone; or
- (c) If options 1. or 2. are not exercised, the operator's permanent letter choice will be used by the depot office supervisor or designate.

10.07.4 Letter Choices and Work Allocation

- (a) All operators must submit all letter choices. Work on the overnight sheet will be allocated by the depot office supervisor or designate in order of seniority and in accordance with each spareboard operator's written statement of preference using the letter system outlined in "O"-10.07.6. A separate set of letters may be submitted for Saturday, Sunday and statutory holiday work only.
- (b) If operators do not fulfill their obligation for submitting all their letters for weekday, weekends (Saturday and Sunday) and statutory holidays, the depot office supervisor will assign work pursuant to generic letter choices as follows: A, B, F, G, C, E, J, D, H, I. Operators will be permitted to submit sufficient letters for the next overnight sign-up.

10.07.5 At the beginning of each sign-up, spareboard operators will submit their letter choices to the depot office supervisor, or designate, which will indicate their preferences before going to the spareboard. A spareboard operator on vacation or sick leave may submit a choice of letters on return.

10.07.6 The order of preference for work on the overnight sign-up will be selected from the following letter choice definitions. Longest piece of work to senior operator. Work will be allocated: senior operator - 1st letter choice available, 2nd choice, etc., No. 2 operator - 1st choice, 2nd choice, etc., until the last operator.

- "A" Day Run (earliest finish to senior operator) finishing at or before 15:30.
- "B" Day Run (earliest finish to senior operator) finishing at or before 18:30.
- "C" Early Night Run finishing at or before 20:30.
- "D" Night Run (earliest finish to senior operator).
- "E" Early Report — Early report operators cannot be "bumped" off work signed during their report time. When two or more operators are signed-in on early

Table of Contents

report, a senior operator may exercise seniority to pass down work to a junior operator providing that the start time of the work to be passed down is within the junior operator's early report time.

- "F" Early Overloads, Specials or Charters finishing at or before 09:00.
- "G" Early Overloads, Specials or Charters finishing after 09:00. (Depot office supervisor or designate must be notified by note or telephone of choice for 09:00 sign-up.)
- "H" Special Event Charter or Specials of six and one-half (6.5) hours or more. (Earliest finish to senior operator).
- "I" 09:00 Report subject to work starting at or after 09:00 hours. This choice to be used by operators affected by the NSC only.
- "J" PM Report/Late Night Standbys subject to staffing requirements. The depot office supervisor will endeavor, when possible, to have this work assigned as a straight through piece of work.
- CWW Compressed Work Week — CWW may be added as a prefix to any of the above compatible letter choices.
- LS To be used anywhere to indicate latest start.
- EF To be used to indicate earliest finish.
- LTC or VTC To indicate start location.

10.07.7 The order of preference will be in force until changed by the operator and may be changed at the request of the operator on twenty-four (24) hours notice not more than once every 7 days.

10.07.8 The depot office supervisor or designate will assume operators do not want overtime unless they indicate on the overnight sheet or by letter choice (e.g. A, B+OT, C+OT, CWW, etc.) It is the responsibility of the operator to ensure overtime assignments are in keeping with the National Safety Code.

10.07.9 It is the responsibility of operators to ascertain from the overnight sheet the duties that have been assigned to them. For the benefit of operators returning from late duties, when the depot office is closed, the overnight sheet will be posted in the side window of the depot office. Operators who do not finish at VTC will be able to phone the depot for the next day's assignment, start and finish times and start and finish location(s). The depot office supervisor or designate will from time to time post the times during which these operators can call the depot office. An operator may request a repeat of detailed information or to read back detailed information to ensure it is correct.

10.07.10 All other work on hand will be selected by seniority at 09:00 sign-up daily

10.07.11 When there are more operators than work at the overnight assignment, surplus spareboard operators will be assigned either an AM or PM standby at the 13:15 roll call, by seniority choice.

PM STANDBY:

- (a) A PM standby will be a straight shift of 7½ hours (5 hours on Sundays and Statutory Holidays) and may include a tripper.
- (b) During the standby portion of the assignment, the operator will accept or pass work in the order of seniority.

Table of Contents

- (c) During the standby portion of the shift, the operators will complete any work they are assigned that may continue beyond the end of the shift.
- (d) Overtime will commence after 7½ hours of work.
- (e) Operators assigned to the PM standby will not be required at the 9:00 sign-up.

AM STANDBY:

- (a) An AM standby is an early report that may be less than 7½ hours and may include a tripper.
- (b) During the standby portion of the assignment, the operator will accept or pass work in the order of seniority.

10.08 General Rules

10.08.1 All travel time will be shown on the sheet and included in the indicated paid time towards the operator's daily guarantee.

10.08.2 Two pieces of work will be considered as a single piece of work and will be paid straight through when they are separated by 15 minutes or less.

10.08.3 Where there are no early report operators left, the first available spareboard operators (within seniority) have the option of taking a longer piece of work, subject to the depot office determining essential run coverage. They may be bumped and should leave a choice for PM work. The above rule is applicable only if an operator has not been called in to start the work.

10.08.4 An operator may not be bumped off or cut off work obtained during standby.

10.08.5 Spareboard operators who do not have 7½ hours work for the day must report to the depot office in person or by telephone after completing each duty to find out if further work is available.

10.08.6 It is understood that once operators accept a piece of work, they are committed to work it.

10.08.7 All work is subject to cancellation. Should a piece of work be cancelled and the operator signed on that work is contacted prior to the report time, no time will be paid. Should a piece of work be cancelled and the operator is not contacted prior to report time, then 2 hours at the operator's straight time rate will be paid. An operator whose work has been cancelled may be assigned alternate work finishing on or before 19:30 hours and may claim seniority at the next sign-up of work.

10.08.8 In case of sickness or serious illness, the depot office supervisor or designate will use his or her own judgement in allocating work. However, when a shift is started by an operator, he or she may be relieved or bumped off it by a spareboard operator after 2 hours, providing a minimum of 2 hours is left for the spareboard operator to claim.

Table of Contents

10.08.9 Operators who obtain work from an early standby may request, prior to the 09:00 sign-up to be relieved at the closest relief point to 7½ hours (5 hours on Sundays and statutory holidays) provided that the leftover piece is a minimum of 2 hours.

10.08.10 Operators who have signed for a standby cannot sign any other work that starts within one hour of their signed-for standby finish time.

10.08.11 A sleeper can be relieved (bumped) off any work after completing 2 hours either by a spareboard operator or standby operator, if available. This applies to indexes only, not "S" work.

10.08.12 All work on the spareboard will pay a minimum of 2 hours.

10.09 Work Signed in Error

10.09.1 Spareboard operators signed overnight on a run which is signed in error must contact the depot office for direction, subject to the following:

- (a) Spareboard operators signed on work in error or left off the sheet in error for runs starting before 09:00 will be placed on standby for the duration of the hours which they rated, will take their seniority among standby operators and will not be forced to work past their original scheduled finish.
- (b) Operators signed on overtime work in error, or left off overtime in error, will be placed on standby for the duration of the overtime piece of work that they rated, and will take their seniority among standby operators and will not be forced to work past their scheduled time.
- (c) Operators signed on work in error or left off work in error starting after 09:00 will be placed on standby for 7½ consecutive hours. They will take their seniority place amongst other standby operators. They will not be forced to work past original scheduled finish time.

10.10 Spareboard Operators Forced Onto Work

10.10.1 If, at the 09:00 sign-up, operators are forced onto a piece of work that will put them in excess of 7½ hours (5 on Sundays and Statutory Holidays), they will be relieved upon request at the relief point closest to the completion of 7½ hours provided that the leftover piece is a minimum of 2 hours.

10.11 Dropping Seniority for Leaves of Absence (LOA)

10.11.1 Same Day LOA Request

Operators requesting to be off part or all of their work assignments must apply to the depot office supervisor for approval prior to the commencement of the 09:00 sign-up.

10.11.2 Next Day LOA Request

Operators requesting to be off part or all of their work assignments must apply to the depot office supervisor for approval prior to 13:00 hours in order that their work can be incorporated into the overnight sign-up process.

10.11.3 Operators dropping their seniority will only be required to work their choice of blocked AM and/or PM overloads and will be paid for time worked only. Operators dropping their seniority shall not work overtime or standby. Dropping seniority will go on a first applied

Table of Contents

for – first granted basis at the discretion of the depot office supervisor or designate.

10.11.4 No LOA will be granted on Christmas Eve Day, Christmas Day, New Year's Eve Day or New Year's Day, with the exception of Personal Emergency Leaves. Personal Emergency Leaves granted must be supported with proof of the emergency. Personal Emergency Leaves granted but not fully substantiated will be classed as an "Unauthorized Leave".

Requests for dropping of seniority on Christmas Eve Day and New Years Eve Day must be approved by the Union prior to submission to the Authority for Approval.

10.12 Allocation of Overtime

10.12.1 Overtime and/or blocked work is to be assigned in the following order:

- (a) Operators on return to work (R.T.W.)
- (b) Operators dropping seniority
- (c) Operators off on union business in seniority (AM and/or PM)
- (d) Sleepers
- (e) Spareboard operator on regular working day, if available
- (f) Signed-up operator on regular working day, limit two overtime assignments per pay period
- (g) Signed-up operator on regular working day with two overtime assignments in the pay period
- (h) Operators on seminar; transit ambassadors and part-time trainers in seniority
- (i) Operators off full day on union business
- (j) Any spareboard operator on day off in order of seniority
- (k) Any signed-up operator on day off in order of seniority
- (l) Acting transit supervisors (before or after shift) when no other operators available.

10.12.2 When a full shift goes to overtime on a weekend, the depot office supervisor or designate may split the shift pursuant to "O"-10.12.1. The Union recognizes that it is ordinarily impractical to split a night run.

11.00 COMPRESSED WORK WEEK RULES

All provisions cited herein refer to those appearing in the Collective Agreement. Where there is a conflict between any other provision in the Collective Agreement and these Rules, the provisions of these Rules shall prevail.

11.01 Application

These Rules apply to Transit Operators who sign for Compressed Work Week indexes. These Rules also apply to Transit Operators blocking for Annual Vacation and Banked Statutory Holidays of Transit Operators signing for Compressed Work Week indexes.

