

**SEVENTEENTH COMPONENT AGREEMENT**

**between the**

**GOVERNMENT OF  
THE PROVINCE OF BRITISH COLUMBIA**

**represented by the**

**BC PUBLIC SERVICE AGENCY**

**and the**

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

**Representing employees of the**

**ENVIRONMENTAL, TECHNICAL AND  
OPERATIONAL COMPONENT**

**Effective from April 1, 2014 to March 31, 2019**

**B.C. GOVERNMENT AND SERVICE EMPLOYEES'  
UNION OFFICES**

<b>HEADQUARTERS</b> 4911 Canada Way Burnaby, V5G 3W3	Phone: 604-291-9611 Toll Free: 1-800-663-1674 Fax: 604-291-6030/Toll Free: 1-800-946-0244
<b>VICTORIA AREA OFFICE</b> 2994 Douglas Street Victoria, V8T 4N4	Toll Free: 1-888-991-6062 Fax: 250-384-8060 Toll Free Fax: 1-800-946-0246
<b>NORTH ISLAND AREA OFFICE</b> #106 – 1650 N. Terminal Ave Nanaimo, V9S 0A2	Toll Free: 1-888-991-6062 Fax: 250-740-0070 Toll Free Fax: 1-800-946-0247
<b>LOWER MAINLAND AREA OFFICE</b> 4925 Canada Way Burnaby, V5G 1M1	Toll Free: 1-888-991-6062 Fax: 604-215-1410 Toll Free Fax: 1-800-946-0248
<b>FRASER VALLEY AREA OFFICE</b> 8555 198A Street Langley, V2Y 0A9	Toll Free: 1-888-991-6062 Fax: 604-882-5032 Toll Free Fax: 1-800-946-0249
<b>KAMLOOPS AREA OFFICE</b> 158 Oriole Road Kamloops, V2C 4N7	Toll Free: 1-888-991-6062 Fax: 250-372-1782 Toll Free Fax: 1-800-946-0250
<b>CARIBOO AREA OFFICE</b> 107A North 1 <sup>st</sup> Avenue Williams Lake, V2G 1Y7	Toll Free: 1-888-991-6062 Fax: 250-392-5582 Toll Free Fax: 1-800-946-0251
<b>OKANAGAN AREA OFFICE</b> 1064 Borden Avenue Kelowna, V1Y 6A8	Toll Free: 1-888-991-6062 Fax: 250-763-9233 Toll Free Fax: 1-800-946-0252
<b>EAST KOOTENAY AREA OFFICE</b> #303-105 Ninth Ave. South Cranbrook, V1C 2M1	Toll Free: 1-888-991-6062 Fax: 250-489-4700 Toll Free Fax: 1-800-946-0253
<b>WEST KOOTENAY AREA OFFICE</b> 2316 Columbia Avenue Castlegar, V1N 2X1	Toll Free: 1-888-991-6062 Fax: 250-365-9971 Toll Free Fax: 1-800-946-0254
<b>PEACE RIVER AREA OFFICE</b> 10251-100th Street Fort St. John, V1J 3Y8	Toll Free: 1-888-991-6062 Fax: 250-785-0048 Toll Free Fax: 1-800-946-0255
<b>PRINCE GEORGE AREA OFFICE</b> 1070-4th Avenue Prince George, V2L 3J1	Toll Free: 1-888-991-6062 Fax: 250-562-9012 Toll Free Fax: 1-800-946-0257
<b>NORTHWEST AREA OFFICE</b> #102-4710 Lazelle Avenue Terrace, V8G 1T2	Toll Free: 1-888-991-6062 Fax: 250-635-3588 Toll Free Fax: 1-800-946-0259

## TABLE OF CONTENTS

<b>ARTICLE 1 - PREAMBLE .....</b>	<b>1</b>
1.1 Purpose of Agreement.....	1
1.2 Definitions .....	1
<b>ARTICLE 2 - UNION RECOGNITION .....</b>	<b>1</b>
2.1 Stewards.....	1
2.2 Union Representatives .....	1
2.3 Union Bulletin Boards.....	2
2.4 Union Insignia .....	2
<b>ARTICLE 3 - JURISDICTION.....</b>	<b>2</b>
3.1 Jurisdiction .....	2
<b>ARTICLE 4 - JOB SECURITY.....</b>	<b>2</b>
4.1 Positions Temporarily Vacant.....	2
4.2 Classification Elimination.....	2
<b>ARTICLE 5 - OCCUPATIONAL HEALTH, SAFETY AND WELFARE .....</b>	<b>3</b>
5.1 Preamble .....	3
5.2 Level 1 First Aid Certification .....	3
5.3 Safety Equipment.....	3
5.4 Survival Equipment.....	3
5.5 Survival Course.....	4
5.6 Recreational Use of Employer's Facilities .....	4
5.7 Recreational Facilities .....	4
5.8 Falling of Trees .....	4
5.9 Clean-up Time .....	4
5.10 Provision for Locker and Changing Facilities.....	5
<b>ARTICLE 6 - CAREER DEVELOPMENT.....</b>	<b>5</b>
6.1 Preamble .....	5
6.2 Preparation for Examination .....	5
6.3 In-Service Examination .....	5
6.4 Examination Costs.....	5
6.5 Provisions Regarding Attendance at Conferences, etc. ....	5
6.6 Job Orientation .....	6
6.7 Equipment Demonstrations .....	6
6.8 Professional Development .....	6
6.9 Exchange Programs .....	6
6.10 On-the-Job Operator Training for Employees in Classifications Listed in Appendix 2 .....	7
6.11 Other Training Courses for Employees in Classifications Listed in Appendix 2 .....	7
<b>ARTICLE 7 - HOURS OF WORK.....</b>	<b>7</b>
7.1 Work Schedules .....	8
7.2 Scheduling Limitations.....	14
7.3 Scheduling of Earned Time Off.....	15
7.4 Meal Periods .....	15
7.5 Starting and Finishing Times.....	16
7.6 Part-Time Employees.....	16
7.7 Hours of Work, Shift Schedules and Starting and Finishing Times .....	20
7.8 Table of Recognized Workday Lengths and Shift Patterns.....	21
7.9 Workdays .....	22

7.10	Scheduling of Earned Time Off .....	22
7.11	Deferment of Rest Days.....	23
7.12	Rotation of Shifts .....	23
7.13	Split Shifts.....	23
7.14	Rest Periods and Meal Periods.....	23
7.15	Employees Working Away From Their Point of Assembly .....	24
7.16	Workday Scheduled on Paid Holiday .....	24
7.17	Callout for Emergency Situations .....	24
7.18	Flexible Work Schedules (Electronics Radio Communication Trades Persons).....	24
<b>ARTICLE 8 - OVERTIME.....</b>		<b>25</b>
8.1	Overtime Authorization .....	25
8.2	Overtime Compensation .....	25
8.3	Allocation of Overtime.....	25
<b>ARTICLE 9 - WORK CLOTHING .....</b>		<b>26</b>
9.1	Supply of Required Uniforms .....	26
9.2	Existing Clothing Supply and Maintenance.....	27
9.3	Protective Clothing .....	27
9.4	Uniforms - Fire Marshal - Inspectors.....	28
9.5	Photo-Arts Technician .....	28
9.6	Paving Projects.....	28
9.7	Snow Avalanche Technicians.....	28
9.8	Area Vehicle Inspectors .....	28
9.9	Commercial Transport Inspectors.....	28
9.10	Park Rangers .....	29
<b>ARTICLE 10 - VACATION .....</b>		<b>29</b>
10.1	Vacation Period.....	29
10.2	Preference in Vacation .....	30
10.3	Vacation Schedules .....	31
<b>ARTICLE 11 - WAGES AND ALLOWANCES .....</b>		<b>31</b>
11.1	Special Certificate Allowance .....	31
11.2	Climbing Stacks, Etc. - Premium Pay .....	32
11.3	Substitution Pay .....	32
11.4	Out-of-Pocket Expenses .....	33
11.5	Standby .....	33
11.6	Work Time Records.....	34
11.7	Dirty Money .....	34
11.8	Training Allowance .....	34
11.9	Mobile Employees in Classifications Listed in Appendix 5 .....	34
11.10	Seasonal Field Employees in Classifications Listed in Appendix 5 .....	35
<b>ARTICLE 12 - AUXILIARY EMPLOYEES .....</b>		<b>35</b>
12.1	Seniority Lists .....	35
12.2	Layoff and Recall (Auxiliary Employees) .....	35
<b>ARTICLE 13 - GENERAL CONDITIONS .....</b>		<b>35</b>
13.1	Headquarters and Employee Designations.....	35
13.2	Points of Assembly.....	35
13.3	Return to Point of Assembly.....	37
13.4	Return to Headquarters (Appendix 2 Employees).....	38
13.5	Supply and Maintenance of Equipment/Tradesmen's Tools .....	38
13.6	Transportation on Termination.....	39

13.7	Transportation of Resigned Personnel from Isolated Location .....	39
13.8	Oaths .....	39
13.9	Use of Aircraft .....	39
13.10	Copyrights .....	39
13.11	Personal Research.....	39
13.12	Replacement of Employees Hand Tools .....	39
13.13	Motor Vehicle .....	40
13.14	Technical Orders - Tradesmen.....	40
13.15	Tradesmen Not to Work as Helpers.....	40
13.16	Travel Outside the Province (HRO Museum Curators).....	40
13.17	Telephone Call .....	40
<b>ARTICLE 14 - APPRENTICES .....</b>		<b>40</b>
14.1	Administration and Implementation of Apprentice Programs .....	40
14.2	Apprentices Attending School as Required by the BC Industry of Trade Authority .....	41
14.3	Apprentices Attending Special Training as Required by Employer .....	41
14.4	Apprentices Moving Expenses .....	41
<b>ARTICLE 15 - TERM OF AGREEMENT.....</b>		<b>41</b>
15.1	Duration .....	41
15.2	Notice to Bargain .....	41
15.3	Commencement of Bargaining.....	41
15.4	Changes in Agreement .....	41
15.5	Agreement to Continue in Force.....	41
15.6	Effective Dates of Agreement .....	42
<b>LETTER OF INTENT 1 .....</b>		<b>43</b>
<b>LETTER OF INTENT 2 - Foremen.....</b>		<b>43</b>
<b>LETTER OF INTENT 3 - Registered Forest Technologist.....</b>		<b>43</b>
<b>LETTER OF INTENT 4 .....</b>		<b>43</b>
<b>LETTER OF INTENT 5 - Supervisory Allowance .....</b>		<b>44</b>
<b>LETTER OF INTENT 6 - Inspectional Services .....</b>		<b>44</b>
<b>MEMORANDUM OF UNDERSTANDING 1 - Re: Earned Time Off .....</b>		<b>44</b>
<b>MEMORANDUM OF UNDERSTANDING 2 - Re: Wildfire Management .....</b>		<b>44</b>
<b>MEMORANDUM OF UNDERSTANDING 3 - Re: Auxiliary Layoff Wildfire Management .....</b>		<b>45</b>
<b>MEMORANDUM OF UNDERSTANDING 4 - Re: Lodging Allowance .....</b>		<b>45</b>
<b>MEMORANDUM OF UNDERSTANDING 5 - Re: Health and Welfare Benefit Eligibility for Seasonal Auxiliary Employees .....</b>		<b>45</b>
<b>MEMORANDUM OF UNDERSTANDING 6 - Re: March 11, 2003 MOA on the Transfer of Compliance Operations and Motor Carrier Department Programs from ICBC to the Province.....</b>		<b>46</b>
<b>LETTER OF UNDERSTANDING.....</b>		<b>46</b>
<b>APPENDIX 1.....</b>		<b>46</b>
<b>APPENDIX 2 - (Employees Previously Included in the Operational Services Component) .....</b>		<b>47</b>

**APPENDIX 3 - (Employees Previously Included in the Educational and Scientific Services Component and Environmental, Resources and Conservation Component) .....47**

**APPENDIX 4 - (Employees Previously Included in the Environment, Resources and Conservation Component) .....48**

**APPENDIX 5 - (Employees Previously included in the Engineering, Technical and Inspectional Component).....48**

**APPENDIX 6 - Re: Auxiliary Layoff and Recall Units .....48**

*NOTE: Changes to the Sixteenth Component Agreement are indicated in the Seventeenth Component Agreement with **bold type** (except for **Headings**) or an asterisk (\*) where language has been deleted and no new text added.*

## ARTICLE 1 - PREAMBLE

### 1.1 Purpose of Agreement

Subject to the provisions of the Master Agreement entered into between the government of the Province of British Columbia and the B.C. Government and Service Employees' Union the purpose of this agreement is to set out the terms and conditions of employment applicable to employees included in the Environmental, Technical and Operational Component as defined in Appendix 3—Classifications and Rates of Pay, of the Master Agreement.

### 1.2 Definitions

For those employees in classifications listed in Appendix 2:

(a) "*Work Group*" is a crew or number of crews which work from a common point of assembly and perform work of a similar nature in a defined geographical area. Where more than one work group works from a common point of assembly the work groups will be defined by the Employer.

(b) Where more than one work group works out of a common point of assembly each work group shall be considered completely independent for the following purposes:

- Substitution
- Rotation of Shifts
- Allocation of Overtime
- Preference in Vacation
- Training Courses

(c) Where the Employer proposes a change in work groups, the matter shall be discussed with the employees and the Union.

## ARTICLE 2 - UNION RECOGNITION

### 2.1 Stewards

(a) The Union will designate a steward to represent the employees within each jurisdictional area. In determining the size and number of jurisdictional areas, the Union and the Employer agree to take into consideration both operational and geographic considerations.

(b) The Union will provide the Employer with the names of its stewards and alternates. The Employer will provide the Union with the names and positions of its designated representatives for dealing with stewards.

(c) No employee who is a steward or executive member of the component or Union will be assigned duties at a location outside their normal jurisdictional area, except in an emergency or when operational limitations make it impractical not to do so. However, when an employee has duties which require them to travel outside their normal jurisdictional area they shall not be exempt from such travel by this clause.

(d) Where the Employer or the Union feel that there should be changes to jurisdictional areas, such proposed changes shall be referred to a ministry and union ad hoc committee for resolution.

### 2.2 Union Representatives

(a) Upon receipt of written request, the Employer shall allow reasonable time on the agenda of any course, seminar, or training function held by the Employer for a speaker from the Union.

- (b) Upon receipt of written request, the Employer may allow reasonable time on the agenda of any regional or district meeting held by the Employer for a speaker from the Union.
- (c) Where operational requirements permit, and subject to the union representative giving reasonable notice to the appropriate excluded supervisor, the President or their designate shall have the right to meet with the employees on the Employer's premises during the normal workday. The purpose of this clause is to facilitate the servicing of current agreements, and it does not apply to meetings dealing with negotiations or general union policy.
- (d) The employee's time for attending such meetings shall be considered as time worked. No employee shall be entitled to claim overtime because of such meetings unless the meeting falls within the approved period of overtime.

### **2.3 Union Bulletin Boards**

The Employer will provide a bulletin board of adequate size, for the exclusive use of the Union, for each work location, as determined by mutual agreement between local management and the local steward(s).

