

COLLECTIVE AGREEMENT

between the

ACORN DAY CARE SOCIETY

and the

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

Effective from January 1, 2016 to December 31, 2018

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Whereas Acorn Day Care Society is an employer within the meaning of the *Labour Relations Code* of BC.

And whereas the B.C. Government and Service Employees' Union is the Bargaining Agent for all the members of this unit.

This agreement will constitute the wages and working conditions for the employees of Acorn Day Care Society.

ARTICLE 1 - UNION RIGHTS AND RECOGNITION

1.1 No Discrimination

The Employer agrees that there will be no discrimination against an employee by reason of age, race, creed, colour, national origin, political or religious affiliation, sex, sexual orientation, marital status, union membership or whether she/he had children. Sexual harassment will be considered discrimination under this article.

1.2 Recognition

The Employer recognizes the B.C. Government and Service Employees' Union, as the exclusive bargaining agent for all employees of Acorn Day Care Society for whom the Union is certified under the *BC Labour Relations Code*.

1.3 No Other Agreement

No employee covered by this agreement will be required or permitted to make a written or oral agreement with the Employer or its representatives which may conflict with the terms of this agreement.

1.4 No Discrimination for Union Activity

The Employer and the Union agree that there will be no discrimination, interference, restriction, or coercion exercised or practised with respect to any employee for reason of membership or activity in the Union, or for the exercise of rights provided for in this agreement.

1.5 Picket Lines

All employees covered by this agreement will have the right to refuse to cross a picket line arising out of a dispute as defined in the *Labour Relations Code* of British Columbia. Any employee failing to report for duty for this reason will be considered to be absent without pay.

Failure to cross a picket line encountered in carrying out the Employer's business will not be considered a violation of this agreement nor will it be grounds for disciplinary action.

1.6 Union Shop

- (a) All employees at the date of signing of this agreement covered by the certification who are at the time members of the Union, will continue as members of the Union.
- (b) As a condition of employment, regular employees who are hired after the date of signing of this agreement will become union members from the date of hire.

1.7 Recognition of Shop Stewards

The Employer agrees to the operation of a shop steward system and the recognition of the steward elected by the Union. The Employer will not discriminate against such stewards for carrying out the duties proper to that position.

1.8 Stewards Meeting the Employer

When the Employer wishes to discuss unsatisfactory work performance with an employee, the employee will have the right to be accompanied by a steward or another union representative.

1.9 Leave with Pay for Stewards

The steward may investigate and process grievances, and administer and interpret the contract during regular working hours without loss of pay.

1.10 Acquainting New Employees

The Employer agrees that the shop steward will be given an opportunity to meet with each new employee within regular working hours, without loss of pay, during the first month of employment, for the purpose of acquainting new employees with the benefits and duties of union membership.

1.11 Contacting at Work

Representatives of the Union will have the right to contact employees at work on matters respecting this agreement or its administration.

ARTICLE 2 - EMPLOYER'S RIGHTS

The Union recognizes that it is the Employer's right and duty to exercise the functions of management, to organize the work of the Centre and to direct the employees including the right to hire, suspend, discharge, promote, layoff, transfer, assign, demote or otherwise discipline its employees, except where and to the extent that the terms of the agreement limit, or affect that right.

ARTICLE 3 - EMPLOYER-UNION RELATIONS

3.1 Employer-Union Relations

No employee or group of employees will undertake to represent the Union at meetings with the Employer without proper authorization by the Union. To implement this, the Union will supply the Employer with the name of its shop steward and/or negotiating committee, and similarly, the Employer will supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

3.2 Check-off Authorization and Deductions

All employees on their date of hire, as a condition of employment, will be required to sign an authorization for dues deductions and initiation fee. The Employer will deduct from the monthly salary of each employee monthly union dues and where applicable the initiation fee.

3.3 Remittance of Union Dues

Before the 15th calendar day of each month the Employer will forward the dues deducted in the previous month, by cheque to the Treasurer of the Union, together with a list of the names of employees and amounts deducted.

3.4 Dues Receipt for Income Tax Purposes

The Employer agrees to include on the employee's T4 slip the amount of union dues (excluding initiation fee) paid in the previous calendar year and any other amount deducted from the employee's pay and remitted to the Union which is deemed tax deductible by Revenue Canada.

