

# **COLLECTIVE AGREEMENT**

Between

**VICTORIA SENIOR CITIZENS  
HOUSING SOCIETY**

And

**CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL NO. 1978**

**JANUARY 1, 2007 – DECEMBER 31, 2010**

## TABLE OF CONTENTS

<u>ARTICLE NO.</u>	<u>ARTICLE NAME</u>	<u>PAGE NO.</u>
1.	<b>DEFINITIONS</b> .....	8
	1.01 Party	
	1.02 Caretaker	
	1.03 Resident Caretaker	
	1.04 Maintenance Assistant	
	1.05 Housing Assistant	
	1.06 Receptionist/Clerk	
	1.07 Employer	
	1.08 Employee	
	1.09 Regular Employee	
	1.10 Probationary Employee	
	1.11 Plural or Feminine Terms	
2.	<b>UNION RECOGNITION</b> .....	9
	2.01 Bargaining Agent	
	2.02 Bargaining Unit	
	2.03 No Other Agreements	
3.	<b>EMPLOYER'S RIGHTS</b> .....	10
	3.01 Management Rights	
4.	<b>UNION SECURITY AND CHECK-OFF</b> .....	10
	4.01 Union Membership	
	4.02 Union Dues	
	4.03 Dues Receipts	
	4.04 Record of Employment on Termination	
	4.05 Recognition and Rights of Stewards	
5.	<b>NEW EMPLOYEES</b> .....	11
	5.01 Copies and Printing the Agreement	
	5.02 Notification to the Union	
6.	<b>UNION-MANAGEMENT COMMITTEE AND CORRESPONDENCE</b> .....	11
	6.01 Correspondence	
	6.02 Union-Management Committee	
7.	<b>GRIEVANCE PROCEDURE</b> .....	12
	7.01 Definition	
	7.02 Procedure	
	7.03 Extension of Time Limits	
	7.04 Policy Grievances	
	7.05 Grievable Disciplinary Action	
	7.06 Employee Appraisal Forms	
	7.07 Union Representation	
	7.08 Deviation From Grievance Procedure	

<u>ARTICLE NO.</u>	<u>ARTICLE NAME</u>	<u>PAGE NO.</u>
8.	<b>ARBITRATION PROCEDURES</b> .....	15
	8.01 Appointment of an Arbitration Board	
	8.02 Powers of Arbitrator	
	8.03 Cost of Arbitration	
	8.04 Reinstatement After Dismissal or Suspension	
	8.05 Expedited Arbitration	
9.	<b>SENIORITY</b> .....	16
	9.01 Definition	
	9.02 Probationary Period	
	9.03 Seniority List	
	9.04 Loss of Seniority	
	9.05 Transfer Out of Bargaining Unit	
10.	<b>POSTING AND FILLING OF VACANCIES</b> .....	18
	10.01 Posted Vacancies	
	10.02 Factors Considered in Filling Posted Vacancies	
	10.03 Appraisal Period	
11.	<b>LAYOFFS AND RECALL</b> .....	19
	11.01 Definition	
	11.02 Layoff Order	
	11.03 Re-assignment Rights	
	11.04 Recall List	
	11.05 Recall Rights	
	11.06 Status While on Recall List	
12.	<b>HOURS OF WORK</b> .....	20
	12.01 Hours of Operation	
	12.02 Work Schedule Changes	
	12.03 Work Week	
	12.04 Work Day	
	12.05 Hours of Work for Part-Time Employees	
	12.06 Employee To Be Advised	
	12.07 Meal Periods	
	12.08 Caretakers	
	12.09 Reporting Pay	
	12.10 Flex Time	
	12.11 Conversion of Hours	
13.	<b>OVERTIME</b> .....	23
	13.01 Overtime	
	13.02 Overtime Rates	
	13.03 Working on Day of Rest	
	13.04 Call-out	
	13.05 Telephone Handled Call-Outs	