### **2.4 Union Insignia**

Pursuant to Clause 2.8 of the Master Agreement, the Union insignia may be displayed in a mutually agreeable, prominent position on all mobile equipment operated by members covered by this agreement, providing that the mobile equipment is operated primarily by members of this bargaining unit. The Union shall supply and, wherever necessary, replace such emblems of mutually agreeable size and type.

## **ARTICLE 3 - JURISDICTION**

### **3.1 Jurisdiction**

For those employees in classifications listed in Appendix 3 or 5:

- (a) When licensed professionals are being trained in the technical and practical aspects of work carried out by employees in the Environmental, Technical and Operational Component, the employee being trained will be supernumerary.
- (b) No employee who is not a member of the Public Service bargaining unit shall regularly carry out the duties which have traditionally been performed solely by classifications assigned to the Environmental, Technical and Operational Component, unless the employee is properly classified and appointed to a position within the component.

## **ARTICLE 4 - JOB SECURITY**

### **4.1 Positions Temporarily Vacant**

The Employer acknowledges that, except in cases of emergency, the workload of employees in classifications listed in Appendix 3 or 5 will not be increased beyond their regular level as a result of positions being temporarily vacant due to illness, vacation, leave of absence, or any other reasons. This clause shall only apply when workloads are full.

### **4.2 Classification Elimination**

- (a) No existing classification shall be eliminated without prior consultation with the Union.
- (b) Consultation will be held to attempt to resolve the proposed elimination of a classification prior to its elimination.



## ARTICLE 5 - OCCUPATIONAL HEALTH, SAFETY AND WELFARE

### 5.1 Preamble

The parties to this agreement are determined to establish a safe working environment and to instil into each employee a high degree of safety consciousness.

### 5.2 Level 1 First Aid Certification

In addition to the requirements of the Workers' Compensation Board Regulations where two or more employees are required to work in isolated locations, the Employer shall ensure that at least one employee is in possession of a valid Level 1 First Aid Certificate, whenever reasonably practical.

### 5.3 Safety Equipment

(a) The Employer shall supply all safety equipment required for the job under the Workers' Compensation Board Regulations, or required by the Employer.

(b) Regular employees who are required by the Workers' Compensation Board Regulations or the Employer to wear caulk boots or safety-toed footwear shall be entitled to be reimbursed for:

(1) *safety-toed footwear*

(i) effective November 7, 2012, \$133.50 biennially upon production of a receipt; **and effective April 1, 2016, \$136.50 biennially upon production of a receipt; and effective April 1, 2018, \$140.95 biennially upon production of a receipt; and**

(ii) such reimbursement may be received only once every two calendar years. Part-time regular employees shall receive this reimbursement on a pro rata basis.

(2) *caulk boots*

(i) effective November 7, 2012, \$185 biennially upon production of a receipt; **and effective April 1, 2016, \$189.85 biennially upon production of a receipt; and effective April 1, 2018, \$195.35 biennially upon production of a receipt;**

(ii) such reimbursement may be received only once every two calendar years. Part-time regular employees shall receive this reimbursement on a pro rata basis.

(c) Notwithstanding (b) above, the Employer shall continue to supply caulk boots to those existing TEO Scalers who, as of August 31, 1992, receive employer provided caulk boots. Such supply shall continue as long as the TEO Scaler is employed as a TEO Scaler. In these cases where boots are supplied, the reimbursement of (b) above shall not apply.

### 5.4 Survival Equipment

(a) Employees who are required to work under isolated field conditions will be provided with the survival equipment deemed most appropriate under the particular circumstances prior to the commencement of their field assignment.

(b) If disputes arise with reference to the "*appropriate*" equipment in (a) above, the matter shall be referred to the Local Occupational Health and Safety Committee established pursuant to 22.2 of the Master Agreement.

(c) To assure the safety and well-being of Electronics Radio Communications Tradespersons who are obliged by weather conditions or vehicle breakdown to sleep overnight at Repeater Sites, the following items will be issued to each employee so affected:

- (1) all-weather sleeping bag;
- (2) survival kit containing dehydrated or canned food and emergency cooking equipment;
- (3) heating facilities;
- (4) appropriate first aid supplies.

(d) The Employer will ensure that employees other than Electronics Radio Communications Tradespersons will be provided with the above items when obliged by weather conditions or vehicle breakdown to sleep overnight at Repeater Sites.

(e) The Employer will supply suitable cold weather clothing such as parkas, cold-weather boots, and gloves for those Electronics Radio Communications Tradespersons who are required, in the normal course of duty, to travel to mountain-top Repeater Sites and places where similar weather conditions pertain during the winter.

### **5.5 Survival Course**

The Employer shall provide appropriate instruction in the essentials of emergency survival techniques for employees who are required to work under isolated field conditions, prior to commencement of their field assignment.

### **5.6 Recreational Use of Employer's Facilities**

(a) Employees in isolated field crews or crews working at a temporary field point of assembly shall be permitted reasonable and authorized use of the Employer's vehicles, where it is impractical for the employees to provide their own transportation. This provision is contingent upon the responsibility for the safe operation and return of the vehicle at the appropriate time.

(b) Employees shall be allowed reasonable personal use of the Employer's communications facilities, where commercial facilities are not available in which case no telephone allowance will be paid.

### **5.7 Recreational Facilities**

The Employer shall provide reasonable recreational facilities for field crews operating in isolated areas or under camp conditions wherever possible, subject to the practicability of the particular situation.

The provisions of this article shall apply to those employees in classifications listed in Appendix 3 or 5.

### **5.8 Falling of Trees**

(a) The Employer shall ensure that those employees who are required to fall trees shall, prior to doing so, make themselves thoroughly familiar with the Fallers and Buckers Handbook (issued by the Workers' Compensation Board).

(b) The Employer shall ensure that prior to using falling equipment, employees have received instruction in the use of said equipment and demonstrate their competency in its use.

### **5.9 Clean-up Time**

(a) Employees shall be allowed reasonable time during the shift for clean-up purposes.

(b) Facilities for such clean-up shall be provided by the Employer subject to the practicability of the particular situation.

(c) If the need for clean-up is unexpected it is the employee's responsibility to request approval for clean-up prior to the end of their scheduled workday. However, the Employer may decide whether clean-up in this case is to be done during the workday or on overtime.

### **5.10 Provision for Locker and Changing Facilities**

- (a) Subject to physical limitations, it is the intent of the Employer to eventually provide locker and changing facilities at all locations where employees are required to change or store clothes during the normal course of their duties.
- (b) Subject to physical limitations, it is the intention of the Employer to eventually provide a secure place on vehicles where employees in the field are required to store clothes during the normal course of their duties.
- (c) Where working conditions or weather requires regular employees in classifications listed in Appendix 2 to have additional clothing available at their regular point of assembly then the Employer shall provide appropriate secure individual lockers within the assembly room building.

## **ARTICLE 6 - CAREER DEVELOPMENT**

### **6.1 Preamble**

- (a) Both parties recognize that improved equipment, methods, and procedures create changes in the job structure of the Environmental, Technical and Operational Component workforce. The parties also recognize the need to provide employees with the opportunity for career development by enabling them to prepare for promotional advancement and upgrade their specific skills.
- (b) The provisions of this article are intended to assist regular employees in maintaining and improving skills, or preparing them for foreseeable jobs, and to improve the quality of service provided to the people of British Columbia.

### **6.2 Preparation for Examination**

Where workloads permit, employees shall be granted reasonable time during the regular workday to prepare for examinations held by the Employer, to complete courses offered by the Employer, and to prepare for occupational first aid examinations. Such time shall not be unreasonably withheld for eligible employees. The parties recognize, however, that the employees who avail themselves of the provisions of this clause, have a responsibility to devote some of their own time to prepare themselves for examinations and to complete courses.

### **6.3 In-Service Examination**

Employees shall be permitted to write any in-service examination required by the Employer, in the employee's field of work, upon the completion of the necessary term of service and/or training programs. Employees who fail an in-service examination shall, upon request, receive a copy of their examination paper and shall be eligible to be re-examined at the next available sitting after completion of a further three months' service. This provision shall not apply to examinations set as a condition of initial employment.

### **6.4 Examination Costs**

The Employer shall pay all costs involved, of employees taking tests or examinations as a result of requirements of the employee's current job.

### **6.5 Provisions Regarding Attendance at Conferences, etc.**

Employees required to attend conferences, seminars, ministry meetings, training or policy meetings, shall be considered to be working and pay shall be at the appropriate rate. All additional costs and expenses connected with the above meetings shall be covered by the Employer. Time spent in travel

shall be considered time worked. Such time shall not be counted as part of the Professional Development defined in Clause 6.8 of this agreement.

### **6.6 Job Orientation**

The Employer agrees to provide essential orientation for employees assigned to new jobs.

### **6.7 Equipment Demonstrations**

Where an employee is, or will be, required to operate technical equipment or use new methods during the course of their duties, and where seminars, demonstrations or conferences are held pertaining to such technical equipment or new methods, the employee shall attend such demonstrations, conferences or seminars, upon approval of their application by the Employer. Such approval shall not be unreasonably withheld. Time spent in travel and in attendance shall be considered as time worked.

### **6.8 Professional Development**

- (a) In order that each employee in the following classifications:

Biologist  
Laboratory/Health Science Officer  
Planning Officer (including Islands Trust)  
Policy Analyst – Science  
Scientific Technical Officer (Park Officer – Headquarters)

shall have the opportunity for an exchange of knowledge and experience with colleagues in the private and public sectors, such regular employees shall be entitled to up to 10 days leave with pay per year for the following purposes:

- (1) to attend conferences or conventions related to the employee's field or specialization;
- (2) to participate in seminars, workshops, symposiums, or similar out-service programs to keep up-to-date with knowledge and skills in their respective field.

Professional development leave shall not be cumulative.

(b) Employees wishing to proceed on professional development leave shall submit a request, in writing, to the Employer indicating the leave required and the relevance of the particular event to the employee's job. On their return, the employee will submit a report to the Ministry head on the substance of the meeting, and may be asked by the Ministry to expand on the report for the benefit of other employees engaged in similar duties.

(c) The Employer may reimburse any employee proceeding on professional development leave all or part of their expenses.

(d) If the relevance of a conference, convention, workshop, seminar, or similar program is in dispute, it shall be referred to the Joint Committee.

(e) The Joint Committee shall be responsible for establishing guidelines for the granting of professional development leave, including evaluation of the relevance of the various events.

### **6.9 Exchange Programs**

The Employer agrees that exchange programs between the Public Service of British Columbia and other jurisdictions, public and private, will be encouraged. Employees in classifications listed in Appendix 2

or 3 or Heritage Resource Officer (Museum Curator) in Appendix 5 will be given the opportunity to participate in exchange programs at full pay and allowances.

#### **6.10 On-the-Job Operator Training for Employees in Classifications Listed in Appendix 2**

Operator training will be offered to the most senior employee in the appropriate classification within the work group. If no employee is available in the appropriate classification, the most senior employee in the machine operator series within the work group will be offered such training.

- (a) Employees designated for formal "*on-the-job*" operator training shall be so designated in writing by the Employer.
- (b) Where employees are designated for formal "*on-the-job*" operator training and where successful attainment of a recognized level of operating proficiency could result in qualification for a higher classification, the employee's progress toward the recognized level of proficiency shall be reviewed by their training operator, supervisor and mechanical foreman and a recommendation will be made to the local manager or the appropriate designated authority within 20 working days until the required level of proficiency has been reached. If after 120 working days the employee has not reached the required level of proficiency, they will be recommended for further training or will revert to their former position.
- (c) An employee may be rejected from the training programme on or after 20 working days for reasonable cause. An employee shall be informed in writing of the reasons for such rejection and such rejection shall be subject to the grievance procedure.
- (d) Employees operating equipment at a higher level shall be paid substitution pay in accordance with Clause 27.4 of the Master Agreement and Clause 11.4 of the component agreement unless they are under supervision for formal "*on-the-job*" operator training.

#### **6.11 Other Training Courses for Employees in Classifications Listed in Appendix 2**

- (a) Where workloads permit, employees may be granted reasonable time during the regular workday to complete the Transportation Systems (Highways) Technology course which is approved as part of a recognized training program. The parties recognize, however, that the employees who avail themselves of the provisions of this article have a responsibility to devote some of their own time to prepare themselves for examinations and to complete courses.
- (b) Candidates for any training program will be selected on the basis of related classification seniority within a work group. In the case of employees who have unsuccessfully taken the same course in the preceding two years, selection will be made on the basis of all other qualified candidates having first exercised their option for such training.

### **ARTICLE 7 - HOURS OF WORK**

#### **Preamble**

The parties agree that employees work within the negotiated hours of work schedules for the employee group they belong to. Unless specified as a distinct group in Clauses 7.1(e) through 7.1(l) inclusive; or through submission and approval as specified under Clause 7.1(m), employees in Appendix 3 or Appendix 5 are only entitled to mutually agreed annual work schedules drawn from Table A.

THE PROVISIONS OF CLAUSES 7.1 THROUGH 7.6 INCLUSIVE AND TABLE A APPLY TO EMPLOYEES IN CLASSIFICATIONS LISTED IN APPENDIX 3 OR APPENDIX 5\*.

THE PROVISIONS OF CLAUSES 7.7 THROUGH 7.18 INCLUSIVE APPLY TO EMPLOYEES IN CLASSIFICATIONS LISTED IN APPENDIX 2, EXCEPT AS OTHERWISE NOTED.

## 7.1 Work Schedules

- (a) The following provisions outline the shift patterns, length of scheduled shift and averaging periods, pursuant to 14.2 of the Master Agreement for employees in this component.
- (b) The Union will be provided with a list of positions to identify the Employer's designates indicated in 14.2(c) of the Master Agreement.
- (c) Where mutual agreement has been reached for work schedules at the local level, copies of such schedules shall be submitted to the Employer and the Union, by April 1 each year. Copies of such schedules will be signed by the Employer's designate and employee(s) concerned.
- (d) Work schedules for all employees will be guided by the provision of (1), (2) and (3) below except as otherwise provided.
  - (1) The annual work schedule shall consist of either four or five consecutive days in each week so that the total regular hours of work, exclusive of meal periods, is 35, providing that within a seven-day period, the scheduled days shall be of equal length.
  - (2) The annual work schedules drawn from Table A may incorporate shift patterns using multiples of the ratios listed in Table A, provided that the number of consecutive days worked does not exceed 14.
  - (3) Annual work schedules may incorporate "*seasonal periods*". The seasonal periods shall not exceed a total of six months. Both the seasonal and non-seasonal parts of the schedule shall be drawn from Table A and may incorporate shift patterns using multiples of the ratios in Table A, provided that the number of consecutive days worked does not exceed 14. For the purpose of this agreement, the term "*seasonal period*" shall be considered to be the traditional seasonal period of increased activity for the employees involved.
- (e) *Lookout Persons*
  - (1) The Employer and the Union recognize the difficulties inherent in scheduling the hours of work for Lookout persons, and therefore agree that the period of employment for Lookout persons shall be a minimum of five months. The Lookout persons shall be provided with free room and board when on the lookout. Subject to physical limitations the Employer shall, as a minimum, supply relief personnel when the Lookout person has worked 21 days continuously on the lookout, such relief shall be for a minimum of three consecutive days, at no cost to the employee. If brought out before the 21 days have expired, the Lookout person shall have days off on a pro rata basis. The established monthly rate shall be full payment for such work. When assigned to other work, the Lookout person shall be employed to work for seven hours a day, five days a week.
  - (2) Notwithstanding (1) above, where Lookout persons are advised at the commencement of their period of employment that the five-month minimum will not apply, such employees shall receive the equivalent of eight hours' pay for each 24-hour period worked. Subject to physical limitations, the Employer shall supply relief personnel if the Lookout person has

worked 21 days continuously on the lookout. Such relief shall be for a minimum of three consecutive days at no cost to the employee.

