



# Collective Agreement

**BETWEEN THOMPSON RIVERS UNIVERSITY AND  
CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 4879**

**APRIL 1, 2019 - MARCH 31, 2022**



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## **COLLECTIVE AGREEMENT**

**EFFECTIVE:** April 1, 2019 to March 31, 2022

**BETWEEN:** THOMPSON RIVERS UNIVERSITY BOARD

(hereinafter called the "Employer")

PARTY OF THE FIRST PART

**AND:** THE CANADIAN UNION OF PUBLIC EMPLOYEES,  
LOCAL 4879, chartered by the Canadian Union  
of Public Employees and affiliated with the  
Canadian Labour Congress

(hereinafter called the "Union" or the "Local")

PARTY OF THE SECOND PART

**ARTICLE 1: PREAMBLE**

(a) WHEREAS it is the desire of both parties to this Agreement:

1. To promote harmonious relations and settled conditions of employment between the Employer and the Union.
2. To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, hours of work and scale of wages, etc.
3. To encourage efficiency in operation.
4. To promote the morale, well-being, security, education and growth of all employees in the bargaining unit of the Union.

(b) Future Legislation

In the event that any future legislation renders null and void or materially alters any provision of this Agreement, the parties will negotiate a mutually agreeable provision to be substituted for the provision rendered null and void or materially altered.

(c) Conflict with Policies

Every reasonable effort will be made to harmonize Employer policies with the provisions of this Agreement. In the event of a conflict between the contents of this Agreement and any policies made by the Employer, the terms of this Agreement will prevail.

**AND WHEREAS**, it is now desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in an agreement;

**NOW THEREFORE**, the parties agree as follows:

**ARTICLE 2: RECOGNITION AND NEGOTIATIONS AND EMPLOYER RIGHTS****(a) Recognition and Negotiations**

The Employer or anyone authorized to act on its behalf recognizes the Union as the sole collective bargaining agency for its employees classified and covered by this Agreement and hereby consents and agrees to negotiate with the Union or anyone authorized to act on behalf of the Union, in any and all matters covered by this Agreement affecting the relationship between the parties to this Agreement looking forward to a peaceful and amicable settlement of any differences that may arise between them.

The Employer agrees that supervisory or managerial employees or other employees of the Employer who are not in the bargaining unit for which CUPE Local 4879 is certified will not perform work that is normally performed by employees covered by this Agreement except in cases of emergency or when instructing employees.

**(b) Bargaining Unit Defined**

The bargaining unit shall comprise all employees included in CUPE Local 4879 as described in the certificate issued by the Labour Relations Board of British Columbia, except positions excluded by mutual agreement between the parties or excluded by the Labour Relations Board of British Columbia.

The question of inclusion or exclusion of a new position created by the Employer will be negotiated with the Union prior to any posting of the position. In the event the parties cannot agree, the question of inclusion or exclusion may be referred to the relevant labour relations legislation. Where the parties fail to agree and pending a decision from the relevant body administering the labour relations legislation, the position may be filled and worked.

The Employer will provide the Union with a copy of the organization chart for the immediate branch or program where the position is located, a copy of the position's job description and a copy of the job description for the position which supervises the position in question.

- (c) If an existing position is changed, such that the Union has concerns about its status, the information as described in (b) above will be supplied upon request. In the event the parties cannot agree, the question of inclusion or exclusion may be referred to the relevant labour relations legislation. Where the parties fail to agree and pending a decision from the relevant body administering the labour relations legislation, the position may be filled and worked in jurisdiction in which the position is currently contained.

- (d) Letter of Agreement regarding Exclusions mediated with Vince Ready shall be preserved.
- (e) Employer Rights

The Union recognizes the right of the Employer to operate and manage its business in accordance with its commitments and responsibilities and to make and alter from time to time rules and regulations to be observed by employees, which rules and regulations shall not be contrary to any provisions to this Agreement.

The Employer shall always have the right to hire, transfer, discipline, demote and discharge employees for proper cause subject to the provisions of this Agreement and the Union's right to institute grievance procedure.

#### No Other Agreement

No employee shall be required or permitted to make any written or verbal agreement with the Employer or their representative which may conflict with the terms of the Collective Agreement.

### **ARTICLE 3: NO DISCRIMINATION OR HARASSMENT**

- (a) The Employer, its servants and agents agree that there shall be no discrimination, interference, restriction or coercion exercised or practiced with respect to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, layoff, recall, discipline, discharge or otherwise by reason of age, race, creed, colour, national origin, sexual orientation, gender identity, political or religious affiliation, sex, marital or parental status, place of residence, disability provided there is a reasonable expectation to be capable of performing the duties of the position nor by reason of their membership or activity in a labour union and the employees shall at all times and in like manner act in good faith toward the Employer.
- (b) Nondiscrimination
  1. The Employer and the Union agree to cooperate in formulating and implementing a program designed to ensure equal employment opportunity for all employees.
  2. To this end, an Employment Equity Committee shall be established to review evidence of differential treatment of employees and to recommend the necessary measures for eliminating such practices.



- (c) Both parties agree that the work environment shall be free from sexual or personal harassment. Therefore, the Union and the Employer agree to cooperate in resolving any complaints in the following manner:

Sexual and personal harassment complaints may be processed as per the Respectful Workplace and Harassment Prevention Policy of the University or may be filed as a grievance at Step 3, and will be handled with dispatch and confidentiality.

#### **ARTICLE 4: UNION SECURITY**

Every employee who is now or hereafter becomes a member of the Union shall maintain their membership in the Union as a condition of their employment, and every new employee whose employment commences hereafter shall, within thirty (30) days after the commencement of their employment, become a member of the Union as a condition of their employment.

#### **ARTICLE 5: CHECKOFF OF UNION DUES**

The Employer agrees to the compulsory checkoff of all Union dues as a condition of employment. Said dues to be paid and deducted bi-weekly and forwarded to the Union Secretary monthly with a list of those paying dues and the amount each pays, and their hourly rate of pay.

##### **ARTICLE 5.01: CHECKOFF PAYMENTS**

The Employer shall deduct from every employee any dues, initiation fees or assessments levied by the Union on its members.

##### **ARTICLE 5.02: DEDUCTIONS**

Deductions shall be forwarded in one cheque to the Treasurer of the Union not later than the tenth (10th) day of the following month for which the dues were levied. The cheque shall be accompanied by a list of the names, classifications and employee numbers of employees from whose wages the deductions have been made. The Union will be provided monthly with a list of additions to and deletions from the checkoff list.

##### **ARTICLE 5.03: CORRESPONDENCE**

The Employer will provide, to the Union President and the CUPE Local 4879 office, a copy of the following correspondence: discipline, job placement, salary adjustments, hours of work [15(e)], layoff, change in employee status; i.e., auxiliary to ongoing, graduated work return,

recall and all correspondence relating to Union members regarding the Collective Agreement. The Employer agrees to provide an annual update of addresses to the Union.

#### **ARTICLE 5.04: OFFICE ACCOMMODATION**

TRU will provide CUPE Local 4879 with reasonable office accommodation on the premises in order to conduct Union business.

#### **ARTICLE 6: THE EMPLOYER SHALL ACQUAINT NEW EMPLOYEES**

- (a) The Employer agrees to acquaint new employees with the fact that an agreement between the parties is in effect, and with the conditions of employment set out in Articles 4 and 5 dealing with Union Security and Dues Checkoff. All employees will be introduced to a Shop Steward or a Union representative.
- (b) New employees shall be presented with a copy of the Agreement, an Application for Union Membership and Union dues checkoff card. The dues checkoff card and the Union membership card to be signed and turned back to the Employer immediately.
- (c) New employees shall be informed of their regular working schedule by the appropriate supervisor.

#### **ARTICLE 7: LABOUR MANAGEMENT NEGOTIATIONS**

(a) Bargaining Committee

A Bargaining Committee shall be appointed and consist of not more than five (5) members of the Employer as appointees of the Employer, and not more than five (5) members of the Union as appointees of the Union. The Union will advise the Employer of the Union nominees to the Committee. The Employer will advise the Union of its nominees to the Committee.

(b) Additional Representatives

Each party to this Agreement shall have the right to have the assistance of a representative when dealing or negotiating with the other party.

(c) Meeting of Committee

In the event of either party wishing to call a meeting of the Committee, the meeting shall be held at a time and place fixed by mutual agreement, however, such meeting to be held not later than ten (10) days after request has been given unless varied by mutual consent.

(d) Functions of Bargaining Committee

All matters of mutual concern pertaining to rates of pay, hours of work, working conditions, collective bargaining, etc., shall be referred to the Bargaining Committee for discussion and settlement.

(e) Time Off for Meetings

Any representative of the Union on the Bargaining Committee, or their alternate, who is in the employ of the Employer, shall have the privilege of attending meetings of the Committee held within working hours without loss of remuneration, provided that the President or their designate has prior notice.

## **ARTICLE 7.01: LABOUR-MANAGEMENT COMMITTEE TERMS OF REFERENCE**

(a) Purpose

Recognizing that the basis of good labour relations rests upon effective communication and cooperation within the organization the parties agree to participate on a Labour-Management Committee (LMC), the purpose of which is to promote open dialogue and to deal with issues before they become grievances.

(b) Functions

1. To promote improved communications, mutual respect and understanding between the parties.
2. To promote understanding between the parties at TRU and to create and maintain harmonious relations.
3. To explore and recommend new procedures and policies for improving work methods, conditions of work, and staff development.
4. To preview proposed operational changes, whenever possible.
5. To deal with issues before they become grievances, wherever possible.

(c) Membership

The committee will consist of five (5) members of management and five (5) members of the Union.

Ideally, representatives serve for a period of at least one year. Representatives can be re-elected/re-appointed as desired.

(d) Guests

Upon mutual agreement, the committee may provide for the attendance of guests who can expand on/or clarify current issues. Issue to be discussed will be moved to the beginning of the agenda to allow guest(s) to speak to the matter first and then leave the meeting.

(e) Officers

The officers shall consist of a chairperson from each party and a recording secretary. The chairperson of the committee shall alternate within the committee. The recording secretary shall be responsible for the preparation and distribution of agenda, minutes and all relevant correspondence. The minutes of all meetings will be prepared within two (2) weeks and must be signed by the chairperson prior to distribution. Minutes will be copied to the Union President.

(f) Agenda

Agenda items will be submitted to the chairpersons ten (10) days prior to the meeting. An agenda will be prepared and circulated to members of the committee five (5) days prior to the meeting. The committee will establish the agenda.

(g) Meetings

The committee will meet semi-annually or more often, if mutually agreed. Meetings shall not normally exceed two (2) hours.

(h) Quorum

There must be three (3) LMC representatives from each party in attendance to establish a quorum. The meeting will not proceed without a quorum.

(i) Terms of Reference

These Terms of Reference may be amended by mutual agreement. The Committee has no mandate or authority to change any terms of the existing Collective Agreement. The LMC is a forum for discussion and recommendations.

## **ARTICLE 7.02: REPRESENTATION**

No employee or group of employees shall undertake to represent the Union at meetings with the Employer unless the Employer has been notified, in writing, of the appointment of such employee to the Union Executive or Shop Steward and other appointed or elected representatives from the Union.

**ARTICLE 7.03: POLICY MANUAL**

To facilitate access to the most current and up-to-date versions of policies, University policies will be available on the TRU website.

**ARTICLE 7.04: COPIES OF RESOLUTIONS**

Copies of all public resolutions adopted by the Board will be available on the TRU website.

**ARTICLE 8: DEFINITION OF EMPLOYEES****(a) Full-time Employees**

Are those employees who are normally scheduled to work thirty-five (35) hours per week.

**(b) Part-time Employees**

Are those employees who are normally scheduled to work less than thirty-five (35) hours per week.

**(c) Ongoing Employees**

May be full-time or part-time, and are covered by all of the provisions of this Agreement.

**(d) Ongoing Employees (Specified Term) Who Work Less than 12 Months**

1. These employees will receive written notice stating start date and end date of the term of employment.
2. If the end date is to be extended, they will receive ten (10) days' notice of such change.
3. Employees who wish to be considered for auxiliary work during their non-working period may place themselves on the auxiliary list, and they will be called for auxiliary work as their seniority and qualifications provide.

**(e) Auxiliary Employees**

Are those employees who are hired for a period of time not to exceed 560 hours. May be full-time or part-time.

Auxiliary employees are excluded from the provisions of the following Articles in this Agreement.

Article 9 Seniority

Article 10 (b) Notice of layoff subject to the exception set out in Letter of Agreement E, item 5

Article 10 (c) Layoff and rehiring procedure

Article 10 (d) Severance or recall option

Article 10 (e) Severance

Article 10 (f) Recall

Article 19 Vacations

Article 20 (c) Family Illness

Article 20 (e) Sick Leave Without Pay

Article 20 (f) Sick Leave Records

Article 20 (g) Accrued Sick Leave

Article 22 (a) for Union Business

Article 22 (c) Bona Fide Union Functions

Article 22 (f) Jury and Court Duty

Article 22 (g) Leave for Union Officers and Public Service

Article 22 (h) General Leave

Article 22 (k) Exchange

Article 23 (b) Vacation Pay

Article 23 (c) Pay During Ongoing and Temporary Transfers

Article 30 (a) Medical Services Plans

Article 30 (b) Extended Health Benefit Plan

Article 30 (c) Dental Plan

Article 30 (e) Weekly Indemnity (Short Term Disability) Insurance

Article 30 (f) Long Term Disability

Article 30 (g) Group Life Insurance, Accidental Death and Dismemberment

Article 30 (h) Employee Assistance Program

Article 30 (i) Relocation Allowance

Article 33 (b) Attendance at Courses requested by Employee

Article 33 (d) Educational Course Subsidies

Auxiliary employees who are appointed to one or more position(s) in the same or different area(s) of the University who accumulate 560 hours shall, from the date that 560 hours has been accumulated, be excluded from the provisions of the following Articles in this Agreement:

Article 10 (b) Notice of Layoff subject to the exception set out in Letter of Agreement E, item 5.

Article 10 (c) Layoff and Rehiring Procedures

Article 10 (d) Severance or Recall Option

Article 10 (e) Severance

Article 20 (g) Accrued Sick Leave

Article 22 (f) Jury and Court Duty

Article 22 (g) Leave for Union Officers and Public Service  
Article 22 (h) General Leave  
Article 22 (j) Short-Term Assisted Leave  
Article 22 (k) Exchange  
Article 30 (a) Medical Services Plans  
Article 30 (b) Extended Health Benefit Plan  
Article 30 (c) Dental Plan  
Article 30 (e) Weekly Indemnity (Short Term Disability) Insurance  
Article 30 (f) Long Term Disability  
Article 30 (g) Group Life Insurance, Accidental Death and Dismemberment  
Article 30 (h) Employee Assistance Program  
Article 30 (i) Relocation Allowance  
Article 33 (d) Educational Course Subsidies

Auxiliary employees will be given credit for previously earned seniority, if they are appointed to an ongoing position within six (6) months of expiration of their last period of employment.

Auxiliaries with seniority (560 hours) will be provided with 6% in lieu of benefits, payable on each bi-weekly pay.

The exception to the above exclusions is that Auxiliaries with a one (1) year or longer posting of at least 17.5 hours per week (35 hours bi-weekly) will receive group life insurance, extended health, dental and medical benefits for the duration of the posting. Those employees in postings less than 35 hours per week will pay a portion of the Employer's contribution to the relevant premium, in inverse proportion to the percentage of time worked. Coverage for extended health, dental and medical benefits will begin on the first of the month following their date of hire into that position. Coverage for group life insurance will be provided after achieving 560 hours of employment.

Auxiliaries with a one (1) year or longer posting of less than 17.5 hours per week (35 hours bi-weekly) will be provided with 6% in lieu of benefits, payable on each bi-weekly pay for the duration of the posting.