3.5 Alteration of Dues and Special Deductions

Upon receipt of a statement signed by the President and the Treasurer of the Union stating that the Union has altered its dues check-off amount or has authorized a special deduction, the Employer agrees to deduct the revised amounts and remit same to the Union in accordance with Article 3.3.

3.6 Notification of Staff Changes

- (a) The Employer agrees to notify the Union in writing within five working days when an employee has been hired, promoted, laid off, transferred, recalled, suspended, terminated or resigns.
- (b) A report of employees who cease employment will be provided to the Union on a quarterly basis.

3.7 Correspondence

- (a) The Employer agrees that all correspondence between the Employer and the Union related to matters covered by this agreement will be sent to the business address of the Union.
- (b) The Employer agrees that a copy of any correspondence between the Employer and any employee covered by this agreement pertaining to the interpretation or application of any clause in this agreement as it applies to that employee will be forwarded to the Union.

3.8 Copies of the Agreement

The Union and the Employer jointly agree to provide all present and new employees with a copy of the agreement. The cost of reproducing this agreement will be shared by the Union and the Employer.

ARTICLE 4 - STAFFING

4.1 Definition of a Regular Employee

An employee who is employed for work which is of a continuous full-time or continuous part-time nature.

4.2 Definition of an Auxiliary Employee

An employee who is employed for work which is not of a continuous nature, such as:

- (a) Positions created to carry out special projects of work which are not continuous.
- (b) Temporary positions created to cover employees on vacation, sick leave, education leave, compassionate leave or other leave.

4.3 Notification of Employment for Regular Employees

At the time of hiring, each new regular employee will receive a letter indicating her/his starting date, starting salary, job classification, a copy of her/his job description, and a copy of this collective agreement. Copies of such letters will be forwarded to the Union within five working days.

4.4 Notification of Employment for Auxiliary Employees

Auxiliary employees will be informed in writing of the dates and terms of their employment for work periods in excess of two weeks.

4.5 Job Descriptions

The Employer and the Union agree to set up a joint committee to prepare and maintain job descriptions for all employees covered by this agreement. The Committee will be made up of equal representation of both the Employer and the staff from the Centre. The Employer agrees to forward copies of all employee job descriptions to the Union.

4.6 Hiring

Notice of all open regular positions will be posted for five working days at the place of employment. A copy of such notices will be forwarded to the Union. Appointment may be made on a temporary basis until a permanent selection can be made.

4.7 Priorities in Hiring

First consideration will be given to applicants from the Unit in which the position is open and to employees on the recall list. Second consideration will be given to other applicants from the Union. If the position cannot be filled in the aforesaid manner, applicants from the outside may be considered.

4.8 Probation

A new employee hired into a regular position is considered to be on probation for three calendar months from the date of hire. In case of discharge, a probationary employee will be given two weeks' notice of discharge or two weeks' pay in lieu of notice; the Employer will supply an explanatory letter to the employee giving reasons for release. Termination is subject to the grievance procedure. All other benefits, standards and conditions applying to regular employees will also apply to probationary employees except payment of extended health, life insurance and dental plan benefits as cited in Articles 9.2 and 9.3.

4.9 Promotions and Transfers

(a) In making promotions and transfers, the skill, knowledge and efficiency of the employee concerned will be the primary consideration, and where such qualifications are similar, length of service within the Unit will be the determining factor.

(b) Trial Period - Upon promotion and/or transfer, the employee will be on a trial period for one month. If during the trial period the employee finds the job unsatisfactory, or is unable to meet the basic job requirements, the employee will be returned to her/his former position or to one of at least equal salary range.

4.10 Seniority Definition and Seniority List

Seniority is defined as the length of service from the date of hire in the bargaining unit for all employees and will include service with the Employer prior to the certification or recognition of the Union. Seniority will be a factor in determining preference or priority for promotion, transfer, demotion, layoff, permanent reduction of the workforce, recall, access to preferred shifts, vacations, and other such working conditions, as set out in other provisions of this agreement. Separate seniority lists will be maintained for regular and auxiliary employees by the Employer and be available to the Union on reasonable request.