(f) *Inspectional Services*

Letter of Intent 6 is to be read in conjunction with this clause.

(1) Recognizing the special needs of society for government services of an inspectional nature covering matters of public health and safety or in the Field of Resource Protection and Management, and that the need for the provision of such services cannot always be predicted accurately in advance, the parties agree that work schedules for employees engaged in such activities will be arranged on as flexible a basis as possible, consistent with the welfare of the employees concerned. In this respect, work schedules for the classifications of employees listed hereunder will be in accordance with the following paragraphs:

- B.C. Timber Sales Employees\* \*\*
- Inspector-Public Health
- Scientific Technical Officers (Agricultural) who are engaged in inspectional activities
- Scientific Technical Officers (Technician) who are engaged as Drilling and Production Technicians - Petroleum Resources Branch
- Ministry of Forests, Lands and Natural Resource Operations District Staff (formerly Forest District Staff)\* \*\*
- Ministry of Forests, Lands and Natural Resource Operations Regional Staff involved in forest protection (formerly Forest Regional Staff involved in forest protection)\* \*\*
- Ministry of Forests, Lands and Natural Resource Operations Regional Employees (formerly Forest Regional Employees)\* \*\*
- Ministry of Forests, Lands and Natural Resource Operations Scientific Technical Officers (Compliance and Enforcement)\*\*
- Scientific Technical Officers (Park Officers)
- Biologists
- Planning Officers
- Wildfire Management Employees\*\*

At the request of the employee and with mutual agreement of the Employer, the provisions of Clause 7.1(f) shall also apply to the following:

- (i) Ministry of Forests, Lands and Natural Resource Operations Engineering Staff (formerly Forest District Engineering Staff)\*\*:
- (ii) Park Assistants (Park Rangers and Senior Park Rangers)

*\* Limited to employees in the following classifications: Forest Technician, Scientific Technical Officer (Forest Technician and Officer).*

*\*\* During fire suppression, where employees of the Ministry of Forests, Lands and Natural Resource Operations are involved in forest fire suppression duties Clause 7.1(k) applies.*

(2) The schedule shall consist of either four or five consecutive days per week, providing that the total regular hours worked in a two-week period shall be 70 hours. The days worked

must be by mutual agreement and the hours to be worked in a day shall be at the discretion of the employee, providing that no regular daily hours of work shall exceed 10.

(3) Where there is a specific operational requirement to provide service at a given time, the Employer, notwithstanding the provisions of (2) above, may specify up to a maximum of a three-hour period between 0800 hours and 1200 hours, providing that the three-hour period is consistent in the annual schedule. The balance of the time for employees in classifications listed in Appendix 5 (or Scientific Technical Officers [Agricultural Officer] who are engaged in inspectional activities) shall be at the employee's discretion provided that the service to the clients is maintained. The balance of the time for employees in classifications listed in Appendix 3 (except Scientific Technical Officers [Agricultural Officer] who are engaged in inspectional activities) shall be at the employee's discretion providing that the functions of the work unit are maintained. Time worked in excess of 10 hours per day and/or in excess of the total hours required in the two-week period shall be considered overtime. The employee must keep a daily record of their overtime. The employee must keep a daily record of their actual working times and submit such record to their supervisor at the end of each work cycle.

(4) In order to provide the flexibility required for the above-listed classifications, and to enable the completion of the required regular hours in each work cycle, Clause 7.2(b) shall not apply.

(5) Notwithstanding (2) and (3) above, by mutual agreement at the local level, the schedule for Park Officers or Park Assistants may be based on a four-week, 140 hour averaging period, in which case time worked in excess of 10 hours per day and/or in excess of the total hours required in the four-week period shall be considered overtime.

(g) *Conservation Officers and Natural Resource Officers \*\* (formerly FLNRO C&E Officers)*

(1) The parties recognize the need to have a flexible work schedule available for **Conservation Officers and Natural Resource Officers** that will aid in providing services that cannot always be predicted accurately in advance. The Employer and the Union agree the following conditions shall apply to those employees performing the duties of the **Conservation Officers and Natural Resource Officers**.

(2) The daily hours of work shall be seven hours, exclusive of meal periods. For each seven-day period, such employees shall work any five days, with two consecutive days of rest. On the basis of the foregoing, and subject to operational requirements, employees shall schedule their own daily hours of work and working days. Time worked in excess of seven hours per scheduled working day or on a scheduled day of rest shall be considered overtime, subject to Article 8—Overtime.

(3) Notwithstanding (2) above, at the request of the employee and with mutual agreement of the Employer, the work schedule may be based on either a two-week, 70-hour or four-week, 140 hour averaging period, in which case all time worked in excess of 10 hours per day and/or in excess of the total hours required in the averaging period shall be considered overtime. For each 14-day cycle within the averaging period, subject to operational requirements, four days of rest must be scheduled by the employee in consultation with their supervisor prior to the commencement of the cycle. The days of rest shall reflect the nature of the work assignments in that cycle and will be a minimum of two consecutive days unless mutually agreed otherwise.

(4) In order to provide the flexibility required to complete the required hours in each work cycle, Clause 7.2(b) shall not apply with respect to (3) above.



(5) The employee shall keep daily records of their actual working times and submit such a record to their supervisor at the end of each work cycle.

**\*\* During fire suppression, where employees of the Ministry of Forests, Lands and Natural Resource Operations are involved in forests fire suppression duties Clause 7.1(k) applies.**

(h) *Technical Enforcement Officers engaged in scaling*

At the request of the employee and with the mutual agreement of the Employer, this clause shall apply to Technical Enforcement Officers engaged in scaling.

The daily hours of work for Technical Enforcement Officers engaged in scaling, Ministry of Forests, Lands and Natural Resource Operations shall normally be seven hours, exclusive of meal periods.

However, up to 10 regular hours per day may be worked at the discretion of the employee, with the resultant surplus time scheduled as ETO within the cycle it is earned by the employee in consultation with the supervisor.

For each 14-day cycle, such employees shall work up to 10 days with four days of rest scheduled by the employee in consultation with the supervisor prior to the commencement of the cycle. The days of rest shall reflect the nature of the work assignments in that cycle.

In all cases, regular hours shall equal 70 in a 14-day cycle.

In order to provide the flexibility required for Technical Enforcement Officers engaged in scaling to complete the required regular hours in each work cycle, Clause 7.2(b) shall not apply.

On the basis of the foregoing, Technical Enforcement Officers engaged in scaling shall schedule daily hours of work, working days, and starting and finishing times.

Time worked in excess of 10 hours per day, or 70 hours per cycle, or on a scheduled day of rest or on scheduled ETO shall be considered overtime, subject to Article 16—Overtime, of the Master Agreement.

The employee shall keep daily records of their actual working times and submit such a record to their supervisor at the end of each work cycle.

(i) *Geological Survey Branch*—Recognizing the special need for a flexible approach to work schedules to successfully conduct the seasonal field work program of the Geological Survey Branch of the Ministry of Energy and Mines, (the prime directive), the parties agree that work schedules for the temporary field staff will be governed by the following.

The daily hours of work for temporary field staff appointed for the Geological Survey Branch shall be shift schedule number three from the seasonal period portion of Table A (eight hours) except as provided for herein.

The surplus time earned from the above agreement shall be banked to the end of the seasonal period.

For each 14-day cycle, such employees shall work up to 10 days with four days of rest scheduled by the employee in consultation with the supervisor. The days of rest agreed to shall reflect the nature of the work assignment within the particular cycle.

Up to 10 regular hours per day may be worked consistent with the prime directive of the work unit at the discretion of the employee with the surplus time scheduled as ETO by the employee in consultation with the supervisor within the cycle it is earned. In all cases, regular hours shall equal 80 in a 14-day cycle.

On the basis of the foregoing, employees shall, in consultation with the supervisor, schedule daily hours of work, working days, and starting and finishing times.

Time worked in excess of 10 hours per day, or 80 hours per cycle, or on a scheduled day of rest or on scheduled ETO shall be considered overtime, subject to Article 16—Overtime, of the Master Agreement.

In order to provide the flexibility required for this program and to complete the required regular hours in each work cycle, Clause 7.2(b) shall not apply.

The employee will keep a daily record of their hours and submit these to the supervisor at the end of the cycle.

(j) *Heritage Resource Officers engaged in the areas of Public Programs, Research, and Collections at the Royal British Columbia Museum*

The parties recognize the inherent need of the Royal British Columbia Museum to respond to seasonal demands placed upon it by the public and in particular the scheduling of certain functions to correspond with the hours in which the Museum is open to the public.

As such, the parties recognize the need to have a flexible work schedule available for employees classified as Heritage Resource Officers engaged in the areas of Public Programs, Research, and Collections at the Royal British Columbia Museum. In this respect work schedules will be in accordance with the following paragraphs:

- (1) The work schedule shall consist of either four or five consecutive days per week providing that the total regular hours worked in a two-week period shall be 70 hours. The days worked must be by mutual agreement and the hours to be worked in a day shall be at the discretion of the employee providing that no regular daily hours of work shall exceed 10. The schedules shall incorporate a rotation of days worked so that days of rest shall be on an equitable basis.
- (2) Notwithstanding the above, where there is a specific operational requirement to provide service at a given time, the Employer may specify up to a three-hour period between 09:30 hours and 14:30 hours providing the three-hour period is consistent in the annual schedule. The balance of time worked shall be at the employee's discretion providing that service to clients is maintained.
- (3) Time worked in excess of 10 hours per day and/or in excess of the total hours required in the two-week period shall be considered overtime. The employee must keep a daily record of their actual working times and submit such record to their supervisor at the end of each work cycle.
- (4) During seasonal periods, employees may be required to perform field work away from the normal worksite. In such cases, the employee may, by prior mutual agreement, work a schedule drawn from Table A, incorporating patterns using multiples of the ratios listed in Table A provided that the regular daily hours of work shall not exceed 10 and the number of consecutive days worked does not exceed 14. Arrangements concerning resulting Earned Time Off shall also be made by mutual agreement prior to commencement of the field assignment. (Note: The above would allow, for example, mutual agreement to work 10 consecutive days followed by four days of rest in a 14-day cycle, with any additional Earned Time Off scheduled by mutual agreement prior to the commencement of the field assignment as noted above.)

(5) In order to provide the flexibility required for the employees identified above and to enable the completion of the required regular hours in each work cycle Clause 7.2(b) shall not apply.

(k) Hours of work for Wildfire Management employees shall be governed by (f) above. Where employees of the Ministry of Forests, Lands and Natural Resource Operations are involved in forest fire suppression duties, the following shall apply:

(1) *Employees on the Standby Duty Roster*

(i) On those days when an employee has been "*activated*" on the standby duty roster Clause 7.1(f) shall not apply. Only hours worked up to seven hours per day will apply towards the 70-hour, two-week averaging period (i.e., overtime will apply after seven hours per day).

(ii) Notwithstanding the above, where 48 hours' notice has been given to cancel scheduled standby, the provisions of (2) below shall apply.

(2) *Employees not on the Standby Duty Roster*

(i) On those days an employee not on the standby duty roster performs solely non-firefighting related duties (i.e., is not involved in forest firefighting), Clause 7.1(f) shall continue to apply and all hours worked up to 10 hours per day will count towards the 70-hour, two-week averaging period.

(ii) On those days an employee not on the standby duty roster performs solely forest firefighting duties, Clause 7.1(f) shall not apply and only hours worked up to seven hours per day will apply to the 70-hour, two-week averaging period.

(iii) On those days an employee not on the standby duty roster performs both non-firefighting and forest firefighting duties, Clause 7.1(f) would cease to apply and overtime would commence after seven hours if the employee is performing firefighting duties at that time. Should the employee continue to work past seven hours, exercising discretion under 7.1(f) to perform non-firefighting duties, but later commences firefighting duties, Clause 7.1(f) would cease to apply and overtime would commence at the point firefighting duties started (i.e., if an employee commences firefighting duties after eight hours have been worked, overtime would commence at that point rather than after 10 hours).

(l) *Flexible Work Schedules* (Commercial Transport Inspectors "*Portable*", Area Vehicle Inspectors, Commercial Transport Enforcement Officer Supervisors and Carrier Safety Inspectors)

Employees with established schedules may from time to time have temporary assignments where a flexible schedule is more appropriate for both parties. Recognizing this, departures from established schedules shall be in accordance with the following provisions:

(1) Notwithstanding the provisions of Clause 7.2, an employee or groups of employees may be given the authority to work a flexible work schedule by mutual agreement between the parties at the local level.

(2) The averaging period for those employees on flexible work schedules shall be 70 hours per two-week period.

(3) The scheduling of workdays and rest days shall be by mutual agreement.

(4) Subject to mutual agreement, the hours to be worked per day may be arranged on a flexible basis as appropriate in order to complete daily assignments providing that no regular hours of work shall exceed 10.

(5) Where employees are required to work dependently, agreement reached respecting (3) and (4) above will apply to all such employees.

(6) Time worked in excess of 10 hours per day, or in excess of the total hours required in the two-week period, shall be considered overtime. Acceptable time keeping records shall be established with the supervisor.

(m) *Flexitime*

(1) The foregoing does not preclude the introduction of flexitime as defined in Clause 14.8 of the Master Agreement, providing such scheduling is by mutual agreement at the local level. Such flexitime shall only be implemented when submitted to and approved by the Environmental, Technical and Operational Component Executive.

(2) Daily hours shall not exceed 10 hours.

(3) Regular hours worked shall not exceed seventy (70) hours in a 14-day averaging period or by mutual agreement, 140 hours in a 28-day averaging period.

(4) The averaging periods in (3) do not preclude the introduction through mutual agreement of a seasonal flexitime arrangement where up to the number of hours contained in one averaging period may be accumulated as surplus during the seasonal period to be taken as time off during the non-seasonal period. The accumulation and scheduling of surplus time is by mutual agreement.

## 7.2 Scheduling Limitations

Unless otherwise specified in this article, the following shall always apply:

- (a) The regular shift in any schedule shall not exceed 10 hours, exclusive of meal periods.
- (b) The minimum scheduled shift, exclusive of meal periods, shall be seven hours.
- (c) With the exception of Lookout persons, the maximum number of consecutive days worked without a day of rest shall not exceed 14 days.
- (d) Travel time from point of assembly to the worksite and return shall be included in the scheduled workday.
- (e)
  - (1) Employees shall not be required to work split shifts except by mutual agreement approved by the Joint Committee. This clause shall not apply to Park Assistants employed in the maintenance of small satellite parks and/or in the collection of campsite fees in such parks.
  - (2) For split shift employees where a break longer than one hour is scheduled, a premium shall be paid for all hours worked which shall be the greater of:
    - (i) split shift premium of 55¢ per hour effective April 2, 2000; or
    - (ii) the relevant shift premium.