11.02 Reporting for Court Appearance

Table of Contents

For the purpose of "G"-6.01.1 and "G"-6.01.2, Transit Operators will be deemed to have commenced work at 08:00 and will return to work and complete their day as a standby until 17:30. Operators to refer also to "O"-2.04.

11.03 Annual Vacation

11.03.1 The days of vacation listed in Column (2) of "G"-9.02 be converted to hours as follows:

15 days	Equals	112.5 hours
20 days	Equals	150.0 hours
25 days	Equals	187.5 hours
30 days	Equals	225.0 hours

11.03.2 A week of Annual vacation shall be computed on the basis of four days of 9.38 hours per day.

11.04 Statutory Holidays

11.04.1 An eligible Transit Operator, as defined by "G"-10.02, shall be paid statutory holiday pay on the basis of 7½ hours at straight-time rates for each Statutory Holiday earned.

11.04.2 A Transit Operator who signs a "short shift" on a Statutory Holiday or who is not required for work on a Statutory Holiday that falls on what otherwise would have been a work day may request the Depot Office to assign an **A.M.** overload, payable at straight-time, to assist in offsetting the loss of pay arising from not working a Compressed Work Week index that day.

11.04.3 Transit Operators who elect to bank statutory holidays shall have their time off computed on the basis of four days of 9.38 hours per day per week of banked statutory holidays.

11.05 Wage Protection Plan

11.05.1 The definition of regular daily earnings given in "G"-12.01 shall mean 9.38 hours per work day and the 7½ hour maximum shall not apply to Transit Operators signing up on Compressed Work Week indexes.

11.05.2 Notwithstanding "G"-12.02.1, on each absence covered by the Short Term Disability Plan, an eligible employee will be paid benefits after the first 22½ hours of lost time for each absence.

11.06 Benefit Premiums for Leaves of Absence of 15 Days or More

A Transit Operator who is on a leave of absence without pay for a period of twelve (12) or more working days in any calendar month will be required to pay the full cost of the Medical, Dental and Life Insurance plans outlined in "G"-13.01, "G"-13.02, "G"-13.05 of the Collective Agreement.

11.07 Work Week

Approximately 37½ hours constitutes a normal work week. The work week shall consist of any four consecutive work days with three consecutive days off, and the provisions of "O"-1.00 and its subordinate clauses do not apply.

11.08 Work Days in a Pay Period

Table of Contents

For the purposes of LOU #19 "ten (10) working days" shall mean 75 hours exclusive of overtime and the maximum daily guarantee shall be 7½ hours.

11.09 Length of Runs Exclusion

Compressed Work Week Indexes shall be excluded from the calculation of the percentage of straights and the percentage of runs cut within 9 hours contained in "O"-2.02.4.

11.10 Definitions

11.10.1 "Regular rate" shall mean the applicable straight-time hourly rate for Transit Operators set out in the Wage Schedule of the Collective Agreement.

11.10.2 "Time worked" and "working time" shall have the meanings ascribed to them elsewhere in the Collective Agreement.

11.11 Travel Time

Travel time will be considered as time worked for the sole purpose of calculating overtime payment for indexes that exceed 10 hours only.

11.12 Make-Up Time

Make-up will be paid on Compressed Work Week indexes so that they pay a minimum of 9.38 hours in accordance with "O"-3.08.

11.13 Overtime

11.13.1 Overtime shall be paid for all time worked after the completion of a Compressed Work Week index or 9 hours 23 minutes of work, whichever occurs first.

11.13.2 Except for call-outs on days off, the overtime rates shall be 150% of the regular rate up to and including 11 hours and 200% thereafter.

11.13.3 On Sundays, the rates of pay for time worked up to the commencement of overtime, as provided in 11.13.1 and 11.13.2 above, shall be as provided in the Collective Agreement.

11.14 Spreadover Premium

The Spreadover premium provided in "O"-3.03.1 shall be paid for time worked from the eleventh hour of total elapsed time and Compressed Work Week indexes may be extended to a maximum of 13 hours of total elapsed time.

11.15 Compressed Work Week Indexes and the Spareboard

11.15.1 Open Compressed Work Week indexes shall be assigned by regular spareboard procedures.

11.15.2 A Spareboard Operator forced to cover a Compressed Work Week index at the 13:15 sign-up may request, at the time he is forced, that the Depot Office Supervisor split the index at 7½ hours. Except where service to the public may be adversely affected, the split will be made at

- (a) the start of the first half,
- (b) the end of the last half, or at
- (c) the natural break

Table of Contents

of the index in order to maintain the least spread within the piece of work.

11.15.3 A Spareboard Operator on Early Report may elect to work the entire Compressed Work Week index or may elect to work the index up to the natural break. If the index is to be worked to the natural break, the remainder of the index will be listed for the 09:00 sign-up.

11.15.4 When an open Compressed Work Week index occurs other than as specified above, such work shall be assigned in accordance with the provisions of Article "O"-10.00.

11.15.5 Except for the provisions of "O"-11.15.1. through "O"-11.15.4, the Compressed Work Week Rules do not apply to Transit Operators who have signed up under "O"-2.01 as Spareboard Operators.

Table of Contents

MAINTENANCE

1.00 HOURS OF WORK

1.01 Work Day and Work Week

Seven and one-half (7 1/2) hours shall constitute a normal day's work and thirty-seven and one-half (37 1/2) hours shall constitute a normal work week of five (5) days' work followed by two (2) days off.

1.01.1 Work Day Start & Finish Time Adjustment

Subject to operational requirements, the regular start and finish time of an employee's shift shall be adjusted by up to 15 minutes at the employee's request in order to facilitate the employee travelling to and from work on the Victoria Regional Transit System.

1.02 Hours of Work - Garages

1.02.1 Daypersons

Between 07:00 and 17:00 a Dayperson shall work seven and one-half (7 1/2) hours and shall have an additional one-half (1/2) hour off as an unpaid lunch period. The total eight (8) hours, including the lunch period, shall be an unbroken period.

1.02.2 Other Shifts

Shifts other than as provided by Article 'M'1.02.1 shall be for eight (8) consecutive hours, including one-half (1/2) hour off as an unpaid lunch period.

1.03 Modified Work Day for Maintenance Employees

The following terms and conditions give effect to a modified work day for all employees in the Maintenance Department except Interior Bus Cleaners.

1.03.1 Definitions and Interpretations.

- (a) All clauses cited herein refer to those appearing in either Part "G" or Part "M" of the Collective Agreement.
- (b) Where there is a conflict between a provision elsewhere in the Collective Agreement and this Section, "M"-1.03, the provisions of this Section shall prevail.
- (c) For the purposes of this Section, 8.08 hours shall mean eight hours and five minutes.
- (d) Except as provided in this Section, any reference to regular hours means 7½ hours of work.
- (e) "M Day" means a scheduled day off with pay at the rate of 7½ hours at the employees' straight-time rate of pay, taken in conjunction with their regular days off referred to in "M"-1.01.
- (f) "M Day cycle" is a period of three consecutive weeks ending with an employee's M Day.

Table of Contents

1.03.2 Average Workday

In any M Day cycle, the average workday shall be approximately 7½ hours and the average workweek shall be approximately 37½ hours. This will be achieved on the basis of 8.08 hours of work per day for fourteen days in the M Day cycle.

1.03.3 Scheduled Hours of Work

On any day, an employee's scheduled hours of work shall be 8.08 hours and, notwithstanding any provision in the Collective Agreement providing otherwise, all time worked between 7½ hours and 8.08 hours on an employee's scheduled workday shall be banked in his M Day bank at straight-time rates.

1.03.4 On a scheduled workday, all time worked by employees between 7½ hours and 8.08 hours, to a maximum of 35 minutes shall be banked in their respective M Day banks.

1.03.5 M Day Entitlement

When the employee's M Day bank has accumulated not less than 7½ hours, he or she shall be entitled to an M Day.

1.03.6 An employee's M Day bank shall not have a negative balance.

1.03.7 M Days earned must be taken as time off as scheduled in the annual sign-up.

1.03.8 M Day Bank Maximum Hours

An employee's M Day bank shall not exceed 15 hours. All time in excess of 15 hours shall be paid to the employee at his regular straight-time rate in Pay Period 01 of the immediately following payroll year.

1.03.9 Payment for Overtime Work - Except Sundays

On any day except Sunday, all hours worked in excess of 8.08 hours shall be paid at double time (200%). "M"-3.01.1 shall not apply.

1.03.10 Payment for Work on Sundays

On Sundays, employees shall be paid at one and one-half times (150%) of their basic hourly rate for all hours worked up to 7.5 hours and at two times (200%) of their basic hourly rate for all hours worked in excess of 8.08 hours. "M"-3.01.2 shall not apply.

1.03.11 Shift Premiums

On afternoon and night shifts, the appropriate Shift Premium set out in "M"-3.06 is payable from 7.5 hours to 8.08 hours.

Table of Contents

1.03.12 Tool Allowance

The normal hours of work referred to in "M"-9.01 for the Tool Allowance shall mean 8.08 hours and the Tool Allowance payable for time worked between 7.5 and 8.08 hours will accrue to the employee's M Day bank.

1.03.13 M Day Bank Exclusions

Except as provided hereunder, employees shall not accumulate time in their M Day bank for time not worked, including reporting time as provided in "G"-6.00, Statutory Holiday pay as provided in "G"-10.02.1, any leaves of absence provided in "G"-11.00 and absences for which Wage Protection Plan benefits are payable as provided in "G"-12.00.

1.03.14 Use of Excess Time in M Day Bank

Excess time in an employee's M Day bank may be used for the purpose of earning the next scheduled M Day following an absence under "G"-6.00 and "G"-11.03 or as a top-up to vacation pay.

1.03.15 Annual Vacation Entitlements

Employees who complete the years of service shown under Column 1 shall be entitled to the corresponding number of hours of Annual Vacation with pay as shown in Column 2 to be taken during that year and subsequent years with Column 3 displaying the equivalent number of paid days of vacation.