<u>ARTICLE NO.</u>	<u>ARTICLE NAME</u>	<u>PAGE NO.</u>
14.	<b>WAGES/SALARIES AND ALLOWANCES</b> .....	24
	14.01 Schedule "A"	
	14.02 Pay While Relieving in a Higher Rated Position	
	14.03 Personal Vehicle	
	14.04 Tool Allowance	
	14.05 Training	
15.	<b>ANNUAL VACATIONS</b> .....	25
	15.01 Entitlement	
	15.02 Scheduling Vacations	
	15.03 Approved Leave of Absence During Vacation	
	15.04 Entitlement on Termination	
16.	<b>STATUTORY HOLIDAYS</b> .....	26
	16.01 Entitlement	
17.	<b>SICK LEAVE</b> .....	27
	17.01 Entitlement	
	17.02 Proof of Illness	
	17.03 Subrogation	
18.	<b>EFFECT OF ABSENCE ON SICK LEAVE AND VACATIONS</b> .....	28
	18.01 Effect of Absence on Sick Leave and Vacations	
19.	<b>BEREAVEMENT LEAVE</b> .....	28
	19.01 Bereavement Leave	
20.	<b>LEAVE FOR COURT APPEARANCES</b> .....	29
	20.01 Jury or Court Witness Duty	
21.	<b>GENERAL AND OTHER LEAVE</b> .....	29
	21.01 General Leave	
	21.02 Leave for Training	
	21.03 Special Leave	
	21.04 Family Responsibility Leave	
	21.05 Effects of Leave of Absence on Benefits	
22.	<b>LEAVE OF ABSENCE UNION OFFICIALS</b> .....	31
	22.01 List of Union Officials	
	22.02 Leave For Union Business	
	22.03 Public Office Leave	
	22.04 Leave for Full-Time Union Duties	

<u>ARTICLE NO.</u>	<u>ARTICLE NAME</u>	<u>PAGE NO.</u>
23.	<b>MATERNITY, PARENTAL AND ADOPTION LEAVE</b> .....	33
	23.01 Length of Leave	
	23.02 Notice Requirements and Commencement of Leave	
	23.03 Return to Work	
	23.04 Sick Leave	
	23.05 Benefits	
	23.06 Seniority	
	23.07 Video Display Terminals	
24.	<b>BENEFIT PLANS</b> .....	35
	24.01 Benefit Plan	
	24.02 Same Sex Relationships	
25.	<b>NEW AND REVISED CLASSIFICATIONS</b> .....	36
	25.01 Job Descriptions	
26.	<b>STRIKES, LOCKOUTS OR POLITICAL ACTION</b> .....	37
	26.01 Strikes or Lockouts	
	26.02 Political Action	
27.	<b>NO DISCRIMINATION</b> .....	37
	27.01 No Discrimination	
28.	<b>SEXUAL HARASSMENT</b> .....	38
	28.01 Sexual Harassment	
	28.02 Definition	
	28.03 Resolution Process	
29.	<b>WORKPLACE HARASSMENT</b> .....	38
	29.01 Harassment Free Workplace	
	29.02 Managerial/Supervisory Rights	
	29.03 Workplace Harassment Resolution Process	
30.	<b>OCCUPATIONAL HEALTH AND SAFETY</b> .....	39
	30.01 Mutual Co-operation	
	30.02 Hazardous Substances	
	30.03 Protective Clothing	
31.	<b>GENERAL PROVISIONS</b> .....	39
	31.01 Resident Caretaker Hydro	
	31.02 Contracting Out	
32.	<b>TERM OF AGREEMENT</b> .....	40
	32.01 Term	
	32.02 Continuation Clause	
	32.03 Section 50 Excluded	
	<b>SIGNATURES</b> .....	41

**SCHEDULE "A"** .....42  
Rates of Pay

**SCHEDULE "B"** .....43  
Benefits Package Summary

**Letter of Understanding # 1** .....46  
Acquisition of New Buildings and Variation in Hours of Work

## COLLECTIVE AGREEMENT

**BETWEEN:**

**VICTORIA SENIOR CITIZENS HOUSING SOCIETY**

(hereinafter called the "Society" or "Employer")

**AND:**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL NO. 1978**

(hereinafter called the "Union")

**WHEREAS** the Society is an "Employer" within the meaning of the Labour Relations Code of British Columbia;

**AND WHEREAS** the Union is a "Trade Union" within the meaning of said Code;

**AND WHEREAS** it is the desire of both parties to promote and maintain harmonious industrial relations and to recognize the mutual value of joint discussions and negotiations;

**AND WHEREAS** the parties have carried out collective bargaining and have reached agreement;

**NOW THEREFORE** the parties agree with each other as follows:

## **ARTICLE 1: DEFINITIONS**

### **1.01 Party**

Means either of the parties signatory to this Agreement.

### **1.02 Caretaker**

Refers to those employees who are responsible for maintaining the order and appearance of the common and public areas at the Society facilities.

### **1.03 Resident Caretaker**

Refers to those employees who are responsible for maintaining the order and appearance of the common and public areas at the Society facilities and resides within the facility.

### **1.04 Maintenance Assistant**

Refers to those employees who are responsible for general and emergency maintenance and repair of all Society properties.

### **1.05 Housing Assistant**

Housing Assistant refers to those employees who are responsible for handling administrative matters of the Society.

### **1.06 Receptionist/Clerk**

Receptionist/Clerk refers to those employees who are responsible for providing clerical and reception support to the Society.

### **1.07 Employer**

Means the Victoria Senior Citizens Housing Society.

### **1.08 Employee**

Means a person who is employed with the Employer and in the bargaining unit.