No employee shall receive both premiums.

- (f) All schedules selected from Table A shall clearly indicate the starting and finishing times of each shift.

(g) All schedules shall incorporate a rotation of days worked so that all days of rest shall be on an equitable basis. In the case of Laboratory Assistants and Laboratory Health Science Officers employed in operations where the workload varies considerably within a week, the equitable rotation of days of rest shall be scheduled to ensure adequate staffing on peak workload days.

(h) Where that is more than one shift, as defined in Clause 15.1 of the Master Agreement, employees shall rotate these shifts on an equitable basis.

### **7.3 Scheduling of Earned Time Off**

(a) Where schedules conform with Clause 7.1(d), days off shall be scheduled consecutively within each cycle. Work cycle refers to the pattern of days of work and days of rest selected from Table A.

(b) (1) Where as a result of Clauses 7.1(d)(1) and (2), surplus days off are to be scheduled, they shall be scheduled in when the schedule is drawn up, subject to operational requirements and to any vacation entitlements arising from preferences gained by seniority.

(2) Notwithstanding (1) above, up to seven surplus days may be taken with the employee's first vacation entitlement at the employee's option, subject only to vacation entitlements arising from preferences gained by seniority. All remaining surplus days shall be scheduled in when the schedule is drawn up.

(3) Notwithstanding 7.3(b)(1) above, stationary and seasonal field employees may, by mutual agreement, reschedule surplus days, in order that the surplus days are not taken away from Headquarters providing that there is no increased cost to the Employer.

(c) Employees may exchange days off with the Employer's approval providing there is no increased cost to the Employer.

(d) Under the provisions of Clauses 17.3 and 17.4 of the Master Agreement, the day off in lieu of a holiday worked or a holiday on a day of rest, shall be scheduled by mutual agreement within 60 days. If the day off has not been scheduled or taken, it shall be attached to the following annual vacation leave or to the first consecutive days of rest, at the employee's option.

(e) Where, as a result of the provisions of Clause 14.3 of the Master Agreement, time is owed to or by the employee, it shall be accumulated until the time totals one scheduled shift. Use of such shift shall be scheduled by mutual agreement at the local level.

(f) Surplus days earned during seasonal period(s) pursuant to Clause 7.1(d)(3) may, by mutual agreement, be taken within the seasonal period(s). A maximum of 14 earned surplus days may, by mutual agreement, be taken in that period. If more than 14 surplus days are earned, the excess days shall be carried over to the non-seasonal part of the annual schedule. For the seasonal periods of less than six months, this clause shall be applied on a pro rata basis. In any case the surplus days, both in and out of the seasonal period(s), shall be scheduled when the schedule is drawn up consistent with provisions of Clause 7.3(b).

### **7.4 Meal Periods**

(a) Meal periods shall be scheduled by mutual agreement as close as possible to the middle of the shift and where possible to correspond to dining room facilities where such facilities are available. The length of the meal period shall not be less than 30 minutes nor more than 60 minutes by mutual agreement.

(b) An employee shall be entitled to take their meal period away from the workstation. For the purpose of this agreement, an employee shall be considered to be away from their workstation if they

are not subject to recall to work during their meal period. Where an employee is subject to recall during their meal period, the meal period shall be considered as time worked. On such an occasion the employee shall be compensated at the applicable overtime rate for the duration of the meal period. Overtime worked during a meal period shall be considered as overtime worked after the shift for overtime calculation purposes. For the purpose of Clause 7.4(b) "*subject to recall*" means an employee is required by the Employer to be immediately available for duty at their worksite.

(c) Time spent in the preparation of meals by field crew personnel shall be considered as time worked at straight-time rates, provided that the number of persons so occupied and the time required is authorized by the Employer.

(d) When adequate facilities are not available during inclement weather, employees may carry on with their duties during the normal meal break subject to the approval of their local supervisor. On such occasions the employees shall terminate their regular day's work earlier by the length of the meal break.

(e) Commercial Transport Inspectors at Inspection Stations who are required to eat their meals at their place of work and are subject to interruption to perform their duties during the meal period, shall have the meal period scheduled with pay within their workday.

## 7.5 Starting and Finishing Times

(a) During periods of high fire hazard which result in industrial restrictions in forest usage, the Employer may advance the starting and finishing times by up to three hours up to twice per year for personnel directly affected by such restrictions, provided that the total daily hours originally scheduled are not changed. If more than two changes are made, all time worked outside of the original negotiated schedule, during subsequent changes, shall be paid at overtime rates.

(b) (1) Where hours of operation are affected by a third party engaged in paving or construction work by contract, the Employer, subject to giving 72 hours' notice, may change the starting and finishing times by up to one hour up to twice per year for personnel in classifications listed in Appendix 2 or 3 directly affected, provided that the total daily hours scheduled are not changed. If more than two changes are made, all time worked outside of the original negotiated schedule, during the subsequent changes, shall be paid at overtime rates.

(2) Where hours of operation are affected by a third party engaged in paving or construction work by contract, or where Time Study Crews are studying logging or log hauling operations, the Employer, subject to giving 72 hours' notice, may change the starting and finishing times by up to two hours up to four times per year for personnel in classifications listed in Appendix 5 directly affected, provided that the total daily hours scheduled are not changed. If more than four changes are made, all time worked outside of the original negotiated schedule, during the subsequent changes, shall be paid at overtime rates.

## 7.6 Part-Time Employees

Part-time employees who are scheduled to work a full shift shall be subject to the work schedule applicable to their work unit. Part-time employees who are not scheduled to work a full normal shift applicable to their work unit shall not be governed by Clause 7.2(b) of this agreement. For the purposes of this article, "*part-time employees*" shall be those employees working an average of less than 35 hours per week.

**TABLE A**  
**For Employees in Classifications Listed in Appendix 3**

	Length of Scheduled Shift	Shift Pattern	Workdays		Surplus or Shortage	No. of Days of Rest	Provisions For Stat. Holidays	Stat. Holidays on Shut Down	Stat. Holidays Lieu days
			Scheduled	Required					
1	7 hrs	5:2	249	249	0	104	Shut Down	12	—
2	7 hrs	5:2	261	249	0	104	Work	—	12
3	7 hrs. 30 min	5:2	249	232	17	104	Shut Down	12	—
4	7 hrs. 30 min	5:2	261	232	18	104	Work	—	11
5	8 hrs	5:2; 4:3	223	218	5	130	Shut Down	12	—*
6	8 hrs	5:2; 4:3	235	218	6	130	Work	—	11*
7	8 hrs. 45 min	4:3	197	199	-2	156-2=154	Shut Down	12	—
8	8 hrs. 45 min	4:3	209	199	0	156	Work	—	10
9	9 hrs	5:2	249	194	55	104	Shut Down	12	—
10	9 hrs	5:2	261	194	58	104	Work	—	9
11	10 hrs	2:1	231	174	57	122	Shut Down	12	—
12	10 hrs	2:1	243	174	* 61	122	Work	—	8
13	10 hrs	1:1	171	174	-3	182-3=179	Shut Down	12	—
14	10 hrs	1:1	183	174	1	182.5	Work	—	8

\* This schedule is to cover nine (9) working days in a two-week period.

**TABLE A (continued)  
For Employees in Classifications Listed in Appendix 3**

The following schedules are limited to seasonal period use only:

	Length of Scheduled Shift	Shift Pattern	Workdays		Surplus or Shortage	No. of Days of Rest	Provisions For Stat. Holidays	# Stat Holidays on Shut Down	Stat. Holidays Lieu days
			Scheduled	Required					
1	8 hrs	2:1	231	218	13	122	Shut Down	12	—
2	8 hrs	2:1	243	218	14	122	Work	—	11
3	8 hrs	5:2	249	218	31	104	Shut Down	12	—
4	8 hrs	5:2	261	218	32	104	Work	—	11
5	9 hrs	2:1	231	194	38	122	Shut Down	12	—
6	9 hrs	2:1	243	194	40	122	Work	—	9
7	10 hrs	5:2	249	174	75	104	Shut Down	12	—
8	10 hrs	5:2	261	174	79	104	Work	—	8



TABLE A  
For Employees in Classifications Listed in Appendix 5

	Length of Scheduled Shift	Shift Pattern	Workdays Scheduled	Workdays Required	Surplus	Days of Rest	Provisions For Stat. Holidays	Stat. Holidays On Shut Down	Stat. Holidays Lieu days
1	7 hours	5:2	249	249	0	104	Shut Down	12	—
2	7 hours	5:2	261	249	0	104	Work	—	12
3	7 hours 30 min.	5:2	249	232	17	104	Shut Down	12	—
4	7 hours 30 min.	5:2	261	232	18	104	Work	—	11
5	8 hours	5:2 4:3	223	218	5	130	Shut Down	12	—*
6	8 hours	5:2 4:3	235	218	6	130	Work	—	11*
7	8 hours 45 min.	4:3	197	199	-2	156-2=154	Shut Down	12	—
8	8 hours 45 min.	4:3	209	199	0	156	Work	—	10
9	9 hours	5:2	249	194	55	104	Shut Down	12	—
10	9 hours	5:2	261	194	58	104	Work	—	9

**TABLE A (continued)  
For Employees in Classifications Listed in Appendix 5**

	Length of Scheduled Shift	Shift Pattern	Workdays Scheduled	Workdays Required	Surplus	Days of Rest	Provisions For Stat. Holidays	Stat. Holidays On Shut Down	Stat. Holidays Lieu days
The following schedules are limited to seasonal period use only.									
1	8 hours	2:1	231	218	13	122	Shut Down	12	—
2	8 hours	2:1	243	218	14	122	Work	—	11
3	8 hours	5:2	249	218	31	104	Shut Down	12	—
4	8 hours	5:2	261	218	32	104	Work	—	11
5	9 hours	2:1	231	194	37	122	Shut Down	12	—
6	9 hours	2:1	243	194	40	122	Work	—	9
7	10 hours	5:2	249	174	75	104	Shut Down	12	—
8	10 hours	5:2	261	174	79	104	Work	—	8
9	10 hours	1:1	171	174	-3	182-3=179	Shut Down	12	—
10	10 hours	1:1	182	174	0	183	Work	—	8

*\*This schedule is to cover nine (9) working days in a two (2) week period.*

THE PROVISIONS OF CLAUSES 7.7 THROUGH 7.18 INCLUSIVE APPLY TO EMPLOYEES IN CLASSIFICATIONS LISTED IN APPENDIX 2, EXCEPT AS OTHERWISE NOTED.

**7.7 Hours of Work, Shift Schedules and Starting and Finishing Times**

Subject to definitions 14 and 31 of the Master Agreement, the length of workdays, shift patterns and shift schedules shall be negotiated at the local level according to recognized provisions of Clause 7.7:

- (a) The length of the workday for the "production season" will be negotiated locally recognizing that required hours of operation are based on production requirements. These negotiations will commence prior to the "production season".

(b) Shift pattern and length of scheduled workday changes will be limited to a maximum of three per year with a minimum duration of two months for any shift pattern or scheduled workday length, except by mutual agreement at the local level.

(c) The normal meal period will be not less than one-half hour and not more than one hour. Lengthening of the scheduled workday will not be achieved by expanding the normal meal period except by mutual agreement.

7.8 Table of Recognized Workday Lengths and Shift Patterns

	Length of Scheduled Shift	Shift Pattern	Workdays		Surplus or Shortage	No. of Days of Rest	Statutory Holiday Provisions	# of Stat Holidays on Shut Down	Stat. Holidays Lieu Days
			Scheduled	Required					
1	10 hrs.	5:2	249	174	75	104	Shut Down	12	—
2	9 hrs.	5:2	249	194	55	104	Shut Down	12	—
3	9 hrs.	5:2	261	194	58	104	Work	—	9
4	8 hrs.	5:2	249	218	31	104	Shut Down	12	—
5	8 hrs.	5:2; 4:3	223	218	5	130	Shut Down	12	—
6	7 hrs. 49 min.	5:2	249	223	26	104	Shut Down	12	—
7	7 hrs. 49 min.	5:2; 4:3	223	223	0	130	Shut Down	12	—
8	7 hrs. 30 min.	5:2	249	232	17	104	Shut Down	12	—
9	7 hrs. 30 min.	5:2; 5:2; 4:3	231	232	-1	122-1=121	Shut Down	12	—
10	7 hrs. 30 min.	5:2	261	232	18	104	Work	—	11
11	7 hrs. 30 min.	5:2; 5:2; 4:3	243	232	0	122	Work	—	11
12	7 hrs.	5:2	249	249	0	104	Shut Down	12	—
13	7 hrs.	5:2	261	249	0	104	Work	—	12

	Length of Scheduled Shift	Shift Pattern	Workdays		Surplus or Shortage	No. of Days of Rest	Statutory Holiday Provisions	# of Stat Holidays on Shut Down	Stat Holidays Lieu Days
			Scheduled	Required					
14	8 hrs. 45 min.	4:3	197	199	-2	(156-2=154)	Shut Down	12	—
15	10 hrs.	4:3	197	174	23	156	Shut Down	12	—
16	8 hrs. 50 min.	4:3	197	197	0	156	Shut Down	12	—
17	8 hrs. 45 min	4:3	209	199	0	156	Work	—	10
18	10 hrs.	1:1	171	174	-3	(182-3=179)	Shut Down	12	—
19	10 hrs.	1:1	182.5	174	0	182.5	Work	—	8.5
20	7 hrs. 30 min	2:1	243	232	0	122	Work	—	11
21	8 hrs.	2:1	243	218	14	122	Work	—	11
22	8 hrs. 30 min.	2:1	243	205	28	122	Work	—	10
23	9 hrs.	2:1	243	194	40	122	Work	—	9
24	9 hrs. 30 min.	2:1	243	183	51	122	Work	—	9

**7.9 Workdays**

- (a) Except for part-time employees, the minimum length of the scheduled workday shall be seven hours.
- (b) The normal days of rest except as otherwise required in shift schedules shall be Saturday and Sunday.

**7.10 Scheduling of Earned Time Off**

Surplus time as per Clause 7.8

- (a) (1) Where employees are not able to take their earned time off as scheduled due to operational requirements, then there shall be a cash adjustment at the end of the averaging periods indicated using "*double-time*" as the premium rate.
- (2) Where employees choose to carry earned time forward for addition to vacation period, then the extra time worked in the period is to be considered as a "*straight-time*" time credit to be carried forward.
- (b) Statutory holiday lieu days as per Clauses 17.3 and 17.4 of the Master Agreement.
  - (1) Earned statutory holiday lieu days for statutory holidays occurring between January 1 and June 30 shall be scheduled by mutual agreement at the local level subject to operational requirements and shall be taken by December 31 of that year.
  - (2) Earned statutory holiday lieu days for statutory holidays occurring between July 1 and December 31 shall be scheduled as above and shall be taken by June 30 of the following year.

### **7.11 Deferment of Rest Days**

By mutual agreement at the local level and subject to operational requirements, rest days may be banked to enable extended periods for return to headquarters.