Column 1 Length of Service	Column 2 Vacation Hours	Column 3 Equivalent 8.08-Hour Days
1 year of service	112.5 hours	13.92
8 years of service	150.0 hours	18.56
16 years of service	187.5 hours	23.21
23 years of service	225.0 hours	27.85

1.03.16 Annual Vacation and M Days

Annual Vacation will be taken on the basis of 8.08 hours per day with 35 minutes of each day of vacation placed in the employee's M Day bank when taken in one-, two-, three-, four-, five- or six-week blocks. M Days falling within a holiday block will be taken as scheduled.

1.03.17 Random Days of Annual Vacation

Random days provided in "G"-9.02 and those provided in "M"-1.05 shall be taken on the basis of 8.08 hours per day. Any excess time in an employee's M Day bank may be used for the purpose

Table of Contents

of earning the next scheduled M Day.

Table of Contents

1.03.18 Statutory Holiday Pay

A normal day's time, for the purposes of Statutory Holiday pay under "G"-10.02.1 shall mean 7.5 hours.

1.03.19 Wage Protection Plan Absences

Absences for which Wage Protection Plan benefits are payable equaling more than three days in an M Day cycle will result in the cancellation of the employee's next M Day. All time accumulated in the employee's M Day bank during the M Day cycle of the canceled M Day will be removed from the bank and paid to the employee in the next following complete pay period.

1.03.20 "M"-1.05 shall be deemed to include days off with pay in lieu of Statutory Holidays worked as provided in "G"-10.03.

1.03.21 X Employee Working Scheduled M Day

An X Employee required, on his scheduled M Day, to perform relief work will have his M Day rescheduled to a day mutually agreed upon between him and his Supervisor at no extra cost to the Authority.

1.04 Modified Work Day for Interior Bus Cleaners

The following terms and conditions give effect to a modified work day for Interior Bus Cleaners.

1.04.1 Definitions and Interpretations

- (a) All clauses cited herein refer to those appearing in the Collective Agreement.
- (b) Where there is a conflict between a provision elsewhere in the Collective Agreement and this Section, "M"-1.04, the provisions of this Section shall prevail.
- (c) In this Section, 6½ hours means six hours and 30 minutes.
- (d) Except as provided in this Section, any reference to regular hours means 6 hours of work.
- (e) "M Day" means a scheduled day off with pay at the rate of 6 hours at the employees' Straight-time rate of pay, taken in conjunction with their regular days off referred to in "M"-1.01.
- (f) "M Day cycle" is a period of three consecutive weeks ending with an employee's M Day.

1.04.2 Average Workday

In any M Day cycle, the average workday shall be approximately 6 hours and the average workweek shall be approximately 30 hours. This will be achieved on the basis of 6½ hours of work per day for fourteen days in the M Day cycle.

1.04.3 Scheduled Hours of Work

On any day, the employees' scheduled hours of work shall be 6½ hours and, notwithstanding any provision in the Collective Agreement providing otherwise, all time worked between 6 hours and 6½ hours on the employees' scheduled workday shall be banked in their M Day bank at straight-time rates.

Table of Contents

1.04.4 On a scheduled workday, all time worked by employees between 6 hours and 6½ hours, to a maximum of 30 minutes shall be banked in their M Day bank.

1.04.5 M Day Entitlement

When the employees' M Day bank has accumulated not less than 6 hours, they shall be entitled to an M Day.

1.04.6 An employee's M Day bank shall not have a negative balance.

1.04.7 M Days earned must be taken as time off as scheduled in the annual sign-up.

1.04.8 M Day Bank Maximum Hours

The employees' M Day banks shall not exceed 12 hours. All time in excess of 12 hours shall be paid to the employees at their regular straight-time rate in Pay Period 01 of the immediately following payroll year.

1.04.9 Payment for Overtime Work - Except Sundays

On any day except Sunday, all hours worked in excess of 6½ hours shall be paid at double time (200%). "M"-3.01.1 shall not apply.

1.04.10 Payment for Work on Sundays

On Sundays, employees shall be paid at one and one-half times (150%) of their basic hourly rate for all hours worked up to 6 hours and at two times (200%) of their basic hourly rate for all hours worked in excess of 6½ hours. "M"-3.01.2 shall not apply.

1.04.11 Shift Premiums

On afternoon and night shifts, the appropriate Shift Premium set out in "M"-3.06 is payable from 6 hours to 6½ hours.

1.04.12 M Day Bank Exclusions

Except as provided hereunder, employees shall not accumulate time in their M Day bank for time not worked, including reporting time as provided in "G"-6.00, Statutory Holiday pay as provided in "G"-10.02.1, any leaves of absence provided in "G"-11.00 and absences for which Wage Protection Plan benefits are payable as provided in "G"-12.00.

1.04.13 Use of Excess Time in M Day Bank

Excess time in an employee's M Day bank may be used for the purpose of earning the next scheduled M Day following an absence under "G"-6.00 and "G"-11.03 or as a top-up to vacation pay.

Table of Contents

1.04.14 Annual Vacation Entitlements

Employees who complete the years of service shown under Column 1 shall be entitled to the corresponding number of hours of Annual Vacation with pay as shown in Column 2 to be taken during that year and subsequent years with Column 3 displaying the equivalent number of paid days of vacation.

Column 1 Length of Service	Column 2 Vacation Hours	Column 3 Equivalent 6½-Hour Days
1 year of service	90 hours	13.85
8 years of service	120 hours	18.46
16 years of service	150 hours	23.05
23 years of service	180 hours	27.69

1.04.15 Annual Vacation and M Days

Annual Vacation will be taken on the basis of 6½ hours per day with 30 minutes of each day of vacation placed in the employee's M Day bank when taken in one-, two-, three-, four-, five- or six-week blocks. M Days falling within a holiday block will be taken as scheduled.

1.04.16 Random days provided in "G"-9.02 and those provided in "M"-1.05 shall be taken on the basis of 6½ hours per day. Any excess time in an employee's M Day bank may be used for the purpose of earning the next scheduled M Day.

1.04.17 Statutory Holiday Pay

A normal day's time, for the purposes of Statutory Holiday pay under "G"-10.02.1 shall mean 6 hours.

1.04.18 Wage Protection Plan Absences

Absences for which Wage Protection Plan benefits are payable equaling more than 18 hours in an M Day cycle will result in the cancellation of the employee's next M Day. All time accumulated in the employee's M Day bank during the M Day cycle of the canceled M Day will be removed from the bank and paid to the employee in the next following complete pay period.

1.04.19 "M"-1.05 shall be deemed to include days off with pay in lieu of Statutory Holidays worked as provided in "G"-10.03.

1.05 Unscheduled Days of Annual Vacation

1.05.1 Maintenance employees who are entitled to three (3) weeks annual vacation will have the option of leaving one (1) week of Annual Vacation unscheduled and Maintenance employees who are entitled to four (4) weeks or more of Annual Vacation will have the option of leaving two (2) weeks of Annual Vacation unscheduled, at the time of the Annual Vacation Sign-up.

1.05.2 The unscheduled days will be scheduled by mutual agreement between the employees and their supervisor, subject to staffing requirements, at a later date and may be taken one or more days at a time.

Table of Contents

1.05.3 The following rules shall apply to unscheduled days of annual vacation:

- (a) Employees must show their intent to retain the one or two weeks of unscheduled days at the time of the Annual Vacation Sign-up by signing the unscheduled holiday sheet.
- (b) All unscheduled annual vacation must be taken before December 15.
- (c) Employees are required to submit a time sheet prior to taking an Annual Vacation Day.
- (d) Employees shall arrange these Annual Vacation days with their immediate supervisor, giving forty-eight (48) hours minimum advance notice of their intent.
- (e) The scheduling of an Annual Vacation day shall be subject to staffing requirements as determined by the Authority.
- (f) These unscheduled days will not be taken between June 15 and September 10 of each year.

1.06 Reporting Late

Any employee who for good reason is unable to report for work at the specified time shall at the supervisor's discretion be allowed to commence work 15, 30 or 60 minutes late.

1.07 Notice to Return to Work

Employees reporting back to work following a sickness, or returning early from an approved leave of absence, or returning from any other absence where a return time has not been previously specified, shall notify the appropriate department twenty-four (24) hours prior to returning to work.

2.00 ASSIGNMENT OF WORK

2.01 Maintenance Garage

2.01.1 Garage Sign-ups

Lists will be posted annually (or more often) permitting choice of shifts on a seniority basis, competency considered. The wages of four (4) Union Representatives will be paid by the Authority for the purpose of participating in and operating duty sign-ups. The basis of payment for the Representatives will be seven and one-half (7 1/2) hours at straight time.

2.01.2 XX Maintenance Employees

The maximum time XX employees will be away from their home base is six (6) weeks. XX employees will be rotated after six (6) weeks.

2.01.3 X Maintenance Employees

The maximum time X employees will be away from their home base is six (6) weeks. X employees will be rotated after six (6) weeks.

2.01.4 Days Off - X and XX Employees

Table of Contents

An employee who is either an X or XX employee shall not work more than seven (7) consecutive days without a day off without the employee's agreement.

Note: both parties agree that this means that the employee's 8th and subsequent day(s) will be paid at straight time.

Work performed by X or XX employees on their sixth or seventh consecutive working day will be paid for at 200% of the employee's straight time rate.

Day off adjustments will be made by mutual agreement between the employees and their supervisor.

2.01.5 Operations Changes - Garages

When changes take place in operation of maintenance garages which necessitate changes in personnel, adjustments may be made by moving X employees within a location or XX employees from any location. If further changes are required a new sign-up may be held.

2.01.6 Assignment of a New Employee

In order to train and familiarize new employees management can assign them to various shifts at various locations during their probationary period only.

2.02 Assignment of Overtime Work - Shops and Garages

Overtime work in garage departments will be assigned to employees in rotation as far as is practical starting with the senior employee. Notice of emergency callouts will be given as early as possible.

3.00 METHOD OF PAYMENT

"Regular Rate" shall mean the applicable straight-time hourly rate of pay set out in the Wage Schedule.

3.01 Payment for Overtime Work

Overtime will be computed on a twenty-four (24) hour day commencing from the starting time of a signed-up shift. There shall be no compounding of premiums. This provision shall also apply to X and XX employees.