(f) Change of Status

1. At any time, an employee who is in an ongoing position (ongoing employee) shall have the right to change their status from an ongoing employee to an ongoing status employee (employee has status but does not have an ongoing position).
2. An employee who changes their status relinquishes any and all rights to their ongoing position.

3. An employee who changes their status will be placed on the auxiliary list and offered work according to their seniority.
4. An employee who changes their status shall have all the same rights and benefits as every other ongoing status employee.
5. An employee who changes their status and who wants to again become an ongoing employee can only do so by being the successful applicant for an ongoing posting.
6. Change of status does not affect, in any way, an employee's accrued vacation, banked time or sick leave.

(g) Student Employees

Are those employees who are enrolled in at least 60% of a full course load at TRU. Student employees will not be hired at the student rate in a relief capacity. Student employees shall not work more than twenty (20) hours per week except during periods of summer employment.

Student employees are excluded from the provisions of the following Articles in the Collective Agreement:

Article 9 Seniority

Article 10 Layoff, Severance and Recall

Article 11 (c) Trial Period

Article 11 (d) Result of Trial Period

Article 15 Hours of Work

Article 16 (a) Overtime Defined #2, #3

Article 16 (b) Overtime During Layoffs

Article 16 (c) Minimum Call-Back Time

Article 17 Differential Pay & Allowances

Article 18 Holidays

Article 19 Vacations

Article 20 Sick Leave Provisions

Article 21 Temporary Disablement

Article 22 Leave of Absence

Article 23 (b) Vacation Pay

Article 23 (c) Pay During Ongoing and Temporary Transfers

Article 24 Job Evaluations

Article 25 Performance Evaluation

Article 28 Technological Change

Article 30 Benefits

Article 32 Subcontracting

Article 33 Education and Professional Development



The rate of pay for student employees will be the minimum wage unless otherwise agreed to.

(h) Co-operative Education Students

1. This will apply to students registered in a recognized Co-operative Education program at a participating post-secondary institution, with preference given to TRU students.
2. The Co-operative Education student employees shall be paid in accordance with the following salary rates:
  - (i) Co-operative Education Term 1 (first 4 months of work term) – 60% of job rate of job performed.
  - (ii) Co-operative Education Term 2 (second 4 months of work term) – 70% of job rate of job performed.
  - (iii) Co-operative Education Term 3 (third 4 months of work term) – 80% of job rate of job performed.
3. The parties agree that Co-operative Education students employed and paid under this section will be auxiliary employees as defined by Clause 8(e), exclusive of the Schedule "A" provision.
4. The employment of Co-operative Education students will not reduce established staff complements in the organization nor will auxiliary employees be displaced by Co-operative Education student employees.
5. No Co-operative Education student employee will be employed when regular employees are on layoff who have the qualifications and experience to perform the work.
6. The normal hours of work for Co-operative Education student employees will be seven (7) hours per day and thirty-five (35) hours per week unless otherwise varied by mutual agreement between the parties provided that each two-week period does not exceed seventy (70) hours.
7. A parallel Co-operative Education provision will allow students to work and attend school.

## **ARTICLE 9: SENIORITY**

(a) Seniority Defined

Seniority is defined as the total length of service in the bargaining unit as an employee, regardless of occupational change. Seniority shall be used as one of the factors in

determining preference or priority for promotion, transfer, layoff, recall and eligibility for assisted leave. Seniority shall operate on a bargaining-unit-wide basis.

(b) Eligibility for Seniority

1. All employees are eligible to accrue seniority. Seniority for ongoing employees shall be the date of hire.
2. When an auxiliary employee successfully attains ongoing status by virtue of being successful in a job posting, the University will credit the employee the hours worked as an auxiliary employee and backdate the seniority date the appropriate number of days. This clause is effective July 1, 1992, and will not be retroactive.
3. When an auxiliary employee accumulates 560 hours worked, they will attain ongoing status and their seniority date shall be established by crediting the employee one day seniority for each day worked to July 1, 1992.
4. In the event that two employees are hired on the same day, the higher combined date of birth (day and month) will be used to determine seniority.

(c) Accrual of Seniority

After completion of 455 hours of service, seniority shall accrue from the first hour of employment within the bargaining unit, and shall continue to accrue as follows:

1. when an employee is participating in a legal work stoppage;
2. for one (1) year for sickness or WorkSafe BC;
3. for the first one (1) year of leave under the following provisions of Article 22 of this Agreement:

Article 22 (a) For Union Business

Article 22 (c) Bona Fide Union Functions

Article 22 (d) Bereavement Leave

Article 22 (e) Compassionate Leave

Article 22 (f) Jury and Court Duty

Article 22 (g) Leave for Union Officers and Public Service

Article 22 (h) General Leave

Article 22 (i) Parental Leave

Article 22 (j) Short-Term Assisted Leave

Article 22 (m) Deferred Salary Leave Plan

Article 22 (n) Employer Paid Union Leave

Article 33 (a) Attendance at Courses Required by the Employer

Article 33 (b) Attendance at Courses requested by Employee  
Article 33 (c) Travel and Work on Behalf of the Employer

4. when an employee is on vacation;
5. for up to five (5) years while in receipt of long term disability benefits.

(d) Loss of Seniority

An employee shall only lose their seniority in the event:

1. They are discharged for just cause and are not reinstated;
2. They resign;
3. They take severance from employment with the University;
4. They fail to return to work within fifteen (15) working days following notification of recall, unless through sickness or other just cause. Laid-off employees engaged in alternate employment and who are recalled shall be permitted to give their current employer reasonable notice of termination to accept the recall;
5. Auxiliary employees who have not worked for twelve (12) consecutive months, unless on approved leave.
6. Subject to the Employer notifying affected auxiliaries on the eleventh (11<sup>th</sup>) month that their one (1) year without working is pending.

(e) Seniority List

The Employer shall maintain an up-to-date seniority list. The list, effective December 31, shall be sent to the Union and posted on all bulletin boards in January of each year. Amended lists will only be issued upon application by the Union.

(f) Probationary Employees

Employees newly hired into a continuing position shall be considered as probationary for the first 560 hours of employment. Probationary employees may be terminated at any time during this period at the discretion of the Employer, provided such discretion is applied in a fair and reasonable manner. Notwithstanding articles in the Collective Agreement pertaining to probation period, ongoing employees shall not be eligible to apply for another ongoing posted position within their initial probation period, except by mutual agreement of the Employer and the Union.

**ARTICLE 10: LAYOFF, SEVERANCE AND RECALL****(a) Layoff Defined**

A layoff is an elimination of a position or a reduction of hours within a position for an employee. In the case of reduction in hours in a position, the incumbent may accept the reduction in hours and remain in the position or exercise Article 10. The incumbent will receive written notice of layoff as provided in Article 10.

**(b) Notice of Layoff**

The Employer will provide written notice of layoff to an affected employee according to length of service. The notice period will be one (1) month for every completed six (6) months of employment, up to a maximum of four (4) months' notice.

**(c) Layoff and Rehiring Procedures**

1. Both parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of a layoff, within ten (10) working days, the Employer, the Union and the employee identified for layoff shall together review all existing jobs, at the equivalent or lower classifications, and the Seniority List.

The laid-off employee shall then have the option of either leaving the University or displacing the most junior employee in the equivalent classification, provided the laid-off employee can meet the qualifications for the position within a three (3) month period. If there is no junior employee in the equivalent classification, or no suitable position, displacement may take place within the next lowest classification. This process may continue until a suitable position is found, or the parties mutually agree on an alternative. Employees displaced by this process will be identified for layoff.

An employee can be offered part-time or term positions or positions at other communities, but the employee is not required to accept these positions.

2. If, in exercising their bumping rights, an employee is unsatisfactory in their three (3) month trial period or there are extenuating circumstances that result in an unacceptable placement, the following may occur:
  - (i) the employee may bump again
  - (ii) the other staff affected from the prior bump can return to their former position or remain in their new job.

(d) Severance or Recall Option

An employee who opts under clause (c) to leave the University, will elect for either severance under clause (e) or recall under clause (f) by providing written notice to the President or their designate before the expiry of the notice period.

(e) Severance

Severance pay shall be a lump sum payment equivalent to one (1) week of pay at the regular rate for the position last occupied, for every completed year of service, to a maximum of twelve (12) weeks' severance pay. By electing severance pay, an employee severs their relationship with the University, thereby forfeiting seniority and eligibility for recall. Severance pay will be paid to the employee within forty-eight (48) hours of the last shift worked.

(f) Recall

An employee with five or less years of seniority who opts for recall shall be eligible for recall for a period of one year following expiry of the notice period. Recall rights are extended by one (1) month for each completed year of service over five (5) to a maximum of twenty-four (24) months.

Recall will be in order of seniority, provided the employee possesses the present qualifications, abilities and skills, as determined by the University, to perform the functions of the vacant position.

An ongoing employee on layoff may elect to be recalled for vacant temporary positions. Employees on layoff who choose to accept temporary positions shall be recalled for an ongoing position if qualified and if they are senior in service amongst laid-off employees. Such recalls do not affect the recall provisions to an ongoing position. Ongoing employees on lay-off who elect recall for vacant temporary positions will get preference over temporary employees, provided they possess the requisite qualifications and skills.

If an ongoing vacancy occurs while an employee is on recall or is working the notice period, the posting provision is waived and the position will be offered to the most senior fully qualified ongoing employee among those on the recall list or those working the notice period. Where the position for which the employee is recalled is an ongoing position (full or part-time), the Employer will notify the employee first by telephone. If the Employer cannot reach the employee by telephone, a notice of recall will be sent by registered mail. It is up to the employee to maintain a current address with the Employer. Acceptance or rejection of the ongoing position must be received, in writing, by the Employer, within ten (10) working days of receipt of notification. Otherwise,

failure to respond within the time frame will result in the employee being severed from employment with the University.

Auxiliary employees who have accumulated 560 hours who are laid off will be recalled for vacant temporary positions in the order of seniority, provided they are capable of performing the work.

The Employer will pay the full premium of the medical plan for the first three (3) months of the recall period. The employee on recall may elect to continue their coverage for the remaining months at their own expense.

If the recall period has elapsed and the employee has not been recalled for an ongoing position, the employee will lose their seniority and their relationship with the Employer is severed.

(g) Employer Commitments

It is agreed that the institution will make every reasonable attempt to minimize the impact of funding shortfalls and reduction on the work force. Subject to budgetary constraints and the amount of funding available for labour adjustment costs; fairness, flexibility and employee choice will prevail in the implementation of labour force adjustment strategies as approved by the institution. It is incumbent upon the institution to communicate effectively with its employees and the Union as soon as the impact of any funding reduction or shortfall or profile change has been assessed.

If a workload reduction is necessary, the Joint Labour Management or Joint Adjustment Committee will canvas employees in a targeted area or other areas over a fourteen (14) day period, or such longer time as the committee agrees, to find volunteer solutions that provide as many viable options as possible and minimize potential layoffs.

(h) Menu of Labour Adjustment Strategies

To minimize layoffs, the following menu of labour force adjustment strategies will be considered and whenever reasonably possible, offered by the institution at the appropriate time in the employee reduction process set out in the Collective Agreement.

- Job sharing
- Reduced hours of work through partial leaves
- Transfer to other areas within the bargaining unit subject to available work and meeting qualifications, with minimal training required
- Paid and unpaid leaves of absence for use to seek alternate employment, retirement adjustment, retraining, etc.
- Voluntary severance

- Purchasing past pensionable service. If permissible the Employer will match a minimum of three years contributions to the Municipal Pension Plan where an employee opts for early retirement.
- Early retirement incentives
- Agreed secondment
- Trial retirement
- Continuation of health and welfare benefits
- Combinations and variations of the above or other alternatives

(i) Layoffs May Occur

Once strategies other than layoff have been explored, the institution may proceed, if need be, to layoffs following the process provided for in Article 10 of this Agreement.

(j) No Stacking of Entitlements

While various options may be considered and offered, there will be no stacking of entitlements.

(k) Labour Adjustment Fund

The parties agree to submit a written request to the appropriate government ministry(s) for funds to implement labour adjustment strategies.

## **ARTICLE 11: FILLING OF VACANT POSITIONS**

(a) Job Postings

When a position of four (4) months duration or longer in the bargaining unit is vacant or newly created, the Employer shall provide the Union President with a copy of the Job Posting and post notice of the position on the Employer's designated bulletin boards for a minimum of ten (10) working days in order that all members will know about the position and be able to make written application. The posting shall indicate that the position is open to all applicants and shall contain the following information: Nature of position, qualifications required, hours of work, rate of pay and posting period.

Where part-time employees' hours increase, to above 28 hours per week, the position will be posted.

Where an employee is working less than full-time and additional temporary hours of less than four (4) months duration in their position become available, the employee will be offered such hours.

Positions of employees whose hours have been reduced and are subsequently increased will not be posted.

An employee who is going to be absent from the workplace for an extensive period for any reason, may leave a written request to be considered for any vacancies within any department or job classification should they occur during the employee's absence.

A decision to fill or not to fill a position will be made within one month of the vacancy occurring. If the decision is made to fill a position, the appointment will be announced within one month of the close of the posting. Such announcements will be in the form of electronic mail. Employees will receive the new rate of pay at the time of filling the position or fifteen (15) working days from the date of their appointment, whichever first occurs.

Vacancies that are going to be filled will be posted within ten (10) working days of the decision to fill being made.

Auxiliary positions will be converted to ongoing positions subject to the following criteria:

1. The position is not that of an ongoing employee on leave.
2. The auxiliary position has been in existence for two (2) years (24 months) either filled or vacant.
3. The auxiliary position has provided a total of sixteen (16) months of employment during the twenty-four (24) month period at a minimum of sixteen (16) hours per week or greater.
4. At the time of conversion, the job must be in existence (either filled or vacant).
5. If the auxiliary position is declared redundant, it will not reappear for twenty-four (24) months.

(b) Method of Making Appointments

Both parties recognize that job opportunity should increase in proportion to length of service; therefore, appointments to positions within the bargaining unit shall be made based on the applicant's seniority, qualifications, abilities and skills to perform the functions of the position. The Employer shall give consideration to an employee who does not possess all of the required skills for a position, but who is currently involved in courses or training that will enable him/her to fulfill the requirements of the position.

Auxiliary and Student employees may submit an application. These applications will be considered after all ongoing employee applications and prior to consideration of external applicants.

After working an accumulated number of hours equivalent to the probation period or a lesser number of hours as per the Collective Agreement, Auxiliary employees shall have such hours of service, from the first date of their employment recognized for the purposes of applying as an internal applicant for a position. In the event the selection process requires a tiebreaker, the hours of service shall be the determining factor.



No external applicants shall be considered for a position within the bargaining unit until the applications of internal employees have been fully processed and the internal applicants have been issued a letter from the Human Resources Department.

Successful applicants shall be notified within five (5) working days of the completion of the selection process.

Grievances resulting from the application of this clause shall be filed in writing to the Employer within fifteen (15) working days of the notification of the Employer's decision.

(c) Trial Period

Any internal employee newly appointed to a continuing position within the bargaining unit shall work a three (3) month trial period. No later than ten (10) working days prior to the end of the trial period, the employee's supervisor will prepare a written performance evaluation which will state whether the employee has met the performance criteria necessary for the position. The supervisor shall at this time discuss the evaluation with the employee and provide the employee with a copy of the evaluation. The successful applicant shall receive the rate for the new position from the date they fill the new position or fifteen (15) work days from the date of their appointment, whichever first occurs.