### **7.12 Rotation of Shifts**

- (a) Shift rotation shall be done on an equitable basis among the employees involved within a classification in each work group except that, by mutual agreement, an employee will be permitted to choose more than their share of the second or third shifts.
- (b) Where shift schedule changes result in workdays of the new schedule falling on rest days of the old schedule, then every attempt shall be made to provide a minimum of one rest day between shifts.

### **7.13 Split Shifts**

- (a) No employees shall work split shifts except by mutual agreement.
- (b) For split shift employees, where a break longer than one hour is scheduled, a premium shall be paid for all hours worked which shall be the greater of:
  - (1) split shift premium of 55¢ per hour effective April 2, 2000; or
  - (2) the relevant shift premium.
- (c) All hours worked on a split shift shall be contained within a 12-hour period. Any time that is worked outside the 12-hour period shall be paid at the appropriate overtime rates.

### **7.14 Rest Periods and Meal Periods**

- (a) The time away from work for rest periods shall be as specified in Clause 14.4 of the Master Agreement, and for meal periods in accordance with appropriate work schedule.
- (b) Recognized meal periods will be within the middle two hours of the workday or shift. Employees with recognized meal periods who are required to work continuously within the middle two hours shall be paid one and one-half times the base rate for the duration of the recognized meal period and will be given a meal period with pay at another time in the shift or workday.
- (c) Employees who are required to eat their meals at their place of work and are subject to interruption to perform their duties during the meal period, shall have the meal period scheduled with pay within their workday.

(d) Provided that the limits for the meal and rest periods are not exceeded, employees may leave their workplace to take such breaks. However, where an employee chooses to leave their workplace the Employer shall not be responsible for their transportation.

(e) Time spent in preparation of meals will be considered time worked provided that the meals are for other employees and that the time spent is previously authorized by the Employer.

(f) Where employees live in camp facilities provided by the Employer and are normally provided with a hot meal at the end of the shift, the Employer will provide a hot meal or a satisfactory meal which can be heated in the event that the employee is late for the meal time through no fault of their own.

#### **7.15 Employees Working Away From Their Point of Assembly**

Except by mutual agreement, employees who are working away from their regular or temporary field point of assembly and who return on a daily basis to their regular or temporary field point of assembly shall be compensated for all hours worked and hours travelled from their regular or temporary field point of assembly to worksite and return.

#### **7.16 Workday Scheduled on Paid Holiday**

An employee scheduled to work on a designated paid holiday will not be sent home before the end of their scheduled workday or shift except by mutual agreement.

#### **7.17 Callout for Emergency Situations**

It is agreed that employees called out for emergency situations who were not on standby will not be expected to perform tasks other than of an emergent nature.

#### **7.18 Flexible Work Schedules (Electronics Radio Communication Trades Persons)**

Employees with established schedules may from time to time have temporary assignments where a flexible schedule is more appropriate for both parties. Recognizing this, departures from established schedules shall be in accordance with the following provisions:

(a) Notwithstanding the provisions of Clauses 7.7, 7.8 and 7.9, an employee or groups of employees may be given the authority to work a flexible work schedule by mutual agreement between the parties at the local level.

(b) The averaging period for those employees on flexible work schedules shall be 70 hours per two-week period.

(c) The scheduling of workdays and rest days shall be by mutual agreement.

(d) Subject to mutual agreement, the hours to be worked per day may be arranged on a flexible basis as appropriate in order to complete daily assignments providing that no regular hours of work shall exceed 10.

(e) Where employees are required to work dependently, agreement reached respecting (c) and (d) above will apply to all such employees.

(f) Time worked in excess of 10 hours per day and/or in excess of the total hours required in the two-week period shall be considered overtime. Acceptable time keeping records shall be established with the supervisor.

## ARTICLE 8 - OVERTIME

### 8.1 Overtime Authorization

The Employer will submit to the Union, a list of positions designated to authorize overtime. Such designated personnel shall be deemed to have authorized overtime if they have designated authority in writing to a lower position.

### 8.2 Overtime Compensation

- (a) Overtime compensation shall be monetary or in time off, at the employee's option. If the employee chooses time off, such time off shall be scheduled by mutual agreement between the Employer and the employee. Employees shall within 60 days from the end of the month in which they worked overtime, schedule such time off.
- (b)
  - (1) Any overtime still owing at the end of the calendar year may be taken as compensatory time off at a mutually agreeable time prior to the end of the fiscal year. Should this become impossible, all outstanding overtime shall be compensated by monetary payment at the end of the fiscal year.
  - (2) Notwithstanding (b)(1) above, an employee who has opted for compensatory time off (CTO) for overtime worked in one calendar year may, by mutual agreement, schedule the CTO to be taken by April 30, of the following calendar year, and the employee may not subsequently opt for monetary payout for the overtime.
  - (3) Notwithstanding (b)(1) and (2) above, an employee engaged in the Snow Avalanche Program who has opted for CTO for overtime worked in one calendar year may, by mutual agreement, schedule the CTO to be taken by June 30 of the following calendar year, and the employee may not subsequently opt for monetary payout for the overtime.
- (c) For employees in classifications listed in Appendix 2.

In the interest of an employee's health and safety, the Employer agrees to make every effort to limit overtime. If an employee is working away from the point of assembly that the employee would normally be returning to that day and the overtime is refused, transportation to that point of assembly will be supplied by the Employer as described below and the employee will be compensated for time travelled where this disrupts previously arranged return to headquarters provisions as outlined in 13.4(c). If only the employer vehicle is available and transportation to the regular point of assembly would significantly inconvenience other employees, seriously disrupt production, the Employer shall endeavour to provide alternate transportation.

### 8.3 Allocation of Overtime

Pursuant to Clause 16.5 of the Master Agreement and except in the case of emergencies, overtime shall be allocated on an equitable basis within the appropriate classifications listed in Appendix 2 for the work group. Accordingly, no employee in another classification shall be called out on overtime until all employees in the appropriate classifications have had the opportunity to refuse the overtime. For the purpose of this clause, an effort by the Employer to contact an employee shall constitute an opportunity to work.

## ARTICLE 9 - WORK CLOTHING

### 9.1 Supply of Required Uniforms

(a) The following shall apply to employees in classifications listed in Appendix 3 or 5 except as otherwise noted:

(1) The Employer shall provide and maintain the appropriate uniform or wearing apparel to employees required to wear a uniform or standard form of apparel. Shirts and washable trousers shall be maintained by the employee in classifications listed in Appendix 3.

(2) The Employer shall not introduce changes in style of uniforms without prior consultation with the Union.

(3) With the exception of existing stocks, all required apparel requisitioned or supplied by the Employer shall be union made and shall bear a union label.

(4) All cleaning and laundering to be done by union establishments, where such establishments are available and offer comparable service.

(5) All issue clothing shall be new wherever possible. If used clothing must be issued, it shall be dry-cleaned and in good condition. Used footwear shall not be issued at any time. This shall not include outer footwear such as hip waders, overshoes, etc.

(b) The following shall apply to employees in classifications listed in Appendix 2:

(1) Where the Employer requires designated employees to wear a uniform, the uniform shall be supplied as soon as possible after hiring at no cost to the employee.

(2) The cost of approved cleaning, laundering, and repairing will be borne by the Employer. The allowance shall be per month:

(i)	effective <b>April 1, 2013:</b>	<b>\$27.50; and</b>
(ii)	effective <b>April 1, 2016:</b>	<b>\$28.00; and</b>
(iii)	effective <b>April 1, 2018:</b>	<b>\$29.00</b>

where arrangements have not been made for cleaning, laundering and repairing.

(3) The existing scale of issue will not be changed without consultation of the employee.

(4) Upon depletion of existing stocks and termination of current contracts, all required apparel supplied by the Employer shall be union made where available and shall bear a label so stating.

(c) Supply of required uniforms for Commercial Transport Inspectors shall be as follows and (a) and (b) above and 9.2 below shall not apply:

(1) Where the Employer requires designated employees to wear a uniform, the uniform shall be supplied as soon as possible after hiring at no cost to the employee.

(2) The cost of approved cleaning, laundering, and repairing will be borne by the Employer. The Employer will provide an allowance effective April 1, 2013, \$25.50 per month; **and effective April 1, 2016 - \$28 per month and effective April 1, 2018 - \$29 per month**, where arrangements have not been made for cleaning, laundering and repairing.

(3) The existing scale of issue will not be changed without consultation of the employee.



## 9.2 Existing Clothing Supply and Maintenance

The following shall apply to employees in classifications listed in Appendix 3 or 5 except as otherwise noted:

- (a) The Employer shall continue to provide all wearing apparel, footwear and/or protective clothing presently issued to employees.
- (b) Changes in present issue shall be by mutual agreement between the parties except where such changes are the result of changes in the nature of the employee's job that precludes the need for such clothing.
- (c) Such apparel and footwear shall be cleaned and kept in good repair by the Employer.
- (d) In the case of those employees who are supplied with clothing but not required by the Employer to wear it, a reasonable re-issue program shall be maintained, as long as possible.

## 9.3 Protective Clothing

The following shall apply to employees in classifications listed in Appendix 2:

- (a) Protective clothing is understood to mean wearing apparel which protects the employee's clothing from excessive dirt, grease, sparks or chemicals.
- (b) The Employer agrees to supply the following protective apparel:
  - (1) Individual issue coveralls to the following:
    - (i) General Tradesman - maximum two pair per week;
    - (ii) Electrician (Highway) - maximum two pair per week;
    - (iii) Mechanic - maximum two pair per week.
  - (2) Individual issue laboratory coats or counter coats:
    - (i) Mechanic Supervisor - maximum two per week;
    - (ii) Highway Electrician Supervisor - maximum two per week.
  - (3) Individual issue Welder's leather jackets and aprons where appropriate.
  - (4) Plant issue rubber boots, aprons, gloves and goggles where appropriate when employees are cleaning or washing machinery or equipment.
  - (5) Plant issue coveralls to Operators when they are required to service equipment.
  - (6) Plant issue coveralls to Carpenters when required.
  - (7) Plant issue coveralls to those employees engaged in the operation of Distributor Trucks, and those engaged in sign maintenance.
- (c) Any individual issue item described above must be worn by the employee on a regular basis or the Employer reserves the right to cancel this issue.
- (d) Where the Employer supplies items listed above, the Employer agrees to bear the cost of approved laundering and repair. It may be necessary in some locations for the Employer to provide the apparel and an allowance in lieu of laundry and repair. In such case, an allowance of \$20 per month will be provided; **and effective April 1, 2016 - \$28 per month and effective April 1, 2018 - \$29 per month.**

#### 9.4 Uniforms - Fire Marshal - Inspectors

The clothing allotment for Fire Inspectors shall be as follows:

- (1) 2 tunics with rank insignia
- (2) 3 pairs of trousers
- (3) 3 long sleeve shirts; three short sleeve shirts
- (4) 1 trench coat or parka
- (5) 4 ties
- (6) 2 pairs of shoes
- (7) 2 sets of shirt collar insignia
- (8) 1 cap
- (9) 1 cap badge.

#### 9.5 Photo-Arts Technician

(a) The Employer will supply suitable cold weather clothing for those Photo-Arts Technicians who are required to complete photographic assignments in the field which exposes them to severe winter conditions such as experienced on mountain tops or glaciers.

(b) The clothing supplied is for use during the cold weather assignments only and will include:

- (1) 1 winter parka with hood
- (2) 1 pair of insulated "warm up" pants
- (3) 1 pair of cold weather boots
- (4) 1 pair of insulated gloves.

#### 9.6 Paving Projects

When required, coveralls shall be available on a plant issue basis to those paving employees assigned to crusher inspection, paving plant inspection, dipping tanks and calibrating asphalt distributors.

#### 9.7 Snow Avalanche Technicians

A water-repellent, breathable, cover-all jacket complete with safety markings shall be made available, on a plant issue basis, to Snow Avalanche Technicians required to ski in the performance of their duties.

#### 9.8 Area Vehicle Inspectors

The clothing allotment for Area Vehicle Inspectors shall be as follows:

- (1) 10 pairs of coveralls
- (2) 1 parka
- (3) gloves (as required)
- (4) 1 cap
- (5) 1 pair of boots.

#### 9.9 Commercial Transport Inspectors

The Employer agrees to provide the following to each of the following employees when hired:

- (a) *Commercial Transport Inspectors*
- (1) 2 jackets, 1 long style (option of style)
  - (2) 4 pairs pants
  - (3) 5 pairs socks

- (4) 6 shirts (3 short sleeve)
- (5) 2 ties
- (6) 1 cap and badge
- (7) 1 parka
- (8) 1 belt
- (9) 1 pair shoes or ankle boots (at the option of the Commercial Transport Inspector).

(replacement provisions below applicable only after surplus jacket and pants have been surrendered as unserviceable)

(b) *Commercial Transport Inspectors "Portable" (additional)*

- (1) 1 pair gloves
- (2) 1 plastic cap cover
- (3) 1 reflective raincoat
- (4) 1 flashlight and batteries with traffic cone
- (5) 1 winter hat (where required).

The replacement of unserviceable items will be made upon surrender of items to be replaced and proof that replacement is not as a result of negligence by the employee.

Where the Employer requires flashes to be worn, the Employer will be responsible for attaching same.

#### **9.10 Park Rangers**

Park Ranger employees shall be reimbursed \$133.50 biennially for the purchase of footwear needed for the performance of their regular duties upon presentation of a receipt evidencing the purchase of same.

Employees are eligible to first claim this benefit in calendar year 2013.

### **ARTICLE 10 - VACATION**

#### **10.1 Vacation Period**

- (a) (1) The employee in classifications listed in Appendix 2 or Appendix 3, shall be permitted to take their vacation entitlement at any time during the year if the vacation schedule permits. All employees in classifications listed in Appendix 3 shall be allowed to take their complete vacation entitlement during the period from May 1 to September 30 if the vacation schedule permits.
- (2) All employees in classifications listed in Appendix 5 except those mentioned in 10.1(b), shall be permitted to take their vacation entitlement at any time during the year if the vacation schedule permits. All employees except those mentioned in 10.1(b) shall be entitled to take their complete vacation entitlement during the period from May 1 to September 30, inclusive. This period shall be defined as "*prime time*".
- (b) Those employees in classifications listed in Appendix 5 designated as "*mobile*" and "*seasonal field*" may be permitted to take their full vacation entitlement at any time during the year if the vacation schedule permits. However, they shall be entitled to take two weeks in an unbroken period during "*prime time*".

An employee shall be entitled to take their remaining entitlement in a further unbroken period. An employee shall be entitled to take their full vacation entitlement in an unbroken period not less than once every three years during "*prime time*".

- (c) Employees in the Fish and Wildlife Branch shall be entitled to take their complete vacation entitlement during the period September 1 to December 31, inclusive, if the vacation schedule permits.
- (d) An employee in classifications listed in Appendix 5 may opt to be returned to their headquarters or temporary headquarters prior to commencement of the vacation period of their choice once per year.
- (e) (1) For employees in classifications listed in Appendix 2, in peak work periods, a minimum of one regular employee in each classification may take their vacation subject to Clauses 10.2, and 10.3 of this agreement.
- (2) Notwithstanding (1) above, work groups consisting of less than eight but greater than five employees, as at April 1 of each year, may have their availability to take vacation during July, August, and December limited to two employees away at a time in each classification series. Likewise, work groups of five or less employees as at April 1 may have their availability to take vacation during those months limited to one employee away at a time in each classification series.