3.01.1 Payment for Overtime Work - Except Sundays

All hours worked in excess of the regular scheduled hours of work shall be paid at double time (200%).

Table of Contents

3.01.2 Payment for Work on Sundays - Garages

Employees shall be paid at one and one-half times (150%) their basic hourly rate for all regularly scheduled hours worked on Sundays and at two times (200%) their basic hourly rate for all hours worked in excess of their regularly scheduled hours worked on Sundays.

3.01.3 Payment for Callout on a Day Off

If employees are called out on their scheduled day off they shall be paid a minimum of four hours as follows:

Time Worked Per Day	Rate of Pay (Times regular rate)
Up to 9 hours	200%
From 9 hours to 10 1/2 hours	225%
After 10 ½ hours	300%

This provision does not apply to employees effecting an exchange of days off. An exchange of days off shall require prior approval of the Authority.

3.01.4 Payment of a Callout

Where employees are called out outside of their regularly scheduled shift, the employees will be compensated for work performed at the rate of 200% of their regular straight-time hourly wages to the greater of either the actual time worked or four (4) hours.

Where employees commence overtime work more than four (4) hours prior to their scheduled shift, they shall not be required to continue into their next scheduled shift until eight (8) hours have elapsed from the time the overtime work finished. The employees shall suffer no loss of pay, calculated at normal straight-time rate, for that portion of their next scheduled shift not worked because of the eight (8) hour rest period. Upon expiry of the eight hour rest period, the employees must return to work and complete the scheduled shift in order to qualify for payment, at their normal straight-time rate for the remainder of this shift.

3.01.5 Pay for Training

All training conducted in times that would normally be considered overtime will be paid at double time (200%). Employees working an afternoon shift and scheduled for daytime training on a following day, shall be entitled to leave work 2 hours before the end of their shift on the evening before their training day, and be paid to the end of the shift,

3.02 Payment of Wages and Cheque Cashing Facilities

It is intended that the Authority will pay shop and garage employees before noon on pay day. Employees on evening shift will be paid the preceding day at the end of their shift.

Table of Contents

3.03 Temporary Relief on a Higher Paid Job

If employees are temporarily assigned to do work which pays a higher regular rate than their normal classification, then they shall receive the higher rate while engaged in the higher paid classification.

3.04 Travel

3.04.1 Travel by Garage Department Employees

Except for XX employees, employees temporarily transferred from their home garage to any other Authority Bus Garage shall be paid travel time at straight time rates.

3.05 Meals and Rest Period

3.05.1 Meals - Overtime Worked Following a Normal Shift

If employees are required to work more than four (4) hours of overtime immediately following their normal working shift they will be paid one-half (1/2) hour in lieu of a meal at the prevailing overtime rate. For each additional four (4) hours worked such an employee will receive an additional payment of one-half (1/2) hour in lieu of a meal at the prevailing overtime rate.

3.05.2 Meals - On Callouts

If employees are called out for more than four (4) hours they will be paid one-half (1/2) hour in lieu of a meal at the prevailing overtime rate. For each additional four hours worked such employees will receive an additional payment of one-half (1/2) hour in lieu of a meal at the prevailing overtime rate.

3.05.3 Meals - Overtime Within 24 Hours of Normal Start Time

For each four (4) hours overtime worked within twenty-four (24) hours of the start time of an employee's normal working shift, the employee will, at the employee's choice, receive an additional payment of one-half (1/2) hour in lieu of a meal at the prevailing overtime rate or one-half (1/2) hour paid meal break.

3.05.4 Meals - Missed on a Normal Shift

If employees are required to work through the meal break which is normally provided during their shift then they will be provided with either an alternative one-half (1/2) hour meal break or payment in lieu of a meal break equal to one-half (1/2) hour at **200%** of their regular straight-time rate.

3.05.5 Rest Periods

Employees will have two (2) ten (10) minute rest periods in each full shift and Management will designate the time when these rest periods will be taken.

3.06 Shift Premium - Shops and Garages

Garage employees shall be paid the following shift premiums for time worked on the afternoon and night shifts. The shift differentials shall be paid separate from the wage rate for time worked on the appropriate shift as defined by past practice.

Afternoon Shift:	\$1.45 per hour
Night Shift:	\$1.55 per hour

3.07 Other

Table of Contents

Employees cleaning buses shall receive a premium equal to fifty percent (50%) of their normal straight time when:

- (a) required to clean vomit or excrement from BC Transit vehicles;
- (b) required to remove and/or contain medical products or waste (i.e. hypodermic needles) as may be mutually agreed as to be potentially hazardous.

4.00 TRANSFER, PROMOTION AND LAYOFF

4.01 Shift Vacancies Between Sign-ups

4.01.1 All vacancies will be bulletined at all garages and will be open to applicants from those garages.

4.01.2 Employees interested in changing job locations or shift must apply for the initial job posting to be eligible for subsequent vacancies occurring from the posting.

4.01.3 The successful applicant will be selected from among the most senior eligible employees applying who possess the proficiency, experience and training required for the job.

4.01.4 Where there is no successful applicant, the shift will be temporarily assigned to either an XX or X employee as provided by "M"-2.01.5 until the vacancy is otherwise filled.

4.01.5 The Authority will determine whether or not a vacancy will be filled in any classification on any shift.

4.01.6 Transfer to Another Classification

If there is any question whether an employee should be entitled to pass from one job classification to another, a Board consisting of 2 members each from the Union and from the Authority shall decide the question. If this Board cannot agree the difference shall be processed through the grievance procedure set out in Article "G"-3.00.

4.02 Failure to Qualify After Promotion - Maintenance Garages

If employees fail to qualify for the advanced position within a three month period following promotion, then they can exercise the seniority they held in their previous job for obtaining other work.

Table of Contents

5.00 CHARGE HANDS

5.01 General Responsibility of Charge Hands

Charge Hands shall have the general responsibility for the following duties,

5.01.1 To assist in the direction of employees in their own or other classifications,

5.01.2 To carry out work of a specialized nature, whether or not such work entails the direction of others.

5.01.3 To ensure that employees under their direction observe working hours set out in the Agreement.

5.01.4 To discipline employees for failing to follow proper instructions by reporting such instances to the Union Office.

5.01.5 To do the duties of their classification as time required for other duties permits.

5.02 Charge Hand - Definition

The duties of Charge Hands shall include planning, estimating, ordering and maintaining stocks of material, allotting work, supervising employees and training improvers and apprentices, all as pertains to the work section over which they have charge.

5.03 Duty of Other Employees

Employees working under Charge Hands shall accept their direction and instruction.

5.04 Selection of Charge Hands

The Authority will post job bulletins for all vacant Charge Hand positions. The Authority shall select successful applicants on the basis of ability and seniority.

5.05 Charge Hands Wage Rates

While so acting, Charge Hands shall be paid a wage rate of \$1.00 per hour in addition to their straight-time rates.

5.06 Estimation of Accident Damage

Qualified Boddypersons shall be paid 90¢ per hour over the Boddyperson's regular rate while engaged in estimating accident damage on transit vehicles.

6.00 TRAINING PROGRAMS

The Training Programs are designed to provide opportunities for suitable employees to acquire the qualifications through classroom and on-the-job training for a classification to which they aspire.

6.01 Apprentice Training Program and Committee

6.01.1 There will be an Apprentice Training Committee, consisting to two union representatives from maintenance and two employer representatives. The employer will pay for the union representatives to attend meetings not more than two times per year. The Committee will be responsible for the general administration of the apprentice training program.

Table of Contents

6.01.2 Applications for admission into the apprentice training program will be received from employees who meet the requirements in the Apprentice Program Manual.

6.02 Settlement of Differences

Any matters that may arise within the Apprenticeship Training Committee and on which the members of the Committee are evenly divided and unable to resolve, may be referred to the Division Manager, Operations & Maintenance for final determination, except where the matter was the subject of prior agreement.

6.03 Duties and Training of Apprentices

Apprentices will be required to carry out any work in the Authority for which they have been trained and any work which the Authority considers they are capable of performing. Shop training will encompass all aspects of the intended classification as far as facilities in the Authority garages will allow.

The Authority will pay for all appropriate school fees and the Authority will receive the employee's marks from the school.

6.04 Placement on Completion of Training

Upon completion of training Apprentices will move into their respective trade if a vacancy exists.

6.05 Failure

Failure of Apprentices to achieve satisfactory progress in the shop or in the school may cause their training to be terminated. They will then revert to their previous classification.

6.06 Seniority

All Apprentices shall accumulate seniority in their classifications from date of entry in their respective Training Programs.

6.07 Apprenticeship Act

Apprenticeships shall be governed by the B.C. Apprenticeship Act. Where there is a conflict between the Apprentice Program and the B.C. Apprenticeship Act, the Act and its attendant rules and regulations shall prevail.

Table of Contents

7.00 FIRST AID

The Authority shall appoint competent first aid persons to cover first aid work at each location in accordance with Workers' Compensation Board regulations.

8.00 CLOTHING

8.01 Coveralls

The Authority will supply, maintain and clean coveralls for each maintenance employee in the garages. Additional spare coveralls of various sizes will be made available at garages. The employer shall ensure that on any day, each employee has access to a clean pair of coveralls (subject to an event beyond the control of the employer).

8.02 Gloves

Rubber gloves will be supplied to employees working in wash racks for use on the job. Gloves will be supplied to employees on service calls handling cable.

8.03 Winter Clothing

The Authority will provide cold weather clothing for use on the job for Maintenance employees. Where a need is identified for winter jackets in the performance of their duties, the Authority will provide Maintenance employees with one (1) winterized jacket upon hire, with replacement thereafter to be based on establishing proof of need by the employees to their supervisor.

9.00 TOOLS

9.01 Tool Allowance

The Authority will pay a tool allowance to employees who occupy job categories which are designated in the wage schedule to receive this allowance. The tool allowance shall be paid bi-weekly, at 30¢ times the number of normal hours of work (excluding overtime and any other premium time) in the payment period, except for leave of absence without pay. Employees eligible for the tool allowance will be required to provide their own hand tools except for special tools which will be supplied by the Authority. The Authority and the Union will undertake periodic joint inspection of tool kits.