(d) Result of Trial Period

If the evaluation carried out at the end of the trial period is satisfactory, the employee will continue in the position. If the evaluation is unsatisfactory, the following conditions shall apply:

1. Employees who were previously ongoing shall return to their previous positions.
2. Employees who were previously on the recall list shall return to the recall list where they left off.
3. Auxiliary employees will return to the auxiliary list.
4. After interviewing, the next senior qualified internal employee who applied for the original posting will be offered the position.

(e) Temporary Vacancies

Ongoing employees shall be entitled to post on temporary vacancies as follows:

Effective February 1, 2020, preference will be given to employees who can demonstrate that the temporary assignment supports career progression or skill development plan as outlined in their annual performance planning and development.

If there are two or more applicants (as above) Article 11(b) will apply.

For vacancies of four (4) months to one (1) year, one (1) ongoing employee will be entitled to fill the vacancy and return to their own ongoing position.

For vacancies of over one (1) year and up to two (2) years, two (2) ongoing employees will be entitled to fill the vacancies and return to their own ongoing positions.

Vacancies beyond those outlined above, in terms of length of time and numbers of employees, will be posted with the provision that employees applying for such vacancy will not have the right to return to their former ongoing position.

## **ARTICLE 12: DISPUTE RESOLUTION**

### **(a) Grievance Defined**

A grievance is a written complaint on the part of either party to this Agreement relating to the interpretation, application, operation, or alleged violation of this Agreement. Alleged discrimination or personal or sexual harassment will be considered as the basis of a grievance.

1. In order to provide an orderly procedure for the settling of grievances, the Employer recognizes a Grievance Committee whose duties shall be to process any grievances in accordance with the Grievance Procedure.
2. In order that the work of the Employer shall not be unreasonably interrupted, the Shop Steward or member of the Grievance Committee shall not leave their work without obtaining permission of their supervisor, which permission shall be given within an hour.
3. The Grievance Committee shall consider the complaints of employees which remain unresolved, as well as disputes involving a question of the general application and interpretation of this Agreement, and shall determine whether a grievance is to be filed.

### **(b) Settling Grievances**

Prior to initiating the formal grievance procedure, the parties recognize that an earnest effort shall be made to resolve the problem in the employee's department. It is understood that any resolutions arrived at during this informal stage are non-precedent setting and non-binding on the parties.

### Step 1

The Grievor and Steward will within fifteen (15) days of the employee reasonably becoming aware of the grievable incident meet with the immediate supervisor in an attempt to resolve the grievance.

### Step 2

Failing satisfactory settlement within five (5) working days after the meeting at Step 1, the Steward may submit to the head of the division or their designate, a written statement of the particulars of the grievance and the redress sought. A meeting will take place within five (5) working days of the head of the division or their designate receiving the notice and a decision in writing will be rendered by the head of the division within a further five (5) working days.

### Step 3

Failing a satisfactory settlement being reached at Step 2, the grievance committee may submit the written grievance to the President or their designate. A meeting will take place within five (5) working days of the written grievance being submitted. A decision will be rendered in writing by the President or their designate within a further five (5) working days.

### Step 4

Failing a satisfactory settlement being reached at Step 3, the Union may refer the dispute to Arbitration within 30 days.

#### (c) Policy Grievance

When a dispute involving a question of general application or interpretation occurs, or when a group of employees or the Union has a grievance, Steps 1 and 2 of this Article may be bypassed.

#### (d) Time Limits

The time limits fixed in both the Grievance and Arbitration Procedure may be extended by mutual written agreement.

## **ARTICLE 13: ARBITRATION**

- (a) Prior to proceeding to arbitration, the parties may meet to explore, without prejudice, options for settlement. Options thereby identified must be acceptable to both the Union and the Employer.

(b) Composition of Board of Arbitration

When either party requests that a grievance be submitted to arbitration, the request shall be made in writing addressed to the other party of this Agreement. Each party shall notify the other party of name and address of its appointee to the Arbitration Board. Both parties may agree on a single Arbitrator. If two appointments are made, the Appointees shall jointly agree on a third member, who shall be Chairperson. Failing agreement on a Chairperson, the appointment shall be referred to the Labour Relations Board.

(c) Who May be an Arbitrator

No person shall be selected as a member of an Arbitration Board who:

1. is acting, or has within a period of six (6) months preceding the date of their appointment acted in the capacity of solicitor, legal advisor, counsel, or paid agent of either of the parties.
2. has any pecuniary interest in the matters referred to the Board.

(d) Board Procedure

The Board may determine its own procedure, but shall give full opportunity to all parties to present evidence and make representations to it. It shall hear and determine the difference or allegation and render a decision within ten (10) days from the time the Chairperson is appointed. The decision of the majority shall be the decision of the Board.

(e) Decisions of the Board

Should the Board of Arbitration find that an employee has been suspended or dismissed for other than just cause, the Board of Arbitration may direct the Employer to reinstate the employee and pay to the employee a sum equal to the wages or salary lost by such suspension or discharge, or such lesser sum as in the opinion of the Board is fair and reasonable, or make such other order as it considers fair and reasonable, provided always that any order the Board of Arbitration may make is made with due regard to the terms of this Agreement, and that any order relative to lost wages shall be less any wages or salary earned by an employee during a period of suspension or dismissal.

The decision of the Board of Arbitration shall be final and binding on all parties, but in no event shall the Board of Arbitration have the power to alter, modify, or amend this Agreement in any respect. Should the parties disagree as to the meaning of the decision, either party may apply to the Chairperson of the Board of Arbitration to reconvene the Board to clarify the decision, which it shall do within three (3) days.

(f) Expenses of the Board

Each party shall pay:

1. The fees and expenses of the arbitrator it appoints.
2. One-half the fees and expenses of the Chairperson.
3. The cost of its respective witnesses except, the Employer agrees to pay lost wages to the grievor and one witness, or, in the case of a policy grievance, two witnesses.

(g) The time limits fixed in both the Grievance and Arbitration Procedure may be extended by consent of the parties to this Agreement.

(h) Witnesses

At any stage of the Grievance or Arbitration Procedure, the parties may have the assistance of the employee concerned as witness and any other witnesses, and all reasonable arrangements will be made to permit the conferring parties or the arbitrator to have access to any part of the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.

**ARTICLE 14: DISCIPLINARY ACTION, SUSPENSION OR TERMINATION FOR CAUSE**

(a) The Employer may discipline an employee for just and reasonable cause. Disciplinary action may take the form of:

1. the writing of a letter of reprimand.
2. suspension from work for a period without pay.
3. termination of employment without notice or severance pay.

(b) Notice of disciplinary action shall be provided by the Employer to the employee and to the Union President within five (5) working days of the incident being brought to the attention of the Employer. In discussions between the Employer and employee concerning disciplinary action or when an employee believes the discussion could lead to disciplinary action, the Employer shall notify the employee of their right to have a Union Shop Steward present.

(c) Written notice of disciplinary action shall be placed in an employee's personnel file. An employee has the right to examine their personnel file, and to possess a copy of all material therein. A Union designate may also examine an employee's personnel file if authorized in writing by the employee.

(d) Disciplinary action considered by the Union to be inappropriate may be grieved under Article 12.

- (e) Formal disciplinary notices shall be removed from an employee's personnel file after eighteen (18) months, provided there has been no subsequent formal discipline.

## **ARTICLE 15: HOURS OF WORK**

### (a) Hours

The normal work week shall consist of five (5) seven-hour days from Monday to Friday inclusive. The hours of work notices shall be displayed including start and finish time, when each shift starts and ends along with the meal break schedule.

### (b) Working Schedule

The Employer agrees, in consultation with the Union, to set forth the working schedule of each department. Notwithstanding any other provisions of this Agreement, those employees who of necessity regularly work on Saturdays and Sundays shall have as rest days two (2) other consecutive days of the week. In such event, Saturday and Sunday shall be considered working days and overtime rates shall not apply excepting for that time worked in excess of the normal.

### (c) Minimum Hours

Except where otherwise provided in this Agreement, in the event of an employee starting work in any day and being sent home before they have completed four (4) hours, they shall be paid for four (4) hours. In the event that an employee reports for work but is sent home before commencing work they shall be paid for two (2) hours at regular rates.

### (d) Break Periods

All employees working a full shift shall be permitted a fifteen (15) minute rest period on each of the first half and the second half of a shift. Employees working four (4) hours or less will be entitled to only one break period.

Employees working a shift of 5.5 hours or more shall be permitted a fifteen (15) minute rest period on each of the first half and second half of a shift.

Employees working a shift of less than 5.5 hours shall be permitted one fifteen (15) minute rest period. Those employees who work more than five (5) hours are entitled to an unpaid meal break of at least one-half (1/2) hour.

If an employee is asked and agrees to be available to work during a meal break, the meal break will be counted as time worked and the employee's schedule may be altered to encompass the lunch break.

(e) Change in Hours of Work

If hours of work are changed, the employee will receive three (3) working days' notice of such change. If three (3) working days' notice is not given, the employee will be paid overtime on the first shift of the change. No notice is required to revert back to normal hours.

(f) Compressed Work Week

The parties agree that, where operationally feasible, and by mutual agreement of the employees and their supervisor, the employees in a department may work a compressed work week. Employees may choose to continue working their regular posted hours.

It is understood by the parties that any issues regarding the compressed work week that are not addressed clearly or specifically here, or that may arise, will be subject to discussion and agreement between TRU and CUPE.

Generally:

1. Employees will work an additional thirty (30) minutes per day for each of the fourteen (14) days in a three (3) week period. The fifteenth (15<sup>th</sup>) day in the three (3) week period will be a day of rest and will be referred to as compressed time off or CTO.
2. There will be no overtime incurred in increasing the normal work day by thirty (30) minutes per day. Any additional time over the thirty (30) minutes per day will be as regular overtime.
3. By mutual agreement of the employee and the supervisor, the thirty (30) minutes per day may be made up by any or all of the following: starting before the regular hours of work; working longer than the regular hours of work; working a shorter lunch hour.
4. There will be no change in the calculation of any accruals; e.g., sick leave, vacation leave.
5. The CTO day shall normally be on a Monday or Friday within the three week period. Other days may be mutually agreed as a CTO day.

6. Employees who use sick leave, vacation or banked time during a three week period, may still take their scheduled CTO and make up the missed CTO hours from either the applicable sick, vacation or overtime banks.
7. For the three (3) Statutory Holidays between Christmas and New Year's, December 25<sup>th</sup> and 26<sup>th</sup> and January 1<sup>st</sup>, employees can work to make up additional CTO time, beyond ½ hour per day.
8. Every reasonable effort will be made to take the CTO on the mutually agreed CTO day. However, from time to time, for operational reasons, or by employee request, and as mutually agreed, the CTO may be taken on other than the normally assigned day; or taken in the next two (2) week period.
9. Departments may set "blackout periods" during which time CTO days will be suspended. CTO will resume after the "blackout period" is over.
10. The parties agree that where the compressed work week is implemented, in each case, it will be on a one-year trial basis, at which time the program will either be confirmed or cancelled.
11. The parties agree that the implementation of a compressed work week will not result in additional costs to the University and will not result in a diminution of services.
12. The parties agree that employees will be encouraged to utilize the day off to schedule medical, dental and other appointments.

(g) Flextime

Flex time allows employees to vary their start and finish time while covering the core hours of a shift and working the requisite number of hours of work.

At an employee's request, and by mutual agreement, an employee will be allowed to establish a regular schedule by choosing their start and finish time, while ensuring the core hours established by the Department.

The flex time schedule will be subject to approval by the University. A copy of the flex time schedule will be copied to the Union.

Where such a schedule is established, it will be posted in the Department in accordance with Article 15 of the Collective Agreement.

If the employee vacates the position, and the position is posted, it will revert to the original hours of posting.



If a flex time schedule has been established and is proving to be unsatisfactory to either the employee or the department, the employee's flextime schedule may be discontinued with one month's notice and the employee will revert to the original posted hours.

Any exception on a one-off basis shall not be affected and shall continue to be considered.

This variation of start and finish times shall not be utilized for the purpose of circumventing overtime.

It is understood by the parties that any issues regarding flex time that are not addressed clearly or specifically here, or may arise, will be subject to discussion and agreement between TRU and CUPE.

## **ARTICLE 16: OVERTIME**

Overtime will be distributed on an equitable basis amongst employees who normally perform the work.

### (a) Overtime Defined

1. All time worked beyond seven (7) hours daily.
2. All time worked beyond thirty-five (35) hours per week.
3. All time worked on a rest day.
4. All time worked on a General Holiday (Article 18.a) in addition to an employee's regular general Holiday pay.
5. In the event that an employee is called in to work during their vacation period, they will receive double time for hours worked plus an additional vacation day.

### (b) Overtime During Layoffs

There shall be no extended amount of overtime worked while there are employees on layoff qualified to perform available work.

### (c) Minimum Call-Back Time

Every employee who is called out and required to work in an emergency outside their regular working hours shall be paid for a minimum of two (2) hours at overtime rates and shall be paid from the time they leave their home to report for duty until the time they arrive back upon proceeding directly from work. The work emergency

above is defined as the instance where an employee does not receive notification during their regular working hours.

(d) Calculation of Overtime

1. Overtime shall be calculated at double the standard rate of pay.
2. Overtime earned will be taken in pay, or in time in lieu of pay by mutual agreement with the immediate supervisor.
3. Time in lieu must be taken within six (6) months at a mutually agreed time or a cash payment shall be made.

(e) Paid Meal Break

In the event that an employee has to work more than two (2) hours before or after their regular shift, they shall be entitled to a paid meal break of one-half hour.

## ARTICLE 17: DIFFERENTIAL PAY AND ALLOWANCES

(a) Shift Differential

Differential pay shall be paid at the following rates for those employees whose ongoing regularly scheduled shift is an afternoon or night shift:

October 1/92

Afternoon shift .60  
Night shift .85

The afternoon shift shall be the shift that ends between 6:00 p.m. and 12:00 midnight.

The night shift shall be the shift that ends between 12:01 a.m. and 8:00 a.m.

Those employees required to change their shift on an occasional basis, will receive the shift differential for only those hours worked beyond their normal shift.

(b) Weekend Differential

All employees whose normal work week includes work on Saturday or Sunday, shall receive one hour extra straight time pay for each Saturday or Sunday so worked.

(c) Workplace Flexibility

Where for *bona fide* operational reasons the Employer schedules employees to work Saturday or Sunday, the following criteria shall apply:

1. Effective May 15, 2000, new positions created and vacant positions may include Saturday and/or Sunday as a regular workday. Postings for these positions shall state the consecutive days of work.
2. No regular employee hired prior to May 15, 2000, shall be required to work Saturday or Sunday as a regular workday, unless the employee is currently scheduled to work Saturday or Sunday;
3. A premium of one additional hour of pay per shift shall apply to all regularly schedule work on Saturday and Sunday.
4. No employee shall be laid off or have their hours of work reduced as a result of this Article.

(d) First-Aid Attendant

An employee required by the Employer to possess a valid Level 2 first-aid certificate shall receive over their regular rate:

\$120.00 per month

Where TRU requires an employee to perform first aid duties in addition to the normal requirements of the job the cost of obtaining and renewing the occupational First Aid Certificate shall be borne by the University and leave to take the necessary courses shall be granted with pay.

**ARTICLE 18: HOLIDAYS**

- (a) 1. All employees who have worked fifteen (15) days in the thirty (30) calendar days preceding each of the following General Holidays shall receive one day's pay for not working on the respective Holiday day:

New Year's Day  
 Family Day  
 Good Friday  
 Easter Monday  
 Queen's Birthday  
 Canada Day

BC Day  
 Labour Day  
 Thanksgiving Day  
 Remembrance Day  
 Christmas Day  
 Boxing Day

and any other day proclaimed by the Federal, Provincial or Municipal Government as a holiday.

Additional non-working days with pay shall be granted to ongoing employees to ensure at least Christmas week off (Boxing Day to New Year's Day).