## 10.2 Preference in Vacation

- (a) For those employees in classifications listed in Appendix 3 or 5, vacation units are the same as Layoff and Recall units in Appendix 6 and shall be granted on the basis of service seniority within a classification series.
- (b) For those employees listed in Appendix 2, preference in vacation selection shall be determined in each work group on the basis of service seniority by classification within that work group. Work groups are defined in Clause 1.2. Such employees shall be entitled to receive their vacation in an unbroken period.

In all cases, regular employees shall have preference over any auxiliary employee in vacation selection.

- (c) Employees in the following classifications:

- Fish and Wildlife Assistant
- Forest Technician
- Laboratory Assistant
- Park Assistant
- Science Officer
- Scientific Technical Officer (Agriculture Officer)
- Scientific Technical Officer (Forest Technician and Officer)
- Scientific Technical Officer (Regional Park Staff)
- Scientific Technical Officer (Environment)

shall be entitled to at least three weeks of their vacation in an unbroken period. An employee shall be entitled to take any entitlement in excess of three weeks in a further unbroken period. An employee shall be entitled to take their full vacation entitlement in an unbroken period not less than once every three years.

- (d) Employees in the following classifications:

- Biologist
- Laboratory/Health Science Officer
- Planning Officer (including Islands Trust)
- Policy Analyst – Science
- Scientific Technical Officer (Park Officer – Headquarters)

shall be allowed to take at least four weeks of their vacation entitlement in an unbroken period during the period May 1 to September 30, inclusive, which shall be defined as the prime time vacation period. For those employees who have more than four weeks vacation entitlement, the Employer shall make every reasonable effort to allow such employees to take their complete vacation entitlement during the prime time vacation period, if they so desire.

(e) Employees shall exercise their seniority rights for the choice of their first vacation period prior to March 1. Seniority shall prevail in the choice of the second vacation period, but only after other employees in the unit have selected their first vacation period.

### 10.3 Vacation Schedules

(a) Vacation schedule forms shall be posted by the Employer by February 15 of each year in each work unit. Employees shall make vacation selections by March 15 of each year. The complete vacation schedule shall be posted by March 31.

(b) An employee who does not exercise their seniority rights within two weeks of the vacation schedule being posted, shall not be entitled to exercise these rights with respect to any vacation time previously selected by an employee with less seniority.

(c) The Employer shall make every effort to contact employees who are absent in order to establish such employees' preference for vacation.

(d) An employee who transfers to another work location where the vacation schedule has already been completed will not be entitled to exercise their seniority rights for that year only. However, every effort shall be made to grant vacation at the time of the employee's choice. If an employee is transferred by the Employer, they will be given the vacation time previously selected. However, no other employee's scheduled vacation shall be affected by the transfer.

(e) Vacation schedules may be amended at any time by mutual agreement of the Employer and any employee affected by the change.

(f) Changes requested in selected vacation periods for compassionate reasons shall be given careful consideration. Such changes shall not affect the selected vacation periods of other employees.

## ARTICLE 11 - WAGES AND ALLOWANCES

### 11.1 Special Certificate Allowance

(a) Those employees required by the Employer to hold a valid British Columbia Blasters' Certificate which is not required in their classification specification shall receive biweekly compensation as follows:

(1) Electrical blasting single series .....	\$15
(2) Safety fuse blasting .....	\$15
(3) Combination of 1 and 2 .....	\$15
(4) Safety fuse and electrical blasting to rated capacity of blasting machine .....	\$20
(5) Electrical blasting for rated capacity of blasting machine.....	\$20
(6) Seismic.....	\$25
(7) General .....	\$25

(b) Those employees required by the Employer to hold a valid Power Engineers Certificate which is not required in their classification specification, shall receive biweekly compensation of \$15.

### 11.2 Climbing Stacks, Etc. - Premium Pay

(a) The following shall apply to employees in classifications listed in Appendix 3 or 5 except as otherwise noted:

(1) Employees in classifications listed in Appendix 3 or 5 or who are required to climb or work on stacks shall, in addition to the applicable rate of pay at the time of the climb, receive premium pay equal to their regular hourly straight-time base rate for any time such work is performed.

(2) Employees in classifications listed in Appendix 5 who are required to climb meteorological towers at Saturna, Langdale, Alex Fraser Bridge, Prince George, Crofton, 100 Mile House, or Brilliant shall, in addition to the applicable rate of pay paid at the time of the climb, receive premium pay equal to their regular hourly straight-time base rate for any time such work is performed.

(3) Pay shall be in half hour increments.

(b) The following shall apply to employees in classifications listed in Appendix 2:

A premium allowance of \$1.05 per hour shall be paid in addition to regular rates of pay for employees working on a swing stage, over bridges or stacks, or towers or over the side of buildings or vessels, such that they are working more than 50 feet/15.24 meters above surrounding terrain. Premium allowance shall apply to actual time while exposed, except that the minimum time shall be one-half hour.

### 11.3 Substitution Pay

(a) Where relief is required for the following classifications in Appendix 3:

Fish and Wildlife Assistant

Forest Technician

Laboratory Assistant

Park Assistant

Science Officer

Scientific Technical Officer (Agriculture Officer)

Scientific Technical Officer (Forest Technician and Officer)

Scientific Technical Officer (Regional Park Staff)

Scientific Technical Officer (Environment)

or classifications listed in Appendix 5 because the principal duties of a temporarily vacant position have to be carried out during the absence of the regular incumbent, the Employer agrees to give regular employees in the appropriate work unit and from the same occupational grouping, the opportunity to relieve in the higher paying position, provided there is no employee available whose functional job description requires periodic substitution and provided the employee substituting is sufficiently competent to assume the principal duties of the temporarily vacant position. The employee so designated to substitute will receive substitution pay in accordance with Clause 27.4 of the Master Agreement.

(b) Where substitution is required for the following classifications:

Biologist

Laboratory/Health Science Officer

Planning Officer (including Islands Trust)

Policy Analyst – Science  
Scientific Technical Officer (Park Officer – Headquarters)

the most senior available qualified employee in the appropriate classification shall be afforded the opportunity to substitute in the higher position.

(c) For those classifications listed in Appendix 2 the following provisions shall apply:

(1) Substitution to a higher non-supervisory level position shall be offered to the most senior available qualified employee in the appropriate classification, subject to the employee's ability to perform the job.

(2) Appointment to substitute in supervisory level positions shall be made on the basis of merit, as outlined in Section 8 of the *Public Service Act*.

(3) Where the Employer requires an employee to work part days at a higher paying position, for more than one-half hour, they shall be paid the higher rate by one-half day increments.

(4) The application of this clause shall not include training time.

(5) Subject to the provisions of Clause 27.4 of the Master Agreement where an established supervisory position normally exists, it shall be the normal practice that a substitute be designated in accordance with this article.

#### **11.4 Out-of-Pocket Expenses**

(a) An employee who is in a classifications listed in Appendix 3 or 5 in performing their duties within their headquarters area may claim unusual and/or extraordinary out-of-pocket expenses, subject to the approval of the Employer.

(b) Where employees have guest speakers, recruiting officers, consultants, or non-service personnel at their workplace, in the course of their duties, they shall, subject to prior approval, be reimbursed for reasonable expenses upon production of receipts.

#### **11.5 Standby**

(a) Employees in classifications listed in Appendix 3 or 5 shall be assigned standby on an equitable basis.

(b) Employees involved in forest protection, and those employees who have traditionally been assigned standby on a scheduled basis, will have standby assigned for weekly periods. Standby schedules will be posted one month in advance except in emergencies. Notwithstanding the above, the Employer may cancel scheduled standby giving 48 hours' notice to the employee(s) in classifications listed in Appendix 3 involved and 18 hours' notice to the employee(s) in classifications listed in Appendix 5 involved.

(c) In cases of emergency, and for those employees who have not traditionally been scheduled for standby on a regular basis, standby may be assigned without 30 days' notice, but the Employer shall endeavour to give as much advance notice as possible.

(d) Standby assigned on the employee's scheduled day of work will be about the shift and be a minimum of six hours. Standby assigned on a day of rest will be for a minimum of 12 hours per day for employees in classifications listed in Appendix 3 and 18 hours per day for employees in classifications listed in Appendix 5.

- (e) Employees whose movements are restricted due to responsibility for the care and/or safety of livestock or equipment during non-working hours, shall be considered as on standby.
- (f) The Ministries will consult with the Union prior to initiating standby programs where they have not existed previously. This provision shall not apply to standby situations made necessary by emergency conditions.

### 11.6 Work Time Records

The following shall apply to employees in classifications listed in Appendix 2:

- (a) Any change to an employee's record of time worked which affects their wages shall be accompanied by notification to the employee. Should the employee disagree with the Employer as to the accuracy of their work and overtime records, the union official within their jurisdiction shall have the right, on reasonable notice, to inspect the employee's work and overtime records.
- (b) All daily rate employees shall submit a time sheet on a daily basis to the foreman.

### 11.7 Dirty Money

The following shall apply to employees in classifications listed in Appendix 2:

- (a) Except for plumbers, plumber's helpers and plumber's apprentices, a premium allowance of \$1.05 per hour shall be paid in addition to regular rates of pay to employees in trades, helper or apprentice classifications required to work in areas contaminated with sewage. Premium allowance shall apply to actual time while exposed, except that the minimum time shall be one-half hour.
- (b) A premium allowance of 70¢ per hour shall be paid in addition to regular rates of pay to employees required to handle soiled laundry. Premium allowance shall apply to actual time exposed; except that the minimum time shall be one-half hour.

### 11.8 Training Allowance

The following shall apply to employees in classifications listed in Appendix 2:

- (a) District Training Operator appointments shall be made on the basis of merit, as outlined in Section 8 of the *Public Service Act*. Employees so appointed shall, in addition to their base rate of pay, receive an allowance of \$100 per month. When the combined monthly total of base rate, training allowance, and substitution pay exceeds the Foreman 1 rate, the monthly training allowance shall be reduced by the amount that the Foreman 1 rate is exceeded.
- (b) Operators who are required by the Employer to provide training to a specified level and to certify to the competency of the employees so trained shall receive \$3.50 per day while training. In such cases, the most senior qualified operator with the capability to provide training in the required class of equipment shall be given the opportunity to provide such training.

### 11.9 Mobile Employees in Classifications Listed in Appendix 5

- (a) All employees designated "*mobile*" shall receive a monthly payment of \$40 in addition to their regular monthly salary.
- (b) "*Mobile*" employees shall be given 30 days' notice, wherever possible, but in no case less than 15 days' notice, of an impending move. The notice shall be in writing and shall indicate the date of move, new location and approximate duration at the "*new*" location.
- (c) No employee designated "*stationary*" or "*seasonal field*" shall be changed to "*mobile*" status without their consent.



### 11.10 Seasonal Field Employees in Classifications Listed in Appendix 5

The Employer will make every reasonable effort to give 15 days' notice of an impending relocation of "seasonal field" employees. The notice will include the expected date of move and expected duration of the field assignment.

## ARTICLE 12 - AUXILIARY EMPLOYEES

### 12.1 Seniority Lists

Lists to record service and classification seniority as required in Clause 31.3(a) of the Master Agreement shall be retained at the appropriate Ministry Office, and such information shall be provided to the President or their designate, upon request.

### 12.2 Layoff and Recall (Auxiliary Employees)

- (a) Pursuant to Clause 31.5 of the Master Agreement, the layoff and recall units for auxiliary employees shall be defined in Appendix 6—Auxiliary Layoff and Recall Units.
- (b) When new work units are established, the Joint Committee shall meet and make recommendations, pursuant to Clause 31.5 of the Master Agreement.

## ARTICLE 13 - GENERAL CONDITIONS

### 13.1 Headquarters and Employee Designations

- (a) Every employee in classifications listed in Appendix 5, except mobile employees, shall be assigned a permanent headquarters within 60 days of the signing of this agreement. If an employee feels they have been incorrectly assigned, the dispute shall be subject to the grievance procedure as prescribed in the Master Agreement.
- (b) For the purposes of this agreement, each employee in classifications listed in Appendix 5 shall be designated as "stationary", "mobile", or "seasonal field" as defined in MOU 3 of the Master Agreement.

### 13.2 Points of Assembly

- (a) Points of assembly for employees in classifications listed in Appendix 3:
  - (1) Except for those points of assembly specified in Appendix 1, and other previously agreed upon points of assembly, all other points of assembly shall be mutually agreed upon at the local level between the Union and the Employer within 30 days of the signing of this agreement.  
  
If mutual agreement cannot be reached at the local level within the time specified above, the matter shall be immediately referred to a joint committee for recommendations to resolve the dispute. In the event the Joint Committee cannot make recommendations to resolve the dispute, either party may refer the matter to arbitration, pursuant to Article 9—Arbitration of the Master Agreement.
  - (2) Unless otherwise specified in this agreement, an employee shall commence and terminate each day's work at their point of assembly.
  - (3) Except for those points of assembly specified in Appendix 1, assembly points may be changed by mutual agreement at the local level. The Employer may change temporarily the point of assembly in the event of an emergency.

- (4) The point of assembly shall be the location at which the employee normally receives their daily direction.
- (5) Where new worksites are established by the Employer, the assembly point shall be mutually agreed to by the Employer and the Union prior to work commencing at the new worksite.
- (6) It is the intent of this article that employees shall return to their point of assembly at the end of each workday whenever possible.
- (b) Point of assembly for employees in classifications listed in Appendix 2:
- (1) Every employee will be assigned a headquarters and a regular point of assembly within their headquarters. A regular point of assembly is the location where the employee daily reports for work and will be an established point such as a yard, maintenance depot, nursery, farm, etc. The regular point of assembly will be changed only in accordance with Clause 12.4 of the Master Agreement with prior notification of 60 days or by mutual agreement.
- (2) For those employees in locations where there has been more than one recognized regular point of assembly and employees have been assigned to work at any of these regular points of assembly, the Employer will advise the employee of the regular point of assembly to which they are to report with as much advance notice as is reasonably possible.
- (3) When an employee is assigned to a work location so far removed from their headquarters or point of assembly that it is impractical for them to be returned to their regular point of assembly at the end of each day's work, they will be assigned a temporary field point of assembly and will be provided with accommodation, board and lodging allowances in accordance with Clause 27.15 of the Master Agreement. A temporary field point of assembly will not be assigned or changed without prior notification of 72 hours, except in the case of an emergency or by mutual agreement at the local level. The 72 hours' notice shall be waived for employees called from layoff status. The location of a temporarily field point of assembly will be designated by mutual agreement and will normally be the point of field accommodation, local yard, or worksite.
- (4) Where an employee works away from their regular or temporary field point of assembly, as the case may be, they will, at the Employer's option, either travel on the Employer's time or be paid for hours travelled at the overtime rates. For purposes of this clause, "overtime rates" as used in Clause 16.6(a) of the Master Agreement shall prevail. "Overtime rates" as referred to in this clause applies only to the rate applicable.
- (c) Point of Assembly for employees in classifications listed in Appendix 5:
- (1) The Employer shall assign each employee a specific point of assembly. The employees shall be notified of any changes in the point of assembly at least 72 hours and where possible, five days in advance, except in the case of an emergency or by mutual agreement at the local level.
- (2) Unless otherwise specified in this agreement, an employee shall commence and terminate each day's work at their point of assembly.
- (3) Where new worksites are established by the Employer for "stationary" or "seasonal field" employees at their permanently designated headquarters, the assembly point shall be mutually agreed to by the Employer and the Union, prior to work commencing at the new worksite.