9.02 Tool Insurance

The employer will provide tool insurance to tradespersons on the following basis:

To qualify for insurance reimbursement, the employee must provide a list of tools kept on the premises. The maximum reimbursement will be \$18,000.00 and any reimbursement is subject to a deductible amount of \$500.00.

Table of Contents

10.00 JOB CLASSIFICATIONS - GARAGES

10.01 Trades

Machinist, Mechanic, Electrician (Auto & Heavy Duty), Bodyperson, Welder, Trimmer, Tireperson, Painter, Electronic and Communications Mechanic, Farebox Maintenance Mechanic, and Equipment Maintenance Mechanic.

Tradespersons must be fully qualified and will be required to undertake completion of any work which may be assigned within their own classification.

10.02 Servicepersons

Will perform any duties incidental to the servicing of buses such as fuelling, checking and maintaining proper oil and water levels, washing and cleaning the interiors and exteriors of buses. May be required to hostile, operate or drive any equipment incidental to garage work.

While assisting Journeypersons, perform any duties incidental to garage work which will include, but not be limited to:

- (a) assisting in the carrying out of inspections, repairs and overhauls to equipment;
- (b) assist Journeypersons to carry out minor repairs and adjustments to equipment;
- (c) obtaining of parts, tools and supplies;
- (d) acting as helpers to Tradespersons and Journeypersons in any classification.

Servicepersons may be required to use any tools necessary in carrying out their duties but will not be required to own tools.

10.03 Preparatory Painter

Persons who by their qualifications can satisfactorily clean, sand and mask work preparatory to being painted, and also apply paint in a satisfactory manner to parts of vehicles not requiring high grade or varnish finish, such as floors, outside roof and bottom of vehicle, shall be considered a Preparatory Painter.

10.04 Bus Dispatchers

The employer will pay a premium of \$1.00 per hour over the Serviceperson's rate for time spent dispatching buses, with a minimum payment of two hours.

10.05 Interior Bus Cleaners

Hours of Work: Four to seven and one-half hours per day.

Coverage: Interior Bus Cleaners shall be eligible for coverage on all Authority Welfare Plans and Authority Pension Plans.

10.06 Incidental Work

The maintenance of all necessary records and reports is incidental to any job classification covered by this Agreement. Employees may be required to operate any vehicle as a duty incidental to their work.

11.00 JOB CLASSIFICATIONS - TRANSPORTATION BLDG MAINTENANCE

Table of Contents

11.01 Job Classifications

Carpenter, General Mechanic, Sheet Metal Worker, Janitor, Bus Stop Maintenance Painter, Building Maintenance Electrician, Sign Painter and Labourer.

11.02 Janitor Hours of Work

The janitor will work from 06:00 to 14:35, with a one-half hour unpaid lunch, or such other hours as are mutually agreed.

11.03 Rest Periods

Employees may have two (2) fifteen (15) minute rest periods in each full day shift and management will designate the times when these rest periods may be taken.

12.00 X EMPLOYEE WORK PRACTICES

12.01 General

12.01.1 An employee signing an X shift may be required to work various shifts and to have various consecutive day-off combinations.

12.01.2 X Employees shall immediately advise the Shop Supervisor of any changes to their telephone number.

12.01.3 The Authority has the sole discretion of deciding whether a shift of an absent employee is covered and whether such a shift will be covered in whole or in part.

12.01.4 X Employees will not be called in for relief purposes the two days immediately preceding and following their scheduled time off of five days, or multiples of five days, unless the X Employees have indicated they will be available to work.

12.01.5 An X Employee may sign for work on a Statutory Holiday performing work assigned to the X Employee's job classification.

12.01.6 Despite "M"-2.01.4, an X Employee may be permitted to work eight (8) consecutive days.

12.01.7 Relief work performed by X Employees on their sixth or seventh consecutive day will be paid at the rate of 200% of their straight-time hourly rate and the provisions of "M"-3.01.3 shall not apply in any seven-day period.

12.01.8 For the purpose of calculating the sixth or seventh consecutive working day, an M Day, an unscheduled day of Annual Vacation, a day of Banked Statutory Holidays or a leave of absence with pay will be considered as a day worked.

Table of Contents

12.02 Relief Work of More than Seven Days

12.02.1 Where an X Employee covers another employee's absence which exceeds one calendar week, the X Employee shall assume the days off, hours of work and all other work signed or assigned to the absent employee including Statutory Holiday work.

12.02.2 An X Employee selecting an absent employee's work by seniority must complete the work, subject to 12.02.4.

12.02.3 Provided there is no additional cost to the Authority, a senior X Employee may pass down part of a forced relief assignment when a junior X Employee becomes available.

12.02.4 Where there are more than one X Employee available, an X Employee may cover another employee's absence for a maximum period of six (6) weeks after which another X Employee will cover the absence for the same maximum period.

12.02.5 A junior X Employee will cover work signed by a senior X Employee only during the senior X Employee's absence after which the senior X Employee will resume coverage of the work.

12.03 Relief Work of Seven Days or Less

12.03.1 Any work of less than a full shift will be covered by overtime.

12.03.2 Where there are X Employees available, the Authority will make a reasonable effort to cover all vacant full shifts by an X Employee. A reasonable effort shall be one telephone call per day.

12.03.3 Despite the foregoing, a full shift may be covered by overtime until relief by an X Employee can be arranged.

WAGE SCHEDULE

	April 1, 1998	April 1, 1999	April 1, 2000
Transit Operator			
1 st 6 months	21.31	21.31	21.49
2 nd 6 months	21.47	21.47	21.65
Thereafter	21.61	21.61	21.79
Trainees	15.35	15.35	15.48
<p>Employees engaged in categories (including Improvers/Apprentices training in those categories) marked with an asterisk (*) are eligible for a tool allowance as provided in Article "M" 9.00. A premium of 25¢ per hour will be paid to Building Maintenance employees when engaged in spray painting.</p>			
GARAGES			
Trade Classifications			
<p>*Mechanic, *Machinist, *Bodyperson, Welder, Tireperson, *Electrician, *Farebox & Maintenance Mechanic, *Trimmer, *Electronic Technician, *Equipment Maintenance Mechanic and Painter</p>			
Trade Classifications	25.41	25.41	25.63
1 st 6 months/74%	18.80	18.80	18.96
2 nd 6 months/74%	18.80	18.80	18.96
3 rd 6 months/75%	19.06	19.06	19.22
4 th 6 months/76%	19.31	19.31	19.48
5 th 6 months/78%	19.82	19.82	19.99
5 th 6 months/80%	20.33	20.33	20.50
7 th 6 months/85%	21.60	21.60	21.78

Table of Contents

8 th 6 months/90%	22.87	22.87	23.06
------------------------------	-------	-------	-------

Table of Contents

	April 1, 1998	April 1, 1999	April 1, 2000
1 st 6 months/74%	18.80	18.80	18.96
2 nd 6 months/75%	19.06	19.06	19.22
3 rd 6 months/76%	19.31	19.31	19.48
4 th 6 months/78%	19.82	19.82	19.99
5 th 6 months/83%	21.09	21.09	21.27
6 th 6 months/90%	22.87	22.87	23.06
Apprentice (2 years)			
1 st 6 months/74%	18.80	18.80	18.96
2 nd 6 months/76%	19.31	19.31	19.48
3 rd 6 months/79%	20.07	20.07	20.24
4 th 6 months/90%	22.87	22.87	23.06
Utility Worker	20.38	20.38	20.55
Serviceperson	20.00	20.00	20.17
Preparatory Painter	19.87	19.87	20.04
Interior Bus Cleaner	18.71	18.71	18.87
BUILDING MAINTENANCE SHOP			
Trade Classifications:			
Trade Classification	25.41	25.41	25.63
Bus Stop Mtce. Painter	24.74	24.74	24.95
Janitor	<u>18.71</u>	<u>18.71</u>	<u>18.87</u> Bf

SIGNATURE PAGE

SIGNED THIS _____ DAY OF _____, 1999:

BC TRANSIT:

CAW (Canada):

Ron Drolet
Acting General Manager

Stu Shields
President Local 333

John King
Div'n Manager, Operations & Maintenance

Ron Drewery
Bargaining Committee Member

Dan Parker
Senior Labour Relations Officer

Adolf Van Shaik
Bargaining Committee Members

Rob Clarke
Bargaining Committee Chair

Bill Young
Bargaining Committee Member

Peter Cameron
Bargaining Committee Spokesperson

Brian Swanson
Bargaining Committee Member

Len Ruel
National Representative, CAW (Canada)

LETTERS OF UNDERSTANDING

LOU #1 - JANITOR POSITIONS (VICTORIA)

(formerly Addendum to LOU #1 in the 1995-98 BC Transit - ICTU Locals 1, 2 & 3 Agreement)

In complete settlement of the Union's proposals regarding LOU #1 - General Worker (Lower Mainland Only) and a New LOU - Janitor Positions, as those proposals pertain to BC Transit - Victoria, the parties agree as follows:

1. BC Transit and ICTU Local 3 agree that within one month of the ratification of the Collective Agreement, a joint Rehabilitation Committee will meet to develop a rehabilitation program that meets the needs of the employees, ICTU Local 3 and BC Transit - Victoria.
2. Because of the size of the Division, a specified-position approach restricts the flexibility of both the Union and Management in addressing employee rehabilitation. The parties therefore agree that the Committee will develop the process for reviewing rehabilitation and placement options that may be available on an individual basis.
3. The Rehabilitation Committee will be composed of two members elected or appointed by ICTU Local 3 and two members appointed by BC Transit - Victoria.

FOR BC TRANSIT:

D. Parker
Sr. Labour Relations Officer

P. Johnson
Manager, Transit Operations

FOR ICTU:

E. Scott
President, Local 1

D. Staschuk
President, Local 2

R. Drewery
President, Local 3

March 16, 1995

LOU #2 - TRAFFIC VIOLATIONS - PARTIAL PREMIUM ASSISTANCE
(formerly LOU #3)

February 29, 1989

Independent Canadian Transit Union
5694 Imperial Street
Burnaby, BC
V5J 1G2

Attention: Locals 1, 2, & 3

Dear Sirs:

On occasion, an employee driving a BC Transit vehicle will be cited for a traffic violation, the reason for which can be traced to the vehicle, rather than any culpable conduct by the employee. Examples of this might be driving a vehicle which does not display a Preventative Maintenance Sticker, or being found guilty of speeding when the vehicle's speedometer read within the speed limit.