4.11 Loss of Seniority

An employee will not lose seniority rights if she/he is absent from work because of sickness, accident, extended maternity leave, adoption leave, layoff up to one year, or leave of absence approved by the Employer.

4.12 Reduction of Hours

- (a) Reduction in hours will be based on seniority, as per Article 4.10, providing that affected employees have the ability and training to perform the work that is available, and that licensing standards can be maintained.
- (b) Any regular employee offered a reduction of hours will be given two weeks' notice of the reduction.

4.13 Layoff and Recall List

- (a) Layoff and recall will be based on seniority, that is, the last hired will be the first laid off and the last laid off will be the first recalled provided they have the ability and training to perform the work that is available, and that licensing standards can be maintained.
- (b) Any regular employee who has completed less than three years employment will receive two weeks' notice or two weeks' pay in lieu of notice. After the completion of a period of employment of three consecutive years, one additional weeks' notice will be added for each subsequent completed year to a maximum of eight weeks' notice or pay in lieu of notice.
- (c) Any regular employee who has chosen layoff as per Article 4.12(b) will have the right to decline a recall to work at reduced hours without loss of seniority.
- (d) Layoff and Recall Process
 - (1) No layoff will occur without prior consultation with the Union.
 - (2) Any employee affected by a layoff will receive written notification prior to layoff.
 - (3) In the event an employee is laid off, the employee will remain on the recall list for a period of one year from the discontinuation of her/his position.
 - (4) If the employee(s) position is reinstated within the time period noted in (3) above, the employee will be recalled to her/his position.
 - (5) Notice of recall will be made by telephone or, if unsuccessful, by mail to the last address of the employee known to the Employer.
 - (6) An employee notified of recall will be given 10 working days' notice to report to work.

(7) It will be the responsibility of the employee to keep the Employer informed of her/his current address and telephone number.

(8) The recalled employee will receive no less than her/his former salary plus any increments to which she/he had become entitled during the period of layoff.

ARTICLE 5 - WORKING CONDITIONS

5.1 Workweek and Workday

- (a) The regular working hours will not exceed 40 hours per week.
- (b) Subject to the exception cited in Article 5.1(c), the normal week will consist of five working days of eight hours each, from Monday to Friday inclusive.
- (c) The 40 hours per week required of an employee may, with the approval of the employee and the Employer, be worked in a period of less than five days.
- (d) Employees will have the option of job sharing a regular full-time position.

5.2 Relief and Meal Periods

The 40 hours per week required of an employee will include two 15 minute relief breaks and a 30 minute lunch break each day.

5.3 Staff Meetings

The Employer agrees to allow weekly staff meetings during working hours. The weekly one hour staff meeting will be included in the 40 hours of work per week.

5.4 Administrative Time

Up to one day per month will be made available to the Senior Supervisor or her/his designate for administrative duties.

5.5 Health, Safety and the Environment

- (a) The Employer acknowledges its responsibility to make all reasonable and proper provisions to ensure the maintenance of high standards of the health, safety and wellbeing of their employees in the workplace. The Employer agrees to promptly take care of difficulties that arise from third party interference.
- (b) The Employer agrees to provide and maintain proper first-aid, firefighting and safety equipment on the premises.
- (c) An employee who considers that a practice being carried on within the day care premises is unsafe, or that equipment is faulty, will have the right to refuse to work with such equipment or under such conditions. If the Employer does not agree, it will be referred to the local health department.

5.6 Licensing Standards

The Employer agrees to ensure that provincial *Child Care Licensing Act* regulation standards are met.

ARTICLE 6 - VACATIONS

6.1 Calendar Year

For the purpose of this agreement the calendar year will mean the 12 month period from January 1st to December 31st, inclusive.

6.2 Vacation for the First Incomplete Year

Each regular full-time employee will receive during the first incomplete year of service one and two thirds working days' vacation or 8% of the gross monthly salary for each month or major portion thereof worked prior to December 31st with the right to take days off as they are accumulated.

6.3 Vacation Entitlement

All regular full-time employees in their second calendar year will be entitled to an annual vacation credit of 20 working days with pay, available to him/her to take any time within the calendar year.

Employees in their third calendar year will be entitled to an extra one day vacation and each year thereafter will add an extra day to a total of 18 extra days.

All vacations will be taken in accordance with Article 6.4.