(4) Where employees feel the point of assembly assigned to them is not suitable or practical, they may refer the matter to the Joint Committee for study with the Ministry involved.

### 13.3 Return to Point of Assembly

(a) The following shall apply to employees in classifications listed in Appendix 3:

(1) When an employee is assigned temporarily to a worksite that is so far removed that they are unable to return to their point of assembly at the end of each workday, the following conditions shall apply:

(i) Travel between their place of temporary accommodation and the worksite that exceeds 15 minutes shall be considered as time worked.

(ii) a. Time spent in travel between an employee's point of assembly and the worksite at the commencement and termination of each assignment shall be considered as time worked.

b. Employees on travel status shall be afforded the opportunity of returning to their point of assembly at the end of each two-week cycle, at no loss of pay to the employees. In addition, time off adjoining their days of rest, at their point of assembly, will be earned at the rate of one-half day for each day of rest, spent away from their point of assembly. The latter provision shall not apply when the employee is authorized to work, and works their day(s) of rest.

(iii) The overtime provisions of the Master Agreement shall be considered to apply to any travel undertaken to return the employee to their point of assembly if such travel takes place outside their scheduled hours of work.

(b) The following shall apply to employees in classifications listed in Appendix 5:

(1) Return to Headquarters (and Return to Point of Assembly for Coastal Check Scalers and RO Scaling-Coast Positions) as follows:

(i) "Stationary" employees on travel status shall be afforded the opportunity of returning to their permanent headquarters for one additional day off adjoining their normal days of rest at the end of each three-week period at no loss of pay to the employee. Normal travel conditions shall apply if the employee is returning to headquarters prior to the completion of a three-week assignment.

(ii) "Seasonal field" employees shall be afforded the opportunity of returning to their headquarters\* and "mobile" employees to their temporary headquarters\* (when working away from temporary headquarters) for two additional days off adjoining their normal days of rest at the end of each five-week period at no loss of pay to the employee.

(iii) Upon mutual agreement, days off referred to in Clauses 13.3(b)(i) and (ii) may be banked.

(iv) For the purpose of Clauses 13.3(b)(i) and (ii), travel and meal costs will be at the Employer's expense and on the Employer's time. Travel time beyond the normal workday shall not be considered as time worked. Reasonable time will be allowed for the employee to reach their destination on the Employer's time.

(v) Averaging arrangements may be applied to Clauses 13.3(b)(1)(i) and (ii) by mutual agreement between the employee and local management, in order to maintain continuity of operations.

*\*An opportunity to return to headquarters shall not be regarded to have occurred should that employee not have the opportunity to return to headquarters for a period of not less than 18 hours.*

(2) This provision for return to point of assembly applies only to Coastal Check Scalers and RO Scaling-Coast positions (and (1) above will not apply):

When an employee is assigned temporarily to a worksite that is so far removed that they are unable to return to their point of assembly at the end of each workday, the following conditions shall apply:

(i) Travel between their place of temporary accommodation and the worksite that exceeds 15 minutes shall be considered as time worked.

(ii) Time spent in travel between an employee's point of assembly and the worksite at the commencement and termination of each assignment shall be considered as time worked.

Employees on travel status shall be afforded the opportunity of returning to their point of assembly at the end of each two-week cycle, at no loss of pay to the employees. In addition, time off adjoining their days of rest, at their point of assembly, will be earned at the rate of one-half day for each day of rest spent away from their point of assembly. The latter provision shall not apply when the employee is authorized to work and works their day(s) of rest.

The overtime provisions of the Master Agreement shall be considered to apply to any travel undertaken to return the employee to their point of assembly if such travel takes place outside their scheduled hours of work.

#### **13.4 Return to Headquarters (Appendix 2 Employees)**

(a) Both parties recognize the desirability of employees returning from field locations to their headquarters as the case may be for days of rest whenever possible. To this end the Employer shall make every reasonable effort to make transportation available for return to headquarters for rest days.

(b) The Employer shall provide either a vehicle or other form of transportation as required in (a) above. The employees shall be compensated for travel time and approved meal costs while travelling.

(c) When employees on accommodation, board and lodging allowances are required to check out of their place of accommodation or lodging, the Employer shall ensure that a suitable clean and safe place is provided for the storage of employee's luggage.

#### **13.5 Supply and Maintenance of Equipment/Tradesmen's Tools**

(a) For employees in classifications listed in Appendix 3 or 5, the Employer shall provide and maintain all equipment, tools, machinery, furniture, and supplies necessary for the employees to perform their duties effectively.

(b) For employees listed in Appendix 2, the following shall apply:

(c) Other than employees classified as tradesmen, helpers or apprentices, employees will not be required to supply work tools.

(d) Subject to (b)(1) above, the employee shall furnish and replenish their inventory of personal hand tools. The Employer shall furnish and maintain all other equipment as they deem necessary.

(e) Where maintenance of employees' hand tools has been done by the Employer in the past, this practice shall continue. It is understood that "*maintenance*" as used in this section shall mean sharpening and keeping in good working condition.

### **13.6 Transportation on Termination**

Employees in classifications listed in Appendix 3 or 5 engaged in work away from headquarters and temporary headquarters who are discharged shall be paid for transportation costs and travel time to their point of hire or residence within British Columbia, whichever is the lesser cost. The Employer may determine the mode of transportation.

### **13.7 Transportation of Resigned Personnel from Isolated Location**

In isolated locations where an employee resigns because of unforeseen incompatibility with work or camp conditions, or for compassionate reasons, the Employer will arrange for transportation to the nearest commercial carrier as soon as possible.

### **13.8 Oaths**

When the Employer requires employees to take oaths pertaining to their employment, undergo medical examinations or x-rays as required for employment, the Employer shall grant the necessary time off.

### **13.9 Use of Aircraft**

Employees shall not be required to use an aircraft in the course of their duties other than those of regular commercial airlines, licensed charters, or government aircraft.

### **13.10 Copyrights**

(a) The Employer and the Union agree that original articles, technical papers, information reports and/or instructional notes prepared by the employee within the course of their duties for the Employer, shall be retained by the Employer. The Employer further agrees that the employee may be granted permission to quote selected portions of such materials in a larger work or to publish the material in related journals. Such permission shall not be unreasonably withheld.

(b) The Employer agrees that an employee may prepare articles, technical papers, and/or instructional notes on their own time, and copyright for such material shall be vested in the employee. Confidential information shall not be disclosed without written permission of the ministry head.

### **13.11 Personal Research**

Subject to approval by the Employer and the Local Safety Committee, an employee in classifications listed in Appendix 3 or 5, may use facilities normally used in the course of their duties to carry out personal research or projects. The cost of materials shall be borne by the employee. Such approval shall not be unreasonably withheld by the Employer.

### **13.12 Replacement of Employees Hand Tools**

The Employer will replace the employees' in classifications listed in Appendix 2 or 3 hand tools and tool boxes required for the job, which may be lost or broken while used on the job, upon reasonable proof of such loss or breakage, and proof that there has been no negligence on the part of the employee. Replacements will be of equal quality.

### **13.13 Motor Vehicle**

For employees in classifications listed in Appendix 2, ownership of a motor vehicle will not be considered a condition of employment for the performance of the employee's duties once they have arrived at their point of assembly.

### **13.14 Technical Orders - Tradesmen**

Tradesmen will take technical orders only from a foreman in their own or a related trade, ministry supervisor, or general management, when foremen are not available.

### **13.15 Tradesmen Not to Work as Helpers**

It is not the Employer's policy to require certified Tradesmen to work as trades helpers on a full-time basis, except as indicated in job specifications.

### **13.16 Travel Outside the Province (HRO Museum Curators)**

(a) Employees required to travel outside the province shall be reimbursed for receipted expenses incurred in the course of their duties. Receipts shall not be required for expense categories currently paid without receipts within British Columbia. Types and amounts of receipted expenses that will be reimbursed outside the province will be pre-authorized.

(b) Employees will be provided reasonable stop-over time, where required, in view of fatigue occasioned by international travel.

(c) Hours of work for employees on travel shall not be more than seven hours per day exclusive of meal periods, or not more than 70 hours per two-week period, except that working hours need not be prescribed within set periods on the clock but should meet the requirements of the assignments.

### **13.17 Telephone Call**

(a) Employees on "*seasonal field*" crews and "*mobile*" crews as defined in Clause 13.1 when away from the normal headquarters and/or temporary headquarters, shall be reimbursed for a maximum of one five-minute telephone call home for the first night away, and every three consecutive nights away thereafter.

(b) Employees entitled to (a) above may be required to use government telephone facilities where available, and providing access is at a time suitable to the employee and at the same frequency as in (a) above. In this case the reimbursements in (a) above will not apply.

(c) The same degree of privacy shall be provided as a public facility.

(d) Employees entitled to the provisions of 27.20 of the Master Agreement shall not be entitled to the provisions of (a) above.

## **ARTICLE 14 - APPRENTICES**

### **14.1 Administration and Implementation of Apprentice Programs**

The Employer and the Union recognize that Apprenticeship Programs are the normal procedures for obtaining journeyman qualifications. Administration and implementation of Apprenticeship Programs will be administered by the Employer at the Ministry level.

#### **14.2 Apprentices Attending School as Required by the BC Industry of Trade Authority**

- (a) When an apprentice is attending school as required by the BC Industry Trade Authority, they shall be paid their appropriate wage rate. Where eligible, the apprentice shall apply for a wage allowance from the federal department responsible for training and development and shall remit this allowance to the Employer.
- (b) The Employer will advise apprentices when they are eligible for a federal department responsible for training and development wage allowance.

#### **14.3 Apprentices Attending Special Training as Required by Employer**

Where apprentices are required by the Employer to attend specialized training locations, which require them to either relocate or transfer from their headquarters, they shall receive the appropriate allowance described under Clauses 27.15 and 27.16 of the Master Agreement.

#### **14.4 Apprentices Moving Expenses**

The Employer agrees to pay for authorized moving expenses incurred by apprentices to and from home bases other than to the initial appointment base. When an apprentice qualifies for a higher percentage on the wage scale, this shall not be construed as a promotion. When there is a pre-programmed change in an apprentice's geographic location, this shall not be construed as a transfer.

### **ARTICLE 15 - TERM OF AGREEMENT**

#### **15.1 Duration**

This agreement shall be binding and remain in effect to midnight, March 31, 2019.

#### **15.2 Notice to Bargain**

- (a) This agreement may be opened for collective bargaining by either party giving written notice to the other party on or after January 31, 2019, but in any event not later than midnight, January 31, 2019.
- (b) Where no notice is given by either party prior to January 31, 2019, both parties shall be deemed to have been given notice under this clause on January 31, 2019, and thereupon Clause 15.3 of this article applies.
- (c) All notices on behalf of the Union shall be given by the President of the Union or a designate, and similar notices on behalf of the Employer shall be given by the Head of the BC Public Service Agency.

#### **15.3 Commencement of Bargaining**

Where a party to this agreement has given notice under Clause 15.2 above, the parties shall, within 14 days after the notice was given, commence collective bargaining.

#### **15.4 Changes in Agreement**

Any change deemed necessary in this agreement may be made by mutual agreement at any time during the life of this agreement and such agreed changes shall be incorporated into this agreement as an Addendum.

#### **15.5 Agreement to Continue in Force**

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

**15.6 Effective Dates of Agreement**

The provisions of this agreement, except as otherwise specified, shall come into full force and effect on **April 1, 2014.**

Date this 27<sup>th</sup> day of January, 2014.

**FOR THE UNION:**

**FOR THE EMPLOYER:**

\_\_\_\_\_  
Darryl Walker  
President

\_\_\_\_\_  
Kelly Ann March, BCPSA  
Senior Labour Relations Specialist

\_\_\_\_\_  
Byron Goerz  
Component Chairperson

\_\_\_\_\_  
Glenda Myhal, BCPSA  
Employee Relations Specialist

\_\_\_\_\_  
George Buis  
Bargaining Committee Member

\_\_\_\_\_  
Kurtis Isfeld, Fire Centre Manager  
Wildfire Management Branch, Ministry of Forests  
Lands and Natural Resource Operations

\_\_\_\_\_  
Robert Davis  
Bargaining Committee Member

\_\_\_\_\_  
Chris Doyle, Conservation Officer Service  
Ministry of Environment

\_\_\_\_\_  
Keith Roenspiess  
Bargaining Committee Member

\_\_\_\_\_  
James Moes  
Bargaining Committee Member

\_\_\_\_\_  
Kelly Grohs  
Bargaining Committee Member

\_\_\_\_\_  
Aaron Ekman  
Staff Representative

Date this 27<sup>th</sup> day of January, 2014.



**LETTER OF INTENT 1**

The parties have agreed to update the language in this component agreement by deleting language and articles referring to classifications and job functions that are no longer actively employed in the Public Service. These deletions now include Clauses 11.2 and 11.11, as well as MOU 1 (Assignment of Mobility Class in Appendix 2) contained in the 14<sup>th</sup> ETO Component Agreement. The parties do not intend to eliminate any residual rights that any current employees may have as a result of any agreements between the parties (ie., transfer agreements), grievance settlements or arbitration awards.

In the unlikely event, that the deleted language applies to any existing employees, classifications, or job functions; or if existing classifications or job functions are reactivated, the clause or MOU in the Thirteenth ETO Component Agreement shall apply.

Dated: February 25, 2010.

**LETTER OF INTENT 2****Foremen**

It is not the general policy or practice of the Employer to have Foremen perform work normally done by the non-foremen members in this component except in the case of working level Foremen whose normal duties include such work.

Dated: September 30, 1986

**LETTER OF INTENT 3****Registered Forest Technologist**

The parties recognize that it is in the interest of both the Employer and the employees that the Ministry of Forests, Lands and Natural Resource Operations continue to implement or amend as appropriate, the recommendations of the Registered Forest Technologist Working Group Final Report. The parties agree that the following principles apply:

- (1) The Ministry should ensure it does not restrict the scope of RFT practice through its own internal policies.
- (2) The Ministry and the Association of BC Forest Professionals should continue to explore opportunities to use the full spectrum of forest professionals (RFTs and RPFs) so it can achieve the highest degree of cost effectiveness.
- (3) The Ministry should work with educational institutions, industry and the Association of BC Forest Professionals to develop a program that would allow employees to obtain the RFT designation through distance learning and work experience.

Dated: March 1, 2010

**LETTER OF INTENT 4**

The parties have agreed to delete the Marine Addendum in the component agreement because there are no longer any marine employees covered by this agreement employed in the Public Service.