Such cases will be investigated when reported to the Authority within one (1) week of the incident and the Authority will accept responsibility in those cases where it determines that the cause of the violation was due to the vehicle and not due to any culpable conduct on the part of the employee.

We also wish to make it clear, however, that the Authority does not intend to subsidize an employee who already has a poor driving record. In other words, the Authority will pay the Driver Point Premium for up to seven (7) points in the event of a "non-culpable" speeding ticket (every driver gets four 'free' points, plus three points for speeding, equals seven). An employee who already has, for example, twelve "culpable" points will have to pay the balance out of his own pocket. Notwithstanding the above, where any of the employee's previous points have resulted from a vehicle defect for which the Authority accepted responsibility pursuant to this letter, those points will be considered in determining the amount payable by the Authority.

Yours truly

B. Beattie, Vice-president
Operations & Maintenance

R. G. Williams, Division Manager
Victoria Operations & Maintenance

LOU #2 Continued

c.c. Division Managers

FOR BC TRANSIT

R.M. Russell
Assistant General Manager

R.G. Williams
Manager, VTC Operations & Maintenance

M.D. Barardine
Manager, Labour Relations

FOR ICTU

F. McCormack
President, Local 1

G. Krantz
President, Local 2

F. Beadle
President, Local 3

Dated: June 28, 1989

LOU #3- CONFIDENTIALITY OF MEDICAL RECORDS

(formerly LOU #4)

The Parties agree this Letter of Understanding concerns the matter of confidentiality of medical records pursuant to Article 'G' 12.00 of the Collective Agreement.

The Authority agrees that medical information shall be treated in strict confidence and shall remain confidential and in the hands (files) of the Occupational Health Nurse. Further, that Management shall not have access to these same confidential medical files for any reason, nor shall management require, or be provided with, any information in those files.

The Union agrees that benefit claims, including medical records, shall be processed by clerical and secretarial staff working in the Personnel Department. Processing shall include opening of claims, photocopying of claims and filing of claims in the Occupational Health Nurse's office files and mailing the claim to our insurance carrier. All benefit claim information shall be treated in strict confidence by them and they shall have no authority to deal with the substance of the medical information nor shall they be allowed to provide this information or material to anyone else at BC Transit.

FOR BC TRANSIT

FOR ICTU

M.D. Berardine
Manager, Labour Relations

F. McCormack
President, Local 1

L.G. Pante
Manager, Personnel

G. Krantz
President, Local 2

F. Beadle
President, Local 3

Dated July 28, 1989

LOU #4 - BANKING OF OVERTIME

(formerly LOU #5)

During negotiations for a renewal of the collective agreement in 1992, the Authority expressed concern about the level of sick leave utilization. The Union expressed the belief that if employees were allowed to bank overtime it would have the effect of reducing the utilization of sick leave.

To that end the Parties have agreed to a Letter of Understanding regarding the banking of overtime which provides for a 75 hour overtime bank. The Parties are anticipating a corresponding drop in sick leave utilization. Should the anticipated reduction fail to occur the Authority may invoke the 30 day cancellation clause.

FOR BC TRANSIT:

FOR ICTU:

R. Warren
Labour Relations Manager

E. Scott
President, Local 1

C.J. Connaghan
Labour Relations Consultant

D. Staschuk
President, Local 2

F. Beadle
President, Local 3

December 11, 1992

LOU #5 - BANKED OVERTIME AND SHORT TERM DISABILITY - LOCAL 3

(formerly LOU #7)

Employees in Local 3 may bank a maximum of seventy-five (75) hours of overtime in a payroll year.

1. The phase-in of this program will occur as follows:
 - (a) In 1993, the effective date shall be pay period 14.
 - (b) The maximum hours of banked overtime shall be thirty-seven and one-half (37 1/2) hours for 1993.
 - (c) The seventy-five (75) hours maximum bank becomes effective in the first pay period of 1994.
2. This banked time may be used in single or part day increments according to the following:
 - (a) Employees must show their intent to bank overtime at the time of the Annual Vacation sign-up by signing the overtime banking intent sheet.
 - (b) Overtime shall be banked commencing in the first pay period of the pay year, then in subsequent pay periods until the maximum elected accumulation has been reached, after which all overtime beyond the elected accumulation will be paid.
 - (c) Employees shall arrange banked time to be taken off with their immediate supervisor, giving forty-eight (48) hours minimum advance notice of their intent. Notwithstanding the foregoing, upon request the 48 hour minimum advance notice may be waived at the discretion of the Authority. Such a request will not be unreasonably denied.
 - (d) The scheduling of any banked time off shall be subject to staffing requirements as determined by the Authority.
3. Any time remaining in an employee's overtime bank at the end of payroll year shall be carried over to the following year's overtime bank. Where such time is carried over from one year to a subsequent year, the employee will be permitted to bank only those hours sufficient to bring their bank to the seventy-five (75) hour maximum in the subsequent payroll year.
4. It is understood that both Parties expect that allowing the banking of overtime will result in a reduction in usage of the Short Term Disability Plan.
5. These arrangements will be reviewed by a Monitoring Committee with equal representation from each Party. The Committee will review sick leave statistics no less frequently than each six (6) months.
6. Notwithstanding all of the foregoing, this letter may be cancelled by either Party upon receipt of thirty (30) days written notice. On cancellation of this letter, all banked time accrued under this Letter of Understanding shall be paid out.

LOU #5 Continued

FOR BC TRANSIT:

R. Warren
Labour Relations Manager

C.J. Connaghan
Labour Relations Consultant

December 11, 1992

FOR ICTU:

E. Scott
President, Local 1

D. Staschuk
President, Local 2

F. Beadle
President, Local 3

ADDENDUM #1 TO LOU#5

BANKED OVERTIME & SHORT TERM DISABILITY (LOCAL 3)

The following sets out the agreement reached between the Parties hereto regarding the application of LOU #35 (**now LOU #5**) - Banked Overtime and Short Term Disability (hereinafter referred to as "the LOU") and this Letter of Understanding is an addendum thereto.

1. In accordance with the provisions of paragraph #2 of the LOU, transit operators will have the option of banking either thirty-seven and one-half (37%) hours or seventy-five (75) hours for the 1995 payroll year.
2. Any unused portion in a transit operator's overtime bank may be paid out at any time at the request of the transit operator, subject to the following:
 - (a) the request shall be made in writing;
 - (b) the written request must be given to the Depot Supervisor not less than seven (7) calendar days prior to the commencement of the pay period in which the transit operator wishes to receive the overtime bank pay-out;
 - (c) the overtime bank pay-out will be included in the transit operator's paycheque;
 - (d) a transit operator who has requested to have his or her overtime bank paid out will not be permitted to bank any overtime hours for the remainder of the payroll year.
3. Any unused portion of a transit operator's overtime bank remaining at the end of the payroll year shall be carried over to the following payroll year in accordance with paragraph #3 of the LOU to an amount not exceeding:
 - (a) seventy-five (75) hours, if the transit operator has elected to bank that amount for the following payroll year; or
 - (b) thirty-seven and one-half (37%) hours, if the transit operator has elected to bank that amount for the following payroll year and any amount in excess of 37½ hours remaining will be paid out in the paycheque for the first pay period of the following payroll year.
4. It is understood and agreed that the flexibility allowed by this addendum will not detract from the expectation that there will be a reduction of the Short Term Disability Plan usage by transit operators.
5. Where the provisions of this addendum conflict with the provisions of the LOU, the provisions of this addendum will prevail.
6. Cancellation of the LOU, as provided in paragraph #6 of the LOU will result in the automatic cancellation of this addendum.

Addendum #1 to LOU #5 Continued

Signed this 16th day of March, 1995.

FOR BC TRANSIT:

FOR ICTU:

Dan er
Park Senior Labour Relations Officer

Eric Terry Peterson
Scott Dir. Purchasing & Materials Management
Presi
dent,
Loca
l 1

Dan
Stas
chuk
Presi
dent,
Loca
l 2

Ron
Dre
wery
Presi
dent,
Loca
l 3

ADDENDUM #2 TO LOU #5
BANKED OVERTIME & SHORT TERM DISABILITY (LOCAL 3)

In response to the Union's request to provide more opportunity to use banked overtime, the Authority proposes the following two-year experiment, as a further addendum to LOU #5:

1. Effective April 1, 1999 and until March 31, 2001 the one open slot per day available for operators to use single day Annual Vacation days will also be available for signing to use banked overtime. All other provisions in "O"-9.00 which apply to using Annual Vacation single days will apply to using banked overtime.

2. During the two-year period from April 1, 1999 to March 31, 2001 the Authority will not exercise its cancellation option as per Item 6 of LOU #5.

3. Before March 31, 2001 the parties will meet to evaluate the experience with this addendum and may agree to extend it.

Signed this 11th day of March, 1999

FOR BC TRANSIT:

John M. King
Division Manager,
Operations & Maintenance

FOR CAW (CANADA):

Stu Shields
President,
CAW Local 333

**LOU #6 - BANKED OVERTIME AND SHORT TERM DISABILITY LOCAL 3
MAINTENANCE**

(formerly LOU #8)

Any Local 3 Maintenance employee may bank a maximum of thirty-seven and one-half (37 1/2) hours of overtime, Sunday and Stat premium pay in a payroll year.