2. An employee who has worked less than fifteen (15) of the last thirty (30) days before a statutory holiday will be entitled to statutory holiday pay as follows:

$$\frac{\text{Total wage (excluding O/T) for 30 day period}}{\text{Holiday Pay 15}} = \text{Statutory}$$

- (b) When any of the above General Holidays falls on a normal non-working day, the Employer will identify a substitute holiday day.

## ARTICLE 19: VACATIONS

- (a) Definition of Vacation Year

The vacation year shall be defined as the period of time from June 1st to May 31st.

- (b) Effective the first day of the vacation year following the vacation year an employee enters service with the Employer, they shall be entitled to annual vacations in accordance with the following schedule:

1. Accumulated service from date of entering service to May 31st, twelve (12) complete months or more: fifteen (15) working days.
2. Accumulated service at May 31st of less than twelve (12) complete months: one and one-quarter (1 1/4) working days for each complete month of service to a maximum of fifteen (15) working days.

Employees leaving during or at the end of a probationary period will receive only the statutory holiday pay allowance.

3. In the vacation year in which occurs the:
  - second to fifth anniversaries of service inclusive: fifteen (15) working days.
  - sixth to the tenth anniversaries of service inclusive: twenty (20) working days.
  - eleventh to the nineteenth anniversaries of service inclusive: twenty-five (25) working days.

- twentieth and additional anniversaries of service inclusive: thirty (30) working days.

(c) Holidays During Vacation

If a general or declared holiday falls or is observed during an employee's vacation period, they shall be granted an additional day's vacation for such holiday in addition to their regular vacation time.

(d) Illness During Vacation

If an illness occurs during an employee's vacation period, they shall be granted sick leave in lieu of vacation for the period covered by a certificate from a duly qualified medical practitioner, certifying that the sick employee would be unable to carry out their duties due to illness. Displaced vacation will be taken at a time mutually agreeable to the employee and their supervisor.

- (e) Vacation entitlements shall not be accumulated, and shall be taken in the vacation year following the vacation year in which they are earned. Providing the work schedule permits, all employees shall be granted their vacation at the time preferred by the employee. By mutual agreement, vacations may be arranged in any month of the vacation year. Preference over vacation dates shall be determined by seniority. The foregoing shall not preclude the right of an employee to apply for deferment of vacation entitlement for good cause.

(f) Vacation Schedule

The Employer shall post on all department bulletin boards, no later than December 30th of each year, a vacation schedule. The schedule shall show each employee's name, along with their vacation entitlement for the forthcoming vacation year and space for the employee to indicate, on or before February 15th, the vacation dates preferred by the employee. The Employer shall, between the 15th and 28th of February either confirm the dates suggested by each employee or discuss alternate dates with them. Should the Employer fail to confirm the dates preferred by the employee, or fail to discuss alternate dates, the suggested dates shall be deemed to be confirmed. In any case, all vacation arrangements shall be finalized on or before March 15th, unless otherwise mutually agreed. Employees who apply for vacations after February 15th will have an answer to their request within one week of the application being made.

Vacation blackout periods shall normally not exceed six (6) consecutive weeks unless service levels may be impacted.

(g) Vacations

Employees are encouraged to schedule their vacation in periods of five (5) day increments. Shorter periods may be scheduled if the employee and supervisor can mutually agree.

(h) Vacation Pay

All student employees will be paid 4% vacation pay yearly in lieu of scheduled vacation days. Vacation will be paid on December 31 or on their date of termination.

## **ARTICLE 20: SICK LEAVE PROVISIONS**

(a) Sick Leave Defined

Sick leave means the period of time an employee is absent from work with full pay owing to being sick, disabled, exposed to contagious disease, or because of an accident for which compensation is not payable under the Work Safe BC.

(b) Amount of Sick Leave

Newly hired employees will qualify for one and one-half (1.5) days of sick leave per month during the probationary period. At the completion of the probationary period, they will receive an additional twelve (12) days sick leave in advance, prorated to June 1<sup>st</sup> and a further eighteen (18) days on June 1<sup>st</sup> thereafter.

In any one year an employee shall be entitled to an accrual of all unused sick leave to a maximum of one hundred twenty (120) working days accrual. A deduction shall be made from accumulated sick leave of all normal working days (exclusive of holidays) absent for sick leave as defined in (a) and Article 27 (Supplementation of WorkSafe BC).

Sick leave shall not accrue for employees on leave under Article 22, clauses (g) Leave for Union Officers and Public Service, (h) General Leave, (i) Parental Leave, (k) Exchange.

(c) Family Illness

In the case of illness of a member of the immediate family of an employee, when no one at home other than the employee can provide for the needs of the ill person, the employee shall be entitled, after notifying their supervisor, to use annual sick leave entitlement up to a maximum of five (5) days per annum for this purpose.

(d) Proof of Illness

An employee may be required to produce a certificate from a certified medical practitioner for any illness, certifying that the sick employee is unable to carry out their duties due to illness. The employee may be required to produce a certificate from a certified medical practitioner certifying that the relative is ill and requires attention.

(e) Sick Leave Without Pay

Sick leave without pay of one year shall be granted to an employee who does not qualify for sick leave with pay or who is unable to return to work at the termination of the period for which sick leave with pay is granted. At the end of one year, any extension can only be granted upon review and by mutual agreement of the parties hereto.

(f) Sick Leave Records

The Employer will keep records of sick leave. An employee will have electronic access to their sick leave balances.

(g) Accrued Sick Leave

Upon the termination of employment of an employee with the equivalent of more than ten (10) years' full-time service, a cash payment in lieu of accumulated sick leave will be given to a maximum of sixty (60) days. In the case of an employee's death, the cash payment will be made to the employee's estate.

## **ARTICLE 21: WORKPLACE ACCOMODATIONS**

Medical accommodations shall be considered when the employee is temporarily or permanently unable to return to their regular job duties as a consequence of an occupational or non-occupational disability or illness. The employee must provide the Employer with suitable medical information which establishes the existence of a disability and supports the requirement for accommodation. All medical information received by the Employer will be treated as confidential.

Non-medical accommodations shall be considered where employment-related barriers are related to a protected ground under the *BC Human Rights Code*. An employee who wishes to be considered for a non-medical accommodation will be required to provide documentation and information to the Employer to support the accommodation request. The information required by the Employer will depend on the individual circumstances.

The Employer, the Union and the employee have unique responsibilities and an obligation to work together to determine reasonable accommodations. The Employer agrees to make

every reasonable effort, short of undue hardship, to provide suitable modified or alternate employment. In such circumstances, the Employer and the Union may agree to waive certain provisions in this Agreement.

TRU recognizes the serious impact domestic and sexualized violence can have on a staff's personal and professional life. Staff who face situations of domestic or sexualized violence are encouraged to contact Human Resources to access services and supports, which may include TRU's Sexualized Violence Prevention and Response resources, Employee Assistance Program resources, or leaves of absence.

## **ARTICLE 22: LEAVE OF ABSENCE**

### (a) For Union Business

The Employer agrees that, where permission has been granted to representatives of the Union to leave their employment temporarily in order to carry on negotiations or other discussions with the Employer, or with respect to a grievance, they shall suffer no loss of pay for the time so spent. The Union agrees to be expeditious in dealing with Union business.

### (b) Leave of Absence for University Committees

An employee whose assigned work schedule would prevent them from attending meetings of a University committee to which they have been elected or appointed, will be granted a leave of absence from their regular duties without loss of pay or other entitlements to attend such meetings.

Where such leave is granted, the Employer will replace the employee as necessary. The cost of this provision will be borne by the institution as a general operating expense.

### (c) Bona Fide Union Functions

Leave of absence without pay and without loss of seniority shall be granted, upon request to the President or their designate, to employees elected or appointed to represent the Union at bona fide Union functions. Such time shall not normally exceed a total of twenty-one (21) working days per employee in any one year. Two (2) weeks' notice of such leave shall be given to the Employer; however, notice of less than two (2) weeks will be given every consideration.

Where the Union has provided two (2) weeks advance notice and where the employee has not been replaced, the Employer will not bill the Union for wage and benefit costs.



(d) Bereavement Leave

An employee shall be granted five (5) regularly scheduled consecutive work days leave without loss of salary in the case of the death of a parent, wife, husband, common-law spouse, brother, sister, child, grandparent, mother-in-law, father-in-law or foster and step-children. Reasonable leave of absence shall be granted for travel and estate affairs. Such additional leave may be granted, on approval of the President or their designate.

One-half (1/2) day shall be granted without loss of salary or wages to attend a funeral service, provided such employee has the approval of their supervisor or department head.

(e) Compassionate Leave

Three (3) days without loss of salary or benefits upon approval by the President or their designate.

(f) Jury and Court Duty

The Employer shall pay full salary and benefits to an employee who is required to serve as a juror or subpoenaed court witness.

(g) Leave for Union Officers and Public Service

Any employee who is elected or selected for a full-time position with the Union or anybody with which the Union is affiliated, or who is elected to public office shall be granted leave of absence without pay and without loss of seniority by the Employer for a period of one (1) year. Such leave shall be renewed each year during their term of office. One (1) months' notice of such leave shall be given to the Employer.

(h) General Leave

An employee may apply to the President or their designate for a leave of absence for any purpose. Such leave shall be without pay and without loss of previously-earned seniority, and shall be for a maximum of one (1) year. Two (2) months prior to the expiry of the leave period, the employee shall provide the President or their designate, via the appropriate supervisor, with written notice of intent to return to their position upon the agreed-to date.

(i) Parental Leave

Parental Leave will be granted on written application to the President or their designate via the appropriate supervisor.

The written application for Parental Leave will be supported by a certificate of a medical practitioner stating that the employee or spouse is pregnant and estimating the probable date of birth of the child.

An employee applying for adoption leave shall furnish proof of legal adoption of a child. The duration of the leave shall be decided by the President or their designate in consultation with the employee, taking into account individual needs as far as possible. The duration of the leave shall not normally exceed twelve (12) months.

Parental Leave shall be without pay and without loss of previously earned seniority.

During the period of Parental Leave, the Employer shall continue to pay its share of Medical and Extended Health Benefits. If the employee does not return, the Employer may redeem its share of the premiums.

The employee shall provide to the President or their designate, via the appropriate supervisor, one (1) month's written notice of the following:

1. date of return to work, or
2. request to extend previously approved parental leave to a maximum of twelve (12) months,
3. or, intention to resign.

(j) Short-Term Assisted Leave

1. Short-term assisted leave may be granted to an employee for the purpose of improvement of professional skills, and may include attendance at courses, conferences, workshops and meetings.
2. An employee shall not normally be eligible for short-term assisted leave until they have accrued seniority equivalent to three (3) years of full-time service.
3. Short-term assisted leave shall be for four (4) months or less.
4. Employees shall apply for short-term assisted leave in writing to the President or their designate via the appropriate supervisor.
5. With the approval of the President or their designate, the employee shall be compensated for expenses incurred during the leave.
6. Any assisted leave of a week or less shall be at full salary.

(k) Exchange

1. An employee shall not normally be eligible for an exchange program until he/she has accrued seniority equivalent to five (5) years of full-time service.
2. The exchange program shall normally be for a maximum of one (1) year.
3. Normally; the exchangee's salary and benefits shall be paid by TRU while they are on the program. Their replacement's salary and benefits shall be paid by the replacement's institution. Normally, the exchangee's benefits shall be maintained while on the exchange program, on the same cost-sharing basis as prior to their involvement in the program. If, however, these arrangements lead to difficulties, arrangements mutually agreeable to the participants and acceptable to the President or their designate shall be made.

On return from the program, the exchangee is assured of resuming their previous position and duties.

4. The exchangee is expected to return to the University for a period equal to that of the exchange.
5. The qualifications and suitability of the replacement must be satisfactory to the President or their designate.
6. Applications for exchange must be submitted by the employee via the appropriate supervisor, to the President or their designate, who shall approve the exchange provided the above conditions are met.

(l) Return From Leave

Employees who undertake leaves subject to Clauses 22 (h) General Leave and 22 (i) Parental Leave, of twelve (12) months duration, or 22 (k) Exchange, shall confirm to the President or their designate in writing their intent to return to work at the expiry of the approved leave period. This notification shall be made at least two (2) months prior to the expiry of the leave period. Failure to comply shall constitute notice of resignation, effective with expiry of the leave. Employees may return earlier if mutually agreeable.

(m) Deferred Salary Leave Plan

Employees are eligible to enroll in a Deferred Salary Leave Plan in accordance with the

Thompson Rivers University Deferred Salary Leave Policy. Details of this program are available at the Human Resources Office.

(n) Employer Paid Union Leave

The Union President or alternate designated by the Union shall be granted twenty-five per cent (25%) Employer-paid time release from a full workload per year. Such time shall be used to facilitate the operation of the Collective Agreement and Employee-Employer relationships. The President shall schedule such time with their supervisor. This provision is in addition to any other Employer paid release time in the Collective Agreement. Where such leave is granted, the Employer will replace the employee as necessary. The cost of this provision will be borne by the institution as a general operating expense.

## **ARTICLE 23: PAYMENT OF WAGES**

(a) Pay Days

The Employer shall pay all employees every second Thursday and always one full banking day prior to weekend bank closure. On each pay day, each employee shall be provided with an itemized statement of their wages and deductions. This will include vacation, sick and banked time balances.

(b) Vacation Pay

Employees shall receive on the last office day preceding commencement of their annual vacation, any cheques which may fall during the period of their vacation.

(c) Pay During Ongoing and Temporary Transfers

If an employee substitutes in any position during the absence of another employee, or performs duties of a higher classification, they shall receive the rate for the position, or their regular rate, whichever is the greater.

When an employee is regularly assigned to a position paying a lower rate, their rate shall not be reduced for a period of three (3) months following their regular assignment to a lower rate position.

## **ARTICLE 24: JOB EVALUATION**

The Job Evaluation Manual forms part of this Collective Agreement and shall not be altered except by the mutual consent of the parties.

(a) Job Descriptions

The Employer agrees to draw up job descriptions for all newly created positions at the

University. The Employer will provide the job description to the Local President before the position is posted, and the President will inform the Employer within ten (10) working days whether the Local accepts the position as described or wishes to discuss the position. If a discussion is requested, this shall take place with the Job Evaluation Committee within five (5) working days. It is agreed that the Job Evaluation Committee shall advise the University and the Union of those matters where it has been unable to reach agreement. If the parties are unable to agree as to the classification and/or rate of pay of the job in question, such dispute shall be submitted to third stage of the Dispute Resolution Procedure contained in Article 12. The new rate shall become retroactive to the time the position was first filled by an employee.

(b) Job Evaluation Committee

The Employer and the Local shall jointly establish a Job Evaluation Committee with the following membership:

three (3) representatives from the Employer (appointed by the President or their designate)

three (3) representatives from the Local (appointed by election)

The Committee shall select a Chairperson from among its membership; the position of Chairperson shall alternate between Employer and Local representative members on an annual basis.

The Job Evaluation Committee shall review positions referred to it under Clause (a) above, and shall in addition review the existing TRU Job Evaluation Plan and recommend changes to it. The Job Evaluation Plan shall provide for a determination of the classification for new positions within the Local, also for a review of existing positions, job descriptions or classifications at the request of the Employer or the incumbent employee. The review of existing positions will be completed during the life of this Agreement.

(c) Re-Classified Positions

Should a position be reclassified, the position will not be posted but will remain with the incumbent(s). If, as a result of departmental re-organization and/or a work load, a position is split into two within the same classification, the incumbent will be offered their choice of either position. If one position is of a higher classification, it shall be posted in accordance with the Job Posting provisions of this Agreement.

## **ARTICLE 25: PERFORMANCE EVALUATION**

(a) The parties recognize the Employer's right to evaluate employee performance and also

agree that an employee has the right to grieve in the event they do not agree with an evaluation. An employee who receives a less-than-satisfactory evaluation will also be provided a plan for remediation. The evaluation shall be discussed with the employee, who shall receive a copy of it.