If existing marine classifications or job functions covered by the Marine Addendum are reactivated the terms of the Marine Addendum in the 14<sup>th</sup> Environmental, Technical and Operational Component Agreement shall apply. This shall include all memorandums of agreement, letters of understanding, and letters of intent attached to the Marine Addendum.

Dated: February 25, 2010

**LETTER OF INTENT 5**  
**Supervisory Allowance**

The parties have agreed to delete Clause 11.7 Supervisory Allowance in the component agreement because the parties believe the Maintenance Worker, Tradesman and Operator series has been implemented.

If the Maintenance Worker, Tradesman and Operator series is found to not have been implemented, Clause 11.7 Supervisory Allowance in the 15<sup>th</sup> Environmental Technical and Operational Component shall apply.

This letter remains in force and affect for the term of the 17<sup>th</sup> Master Agreement.

**LETTER OF INTENT 6**  
**Inspectional Services**

The parties agree that the changes made to Clause 7.1(f) Inspectional Services in the 16<sup>th</sup> Environmental, Technical and Operational Component Agreement are intended to reflect housekeeping changes only. No employee schedules are intended to change as a result of changes made to the 16<sup>th</sup> Environmental, Technical and Operational Component Agreement from the 15<sup>th</sup>. For greater clarity, it is understood that when Compliance and Enforcement Staff from the former Integrated Land Management Bureau were reorganized into Forests, Lands and Natural Resource Operations they were placed into Clause 7.1(f).

This letter remains in force and effect for the term of the 17<sup>th</sup> Master Agreement.

**MEMORANDUM OF UNDERSTANDING 1**  
**Re: Earned Time Off**

Where not otherwise specified within this Environmental Technical and Operational Agreement, all scheduled earned time off must be taken by March 31 following the year in which it was earned. Where earned time off is not taken as set out herein, such time will be paid out.

**MEMORANDUM OF UNDERSTANDING 2**  
**Re: Wildfire Management**

The parties agree that the recruitment, retention and succession planning of Wildfire Management staff is a suitable matter for discussion at the Ministry Joint Committee established pursuant to Article 29.

Issues requiring potential amendment to the Master or component agreements will be forwarded to the respective Principals for their consideration.

Dated: March 19, 2006

**MEMORANDUM OF UNDERSTANDING 3**  
**Re: Auxiliary Layoff Wildfire Management**

Notwithstanding Clause 31.5 of the Master Agreement, the parties agree that auxiliary employees employed by the Wildfire Management may request to be laid off out of order of seniority after August 15 provided:

- a) They are attending a post-secondary educational institution to continue their education during the term immediately following their last day of work/layoff date (proof of enrolment may be required), and
- b) They advise their respective Fire Centre by mid-August of their intention to return to school, and
- c) The fire situation is such that the Wildfire Management is able to meet its fire suppression obligations without the employee(s).

Once an auxiliary employee has advised the Fire Centre of their desire to be laid off pursuant to (b) above, the employee will not be permitted to revoke that request without the Employer's agreement.

Dated: March 1, 2006

**MEMORANDUM OF UNDERSTANDING 4**  
**Re: Lodging Allowance**

For employees working in Ministry of Transportation and Infrastructure, Field Services Division, the parties agree to increase the lodging allowance under Clause 27.25 to \$50 per day for those on travel status who stay in non-commercial lodging. All other terms of Clause 27.25 shall apply. This agreement is made in consideration of the unique working conditions of the Field Services employee group and is not open to any other Ministry or work group.

**MEMORANDUM OF UNDERSTANDING 5**  
**Re: Health and Welfare Benefit Eligibility for Seasonal Auxiliary Employees**

The parties agree effective April 1, 2010 to amend Clause 31.9 of the Master Agreement in respect of the following groups of seasonal auxiliary employees:

1. Staff employed by the Wildfire Management Branch, Ministry of Forests, Lands and Natural Resource Operations;
2. Park Rangers employed by the Ministry of Environment; and
3. Avalanche Crews employed by the Ministry of Transportation and Infrastructure

The current language: "*after working three consecutive years without loss of seniority and maintaining 1200 hours worked at the straight-time rate within the previous 26 pay periods*" as provided in Clause 31.9 will be replaced by "*after working three consecutive years without loss of seniority and maintaining 700 hours worked at the straight-time rate within the previous 26 pay periods*". This memorandum remains in force and affect for the term.

For clarity:

- The amended eligibility for benefits will not apply to employees required to meet established physical fitness standards until they have successfully passed the physical fitness test.

- For purposes of application, "*consecutive years*" will include those prior to and abutting 2010.

This memorandum remains in force and affect for the term of the 17<sup>th</sup> Master Agreement.

### MEMORANDUM OF UNDERSTANDING 6

#### Re: March 11, 2003 MOA on the Transfer of Compliance Operations and Motor Carrier Department Programs from ICBC to the Province

The parties agree that the March 11, 2003 MOA shall no longer govern in any way the hours of work of all classifications included in that MOA.

Dated: February 3, 2012

### LETTER OF UNDERSTANDING

The Employer recognizes that from time to time field status employees will be required to attend short-term training, meetings or conferences outside their district/operational area where employees are required to be away from their district/operational area overnight. In those circumstances, field status employees will be on travel status.

### APPENDIX 1

#### Worksite

Ministry of Forests, Lands and  
Natural Resource Operations District Staff  
Ministry of Forests,  
Lands and Natural Resource Operations Seed  
Orchards  
Cowichan Lake Research  
Manning Park  
Mount Seymour Park  
Paul Lake Park  
Lac Le Jeune  
Skihyst Park  
Monck Park  
Big Bar Park  
Parks Construction  
Ministry of Forests, Lands  
and Natural Resource Operations Projects  
  
Wildfire Management Centres

#### Points of Assembly

District Office or Field Office  
  
Seed Orchard  
Cowichan Lake Research Station  
Manning Park Service Yard  
Mount Seymour Park Service Yard  
Paul Lake Park Service Yard  
Lac Le Jeune Park Service Yard  
Skihyst Park Service Yard  
Monck Park Service Yard  
Big Bar Park Service Yard  
Established for individual projects  
  
Regional Operations District Office, Field Office  
or project camp where applicable, or otherwise  
mutually acceptable location.  
Fire Base

**APPENDIX 2**  
**(Employees Previously Included in the Operational Services Component)**

Building Maintenance Worker  
 Building Security Officer  
 Food Production (Camp Cook)  
 Foreman  
 Operator - Radio  
 Labourer  
 Machine Operator  
 Printing Operator  
 Sign Fabricator  
 Utility Worker  
 Yardworker

*Trades Classifications*

Carpenter - TJ, TL, TS, TSS,  
 Electrician - TJ, TL, TS, TSS  
 Electronics Radio Communication - TA, TJ, TL, TS, TSS  
 Electronics Security -TL, TS  
 Gardener – TJ, TS  
 Graphics/Printer - TJ, TL  
 Mechanic Light Vehicle & Equipment - TJ

NOTE: TA = Trade Apprentice  
 TJ = Trade Journeyman  
 TL = Trade Leadhand  
 TS = Trade Supervisor  
 TSS = Trade Senior Supervisor

**APPENDIX 3**  
**(Employees Previously Included in the Educational and Scientific Services  
 Component and Environmental, Resources and Conservation Component)**

Biologist  
 Laboratory/Health Science Officer  
 Planning Officer (including Islands Trust)  
 Policy Analyst - Science  
 Scientific Technical Officer (Park Officer - Headquarters)  
 Fish and Wildlife Assistant  
 Forest Technician  
 Laboratory Assistant  
 Park Assistant  
 Science Officer  
 Scientific Technical Officer (Agriculture Officer)  
 Scientific Technical Officer (Forest Technician and Officer)  
 Scientific Technical Officer (Regional Park Staff)  
 Scientific Technical Officer (Environment)

The parties agree to leave an Appendix 4 reference in the ETO Component Agreement for the life of the 17<sup>th</sup> ETO Component Agreement.

**APPENDIX 4****(Employees Previously Included in the Environment, Resources and Conservation Component)**

Positions previously listed under Appendix 4 of the 15<sup>th</sup> ETO Component Agreement are now listed under Appendix 3.

**APPENDIX 5****(Employees Previously included in the Engineering,  
Technical and Inspectional Component)**

Commercial Transport Inspector  
Conservation Officer  
Engineering/Resource Aide  
Heritage Resource Officer  
Inspector Fire Commissioner's Office  
Inspector - Area Vehicle  
Inspector – Transport Inspecting Engineer  
Operator - Radio  
Photo Arts Technician  
Safety Officer  
Scientific Technical Officer (Bylaw Enforcement Staff – Islands Trust)  
Scientific Technical Officer (Engineering Aide)  
Scientific Technical Officer (Engineering Assistant)  
Scientific Technical Officer (Technical Assistant)  
Scientific Technical Officer (Technician)  
Technical Assistant  
Technical Enforcement Officer

**APPENDIX 6****Re: Auxiliary Layoff and Recall Units****1. Ministry of Aboriginal Relations and Reconciliation**

For employees in classifications listed in Appendix 3 of the component agreement - by Division.

**2. Ministry of Advanced Education**

For employees in classifications listed in Appendix 3 or 5 of the component agreement

- by geographic location

**3. Ministry of Agriculture**

(a) For employees in classifications listed in Appendix 3 of the component agreement - by Division, by Branch, by geographic location.

(b) For employees in classifications listed in Appendix 5 of the component agreement - by geographic location.

**4. Agricultural Land Commission**

For employees in classifications listed in Appendix 3 or 5 of the component agreement – by geographic location.

**5. Ministry of Children and Family Development**

(a) For employees in classifications listed in Appendix 2 of the component agreement - by point of assembly.

(b) For employees in classifications listed in Appendix 5 of the component agreement - by geographic location.

**6. Ministry of Community, Sport and Cultural Development**

For employees in classifications listed in Appendix 2, 3 or 5 of the component agreement – by geographic location.

**7. Ministry of Education**

(a) For employees in classifications listed in Appendix 3 of the component agreement - Ministry of Education, Victoria.

(b) For employees in classifications listed in Appendix 5 of the component agreement - Ministry of Education, Victoria.

**8. Ministry of Energy and Mines and Minister responsible for Core Review - by geographic location****9. Ministry of Environment**

For employees in classifications listed in Appendix 3 or 5 of the component agreement:

(a) Victoria – by Division, by Branch

(b) Balance of Province

(i) Balance of Ministry - by Division, by geographic location

(ii) For Regional Park Offices:

- by Park Office

- by designated point of assembly

**10. Forensic Psychiatric Services Commission**

For employees in classifications listed in Appendix 3 of the component agreement – Forensic Psychiatric Hospital

**11. Ministry of Forests, Lands and Natural Resource Operations**

(a) For employees in classifications listed in Appendix 2 of the component agreement - by point of assembly.

(b) For employees in classifications listed in Appendix 3 of the component agreement:

(i) Provincial Operations Function (formerly Headquarters) except Initial Attack and Unit Crews - by Branch and geographic location

- Initial Attack Crews and Unit Crews - by crew type, by geographic location  
**except:**
  - **Shoreacres/Castlegar – by crew type**
  - **Kootenay Lake – by crew type**
- Lookout persons - by point of assembly
- (ii) Regions - by section within regional office
- (iii) Districts - by geographic location
- (iv) BC Timber Sales – by geographic location
- (c) For employees in classifications listed in Appendix 5 of the component agreement:
  - (i) Provincial Operations Function (formerly Headquarters) - by Branch and geographic location
  - (ii) Regions - by Function\*\* within regional office (except Scalers)
    - Scalers - by section within regional office
  - (iii) District/Field Offices
    - by office (except Scalers)
  - (iv) Scaling
    - Interior Scalers: by District
    - Coast Scalers: by District
  - (v) BC Timber Sales – by geographic location

Provincial Operations Function (formerly Headquarters) Includes: – Wildfire Management Branch; Range Branch; Recreation Sites and Trails Branch; Compliance and Enforcement Branch; Engineering Branch; Tree Improvement Branch; and Water Management/Stewardship Branch

Functions are:

1. Engineering
2. Geomatics (eg., GIS/LIM)
3. Scaling

- (d) For employees of Corporate Services for the Natural Resource Sector, in classifications listed in Appendix 2, 3 and 5 of the component agreement: - by geographic location

## 12. Ministry of Health

- (a) For employees in classifications listed in Appendix 2 of the component agreement - by point of assembly.
- (b) For employees in classifications listed in Appendix 3 of the component agreement – by geographic location.
- (c) For employees in classifications listed in Appendix 5 of the component agreement - by office.



**13. Islands Trust**

- (a) For employees in classifications listed in Appendix 3 of the component agreement - by Branch and geographic location.
- (b) For employees in classifications listed in Appendix 5 of the component agreement - by Branch and geographic location.

**14. Ministry of Jobs, Tourism and Skills Training and Minister responsible for Labour**

- (a) For employees in classifications listed in Appendix 2 of the component agreement – by geographic location within a Branch.**
- (b) For employees in classifications listed in Appendix 3 of the component agreement – by geographic location within a Branch.**
- (c) For employees in classifications listed in Appendix 5 of the component agreement – by geographic location within a Branch.**

**15. Ministry of Justice**

- (a) For employees in classifications listed in Appendix 2 of the component agreement – by point of assembly.
- (b) For employees in classifications listed in Appendix 5 of the component agreement – by geographic location.

**16. Liquor Distribution Branch**

For employees in classifications listed in Appendix 2 of the component agreement – by point of assembly.

**17. Ministry of Natural Gas Development and Minister Responsible for Housing**

- (a) Victoria**
- (b) Balance of Ministry – by geographic location**

**Office of Housing and Construction standards**

- (a) Victoria**
- (b) Balance of Ministry of geographic location**

**18. Royal British Columbia Museum**

- (a) For employees in classifications listed in Appendix 2 of the component agreement - by point of assembly.
- (b) For employees in classifications listed in Appendix 5 of the component agreement - by Branch and geographic location:
  - (i) Arts Technicians
  - (ii) Trades
  - (iii) Audio and Visual
  - (iv) Design Services
  - (v) Program Production
  - (vi) Conservation
  - (vii) Anthropology

- (viii) Natural History Collections
- (ix) History Collections
- (x) Library
- (xi) Finance and Facilities
- (xii) Marketing Services
- (xiii) Personnel Services
- (xiv) Customer Services
- (xv) Systems
- (xvi) Natural History
  - Botany
  - Entomology
  - Ichthyology
  - Invertebrate Zoo
  - Ornithology
  - Mammalogy
- (xvii) History
  - Archaeology
  - Ethnology
  - History

**19. Ministry of Social Development & Social Innovation**

For employees in classifications listed in Appendix 5 of the component agreement - Headquarters: by Division, by geographic location.

**20. Ministry of Transportation and Infrastructure**

- (a) For employees in classifications listed in Appendix 2 of the component agreement:

Victoria - by Branch  
Balance of Province – by geographic location

- (b) For employees in classifications listed in Appendix 3 of the component agreement:

Victoria – by Branch  
Balance of Province – by geographic location

- (c) For employees listed in Appendix 5 of the component agreement:

Victoria – by Branch  
Balance of Province – by geographic location

Field Services:

Paving - by project supervisor  
Grading - by project supervisor