1. The phase-in of this program will occur as follows:
 - (a) In 1993, the effective date shall be pay period 14.
 - (b) The maximum hours of banked overtime shall be thirty-seven and one-half (37 1/2) hours for 1993.
2. This banked time may be used in single or part day increments according to the following:
 - (a) Employees must show their intent to bank overtime at the time of the Annual Vacation sign-up by signing the overtime banking intent sheet.
 - (b) Overtime shall be banked commencing in the first pay period of the pay year, then in subsequent pay periods until the maximum elected accumulation has been reached, after which all overtime beyond the elected accumulation will be paid.
 - (c) Employees shall arrange banked time to be taken off with their immediate supervisor, giving forty-eight (48) hours minimum advanced notice of their intent. Notwithstanding the foregoing, upon request the 48 hour minimum advance notice may be waived at the discretion of the Authority. Such **a** request will not **be** unreasonably denied.
 - (d) The scheduling of any banked time off shall be subject to staffing requirements as determined by the Authority.
3. Any time remaining in an employee's overtime bank at the end of a payroll year shall be carried over to the following year's overtime bank. Where such time is carried over from one year to a subsequent year, the employee will be permitted to bank only those hours sufficient to bring their bank to the thirty-seven and one-half (37 1/2) hour maximum in the subsequent payroll year.
4. These arrangements will be reviewed by a Monitoring Committee with equal representation from each Party. The Committee will review sick leave statistics no less frequently than each six (6) months.
5. It is understood that both Parties expect that allowing the banking of overtime will result in a reduction in usage of the Short Term Disability Plan.

LOU #6 Continued

6. Notwithstanding all of the foregoing, this letter may be cancelled by either Party upon receipt of thirty (30) days written notice. On cancellation of this letter, all banked time accrued

under this Letter of Understanding shall be paid out.

FOR BC TRANSIT:

R. Warren
Labour Relations Manager

C.J. Connaghan
Labour Relations Consultant

December 11, 1992

FOR ICTU:

E. Scott
President, Local 1

D. Staschuk
President, Local 2

F. Beadle
President, Local 3

ADDENDUM TO LOU #6

RE: BANKED OVERTIME & SHORT-TERM DISABILITY LOCAL 3 - MAINTENANCE EMPLOYEES

The following sets out the agreement reached between the Parties hereto regarding the application of LOU #8 (**now LOU #6**) - Banked Overtime and Short-term Disability (hereinafter referred to as "the LOU"), as it applies to BC Transit - Victoria and ICTU Local 3, and this Letter of Understanding is an addendum thereto.

1. In accordance with the provisions of paragraph #1 of the LOU, Maintenance employees will have the option of banking thirty-seven and one-half (37%) hours.
2. Any unused portion in a Maintenance employee's overtime bank may be paid out at any time at the request of the Maintenance employee, subject to the following;
 - (a) the request shall be made in writing;
 - (b) the written request must be given to the employee's immediate Supervisor not less than seven (7) calendar days prior to the commencement of the pay period in which the Maintenance employee wishes to receive the overtime bank pay-out;
 - (c) the overtime bank pay-out will be included in the Maintenance employee's pay cheque;
 - (d) a Maintenance employee who has requested to have his or her overtime bank paid out will not be permitted to bank any overtime hours for the remainder of the payroll year.
3. Any unused portion of a Maintenance employee's overtime bank remaining at the end of the payroll year shall be carried over to the following payroll year in accordance with paragraph #3 of the LOU.
4. It is understood and agreed that the flexibility allowed by this addendum will not detract from the expectation that there will be a reduction of the Short-term Disability Plan usage by Maintenance employees.
5. Where the provisions of this addendum conflict with the provisions of the LOU, the provisions of this addendum shall prevail.
6. Cancellation of the LOU, as provided in paragraph #6 of the LOU will result in the automatic cancellation of this addendum.

Addendum to LOU #6 Continued

Signed this 20th day of February 1995.

FOR BC TRANSIT:

Dan Parker
Senior Labour Relations Officer

Garry Gatley
Senior Labour Relations Advisor

FOR ICTU:

Eric Scott
President, Local 1

Dan Staschuk
President, Local 2

Ron Drewery
President, Local 3

LOU #7 - ARTICLE 'G' 7.02

(formerly LOU #11)

This is to confirm the understanding of the Parties regarding the Union's proposal on Article 'G' 7.02 of the Collective Agreement.

1. The Union agrees to withdraw their proposal on Article 'G' 7.02 of the Collective Agreement.
2. The Company agrees to the Union's request for an undertaking not to solicit complaints in a manner that could be construed as harassment.
3. It is understood by the Parties that this undertaking will in no way fetter management's right to investigate and adjudicate complaints.
4. It is also understood that any discipline arising from complaints is subject to the grievance procedure.
5. The Authority agrees to provide the name of complainants in accordance with the provision of Article 'G' 7.02.

FOR BC TRANSIT:

R. Warren
Labour Relations Manager

C.J. Connaghan
Labour Relations Consultant

FOR ICTU:

E. Scott
President, Local 1

D. Staschuk
President, Local 2

F. Beadle
President, Local 3

November 26, 1992

LOU #8 - EARLY RETIREMENT/LTD "TOP-UP"

(formerly LOU #13)

The Parties agree to establish a voluntary early retirement/long-term disability "top-up" program to provide a monetary incentive for those who are totally disabled and who are 60 years of age or older. The source of these funds will be the ICTU/LTD reserves. The program will be designed, implemented and monitored by the Trustees of the BC Transit Health and Benefit Trust.

The intent of the program is to provide long term efficiencies for the ICTU Long-term Disability Plan.

FOR BC TRANSIT:

R. Clarke
Div. Manager, Finance and Administration

F.L. Cummings
Manager, Labour Relations

T. Yang
Director, Operations Support
March 16, 1995

FOR ICTU:

E. Scott
President, Local 1

R. Drewery
President, Local 3

D. Staschuk
President, Local 2

LOU #9 - HEALTH AND BENEFIT PLAN AND TRUST FUND

(formerly LOU #17)

The Parties hereby agree to consent to the amendment of the Trust Agreement governing the above Plan and Trust Fund *to* provide that the Board of Trustees shall consist of ten (10) persons to be selected by BC Transit and the organizations named in i, ii, iii and iv of this Letter of Understanding as set forth below. It is further agreed by BC Transit and the organizations named in i, ii, and iii of this Letter of Understanding that:

- i) Two (2) of the Trustees shall be persons selected by ICTU.
- ii) One of the Trustees shall be a person selected by CAW (Canada) Local 333.
- iii) One of the Trustees shall be a person selected by OTEU.
- iv) One of the Trustees shall be a person selected by TMA/CUPE.
- v) Five (5) of the Trustees shall be persons selected by BC Transit.

FOR BC TRANSIT:

FOR CAW (CANADA) LOCAL 333:

R. Clarke
Div. Manager, Finance and Administration

S. Shields
President, CAW Local 333

March 11, 1999

LOU #10 - ACCREDITED SERVICE FORMER VICL/PCL EMPLOYEES

(formerly LOU #19)

PCL was formed as a Crown Corporation April 1, 1979, by combining Pacific Stage Lines and Vancouver Island Coach Lines. The employees of both PCL and VICL were given accredited service with PCL and their seniority was merged at the time.

A number of former PCL employees have become employees of BC Transit and are seeking accredited service for the time spent as employees of PCL.

By virtue of the fact the service in question was spent with a Crown corporation providing Transit services to the public; therefore the Parties agree as of January 1, 1995:

1. Former Vancouver Island Coach Line employees who became employees of Pacific Coach Lines on the date PCL was created, April 1, 1979, will be awarded credit for unbroken service with PCL.
2. Employees who entered service with PCL after April 1, 1979, will not receive credit for service with PCL.
3. This agreement represents full and final settlement of the accredited service issue for former PCL employees.

FOR BC TRANSIT:

F.L. Cummings
Manager, Labour Relations

D. Parker
Sr. Labour Relations Officer

FOR ICTU:

E. Scott
President, Local 1

D. Staschuk
President, Local 2

R. Drewery
President, Local 3

March 16, 1995

LOU #11 - DAYCARE POLICY

(formerly LOU #21)

The Authority agrees to have discussions with representatives of the Union and any other interested parties during the life of this Agreement to discuss the issue of daycare at BC Transit.

FOR BC TRANSIT:

Fred Cummings
Manager, Labour Relations

Tom Yang
Director, Operations Support

Rob Clarke
Div. Manager, Finance and Administration

March 16, 1995

FOR ICTU:

Eric Scott
President, Local 1

Dan Staschuk
President, Local 2

Ron Drewery
President, Local 3

LOU #12 - LENGTH OF RUNS

(formerly LOU #25)

While it is agreed and understood that the final authority and responsibility for the construction of running sheets and schedules rests solely with BC Transit subject to the provisions of the Collective Agreement, BC Transit will endeavour to maximize the percentage of straight runs unless there is a service design revision which, in the opinion of BC Transit, necessitates an alternate run cutting strategy to meet BC Transit's operational requirements and service design.

BC Transit will provide the Union with details of impending service design changes and the Union agrees to provide BC Transit with its preference in regard to work assignments at each Operating Centre prior to the commencement of the run cutting process. Union preference in regard to work assignments will be one of the criteria upon which the new service will be run cut.

BC Transit will make every effort to maintain the present numbers of early straights subject to changes in service levels or operating conditions that make the maintenance of the present numbers of early straights impracticable.

It is agreed by the Parties that the issues covered by this Letter of Understanding are subject to Article 'O'2.02.01 of the Collective Agreement.

FOR BC TRANSIT:

FOR ICTU:

M.D. Berardine
Manager, Labour Relations

F. McCormack
President, Local 1

J. Mills
Vice-president, Planning & Scheduling

F. Beadle
President, Local 3

Dated July 28, 1989

LOU #13 - JOINT STUDY COMMITTEE

(formerly LOU #30)

The Parties agree to establish a Joint Study Committee on the Artibise Report (Community Based Small Bus Operation in the Greater Vancouver and Victoria Regional Transit Areas).

The Committee shall be comprised of six members, three from each Party and the Chair shall be appointed by the Committee from its own ranks or from outside.

The mandate of the Joint Study Committee shall be:

- (a) to review the recommendations of the Report;
- (b) to consider the long-term implication for BC Transit;
- (c) to recommend proposals for implementation to the BC Transit Board of Directors;
- (d) to continue to examine work practices for small bus operations in keeping with the Artibise Report.