- (b) Performance evaluations for auxiliary employees during the 560 hours probation period will be conducted on assignments of one week duration or longer. Beyond 560 hours, the auxiliary employee shall be evaluated pursuant to paragraph (a) above.

#### **ARTICLE 26: EMPLOYEE TRAINING**

- (a) When new, enhanced or changed work processes are introduced into an employee's job the Employer shall identify and provide the learning opportunities, support and/or training required to perform the job duties.
- (b) The Employer will discuss the employee development needs with the affected employees.
- (c) Employees shall suffer no loss of pay, excluding overtime, to participate in this training.

#### **ARTICLE 27: SUPPLEMENTATION OF WORKSAFE BC**

- (a) An employee prevented from performing their regular work with the Employer, on account of an occupational accident or disease that is recognized by the WorkSafe BC Board as compensable within the meaning of the *Compensation Act*, shall have deductions of that portion of the day not paid by the WorkSafe BC Board made from their sick leave entitlement for each day the employee is entitled to WorkSafe BC, provided the employee has the requisite number of sick leave days left to their credit, provided further, that this section shall only apply to those employees who have completed 455 hours of service.
- (b) The Employer shall receive the WorkSafe BC cheque and shall pay the employee their regular rate. In the event an employee has not sufficient sick leave entitlement, the employee shall receive the WorkSafe BC cheque.

#### **ARTICLE 28: TECHNOLOGICAL CHANGE**

No ongoing employee shall be dismissed by the Employer because of mechanization or technological change. An employee who may be displaced from their job by virtue of technological change or improvements will be given the first opportunity to upgrade their

qualifications. The Employer agrees to notify the Union as far as possible of its intention to introduce a technological change.

The Employer also agrees to engage the Union in meaningful discussion regarding training, bumping, and appropriate time frames. Should the parties be unable to mutually agree, the matter will be referred directly to arbitration. An employee who does not wish to avail himself of the opportunity will suffer no reduction in normal earnings for a three (3) month period following any such change and will be given the opportunity to fill other positions according to seniority and qualifications.

## **ARTICLE 29: SAFETY**

- (a) The Union and the Employer shall cooperate in continuing and perfecting the safety measures now in effect. This Committee will function in accordance with the WorkSafe BC Regulations.
- (b) A Joint Occupational Health and Safety Committee shall be established and shall include two (2) representatives of the Union.
- (c) The Safety Committee shall hold meetings on a monthly basis and all unsafe or dangerous conditions shall be taken up and dealt with at such meetings.
- (d) Minutes of all Safety Committee meetings shall be kept and copies of such minutes shall be put on the TRU website, and posted on designated bulletin boards, by a designated person in each area.
- (e) The Employer shall provide and maintain all personal protective equipment and/or clothing as required by the *WorkSafe BC Act* and/or Regulations, or as required by the Employer, as necessary for the protection of an employee against accidents or industrial (occupational) diseases while engaged in the performance of their duties.

Any employee provided with personal protective equipment and/or clothing shall ensure that they regularly use these devices in the performance of their duties for their protection, as required by the *WorkSafe BC Act* and/or Regulations, or as required by the Employer. Any employee required by the *WorkSafe BC Act* and/or Regulations, or as required by the Employer to wear safety footwear, shall be reimbursed \$250.00 in every twenty-four (24) month period, for CSA approved footwear.

## **ARTICLE 30: BENEFITS**

### (a) Medical Services Plan

The Employer shall contribute 100% of the premium of the recognized medical plan for

all employees. In the case of absence for illness, the Employer's contribution will be paid for a maximum of one year from commencement of illness. In the event that the Provincial Government eliminates Medical Services Plan premiums, the amount of money currently expended by the Employer on premiums on behalf of the employees will be reallocated to provide other benefits as agreed between the parties.

(b) Extended Health Benefit Plan

The Employer shall contribute 100% of the premium of this plan.

1. Total lifetime coverage will be unlimited.
2. Hearing aid benefit claims will be to a maximum of \$600 every five years. Effective April 1, 2020 hearing aid benefit claims will be to a maximum of \$1,500 every five (5) years.
3. The Employer will provide a Vision Care program providing \$300 per family member every two (2) years. Effective April 1, 2021 vision care (prescription glasses/contacts/laser eye surgery) will be to a maximum of \$400 every two (2) years.
4. The plan will include Emergency Travel Assistance.
5. The plan will include Medical Travel Referral.

(c) Dental Plan

The Employer shall pay 100% of the premium of Dental Plans "A" and "B". The coverage under Plan "A" shall be 100% and under Plan "B" shall be 80%.

Plan "A" includes dental recall exams (polishing, application of fluoride and recall) once every nine (9) months except dependent children (up to age 19) and those with dental problems as approved by the Plan.

Orthodontics

In the event that the alternative treatment provision in the Dental Plan results in a disagreement between dentists on the preferred treatment for an employee or dependent, the opinion of a third-party dentist agreeable to the University and the Union will be sought and that dentist's opinion will be binding on the insurance carrier.

Effective April 1, 2020 orthodontics benefit claims will be increased from \$1,500 to \$3,000 lifetime maximum.



(d) Pension Plan

Employees shall participate in the existing pension plan in accordance with the terms and regulations of the plan and in any future plan that may be entered into by mutual agreement of the parties hereto. Enrolment in the Municipal Pension Plan shall be as set out in the Municipal Pension Plan Rules.

In order to enable employees who qualify, according to the Municipal, College or Public Service Pension Act to buy back previous pensionable service, the Employer agrees to provide payroll deduction in an amount suitable to the employee and to provide the administration necessary to enable such buy back.

(e) Weekly Indemnity (Short Term Disability) Insurance

Weekly Indemnity Insurance will provide a benefit of two thirds (66 2/3%) of salary for a period of thirteen (13) weeks following a thirty (30) calendar day waiting period. The Employer shall pay 100% of benefit premiums during the waiting period and short term disability period.

Following the thirty (30) calendar day waiting period, the employee may continue to utilize either the accrued sick bank or receive Short Term Disability benefits upon the adjudication and establishment of a short term disability claim by the benefits carrier.

An annual report on the adjudication statistics; which will include the number of adjudications, type, and outcome (approved/denied), will be forwarded to the Union for review.

In the event that medical information is required by the Employer, carrier (or independent third party), the cost of all medical reports or assessments shall be borne by the Employer.

(f) Long Term Disability

Long Term Disability (LTD) Insurance will provide 66 2/3% of salary after expiry of Weekly Indemnity until able to return to work or until age sixty-five (65). The Employer shall pay 100% of premiums.

1. An employee on LTD shall have the right to return to their former position within a two (2) year period from the date of acceptance on LTD.

Should the employee remain on LTD for a period greater than two years, their position will be deemed vacant and TRU may post as needed. Any banked vacation will be paid out after being on LTD for one (1) year. Accrued sick leave (as applicable) in Article 20 (g) will also be paid out.

2. Should the employee return to work after a two (2) year period, they shall exercise their bumping rights under Article 10 (c), (if eligible). Their salary and benefits will reflect the new position they have obtained by bumping. Should such an employee return to work, the employee will begin accruing vacation and sick leave from the date of such return to work, but will receive no cash payout for sick leave [Article 20 (g)] that would exceed sixty (60) days if they have previously received such a payout.

Those employees, whose seniority and qualifications do not allow them to bump, will be given the option of going on the recall list or severing their employment under Article 10 (d).

(g) Group Life Insurance, Accidental Death and Dismemberment

The Employer shall pay 100% of the premium of the Group Life, Accidental Death and Dismemberment Insurance.

(h) Employee Assistance Program

The current TRU Employee Assistance Program will continue in effect at equal 50% Employer and 50% employee cost sharing.

(i) Relocation Allowance

The Employer will pay relocation allowances in accordance with TRU Policy.

(j) Employment Insurance

All employees shall be covered by the provisions of the *Employment Insurance Act*.

(k) Benefits for Ongoing Part-Time Employees

Ongoing part-time employees with regular appointments of at least 17.5 hours per week (35 hours bi-weekly) and less than thirty-five (35) hours per week will be entitled to group life insurance, extended health, dental and medical benefits. Ongoing part-time employees will pay a portion of the Employer's contribution to the relevant premium, in inverse proportion to the percentage of time worked.

Ongoing part-time employees with regular appointments of less than 17.5 hours per week (35 hours bi-weekly) will be provided with 6% in lieu of benefits, payable on each bi-weekly pay.

(l) Benefits for Ongoing Employees (Specified Term) Who Work Less than 12 Months

Ongoing specified term employees with regular appointments of at least 17.5 hours per week (35 hours bi-weekly) and less than thirty-five (35) hours per week during their working period will be entitled to group life insurance, extended health, dental and medical benefits. Ongoing part-time specified term employees will pay a portion of the Employer's contribution to the relevant premium, in inverse proportion to the percentage of time worked during their working period.

Full-time (35 hours per week) specified term employees will be entitled to full benefits, without the cost sharing described above.

The premiums and coverage for any earnings driven benefits that the employee may be entitled to (Life, AD&D, Weekly Indemnity Insurance, LTD) will be annualized such that the amount paid during the working period (by both the Employer and employee) will cover the benefit premiums for the entire year. The employee's benefit coverage will therefore continue for the non-working period, but the employee will not be required to submit premiums during this time.

Employees may choose to waive or continue extended health, dental and medical benefits and any Optional Life or Voluntary AD&D (if they are otherwise entitled to these benefits) during their non-working period. If an employee chooses to continue coverage for these benefits during their non-working period, they will be responsible for 100% of premiums.

Ongoing part-time specified term employees with regular appointments of less than 17.5 hours per week (35 hours bi-weekly) will be provided with 6% in lieu of benefits, payable on each bi-weekly pay.

(m) No Change of Coverage

There will be no change in benefit coverage unless mutually agreed by the parties.

(n) Special Clothing

Where the Employer requires employees to wear special clothing (i.e., uniforms), the Employer will provide such clothing without charge, and agrees to maintain and clean such clothing.

(o) Probationary Employees

Probationary employees hired into a continuing position (full-time, part-time and specified term) if entitled to the benefit, shall receive extended health, dental and medical benefits on the first of the month following their date of hire into that

position. Any other benefits the employee is entitled to will be provided after the employee achieves 560 hours of employment.

### **ARTICLE 31: GENERAL CONDITIONS**

(a) Proper Accommodation

Where possible, proper accommodation shall be provided for employees to have their meals.

(b) Late Night Transportation

An employee required to work other than their normal work hours and who must travel to or from home between midnight and 6:00 AM shall be reimbursed for the cost of a taxi.

(c) Bulletin Boards

The Employer shall provide bulletin boards in designated locations upon which the Local shall have the right to post notices of meetings and such other notices as may be of interest to the employees.

(d) Strike at an Employer's Premises

In the event that any employee becomes engaged in a strike and maintains pickets at the Employer's premises, then any refusal to work or failure to cross such a picket line by employee members of this Local shall not be considered a violation of this Agreement, nor constitute sufficient grounds for dismissal. However, services essential to safeguarding buildings and property will be maintained.

(e) The Union will prepare the Collective Agreement in the CUPE Local office and forward it to the University for proofreading. The Agreement will be printed at the University by Union personnel, within ninety (90) days after the Union provides TRU with the proof documents.

### **ARTICLE 32: SUBCONTRACTING**

(a) No ongoing employee shall lose their employment because of subcontracting engaged in by the Employer.

(b) In addition to, and without limiting any other provision in the Collective Agreement, the Employer will not contract out any work presently performed by the employees covered by this Collective Agreement which would result in the layoff of such employees, including a reduction in assigned workload.

- (c) The Employer agrees to provide, upon request of the Union, copies of all purchase service agreements to the Local President and to discuss the contracts that are of concern to the Union. The parties recognize the obligations of the Employer under Freedom of Information and Protection of Privacy legislation and agree to maintain confidentiality of all private information in these contracts.

### **ARTICLE 33: EDUCATION AND PROFESSIONAL DEVELOPMENT**

(a) Attendance at Courses Required by the Employer

Employees who are selected by the Employer to attend courses or conferences shall be given equivalent straight time off for travel and attending courses at a time other than the regular work day. All expenses will be paid in accordance with TRU Policy.

(b) Attendance at Courses requested by Employee

Employees attending courses or conferences that have been requested by the employee that requires travel or attendance at a course at times other than the regular work day will be reimbursed for travel and living expenses as agreed by the supervisor prior to departure. Employees will not receive lieu time for travel and course attendance.

(c) Travel and Work on Behalf of the Employer

Employees who travel and perform duties on behalf of TRU at time other than their normal work day will be reimbursed for travel and living expenses as provided for in TRU Policy and will, by mutual agreement, be compensated for their time in one of the following ways:

1. days off rescheduled as per Collective Agreement
2. paid overtime as per Collective Agreement
3. compensatory time off to be taken within six (6) months of banking

In items (a), (b) and (c) above, employees are paid normal rate of pay and benefits during their normal workday. Expenses will be as per TRU policy, except as modified in (b) above.

(d) Educational Course Subsidies

1. The University is prepared to pay tuition fees, within the limits of available professional development funding, in order to assist employees in their professional and career development.

2. To apply for funding, the employee must submit a course request to their supervisor prior to registration. If the Supervisor believes the course to be job or career related, the request will be forwarded to the Dean/Director for consideration.
3. The Dean/Director will either approve or reject the request in writing.

(e) Tuition Waiver

1. To encourage the professional development and career goals of its support staff and immediate family members, TRU will support tuition fee waiver of its credit based courses, when extra seats are available in the course. The parties recognize that in all cases and without exception fee-paying students will be given first priority.
2. For the purposes of this clause immediate family includes a spouse and dependent(s) twenty-five (25) years of age or under.
3. This provision does not apply to tuition for continuing education, cost recovery courses, graduate courses or courses in the Open Learning division.

#### **ARTICLE 34: PROFESSIONAL DEVELOPMENT DAY**

Where the Employer provides for professional development day, the Union will be consulted regarding the subject of the professional development.

#### **ARTICLE 35: COPYRIGHT INFRINGEMENT**

An employee who is instructed to reproduce material on behalf of the Employer will not be held responsible for any copyright violations.

#### **ARTICLE 36: INDEMNIFICATION**

The Employer recognizes that it has an obligation to its employees to indemnify them from damages and costs incurred by them as a result of actions or prosecutions brought against employees acting in the ordinary course of their duties. This clause does not apply to an employee who is negligent in their duties.

#### **ARTICLE 37: DEFINITIONS**

- (a) For the purpose of this Agreement, both parties agree that the following terms shall be interpreted as indicated below:

Employer:

The Thompson Rivers University Board

Bargaining Unit, or Local:

All employees covered by the certification of the Canadian Union of Public Employees, Local 4879, The Thompson Rivers University

Union:

Canadian Union of Public Employees, Local 4879

President:

The President of Thompson Rivers University or their designate

Notice:

Notification in writing, beginning from the time at which the notice is delivered to the recipient

- (b) Wherever the singular or masculine is used in this Agreement, it shall be considered as if the plural or feminine has been used where the context of the party or parties hereto so require.

**ARTICLE 38: TERM OF AGREEMENT**

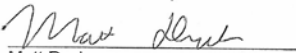
Articles 1 through 38 of this Agreement, together with Letters of Agreement/Understanding A through S, shall be in force and effect from and after the first day of April 1, 2019, and up to and including March 31, 2022, unless changed by mutual consent of both parties.


Following March 31, 2022, this Agreement shall be in force and effect from year to year, unless either party gives notice to commence collective bargaining in accordance with the Labour Relations Code of British Columbia.


IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 18<sup>th</sup> day of September, 2019.

ON BEHALF OF:  
Thompson Rivers University

  
Larry Phillips  
Executive Director, HR

  
Matt Dyck,  
Manager, Program Delivery

  
Wendy Blake  
Director, Technology Services

  
Lori De Frias  
Associate Director, International Training

  
Michael Blujm  
AVP Enrolment Services & Registrar

ON BEHALF OF:  
Canadian Union of Public Employees  
Local 4879

  
Lois Rugg, President

  
Debbie Wasylshyn, 1<sup>st</sup> VP

  
Karl Fultz, 2<sup>nd</sup> VP

  
Melissa Schuurman, Bargaining Committee

  
Cindy Ozouf, Bargaining Committee

  
Debbie Blackwell, Bargaining Committee

  
Harry Not, National Servicing Representative

Mediator David Schaub shall retain jurisdiction on issues contained in this Memorandum of Agreement requiring clarification or interpretation.



**MONETARY AGREEMENT**

The April 1, 2019 to March 31, 2022 revised grid will be adjusted as follows:

<b>Date</b>	<b>Wage Increase</b>
April 1, 2019	2%
April 1, 2020	2%
April 1, 2021	2%

**100% Rates**

	April 1, 2019 2%	April 1, 2020 2%	April 1, 2021 2%
<b>Pay Band 1</b>	22.14	22.58	23.03
<b>Pay Band 2</b>	22.85	23.31	23.78
<b>Pay Band 3</b>	23.59	24.06	24.54
<b>Pay Band 4</b>	24.30	24.78	25.28
<b>Pay Band 5</b>	25.23	25.73	26.25
<b>Pay Band 6</b>	26.01	26.53	27.06
<b>Pay Band 7</b>	27.24	27.79	28.34
<b>Pay Band 8</b>	28.62	29.20	29.78
<b>Pay Band 9</b>	29.98	30.58	31.19
<b>Pay Band 10</b>	32.23	32.87	33.53
<b>Pay Band 11</b>	34.36	35.05	35.75
<b>Pay Band 12</b>	36.59	37.33	38.07
<b>Pay Band 13</b>	40.70	41.52	42.35

**90% Rates**

	April 1, 2019 2%	April 1, 2020 2%	April 1, 2021 2%
<b>Pay Band 1</b>	19.93	20.33	20.73
<b>Pay Band 2</b>	20.58	20.99	21.41
<b>Pay Band 3</b>	21.24	21.67	22.10
<b>Pay Band 4</b>	21.88	22.32	22.76
<b>Pay Band 5</b>	22.71	23.16	23.63
<b>Pay Band 6</b>	23.41	23.88	24.36
<b>Pay Band 7</b>	24.52	25.01	25.52
<b>Pay Band 8</b>	25.78	26.30	26.82
<b>Pay Band 9</b>	26.99	27.53	28.09
<b>Pay Band 10</b>	29.01	29.59	30.18
<b>Pay Band 11</b>	30.93	31.55	32.18
<b>Pay Band 12</b>	32.94	33.60	34.27
<b>Pay Band 13</b>	36.65	37.38	38.13

**Student Rate:** The Student rate of pay will be the minimum wage of the Province unless otherwise agreed to by the parties.

**Probationary Rate:** Auxiliary employee probationary rate is 90%.

## **JOB EVALUATION**

During Collective Bargaining the parties agreed as follows:

- (a) The April 1, 2006, CUPE/TRU pay grid will include two (2) additional pay bands added (12, 13).
- (b) The two additional pay bands (12, 13) at the top of the wage schedule are only to accommodate new positions or changed positions in the future, or Burnaby positions currently paid above the old TRU wage grid. Further, the parties agree that the need to add the additional pay bands was to capture classifications that encompass senior technical positions, and those that have significant responsibility for the supervision of others.
- (c) Incumbent employees on the Kamloops campus will remain in their current pay bands unless there are changes in their job descriptions that would warrant an appeal.
- (d) The parties recognize that the current Job Evaluation Program will have to be modified to reflect higher education requirements in the senior technical positions and supervisory responsibilities. It is the intent of the parties that this modification is meant to be more of a "tweak" and not a major revamp of the program.
- (e) The parties agree that a mutually acceptable third party will be retained to make recommendations on the required changes to the program.
- (f) The parties agree that Burnaby employees transferring to Kamloops will remain on the Burnaby grid until their jobs have been evaluated under the CUPE/TRU Job Evaluation Plan. If the evaluation results in their position moving into a higher pay band, they will be paid that new rate effective the date of transfer. If the job is classified at a lesser rate than what they were earning at the time of transfer, they will receive any negotiated wage increases as separate pensionable earnings until such time as their pay equals the job rate.

**SCHEDULE "A" – EXCLUDED POSITIONS**

As determined in the Vince Ready Awards dated November 25, 1997; February 24, 1998; and November 17, 1998; the following positions will be included in the bargaining unit when their current excluded incumbents vacate these positions:

- 1) Extension Services Coordinator II
- 2) Human Resources (2 positions)

**SUPPORT STAFF SALARY SCHEDULE – EFFECTIVE OCTOBER 17, 2019  
POSITIONS BY PAY BANDS & RATES OF PAY**

Set out below are the pay bands established by the gender neutral job evaluation plan

**PAY BAND 1      POSITION TITLE**

Model  
Model (Draped)  
Model (Undraped)

**PAY BAND 2      POSITION TITLE**

Entry Level Clerk/Receptionist  
Filing Clerk  
Kitchen Aide, Culinary Arts

**PAY BAND 3      POSITION TITLE**

Adventure Studies Driver  
Aerobics Instructor  
Bookstore Coordinator (WL)  
Bookstore Receiving Helper  
Culinary Assistant  
Research Assistant IV  
Switchboard Operator  
Waiter/Waitress

**PAY BAND 4      POSITION TITLE**

Ancillary Services Cashier  
Equipment Bay Attendant  
Mailperson  
Maintenance/Carpenter Assistant  
Research Assistant II  
Research Assistant III  
Utility Person  
Warehouse Shipping/Receiver Helper

**PAY BAND 5****POSITION TITLE**

Accommodations Assistant  
 Advancement Clerk  
 Bindery Person  
 Bookstore Assistant  
 Continuing Studies Secretary/Clerk (WL)  
 Divisional Secretary II  
 Enrolment Services Receptionist/Secretary  
 Facilities Services Clerk  
 Finance Clerk  
 Library Clerk  
 Project Assistant, IT  
 Receptionist/Administration Secretary, WL  
 Receptionist - FoHSED  
 Special Events Planner & Decorator  
 Trades & Technology Office Assistant  
 Tutor I - Pathways to Dogwood Program (UPREP)

**PAY BAND 6****POSITION TITLE**

Accounts Payable Clerk  
 Advancement Office Assistant  
 Alumni Chapter Liaison  
 Applied Sustainable Ranching Student Coordinator  
 Assessment Centre Clerk  
 Assistant, Academic Processes and Quality Assurance  
 Assistant, Adventure Studies  
 Awards/ Adjudications Clerk  
 Awards Assistant  
 Bookstore Receiving/Distribution Clerk  
 Branding Secretary  
 Campus Activity Centre Clerk  
 Campus Cashier  
 Campus Receptionist/Clerk  
 Clerk/Receptionist, Facilities  
 Curriculum Assistant  
 Enrolment Assistant  
 Enrolment Services Representative, OL

Events and Marketing Assistant, EDSW  
Exams Support Associate  
Field Education Assistant  
Financial Assistant  
Groundskeeper  
Intellectual Property Officer II, OL  
International Student Advising Assistant  
Junior Advisor  
Library Client Service Associate  
Program Assistant I, Science  
Program Assistant II, Animal Health Technology  
Program Assistant II, ESL  
Program Assistant II, Faculty of Arts  
Program Assistant II, FoHSED  
Program Assistant II, Nursing  
Program Assistant II, OL  
Program Assistant II, Science  
Program Assistant II, Waste & Wastewater Technology  
Purchaser  
Purchasing Clerk  
Purchasing/Facilities Clerk  
Research Assistant I - Science  
Research Assistant I  
Scheduling Assistant  
Software Analyst III  
Storeperson  
Student Recruitment Officer  
Student Services Clerk (WL)  
Toolroom Attendant  
Transnational Education Assistant  
Tutor I - Aboriginal Pathways to Health Careers Cert  
Tutor I - Williams Lake (First Nations)  
Wellness Centre Assistant  
Women in Trades Training Office Coordinator

**PAY BAND 7****POSITION TITLE**

Aboriginal Education Financial Officer  
 Aboriginal Life Skills Coach  
 Accounting Clerk  
 Accounts Receivable Clerk  
 Administrative Coordinator, International Marketing & Recruitment  
 Administrative Logistics Assistant  
 Admissions/Records Assistant  
 Admissions/Records Associate (WL)  
 Admissions Officer  
 Advising Assistant  
 Assistant to the Dean, Dean's Office, Faculty of Science  
 Assistant, Dean's Office, Faculty of Education and Social Work  
 Assistant, Faculty of Arts  
 Athletics & Recreation Division Assistant  
 Bookstores Sales & Marketing Associate  
 Building Systems Technologist  
 Campus Assistant - Williams Lake  
 Career Education Assistant  
 Chemistry Lab Technician  
 Coordinator, Information  
 Credential Coordinator  
 Curriculum Development Support Officer  
 Curriculum Governance Officer  
 Data Management/ Records Coordinator, OL  
 Delivery Support Officer  
 Digital Student Recruitment Coordinator  
 Divisional Assistant  
 E-Learning Support Technician  
 Editor I  
 Enrolment Services & Advising Assistant  
 Exams Liaison Officer  
 Field Education Advisor  
 Financial Officer  
 Floriculturist  
 Human Resources Assistant  
 IT Asset Administrator



IT Service Desk Analyst  
International, Graduate and Disability Student Support Coord, Law  
Instrumentation Technician  
Intermediate Accountant  
Lab Technician - Journalism, Communication & New Media  
Lab Technician - Respiratory Therapy  
Learning Management System (LMS) Student Support Associate  
Library Technology Services Support Coordinator  
Marketing Coordinator, WL  
Media Production Technician  
Medical Office Assistant  
Medical Office & Education Lab Assistant  
Office Coordinator, CELT  
Payroll Service Associate  
Pre-Press Operator  
Print Services Assistant  
Program Assistant I, SoBE  
Program Assistant I, Study Abroad  
Program Assistant I, TRU World  
Psychology Lab Technician  
Records Officer  
Research Associate, IPE  
Research and Event Coordinator  
Research Ethics and Compliance Officer  
Scheduling Officer  
Secretary, Marketing & Communications  
Simulation Technician  
Student Affairs Assistant  
Student Support Receptionist  
Warehouse Clerk  
Web Designer, OL  
Women in Trades Training Program Coordinator  
Wellness Centre Specialist  
Writer/Photographer  
Writing Centre Assistant

**PAY BAND 8****POSITION TITLE**

Accommodations Coordinator  
 Administrative Assistant, IPE  
 Administrative Assistant, Open Learning  
 Administrative Assistant to the AVP Academic, Student Relations  
 Administrative Assistant to the AVP Research and Graduate Studies  
 Administrative Assistant to The Centre of Student Engagement and Learning Innovation  
 Administrative Assistant to the SoBE  
 Administrative Assistant, School of Nursing  
 Administrative and Communications Assistant  
 Administrative Coordinator, TRU World  
 Admissions/Records Officer - Law  
 Admissions and Registration Officer  
 Advancement Office Coordinator  
 Advisor and Accreditation Coordinator  
 Alumni Relations Coordinator  
 Apprenticeship Recruitment, Admissions/Records Officer  
 Assistive Technology Specialist  
 Athletics Coordinator  
 Bookstore Buyer  
 Business Analyst, IT  
 Business Assistant, Bookstore  
 Communications Coordinator  
 Communications and Governance Officer  
 Computer Support Analyst  
 Content Specialist  
 Coordinator of Applicant Services  
 Coordinator Graduate Admissions and International Evaluations  
 Coordinator, International Marketing  
 Coordinator, International Marketing & Events  
 Copyright Specialist  
 Course Material Purchasing Coordinator  
 Culinary Arts Coordinator  
 Digital Content Specialist  
 Digital Media Producer  
 Donor Stewardship and Prospect Research Technician

Editor, Open Learning  
Extension Services Coordinator  
Financial Coordinator, TRU World  
Graduate Studies and Student Research Coordinator  
Graphic Designer, Curriculum Development  
Graphic Designer: Print & Web  
HRIS Coordinator  
Human Resources Officer  
International Admissions and Records Officer  
International Homestay Coordinator  
International Project Development Analyst  
Lab Support Technician  
Lab Technician  
Learning Strategist, Aboriginal Connections  
Learning Strategist, Aboriginal Transitions  
Learning Strategist, Academic Integrity  
Learning Strategist, Transitional Support  
Lifelong Learning & Engagement Coordinator  
Network/Telecom Analyst  
Print Services Senior Operator  
Print Services Supervisor  
Program Advisor, FACT  
Qelmucw Student Recruiter - Advisor  
Resource Coordinator, OL  
Safety Officer  
Sales/General Merchandise Coordinator  
Sign Language Interpreter  
Software Analyst II  
Special Projects & Events Coordinator  
Stewardship Coordinator  
Student Leadership Program Coordinator  
Student Recruiter - Advisor  
Student Systems Business Analyst  
Student Systems Support Specialist  
Student Transitions Coordinator  
Transfer Credit Officer  
Utility Coordinator

Warehouse Logistics Officer  
 Writer/Copywriter, Advancement  
 Writer/Editor  
 Writer/Storyteller

**PAY BAND 9****POSITION TITLE**

Aboriginal Mentor and Community Coordinator  
 Academic Advisor  
 Accessibility Services Advisor  
 Audit and Articulation Officer  
 Business Analyst, OL  
 Business Systems Support Analyst  
 Campus Recruitment Coordinator  
 Contract Training Coordinator, TRU World  
 Coordinator for Aboriginal Student Services  
 Coordinator, External Agreements  
 Coordinator, International Agents Relations & Communications  
 Coordinator, Quality Assurance  
 Curriculum Multimedia Developer  
 Curriculum Portfolio Coordinator  
 E-Learning Facilitator  
 Energy Specialist - Natural Gas  
 Enrolment Services Officer  
 Environmental Programs & Research Coordinator  
 Events and Marketing Assistant  
 Grounds Supervisor  
 Information Technology Analyst  
 Institutional Research & Planning Analyst  
 International Admissions Coordinator  
 International Mobility Officer  
 International Student Advisor  
 Learning Facilitator - SoBE  
 Learning Strategist  
 Learning Strategist, Mentorship  
 Learning Strategist, Orientation & Transition  
 Library Services Support Coordinator  
 Media Analyst

Mobility Officer, International Student Exchange and Bilateral Partnerships  
 OL Program Administrator  
 PLAR Advisor  
 Program Advisor, Faculty of Arts  
 Program Advisor, FoHSED  
 Program Advisor, OL  
 Research Communications Officer  
 Senior Purchaser  
 Social Media and Events Coordinator, SoBE  
 Supervisor, IT Help Desk  
 Sustainability Programs Coordinator  
 Student Systems Support Analyst  
 Transfer Credit Coordinator  
 Transition Coordinator  
 Transnational Education Coordinator  
 Video Producer  
 Visual Arts Studio Technician  
 Warehouse Supervisor  
 Web Content Strategist  
 Web Developer/Designer  
 Web Strategist, Marketing & Communications  
 Web Strategist, Student Services

PAY BAND 10	POSITION TITLE
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	Accountant I
	Accountant I, Provost & VP Academic
	Accountant I, Research
	Awards Coordinator
	Campus Recreation Coordinator
	Business Analyst, Information Technology
	Campus Services Technician
	Canadian Mountain and Ski Guide Program Coordinator
	Carpentry Coordinator
	Collaboration Technologies Specialist
	Coordinator, Space Planning and Design
	Creative & Production Supervisor