6.4 Vacation Scheduling

The time of vacation is to be determined by mutual agreement between the employees and the Employer. Scheduling of vacations will be on the basis of seniority where there is a conflict of scheduling between employees.

6.5 Accumulation or Carryover of Vacation

Up to one-half of the vacation entitlement may be deferred until the next year with prior written approval of the Employer.

6.6 Part-Time Employees

Part-time employees will be entitled to vacation time on a pro rata basis.

6.7 Approved Leave of Absence During Vacation

Where an employee is eligible for sick leave while she/he is on vacation there will be, on application, special arrangements made where serious illness or accident can be proven with the intent not to lose vacation time.

6.8 Termination of Employment

Vacation entitlement for any full-time regular employee who terminates before December 31st of any calendar year will be computed on the basis of one-twelfth of the annual vacation entitlement afforded in Article 6.3 for each month or major portion thereof, worked during that calendar year.

The Employer will pay the terminating employee for all vacation days owed to her/him at her/his regular rate of pay.

Should the terminating employee have used more of her/his vacation credit than entitled, she/he will have the difference deducted from her/his final paycheque.

ARTICLE 7 - DESIGNATED HOLIDAYS**7.1 Paid Holidays**

(a) The following have been designated as paid holidays:

New Year's Day	BC Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

(b) Any other day proclaimed as a holiday by the federal, provincial, or municipal governments for the locality in which the employee is working will also be a paid holiday.

7.2 Designated Holiday Falling on a Scheduled Day Off

When a designated holiday falls on the scheduled day off of an employee, she/he will be granted an equivalent time off without loss of pay.

7.3 Designated Holiday Coinciding with the Employee's Vacation

Where an employee is on vacation leave and a day of paid holiday falls within that period, the paid holiday will not count as a vacation.

ARTICLE 8 - LEAVES**8.1 Definition of Sick Leave**

(a) Sick leave will be granted for all physical, emotional and psychological ailments that could sufficiently impair work ability.

(b) Sick leave may be used by any pregnant employee when there is a known or suspected case of German Measles or any other disease or condition which could be harmful to pregnancy in the place of employment. She may use this leave until all danger from such disease or condition no longer exists.

(c) Sick leave may be used in the case of illness of a dependent child of an employee.

8.2 Sick Leave Entitlement

A permanent full-time employee will earn paid sick leave at the rate of one and one-half days per month. Part-time employees will be entitled to sick leave credits on a pro rata basis. Sick leave will accumulate to a total of 90 working days.

8.3 Sick Leave Credit

All employees will be able to draw on a block of nine days sick leave when they commence employment. If all or part of this block of sick leave is used it will be paid back as sick leave is accumulated. If an employee ceases employment and has a negative balance in sick leave credit, this amount will be deducted from his/her final paycheque.

8.4 Medical Confirmation of Sick Leave

After sick leave of more than three days, the Employer may require medical confirmation.

8.5 Long-Term Disability

The Employer will pay 100% of the monthly premium for all regular employees as per the agreement with the Chambers of Commerce Group Insurance Plan, dated February 6, 2014. A copy of the agreement is kept in the Day Care files.

8.6 Maternity/Parental Leave

- (a) The period of maternity/parental leave will be in accordance with the provisions of the *Employment Standards Act*. Upon return to work, the employee will be reinstated in her/his former position.
- (b) Upon request, the employee will be granted leave of absence without pay for a period of up to two years. If she/he returns to work within this two year period, she/he will be reinstated in her/his former position and will resume receiving earned salary at least equivalent to the salary received prior to leave of absence.
- (c) If an employee maintains coverage for medical, extended health, life insurance and/or dental plans, the Employer agrees to pay the Employer's share of these premiums for the period covered by the maternity/parental provisions of the *Employment Standards Act*.
- (d) The employee will accumulate sick leave and vacation entitlements and maintain seniority for the period covered by the maternity/parental provisions of the *Employment Standards Act*.

8.7 Paternity Leave

There will be a paternity leave consisting of one week with pay. Upon request, the employee will be granted a leave of absence without pay for a period of up to six weeks.

8.8 Adoption leave

An employee who is adopting a child, and who is not eligible for leave under Article 8.5 will be granted a leave with pay for one week with the option of a further leave of absence without pay for a period of up to six months.