FOR BC TRANSIT:

R. Warren
Labour Relations Manager

C.J. Connaghan
Labour Relations Consultant

FOR ICTU:

E. Scott
President, Local 1

D. Staschuk
President, Local 2

F. Beadle
President, Local 3

September 24, 1992

LOU #14 - CALL-INS

(formerly LOU #35)

Notwithstanding the requirements of Clause "G" 6.04 of the Collective Agreement (Call-ins) the Authority agrees to be flexible in the times that a call-in is scheduled, and will, as far as it is practicable, accommodate Operators' reasonable requests for appointment times to deal with legitimate employer/employee business.

However, the Authority reserves the right to schedule appointments at its convenience where the circumstances of the business require.

FOR BC TRANSIT:

T. Yang
Director, Operations Support

D. Parker
Sr. Labour Relations Officer

February 23, 1995

FOR ICTU:

E. Scott
President, Local 1

R. Drewery
President, Local 3

LOU #15 - CASUAL LABOUR (Summer and Vacation Relief)

(formerly LOU #44)

The specifics of this classification are as follows:

1. The personnel will be hired on an "as and when" required basis during the period May 1 to September 15 inclusive to provide assistance and/or relief coverage for the following classifications:
 - (a) Serviceman
 - (b) Labourer
 - (c) Janitor
 - (d) Automotive & Heavy Vehicle Partsman
2. Summer and Vacation Relief employees may not be required to possess a Class III with air driver's licence, nor drive buses. In the event that the Authority wishes these employees to drive, the Authority shall ensure that they are properly trained and licensed.
3. Summer and Vacation Relief employees assisting Automotive & Heavy Vehicle Partsmen shall not be required to be fully qualified in all aspects of the job classification.
4. The initial rate of pay shall be \$13.00 per hour effective April 1, 1988 and subject thereafter to any general wage increases. There shall be no entitlement to any welfare benefits.
5. Personnel in this classification will be covered by all the terms and conditions of the Collective Agreement except those covered by items 1, 2, 3 and 4 above.

Dated this 27th day of February, 1989.

FOR BC TRANSIT:

R.I. Burrows
Manager, Maintenance & Engineering

R.G. Williams
Div. Manager Victoria Opns and Mtce

R.G. Warren
Labour Relations Supervisor

FOR ICTU:

G.R. Krantz
President, Local 2

F. Beadle
President, Local 3

B. Stewart
Chief Job Steward, Local 3

LOU #16 – SLEEPER ON STAT HOLIDAY

(formerly LOU #34)

(Existing language in Article "G"-10.02.1 will remain the same.)

The Parties agree that an Operator who is a sleeper on a Statutory Holiday and who reports for work and who makes every reasonable effort to obtain work shall receive Statutory Holiday Pay.

FOR BC TRANSIT:

R. Warren
Labour Relations Manager

C.J. Connaghan
Labour Relations Consultant
December 7, 1992

FOR ICTU:

E. Scott
President, Local 1

D. Staschuk
President, Local 2

LOU #17 - PARALLEL APPRENTICESHIP PROGRAM

(formerly LOU #54)

BC Transit and ICTU agree in principle with the proposed parallel apprenticeship program as addressed in ICTU's letter to Hon. Glen Clark, Minister of Employment and Investment, dated February 18, 1994.

Furthermore, BC Transit agrees to implement the parallel apprenticeship program providing sufficient funding is made available to ensure there is no additional cost to the operating budget of BC Transit.

This proposed program addresses the Parties' concerns regarding staff shortages, gender equity, employment equity, and corporate and social responsibility to employment opportunity.

FOR BC TRANSIT:

A. Dawson
A/General Manager, Maintenance

G. Gatley
Sr. Labour Relations Advisor

FOR ICTU:

E. Scott
President, Local 1

D. Staschuk
President, Local 2

R. Drewery
President, Local 3

March 18, 1995

LOU #18 –LAVATORY COMMITTEE

1. Objective

The objective of the committee is to review, improve and monitor lavatory facilities required by operators during their day to day work.

2. Committee Membership

The lavatory committee will be a standing committee consisting of the following members:

Manager of Operations (Chair)
Two Transit Operators – designated by the Union
One Transit Supervisor

When not possible or appropriate for any person to attend, an alternate will be designated. The transit operators will be paid straight time wages by the authority for the time they attend meetings.

3. Terms of Reference

The terms of reference and scope of the committee will be the following:

- (a) Review of existing lavatory facilities,
- (b) Determination of washroom locations by the addition and/or deletion lavatory locations, either owned, leased, or rented,
- (c) Allocation of a budget as provided by the authority for these improvements.

The Authority will provide a budget of \$20,000 each year for allocation by the committee. This budget will include the current amount allocated to lavatory rental. All funds not spent by the committee in one fiscal year will be carried over to the next fiscal year.

The Authority undertakes whenever possible to provide a lavatory at all future transit exchanges, or other future transit facilities with the exception of park & rides and bus stops, subject to conditions outside of the control of the Authority. Funding for the construction of these lavatories will be in addition to the annual budget of \$20,000.

Signed this 5th day of March, 1999

FOR BC TRANSIT

FOR CAW (CANADA)

John M. King
Division Manager
Operations & Maintenance

Stu Shields
President,
CAW Local 333

LOU #19 – DEFINITION OF A PAY PERIOD FOR "G"-16.00

1. The current two week pay period of Friday to the second following Thursday creates problems at sheet changeover times. Some operators may have more or less than ten working day in a single pay period

2. The parties agree that the problem will be eliminated if the pay period is changed to cover the two week period from Monday to the second Sunday following, as the pay weeks would align with the sheet changeover times. This payroll period change will eliminated the need for the provisions of "O"-2.01.2 and "O"-2.01.3 in the Collective Agreement.
3. The parties agree that changing the pay day may result in personal inconvenience to many employees. In order to avoid this, the pay period change will require increasing the current holdback period from eight days to twelve days.
4. To facilitate the change process, the first pay period after the changeover will result in existing employees receiving less than ten days pay (or eight days for a compressed work index operator). Each employee will receive an advance payment equal to the number of days of regular pay required to bring the employee up to ten days pay (eight days for a compressed work index operator). This payroll advance will be treated as a non-interest bearing loan from the Authority which will be repayable by the employee at his/her date of termination of employment or upon his/her transfer or promotion out of the bargaining unit represented by CAW Local 333.
5. The changeover to the new pay period cycle will coincide with the start of the September, 1999 sheet.
6. For all employees hired after the pay period change, the twelve day hold back will apply. New employees will be paid through the automatic bank deposit process, as a condition of employment.
7. The parties agree to make joint representation to the Employment Standards Branch to seek variance from Section 17 of the *Employment Standards Act*.
8. Upon implementation of the new pay period, Article 16.01 will be amended to read as follows: "All employees upon request will be issued pay cheques after 15:00 on the Wednesday preceding the regular Friday pay-day. No cheques will be issued between the hours of 09:00 – 10:00 and 13:00 – 14:00 on Thursday".

Signed this 6th day of March, 1999

FOR BC TRANSIT

J.M. King
Division Manager, Operations & Maintenance

FOR CAW (CANADA)

Stu Shields
President, CAW Local 333

LOU #20 – SUBSECTIONS "O"-2.01.2 AND "O"-2.01.3

As noted in Paragraph 2 of LOU #19, the need for the provisions of "O"-2.01.2 and "O"-2.01.3 of the Collective Agreement will be eliminated when the pay period is changed. The parties agree that the titles and contents of "O"-2.01.2 and "O"-2.01.3 will be deleted from the next Collective Agreement following the expiry of the 1998-2001 Collective Agreement.

Signed this 27th day of July, 1999

FOR BC TRANSIT

John M. King
Division Manager, Operations & Maintenance

FOR CAW (CANADA)

Stu Shields
President, CAW Local 333

LOU #21 – APPRENTICESHIP PROGRAM

The Authority will maintain a minimum of one apprentice position in the Maintenance Department, commencing January 1, 2000.

FOR BC TRANSIT

FOR CAW (CANADA)

John M. King
Division Manager, Operations & Maintenance

Stu Shields
President, CAW Local 333

March 5, 1999

LOU #22 – NATIONAL SAFETY CODE

In response to the union's concern regarding the National Safety Code, the Authority proposes that a joint Union/Authority application be made to the Motor Vehicle Branch to exempt BC Transit from the regulations under the National Safety Code.

FOR BC TRANSIT

FOR CAW (CANADA)

John M. King
Division Manager, Operations & Maintenance

Stu Shields
President, CAW Local 333

March 5, 1999

LOU #23 – VIOLENCE IN THE WORKPLACE

There shall be a Violence in the Workplace Committee.

1. OBJECTIVE

The objective of the committee is to eliminate or minimize the risk to workers, from violence in the workplace.

2. COMMITTEE MEMBERSHIP

The composition of the Violence in the Workplace Committee will be composed as follows:

Security Investigator (Committee Chair)

Two transit operators*

One maintenance employee*

One operations supervisor*

Manager of Accident Prevention & Security

*designated by the union

Meetings will be held on a quarterly basis. When not possible for any person to attend, an alternate will be designated. Committee members designated by the union will be paid at straight time wages by the Authority for the time they attend the meetings.

3. SCOPE OF THE COMMITTEE

The committee will make recommendations for the development and implementation of the Authority's violence in the workplace policy.

This policy will set out procedures to prevent violence, procedures for the review of incidents of violence, procedures to ensure the Employee Assistance Program is used effectively when necessary and any other reasonable steps that will assist in the prevention of violence to members of the bargaining unit.

The policy will meet or exceed the requirements of the Workers' Compensation Act, Industrial Health and Safety Regulations, Protection of Workers from Violence in the Workplace, Regulations 8.88 to 8.96 and the Occupational Safety and Health Policy and Procedures Manual (January 24th, 1994).

LOU #23 Continued

The Committee will also consider potential actions by relevant levels of government that could enhance the safety of employees' work life, and , if the committee determines joint action by the parties would be appropriate, recommend joint action to the union and the employer.

FOR BC TRANSIT

FOR CAW (CANADA)

John M. King

Stu Shields

Division Manager, Operations & Maintenance

President, CAW Local 333

February 28, 1999