Enrolment Services Supervisor  
 Event and Sales Coordinator  
 Exams Supervisor  
 Financial Liaison Analyst  
 Financial Analyst, TRU World  
 Homestay Program Supervisor  
 HR Payroll Coordinator  
 Indigenous Education Supervisor  
 IT Systems Support Coordinator  
 Learning Analyst  
 Learning Strategist, Early Alert  
 Lifelong Learning & Engagement Leader  
 Maintenance/Carpenter  
 Mechanical Systems Technician  
 Media Producer/Director  
 Records Supervisor  
 Senior eLearning Technical Support Analyst  
 Software Analyst I  
 Sport and Event Coordinator  
 Sports Information Officer  
 Student Awards Advisor  
 Supervisor, Academic Advising  
 Supervisor, Program Advising - SoBE  
 Supervisor, Services for Aboriginal Students  
 Supervisor, Admissions  
 Technical Theatre Coordinator  
 Utility Supervisor

PAY BAND 11	POSITION TITLE
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	Alumni Relations Supervisor
	Biosafety Officer
	Electrician
	International Support Services Supervisor
	International Training Centre (ITC) Supervisor
	Learning Environment Development and Production Supervisor
	Network Architect
	Payroll Coordinator

Project Manager  
Revenue Analyst  
Senior Institutional Research and Planning Officer  
Senior Marketing Strategist  
Stewardship and Donor Relations Supervisor  
Supervisor, Client Technology Services  
Supervisor of Editing and Copyright

**PAY BAND 12      POSITION TITLE**

Events Coordinator  
Journey person Plumber/Gasfitter  
Mechanical Systems Supervisor  
Senior Information Technology Analyst  
Senior Systems Analyst  
Student Systems Support Coordinator  
Supervisor, Network Services

**PAY BAND 13      POSITION TITLE**

Senior Database Administrator, Software Analyst

**LETTER OF UNDERSTANDING "A" – STANDBY PROVISIONS**

Letter of Understanding

Between

Thompson Rivers University (the Employer)

And

The Canadian Union of Public Employees, Local 4879 (the Union)

Without Prejudice or Precedent

**Re: Standby Provisions**

1. Where Employees are required to standby to be called for duty under conditions which will restrict their normal off-duty activities they shall be compensated for standby from the end of their regular shift to the beginning of their next shift.
2. An employee designated by the Employer for standby shall be available within an hour to report for duty during the period of standby. No standby payment shall be paid if an employee is unable to be contacted or to report for duty when required.
3. The Employer shall supply employees on standby with a pager or cell phone.
4. Standby schedules shall be posted a minimum two (2) weeks in advance.
5. Standby shall be shared equitably amongst those who normally perform the work and are willing to be on standby.
6. Standby coverage shall be distributed in a manner that recognizes the need to balance work and non-work related time off. All reasonable effort shall be made to ensure that no employee is on standby for more than 50% of the posted schedule in a calendar year:

Any exceptions due to extenuating circumstances shall be mutually approved by CUPE and the Employer.

7. Employees shall not be required to be on standby while on leave as per Articles 19, 20, 21, 22 and 33.
8. Employees shall be compensated at their regular hourly rate as follows:



- a) Regular and non-work days: A minimum of one (1) hours pay for first eight (8) hours or portion thereof and a half (0.5) hour pay for each addition four (4) hour or portion thereof.
  - b) Statutory holidays: Two (2) hours pay for first eight (8) hours or portion thereof and one (1) hour pay for each additional four (4) hours or portion thereof.
9. If an employee is called they shall be paid for the hours worked as per Article 16 (Overtime) in the Collective Agreement.
10. This Letter of Understanding will be reviewed in one year's time to ensure that the language is appropriate. Any required changes shall be mutually approved by CUPE and the Employer. During the one (1) year period TRU will provide copies of the schedules to CUPE.

**LETTER OF AGREEMENT "B" – RETIREMENT**

1. No member of the Local shall be required to retire from employment with the University at any predetermined age.
2. The University and the Local agree that they must jointly develop procedures to allow for:
  - an employee to elect to take retirement at any age
  - an employee who through age is unable to adequately perform their job to explore with the University alternatives for employment, or else to leave the University with dignity
  - the provision of applicable benefits to employees independent of age, and the possibility of the continuance of benefits following retirement.
3. During the term of this Collective Agreement, the University and the Local will undertake discussions to identify procedures described under (2) above. When finalized, these procedures shall be included in a Letter of Agreement, supplementary to this Collective Agreement.

## **LETTER OF AGREEMENT "C" – UTILIZATION OF AUXILIARY EMPLOYEES**

The parties agree that the following will apply to the utilization of auxiliary employees:

The Employer agrees to make every reasonable effort to ensure that the use of long-term employees on an auxiliary basis will not supplant the establishing of ongoing positions.

**LETTER OF AGREEMENT "D" – STUDENT EMPLOYEE GUIDELINES**

It is recognized by TRU and the Union that the employment of students on the TRU Campus is beneficial to both students and the institution.

The following guidelines have been developed to ensure clear demarcation between the job responsibilities and contractual rights of student employees versus those of classified ongoing, auxiliary, employees and Co-operative Education students.

1. All student employees will be recruited and selected with reference to a position description which will be developed by their supervisor and shared with the employee, Human Resources Division and the Union.
2. Student employee position descriptions will concisely describe the limited responsibilities of the position in not more than one paragraph. Skills and qualifications required will be commensurate with the limited responsibilities of the position.
3. All student employee position descriptions will be reviewed by the Human Resources Division and passed on to a joint monitoring committee composed of one (1) Union and one (1) management representative, for joint approval. If the position has not been previously approved, then approval must take place no more than five (5) working days after introduction of the position. If the monitoring committee does not agree on the appropriateness of the work for student employment, the matter will be referred to a mutually agreed third party for a binding decision which will be rendered within ten (10) days of referral. This decision shall include retroactive pay, if applicable.
4. Student employees' work may be coordinated by designated Union staff, faculty or management.
5. Student employees will not train, schedule or coordinate other employees. Student employees will orient student employee colleagues and "job-shadow" classified employees experienced in performing the duties the student employee must develop proficiency for.
6. Student employees will not work more than twenty (20) hours weekly, except during periods of summer employment, in which case completion of the winter semester and admission to the following fall semester qualifies the student to be hired as a student employee.
7. (a) The hiring of student employees will not result in the reduction of regular hours or the displacement of existing auxiliary or ongoing staff. Furthermore, in determining the extent to which student employees would be engaged, the University will consider the degree to which regular or auxiliary employees may already be on layoff or on reduced hours at the time the student hiring is taking place.

- (b) The hiring of student employees will not preclude the hiring of auxiliary employees or the creation of ongoing support staff positions.
  - (c) At its sole discretion, TRU may incorporate work currently done through student employment into new ongoing or auxiliary positions.
8. Student employees will not be hired in a relief capacity if qualified auxiliary and ongoing staff are on layoff, reduced hours or on the recall list.
  9. Student employees will be paid at classified Union rates if they are working in a relief capacity. All placements will be done in consultation with the Human Resources Division.
  10. These guidelines will be implemented by June 1, 1995, and continue to May 31, 1996. They will be formally reviewed by December 1, 1995, and changes will be made, if necessary, by mutual agreement.
  11. These guidelines will not be raised by either party as an issue in the collective bargaining for renewal of the current Collective Agreement.
  12. Human Resources will post and coordinate all student employment on campus. The posting of student positions will adhere to the principles set forth in Article 11 (a) in the current Collective Agreement although the rigid requirements of that Article may be modified.  
Specifically:
    - (a) A roster of all student positions will be posted in the vicinity of the Student Services' Office for a period not less than ten (10) working days.
    - (b) Each division will post a list of student employee positions for period of not less than ten (10) working days.
    - (c) Information on student employee opportunities will be published in the *Omega*.
    - (d) The posting information will include sufficient specifics for each position so that the duties, responsibilities, qualifications and rates of pay are readily understood.
  13. Students are excluded from provisions of the following Articles in the Collective Agreement:
    - Article 9 Seniority
    - Article 10 Layoff, Severance and Recall
    - Article 11 (c) Trial Period
    - Article 11 (d) Result of Trial Period
    - Article 15 Hours of Work
    - Article 16 (a) Overtime Defined #2 and 3,
    - Article 16 (b) Overtime During Layoffs
    - Article 16 (c) Minimum Call Back Time
    - Article 17 Differential Pay & Allowances
    - Article 18 Holidays

Article 19 Vacations  
Article 20 Sick Leave Provisions  
Article 21 Temporary Disablement  
Article 22 Leave of Absence  
Article 23 (b) Vacation Pay  
Article 23 (c) Pay During Ongoing and Temporary Transfers  
Article 24 Job Evaluation  
Article 25 Performance Evaluation  
Article 28 Technological Change  
Article 30 Benefits  
Article 32 Subcontracting  
Article 33 Education and Professional Development

**LETTER OF AGREEMENT "E" – LAYOFF OF ONGOING STATUS EMPLOYEES**

This letter of agreement provides full resolution to Grievance 99-01.

- (1) The parties agree that auxiliary employees shall accrue seniority by accumulative hours worked, rather than ten (10) months' continuous service as in Article 8(d). That is, once an employee accumulates 560 hours worked, they will attain ongoing status and their seniority date shall be established by crediting the employee one-day seniority for each day worked back to July 1, 1992.
- (2) Auxiliary employees and employees with ongoing status shall receive a letter of appointment with a start and end date for each assignment of less than four (4) months' duration, except in the case of sick leave relief when no end date shall be required. Employees shall pick up the appointment letter at the Human Resources Department at the commencement of each assignment.
- (3) The duration of the appointment, as set out in the appointment letter, shall not be reduced or be extended.
- (4) No lay-off notice is required for auxiliary employees or employees with ongoing status except as provided in paragraph 5.
- (5) When an auxiliary employee or an employee with ongoing status accepts a temporary posted position of four (4) months or greater, and the Employer eliminates the position, or reduces the hours in the position, for bona fide operational reasons, the auxiliary employee or employee with ongoing status shall receive two (2) calendar months' written notice, or pay in lieu, consistent with the employee's current work schedule. This does not apply to posted sick leave relief positions.
- (6) Auxiliary employees may use their hours to apply for internal positions, as provided for in Article 11.
- (7) All affected auxiliary employees shall receive notification of their total accumulated hours by May 4, 2002. Auxiliary employees who have accumulated 560 hours will be granted ongoing status and be notified of their seniority date. The Union will be provided with copies of the notification by May 4, 2001.
- (8) This agreement does not affect ongoing full time or part time employees, as these employees shall continue to receive full lay-off notice as per the Collective Agreement, (i.e., one to four months' notice as applicable).

- (9) The parties agree to modify Article 8 (d) to reflect the provisions of this agreement.
- (10) Any disputes regarding the interpretation or application of this agreement shall be referred for binding resolution to Stephen Kelleher, Q.C.
- (11) This agreement supersedes and replaces the Letter of Agreement (Resolve to GR 97-12 (11 Day Break) dated September 29, 1998, and resolves GR 99-01 and any current claims related to auxiliary lay-off and notice.



**LETTER OF AGREEMENT "F" – AEROBICS INSTRUCTOR****WITHOUT PREJUDICE**

The parties agree that employees hired in the position of Aerobics Instructor will have a three-hour variance to the hours of work. That is, the minimum daily guaranteed hours of work shall be one (1) hour. Therefore, an employee reporting to work as an Aerobics Instructor shall be paid accordingly for their time worked, with a minimum of one hour's pay.

This variance is without prejudice to hours of work for any other positions and applies only to the position of Aerobics Instructor. All other positions will adhere to the four-hour minimum daily guarantee (excluding student positions).

All other provisions are as per the Collective Agreement.

**LETTER OF AGREEMENT "G" – JOB DESCRIPTION FORMAT**

This letter of agreement provides full resolution to grievance 98-03.

- (1) The format of CUPE job descriptions shall be modified as follows:
  - (a) Skills, knowledge or abilities required by TRU will be stated under the heading "Skills, Knowledge or Abilities Related to the Job", and shall be ranked according to the established criteria in the Joint Job Evaluation Manual;
  - (b) An additional section headed "Working Conditions" will be added to all position descriptions;
- (2) TRU will determine the job content, duties and qualifications of positions, subject to the Collective Agreement and the Job Evaluation Manual.
- (3) The parties agree that the currency of "related experience" may be an aspect of the Employer's considerations when making an appointment under Article 11 (b). The Union maintains the right to challenge the requirement of currency as a "related experience" factor as it may arise in a given situation.
- (4) The phrase "Other Duties Related to the Position" shall be removed from all position descriptions. The parties agree that every effort shall be made to itemize the job duties within the position description. However, it is agreed by the parties that the occasional performance of a minor task directly related to an employee's job function may occur.
- (5) The format of job descriptions will be modified to reflect the above changes as jobs are posted in future, or changed as a result of an appeal or review.
- (6) It is understood that the above modifications to the job description format do not alter the selection process set out in Article 11 (b) of the Collective Agreement.
- (7) It is understood that no appeal or review of a job will occur solely as a result of changes made under this agreement.
- (8) CUPE and its members shall retain the right to access the dispute resolution mechanisms of the Collective Agreement and the Job Evaluation Manual.
- (9) This agreement shall not terminate on the expiry of the current Collective Agreement.

**LETTER OF AGREEMENT "H" – ASSIGNMENT OF AUXILIARY WORK**

Whereas the parties wish to fully and finally resolve Grievance #02-11 and without prejudice to either party's position concerning the interpretation of the Collective Agreement, the Parties agree as follows:

1. The Employer will continue to assign auxiliary work to any employees who work less than full-time year round and nothing in this agreement is intended to alter, amend or supersede any rights contained in the Collective Agreement.
2. Bargaining Unit employees as well as continuing to be eligible for additional hours in their own position, may, if they work less than full-time year round, place themselves on the auxiliary list (through written notification to Human Resources) for the purpose of obtaining additional auxiliary work in other positions as their seniority and qualifications provide.
3. The Employer must assign auxiliary work in blocks of four hours or more unless the assignment is for sick relief or is for other auxiliary work that does not exceed ten (10) consecutive working days in duration. In case of sick relief or auxiliary work not exceeding ten (10) consecutive working days, the Employer may assign block of less than four (4) hours of work subject to the conditions set out in paragraph 4.
4. In the case of blocks of less than four hours' work described in 3 above, it is understood that this work will be offered to senior qualified employees on the auxiliary list without regard to whether an employee has worked. The assignment will be made on the following basis:
  - a) If the employee has not been assigned to work on a day of the assignment, the employee will be paid a minimum of four hours for that day of the assignment.
  - b) If the employee has other assigned work on a day of the assignment, they may be assigned and paid for additional work of less than four hours for that day of the assignment. However, employees will be limited to one additional work assignment per day.
  - c) The Employer shall not be required to assign additional auxiliary work where that assignment results in overtime.
5. The parties agree that the Williams Lake Campus will be bound by this Letter of Agreement. However, it is understood that there may be exceptional circumstances where the assignment of less than four hours' work may exceed

ten (10) consecutive working days and extend to a maximum of twenty (20) consecutive working days. In the rare instance where the Employer feels it has exhausted all options, it will request the Union's agreement to extend the maximum twenty (20) consecutive days to a maximum of twenty-five (25) consecutive days. Union agreement will not be unreasonably withheld.

6. A panel consisting of Mr. Allen Hope, Q.C. (Chair), Mr. Pat Bell (Employer nominee) and Mr. Mel Hale (Union nominee) shall remain seized of any dispute with respect to the application, operation or interpretation of this Letter of Agreement.
7. The effective date of this Agreement shall be the 19<sup>th</sup> day of April, 2005.
8. This LOA will be appended to the collective agreement.