8.9 Bereavement Leave

In the case of bereavement in the immediate family an employee will be entitled to special leave at her/his regular rate of pay from the date of death, to and including the date of funeral, with, if necessary, an allowance for immediate return travelling time. Such leave will not exceed seven working days. An employee may use five days from her/his sick leave entitlement to extend this leave. Immediate family includes: Employee's child, parent, spouse, common-law spouse, sibling, parent-in-law, grandparents, and any other relative permanently residing with the employee.

8.10 Education Leave

- (a) Employees will be granted four days educational leave with pay per annum to observe other day care centres, or preschool programs, or to attend seminars, workshops, training sessions or conferences which will be of benefit to her/his professional development. No more than one employee from each Centre will be absent on such leave at the same time.

- (b) The Employer agrees to cover all or a portion of the cost of all courses taken by an employee, which, in the opinion of the Employer and the employee, will contribute to her/his professional development.
- (c) Leave of absence with or without pay, at the discretion of the Employer, will be granted to the employee for the purpose of taking a required practicum.
- (d) If an employee attends a seminar, workshop, training session, or conference on a week night or a weekend, she/he will be granted compensating time off at straight-time on a weekday at a time mutually agreed upon by the employee and the Employer. Such compensating time off will be deducted from educational leave time outlined in 8.9(a) and all other conditions in 8.9(a) will also apply.

8.11 Leave of Absence for Union Activities

Leave of absence without pay and without loss of seniority will be granted during working hours:

- (a) for employees who are elected or appointed representatives of the Union, to attend to union business which requires them to leave their place of employment;
- (b) for employees who are representatives of the union Bargaining Committee, to discuss or negotiate directly with employer representatives, or to attend meetings of the Bargaining Committee;
- (c) for an employee elected to the position of President or Treasurer of the B.C. Government and Service Employees' Union for a period of three years.

The Employer agrees that such leave will not be unreasonably denied. The Union agrees that no more than one employee will be absent at any one time for the purpose of attending to union business.

8.12 Special Leave of Absence without Pay

Special leave without pay will be granted by the Employer to an employee for a valid reason, including selection as a delegate or representative of the Union. Such absence on approved special leave without pay will not jeopardize any of the employee's benefits acquired with normal service. Such leave will not be unreasonably denied.

8.13 Special Leave with Pay

- (a) Special leave with pay of up to five days per year will be granted to the employee in the event of illness in the immediate family or for another extenuating circumstance.
- (b) An employee will be granted one day special leave with pay to attend a formal hearing to become a Canadian citizen.
- (c) Special leave with pay will be granted to an employee for job related court appearances. Such court appearances will be authorized by the Board Chairperson.
- (d) Special leave with pay for up to five days will be granted to an employee serving as a juror. Further leave with pay may be granted at the Employer's discretion. The employee will remit to the Employer all monies paid to her/him by the court excluding meal and travelling allowances not reimbursed by the Employer.

8.14 Christmas Week Leave

- (a) The day care will be closed on December 24th if the Head Supervisor determines that care is not required on that day.

(b) The day care will be closed December 25th to 31st. Employees will be given the time off with pay. Such time will not be deducted from vacation entitlement in Article 6.3.

8.15 Elections

Any employee eligible to vote in a federal, provincial or municipal election or a referendum will have four consecutive clear hours during the hours in which the polls are open in which to cast his/her ballot.

ARTICLE 9 - HEALTH AND WELFARE

9.1 Basic Medical Insurance

All regular employees whether full or part-time may choose to be covered by BC Medical Plan or its equivalent. The Employer agrees to pay 100% at the dependant rate, if required.

9.2 Extended Health and Life Insurance

The Employer agrees to pay 100% of the monthly premium, at the dependant rate, if required, for all regular employees, full and part-time.

Effective July 1, 2006, the extended health benefits will include:

- Eye Examinations.....\$75 every two years
- Vision Care.....\$250 every two years

9.3 Dental Services Plan

The Employer agrees to pay 100% of the monthly premiums at a dependant rate, if required, for all regular employees entitled to coverage under the Dental Plan. Life time maximum on orthodontia is \$2,500 per person.

9.4 Life Insurance

The Employer will pay 100% of the monthly premiums for all regular employees as per the agreement with the Chambers of Commerce Group Insurance Plan, dated February 6, 2014. A copy of the agreement is kept in the Day Care files.

9.5 Remittance of Premiums

The Employer agrees to remit premiums for the Extended Health, Life Insurance and Dental Services Plan in accordance with directives from the Union's Plan Administrator.

9.6 Workers Compensation

The Employer agrees to apply for and maintain coverage under the Workers' Compensation Board. When the Employer or the employee is reimbursed by Workers Compensation for days incapacitated due to an accident on the job, sick leave will be deducted only for that portion of the employee's time for which she/he is not compensated by Workers Compensation.

ARTICLE 10 - DISCHARGE AND RESIGNATION

10.1 Personnel Files

An employee will have full access to any files which contain information regarding the employee.

The employee will be provided with a copy of any material regarding the employee to be placed on a file, clearly indicating its placement.

All disciplinary materials on file will be removed after one year from date of incident.

The Employer agrees not to introduce as evidence in any hearing any document the existence of which the employee was not aware at the time of filing.

10.2 Dismissal for Cause

(a) An employee may be dismissed or suspended for cause. All dismissals and suspensions will be subject to grievance and arbitration procedures, and the burden of proof will be on the Employer.

(b) In cases in which the continued presence of the employee is incompatible with the operations of the day care, the Employer will not be required to give warning or notice of dismissal as outlined in Articles 10.3 and 10.4.

10.3 Warning

Before any dismissal notice is given, the Employer will give the employee a written warning notice outlining the reasons for dissatisfaction with the employee, and the employee will be on a trial period of two weeks unless, due to the actions of the employee the continued presence of the employee is incompatible with the operations of the day care. Copies of such warnings will be sent to the shop steward.

10.4 Notice of Dismissal

In case of dismissal, the employee will be given one month's notice or one month's pay in lieu of notice, except for probationary and auxiliary employees who will be given two weeks' notice or pay in lieu of notice.

10.5 Reinstatement for Unjust Cause

If, as a result of the grievance procedure, it is found that an employee has been discharged for unjust cause, that employee will be reinstated in her/his former position, or one of equal salary range, without loss of seniority, and will be compensated by the Employer for all time lost retroactive to the date of discharge.

10.6 Resignation

The employee agrees to give 30 calendar days' notice in writing prior to leaving. This may be waived by mutual agreement.

10.7 Benefits

In case of dismissal or resignation, the employee will receive all vacation entitlements and salary due to the date of termination.

ARTICLE 11 - GRIEVANCE AND ARBITRATION

11.1 Grievance Procedure

Any difference concerning the interpretation, application or operation of this agreement, or any alleged violation thereof, including any question as to whether any matter is arbitrable, will be dealt with in the following manner.

11.2 Step 1

The employee must first have discussed any disputed matter within 30 days of the occurrence of the disputed matter with:

- (a) Firstly, the supervisor, or his or her responsible official or the other staff if the centre works on a co-supervisory system.
- (b) Secondly, the Executive Committee of the centre, or the Employer's delegated representative.

11.3 Step 2

If the grievance is not settled as prescribed in Article 11.2 within 10 working days, the matter will be referred to the union grievance representative.

11.4 Step 3

Should the union grievance representative be unable to effect a mutually satisfactory settlement of the dispute within 10 working days of receipt of such grievance, it will be submitted to a board of arbitration for final and conclusive determination.

11.5 Arbitration

A board of arbitration will consist of one person to be chosen jointly by both parties. Upon petition by one of the parties, the other party agrees to meet within seven working days of the receipt of such notice.

If they are unable to agree upon or otherwise fail to appoint an arbitrator, either party may apply to the Minister of Labour to appoint such a person. In all other respects, the provisions of the *Labour Relations Code* of BC will apply. The decision of the Board will be final and binding on both parties.

If the matter of grievance is referred to a board of arbitration the union grievance representative will require seven working days to advance said grievance.

Each party will bear one-half of the expenses of the Arbitrator and any secretarial services required.

Saturdays, Sundays and statutory holidays will not be counted in determining the time in which any such action must be taken under any of the aforementioned steps. The time limits fixed in the grievance and arbitration procedures may be altered by mutual consent of the parties but the same must be in writing.

11.6 Disagreement of Decision

Should the parties disagree as to the meaning of the Arbitrator's decision, either party may apply to the Arbitrator for clarification. The Arbitrator will make every effort to do so within seven working days.

11.7 Technical Objections to Grievances

It is the intent of both parties of the agreement that no grievance will be defeated merely because of a technical error, other than time limit violations, in processing the grievance through the grievance procedure.

11.8 Violation of Time Limits

If there is a violation of the time limits and the onus for delay is upon the Union, the grievance will be deemed to be abandoned and all rights of recourse to the grievance will be at an end. If the onus for

delay is on the Employer, then the grievance will be deemed to have succeeded, and all appropriate steps to remedy the matter will be taken forthwith by the Employer.

11.9 Retroactive Settlements

Settlements reached at any step of the grievance procedure may be applied retroactively to the date of occurrence of the situation which gave rise to the grievance, or to the date set by the single party Arbitrator, or to any other date by mutual agreement of the parties.

ARTICLE 12 - PAYMENT OF WAGES AND ALLOWANCES

12.1 Acting Senior Rate of Pay

When an employee is temporarily required to accept the responsibilities and carry out the duties incident to a position covered by this agreement which is senior to the position she/he normally holds, she/he will be paid at the senior rate.

12.2 Choice of Time Off or Pay for Overtime

Every employee who is required to work overtime will, at the time of working such overtime, elect whether to be paid for it or receive compensating time off in lieu thereof.

12.3 Pay for Overtime Worked

An employee who is required to work overtime will be compensated at one and one-half times the hourly rate paid to the employee computed on the basis of her/his normal working hours with the exception of the part-time staff who will be paid at straight-time up to the regular full-time shift. All overtime worked by an employee in excess of four hours in any normal workweek will be paid at double the hourly rate paid to the employee.

12.4 Compensating Time Off for Overtime Worked

Any employee who elects to receive compensating time off in lieu of being paid for overtime will be given time off equivalent to the number of hours for which she/he would have been paid for the overtime so worked. Time off for such compensating time will be taken at a time mutually agreed upon by the employee and the Employer.

12.5 Overtime Worked on a Designated Holiday

An employee who works on a designated holiday will have to be compensated at the rate of double-time for hours worked, plus one day in lieu of the holiday.

12.6 Vacation Paycheques

Upon giving 15 calendar days prior notice, employees may receive on the last working day preceding commencement of their vacation any cheques which would normally fall due during the period of their vacation.

12.7 Mileage Payments and Auto Insurance

Employees using their own car for the Employer's business will receive 48¢ per kilometre. Each employee using her/his own car for the Employer's business will be required to produce normal liability insurance. The Employer will be responsible for insurance over and above normal insurance coverage when it is necessary for the employee to drive her/his automobile for the Employer's business.

12.8 Part-Time Employment

Regular employment on a part-time basis will be subject to the same standards and conditions of employment which apply to a full-time permanent staff. Benefits and vacations will be calculated on a proportionate basis.

12.9 Long-Term Auxiliary Employees

(a) Auxiliary employees working for more than 22 continuous days, will receive all benefits of this contract, excepting payment of medical, dental and extended health/life insurance plan costs cited in Articles 9.1, 9.2 and 9.3. The auxiliary special needs supervisor will also be entitled to medical, dental and extended health/life insurance benefits cited in Articles 9.1, 9.2 and 9.3.

(b) When a long-term auxiliary employee is hired for a work assignment that is known to be, or reasonably expected to be, for a period of 12 continuous months or more, he/she will be entitled to Health and Welfare benefits pursuant to Article 9.

12.10 Medical Certificates

The cost of any medical certificate required by the Employer will be paid for by the Employer.

12.11 Payment of Wages

Employees will be paid on the last working day prior to the 15th of the month and the last working day prior to the end of each month. Employees will receive a statement of earnings for each pay period.

12.12 Criminal Records Check

The Employer will pay the cost of a criminal record check, as required by the Community Care Facilities Branch, for any regular or auxiliary employee. The Employer will not discriminate against an employee or intended employee because of a criminal record check finding that is unrelated to the employment or intended employment of a person as stated under Section 8 of the *Human Rights Act* of BC. The Employer further agrees to ensure the secure storage of criminal records checks and that access to said checks be restricted to the Senior Early Childhood Educator and one member of the Board of Directors as designated by the Employer.

12.13 Registered Retirement Savings Plan

The Employer will match employee RRSP contributions to a maximum of 8% of gross earnings, effective January 1, 2011.

ARTICLE 13 - TERM OF AGREEMENT**13.1 Duration**

This agreement will be binding and remain in effect until midnight December 31, 2018.

13.2 Notice to Bargain

(a) This agreement may be opened for collective bargaining by either party giving written notice to the other party on or after September 1, 2018, but in any event not later than midnight, September 30, 2018.

(b) Where no notice is given by either party prior to October 1, 2018, both parties will be deemed to have been given notice under this article on October 1, 2018 and thereupon Article 13.3 applies.

(c) All notices on behalf of the Union will be given by the President or designate and similar notices on behalf of the Employer will be given by the Employer.

13.3 Commencement of Bargaining

Where a party to this agreement has given notice under Article 13.2, the parties will, within 14 days after the notice was given, commence collective bargaining.

13.4 Change in Agreement

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

13.5 Effective Date of Agreement

The provisions of the agreement will come into full force and effect on the date of ratification.

13.6 Agreement to Continue in Force

Both parties will adhere fully to the terms of the collective agreement during the period of bona fide collective bargaining.

**SIGNED ON BEHALF OF
THE UNION:**

**SIGNED ON BEHALF OF
THE EMPLOYER:**

Stephanie Smith
President

Heather MacMillan
Chairperson

Gayle Kelly
Bargaining Committee

Len Laba
Treasurer

Fateh Born
Staff Representative

Dated this _____ day of _____, 20_____.

**APPENDIX A
Salary Scale**

Classification	Step	Eff. January 1, 2016 (2%)		Eff. January 1, 2017 (2%)		Eff. January 1, 2018 (2%)	
		Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Senior Early Childhood Educator	Start	29.92	5185.68	30.52	5289.39	31.13	5395.18
	1	30.53	5290.74	31.14	5396.55	31.76	5504.49
	2	30.99	5371.32	31.61	5478.75	32.24	5588.32
	3	31.51	5462.10	32.14	5571.34	32.78	5682.77
	4	32.00	5546.76	32.64	5657.70	33.29	5770.85
Early Childhood Educator	Start	25.28	4380.90	25.78	4468.52	26.30	4557.89
	1	25.78	4467.60	26.29	4556.95	26.82	4648.09
	2	26.25	4551.24	26.78	4642.26	27.32	4735.11
	3	26.72	4632.84	27.26	4725.50	27.80	4820.01
	4	27.23	4718.52	27.77	4812.89	28.33	4909.15
Early Childhood Assistant	Start	21.88	3791.34	22.32	3867.17	22.77	3944.51
Auxiliary	Unqualified	16.66	NA	16.99	NA	17.33	NA
	In-training	17.43	NA	17.78	NA	18.14	NA
	Qualified	20.74	NA	21.15	NA	21.57	NA
<i>*Auxiliary rates do include 4% vacation pay.</i>							
<i>Step Scale represents years of service at Acorn Day Care Society.</i>							

Employee Classification Definitions

Senior Early Childhood Educator - the qualified and experienced employee, that has completed his/her basic ECE training and the 500 hour requirements, who is responsible for overseeing the program and operation of the day care centre.

Early Childhood Educator - the qualified and experienced employee(s), that has completed his/her basic ECE training and the 500 hour requirements, who assists the Senior Early Educator in overseeing the program and operation of the day care centre.

Early Childhood Assistant - the employee(s) that has completed his/her basic ECE training and is working toward completion of the 500 hour requirement. Upon completion of these hours an Early Childhood Assistant will be immediately reclassified as an Early Childhood Educator.

Auxiliary Employee (Short-Term) - is a staff member as defined in Article 4.2 who has not worked more than 22 continuous days as per Article 12.9:

- *Unqualified* - he/she has not completed basic ECE training;
- *In-training* - has completed his/her basic ECE training but not yet the 500 hour requirement;
- *Qualified* - has completed his/her basic ECE training and the 500 hour requirement.