**LETTER OF UNDERSTANDING "I" – UNDERGRADUATE RESEARCH ASSISTANTS**

The parties recognize that undergraduate students doing research work for faculty members funded through external agencies are excluded from the Local. Undergraduate Research Assistants will carry at least 60% of a full course load within the current academic year. Undergraduate Research Assistants will not work beyond the completion of all their degree requirements unless it becomes necessary to complete the research project. In that case, the Undergraduate Research Assistant may be extended a maximum of three (3) months.

The parties also agree that the work performed by Undergraduate Research Assistants will not erode or prevent growth of the bargaining unit or encroach on the Local.

To ensure that such erosion, encroachment or growth limitations does not occur the parties agree as follows

- a. The tasks that Undergraduate Research Assistants perform will be directly related to the mandate of the external grant but are generally as follows:
  - Preparing materials for an experiment, setting up experimental equipment, monitoring and recording experimental results, inputting and formatting data for analysis, conducting preliminary analyses of the significance of the results, carrying out a review of pertinent literature and assisting with the preparation of a manuscript;
  - Collating and entering pre-existing data for statistical analysis, carrying out preliminary statistical analysis or meta-analyses, creating and conducting computer simulation models (which could entail some basic programming), monitoring and summarizing the results of a computer simulation;
  - Searching the published literature on a particular thematic area and determining the relevance of articles for copying and later inclusion in a summary database, cataloguing and filing précis and keyword summaries for the most important literature under the theme, discussing recurrent concepts discovered with the grant holder and preparing draft manuscripts;
  - Developing a knowledge of the techniques used to identify and monitor species of plants or wildlife, locating geo-referenced sites and recording field data on the occurrence or activities of plants and wildlife, assisting in the capture, handling, and collecting of specimens, collating and entering data and preparing databases; carrying out preliminary statistical analyses;

- b. When external research funding is approved, TRU will meet with CUPE to discuss the nature of the work the Undergraduate Student Researcher(s) will be performing. TRU will also share the name of the funding agency, the name of the faculty member receiving the grant, the name and proof of eligibility of the student(s) who will be doing the work. TRU will also share the approximate timing of when work will begin and when the project should be completed and any additional information CUPE may require. Any additional work that is created as a result of this grant that would normally fall within the scope of CUPE work will be performed by bargaining unit members as per the CUPE Collective Agreement.
  
- c. If, as a result of this review, CUPE believes that there is a problem, the parties will meet within three (3) days to attempt to resolve the issue. If there is no resolution, an agreed upon third party will be asked to resolve the issue within three (3) days.

**LETTER OF UNDERSTANDING "J" – FIELD SAFETY REPRESENTATIVE**

Whereas effective April 1, 2006, the B.C. Safety Authority has required holders of Electrical Operating Permits to appoint a Field Safety Representative and

Whereas the parties desire that CUPE members performing the Field Safety Representative role receive a stipend for performing this role;

The parties agree as follows:

1. TRU may appoint a CUPE member to perform the FSR role (the "FSR") for the TRU main campus at Kamloops.
2. The FSR role will be offered in order of seniority to a CUPE qualified Electrician. The FSR must hold either a Class A or a Class B Field Safety Representative Certificate of Qualification. Course and test fees to obtain this certification will be paid by TRU.
3. The FSR will receive a rate increase of 6.8% of their hourly rate.
4. The duties and responsibilities of the FSR shall be the duties and responsibilities of an FSR identified in the *Safety Standards General Regulation* (B.C. Reg. 105/2004). The duties and responsibilities of the FSR will be subject to change based on legislative changes.
5. The FSR will not be responsible for permits for electrical works estimated at \$7,500 (excluding taxes) and above. This monetary threshold (currently \$7,500) will be updated every three (3) years based on the inflation rates of the previous three (3) years as calculated by the Bank of Canada.
6. In unusual circumstances TRU may, at its discretion and in consultation with the current FSR, appoint an alternative FSR to perform the FSR duties on a temporary or project basis. Unusual circumstances may include, but are not limited to:
  - a. Illness or unavailability of the current FSR and
  - b. Electrical projects which are difficult to access.
7. This agreement, except as outlined above, does not otherwise affect the parties' rights and responsibilities under the Collective Agreement.

8. Either party may cancel this agreement with thirty (30) calendar days' written notice to the other party.

Signed on February 11, 2009



**LETTER OF UNDERSTANDING "K" – JOINT JOB EVALUATION & AGREEMENT  
TO RESOLVE GRIEVANCES TRU 07-01 & CUPE 07-03**

The parties agree to the following:

1. This agreement is intended to provide a dispute resolution process where impasse is reached on matters involving Joint Job Evaluation.
2. Nothing in this agreement is intended to alter the rights of either party under the terms of the Collective Agreement or the Job Evaluation Manual except as set out below.
3. This agreement is subject to ratification by both parties.
4. The parties agree that where a job evaluation issue arises or the University establishes a job description with qualifications or other elements that CUPE objects to, the following process will occur:
  - a. The Joint Job Evaluation Committee (the "JJEC") will rank the position. The ranking will be done on a without prejudice basis to either party's position.
  - b. The position may be posted and filled pending resolution of the dispute.
  - c. The JJEC will refer the dispute to the Director, Human Resources and the Unit Chairperson who will attempt to resolve the issue within ten (10) working days. Failing resolution, the dispute shall proceed to a mutually agreeable named rights arbitrator.
  - d. The arbitrator shall hear the matter as soon as possible, but no later than thirty (30) days and issue a binding decision within ten (10) days.
5. The parties will review the outstanding job evaluation matters that are currently in dispute, and these matters will be resolved through the process outlined in paragraph 4, or paragraph 9 if the Job Evaluation Manual (JEM) requires modification.
6. The parties shall meet for the balance of the week of August 9–10 and as necessary after that time, and agree to make every effort to attempt to reach agreement on modifications to the JJEP as described at page 54 of the Collective Agreement 2002 – 2010.
7. The Union committee will be booked off as necessary to facilitate this bargaining process. Any resolution reached shall be subject to ratification by both parties with forty-five (45) days of the date of this agreement.

8. If the parties are unable to reach a resolution for achieving the modifications described in paragraphs 6 and 7 above, the dispute (including all disputed job descriptions and postings impacted by the required modifications) will be referred to binding interest arbitration before a mutually agreed-upon arbitrator.
  - a. The arbitration shall be held within twenty (20) days of referral and a decision is to be rendered within ten (10) days.
  - b. The arbitrator shall have jurisdiction to decide whether a position must be reposted and any other issue related to remedy.
9. Once Sections 6–8 are resolved, if a new, revised, reviewed or appealed position requires modification of the JEM before the position can be evaluated or re-evaluated, the following process shall apply:

- a. The position will not be ranked by the JJEC and a vacant position will not be posted pending resolution of the process set out below.
- b. The JJEC will attempt, within ten (10) working days, to reach agreement on a recommendation to modify the JEM.

The matter shall then be referred to the Director, Human Resources and the Unit Chairperson within ten (10) working days. If a recommendation is approved by both, the recommendation will be sent for ratification within ten (10) working days.

- c. Where agreement on a recommendation is not reached, the matter shall proceed to a mutually agreeable named interest arbitrator.
- d. The arbitrator will hear the matter as soon as possible but no later than twenty (20) days and issue a binding decision within ten (10) days. The arbitrator shall have authority to resolve all issues before him, including final ranking of a position.

It is agreed that Section 9 shall not apply where Human Resources has not approved the duties to be performed by the employee.

10. In the event of a dispute within the JJEC as to whether a matter falls within Section 4, or Section 9, the matter will be referred immediately to the named arbitrator(s) who will conduct a hearing within five working days and issue a decision within two days of the conclusion of the hearing as to whether the matter will proceed under Section 4 or Section 9.

The Employer will provide up to one day's paid Union release for one person to prepare for the hearing provided for in this section.

11. The JJEC will meet for three days in October of each year for the purpose of conducting an annual review pursuant to Section 10 (d) of the Job Evaluation Manual.
12. The named arbitrators shall be:
  - Gabe Somjen
  - Rod Germaine (alternate)
  - Bob Pekeles (alternate)

In the event the first listed arbitrator cannot hear the matter within the time limits as set out above, the next alternate arbitrator will be assigned the case if he is available within the timelines, failing which the third arbitrator will be assigned. If none of the arbitrators can hear the matter within the time limits, the parties will agree on an arbitrator who can do so.
13. This agreement terminates upon the expiry of the current Collective Agreement. If this agreement is not renewed, then this agreement is without prejudice to the rights of both parties in a subsequent Collective Agreement.
14. Arbitrator Somjen remains ceased of any issues of interpretation or application of this agreement.

**LETTER OF UNDERSTANDING "L" – REMOVAL OF "PREFERRED" AND "AN ASSET" IN CUPE JOB DESCRIPTIONS**

The parties agree to the following:

1. The University agrees that it will not include preferred qualifications or assets in job descriptions or postings. Any prior postings job descriptions will have "preferred" or "asset" removed. Prior postings covered by these grievances shall not be re-posted as the appointment, in each case, was based on the required qualifications.
2. This agreement terminates upon the expiry of Memorandum of Agreement Re: Joint Job Evaluation and Agreement to Resolve Grievances TRU 07-01 and CUPE 07-03. If this agreement is not renewed, then this agreement is without prejudice to the rights of both parties in a subsequent Collective Agreement.

Signed on August 8, 2007

**LETTER OF UNDERSTANDING "M" – WORK STUDY PROGRAM**

In full settlement of grievances 00-09, 06-01 and 06-07, the parties agree to the following parameters to the Work Study program:

1. The Work Study program is for students with demonstrated financial need. Financial need will be determined based on criteria of a government student loan assessment or a TRU Bursary assessment.
2. The Work Study program will run from September 1 to April 30 each year.
3. Work Study positions will contain only 1/3 bargaining unit work at the lower level tasks.
4. Work Study students must be enrolled in a minimum of 60% (full time) course load and maintain a 2.0 GPA.
5. Work Study students may work up to a maximum of eight (8) hours per week based on their financial need.
6. Effective September 1, 2009, the number of Work Study positions in any one department will be as follows:
  - The following six departments shall be limited to no more than four (4) positions: Computer Services, Gym/Athletics, Library, Nursing, English, and Biology.
  - All other departments shall be limited to no more than three (3) positions.
7. The rate of pay shall be the minimum wage of the province unless otherwise agreed upon by the parties.
8. TRU will continue to fund the Work Study program at the current financial level of \$152,736 per year, adjusted for any negotiated student wage increase after April 1, 2009.
9. The Department positions of Physical Sciences and Language Lab Assistants shall transfer with the current job descriptions as approved Work Study positions. Physical Sciences and Language Lab Assistants are limited to four (4) positions, effective September 1, 2008. Funding (in addition to #8 above) of \$16,800 will be attached to these positions and adjusted in accordance with #7 above. It is understood that should these positions not be filled, this funding cannot be utilized for any other Work Study positions.

(\$16,800 = 4 students @8 hours/week x 2 departments x 30 weeks x \$8.75/hour)

**Physical Sciences**

To ensure that students are following safe laboratory procedures in chemistry labs. Must have or be willing to take WHMIS training. Safety assistants are required for Chemistry labs in CHEM 2120, CHEM 2150, CHEM 2220, CHEM 2250, CHEM 3240, and CHEM 3330.

**Language Lab Assistants**

Operate related equipment. Answer language learning-related student questions. Report defective equipment and complete related forms.

10. The Joint Monitoring Committee will continue as per the Student Employment Guidelines.
11. There will not be Work Study positions in the Gymnasium weight room.
12. Except as described above, this agreement does not affect either parties' rights or responsibilities as described in the Collective Agreement, including but not limited to Letter of Agreement "E" – Student Employee Guidelines.

Signed on June 2, 2015

**LETTER OF UNDERSTANDING "N" – STUDENT FUNDRAISERS, ADVANCEMENT**

CUPE agrees, without prejudice or precedent, that on a yearly basis, the Advancement Office may hire students for a six (6) week telephone fundraising campaign between the months of February and April, subject to the following:

1. Students will be hired as Auxiliary employees and subject to all Articles in the Collective Agreement pertaining to Auxiliary employees unless otherwise specified in this letter.
2. The duties performed by the employees will be as per an agreed upon job description of Student Fundraiser. This job description is for the purpose of this letter of understanding only.
3. Employees will not work more than four (4) hours daily and no more than twenty (20) hours weekly, and will have two consecutive days off.
4. Employees must be enrolled in a minimum 60% (full time) course load and maintain a 2.0 GPA.
5. First opportunity will be given to students demonstrating financial need.
6. It is agreed that TRU may provide four (4) hours of paid training to eighteen (18) employees, however a maximum of fifteen (15) employees will be hired. The additional three (3) employees may be hired if a vacancy occurs. These employees may be called in for four-hour shifts to replace an absent employee. The maximum number of employees working at one time or on one shift will be limited to fifteen (15).
7. The rate of pay for employees performing the telephone solicitation duties will be \$12.00 per hour; which will be reviewed annually.
8. Employees will be excluded from Article 17 (a) (b) & 33 (e).

Signed on January 19, 2010

**LETTER OF UNDERSTANDING "O" – TEACHING ASSISTANTS**

WHEREAS, the purpose of Teaching Assistants ("TAs") at TRU is to enhance the student experience by providing undergraduate and graduate students with opportunities for the development of skills within the academic teaching and learning environment;

AND WHEREAS, Teaching Assistantships assist students with their educational costs by providing temporary employment related to their course of study;

AND WHEREAS, with the signing of this agreement, the parties agree that Teaching Assistants would become part of the Bargaining Unit of CUPE Local 4879;

AND WHEREAS, the scope of the Teaching Assistant role is intended to include duties such as demonstrating labs and leading discussion periods, tutorials and seminars based on the guidance and direction received from faculty members and marking exams, tests, lab exercises and assignments, field work or associated invigilation duties, under the academic supervision of faculty;

THEREFORE, the parties agree on a without Prejudice and Precedent basis to the following:

1. Teaching Assistants will work under the academic supervision and ongoing day to day supervision of a faculty member and the overall administrative supervision of the relevant Chair and Dean.
2. An Undergraduate Teaching Assistant ("UTA") is a TRU student enrolled in an undergraduate program. UTAs must have completed at least 50% of their current program of study, must be enrolled in at least 3.0 credits for the semester in which they are employed as a UTA and must have at least a 3.5 GPA. UTAs must demonstrate English language proficiency.
3. A Graduate Teaching Assistant ("GTA") is a TRU student enrolled in a graduate degree program. GTAs must be students in good standing. Prospective GTAs who are applying for admission into a graduate degree program must be students in good standing at their current institution. GTAs must demonstrate English language proficiency.
4. Undergraduate Teaching Assistants will be paid \$14.00 per hour. Graduate Teaching Assistants will be paid \$18.00 per hour for the first semester as a GTA and \$18.00 per hour, should they be employed for a second semester as a GTA. Any students employed as a Graduate Teaching Assistant for a third or fourth semester will be paid \$19.00 per hour. Teaching Assistant wage rates will be subject to any future negotiated General Wage increases for CUPE members.



5. Teaching Assistants will be paid 4% vacation pay on each pay cheque in lieu of scheduled vacation days.
6. Articles of exclusion apply as per Article 8 (g) Student Employment of the Collective Agreement.
7. Letter of Agreement "D" Student Employee Guidelines does not apply to Teaching Assistants.
8. An UTA or GTA is limited to ten (10) hours per week and a maximum of one hundred and forty (140) hours of employment in any semester.
9. The Department hiring a TA will post the opportunity within the relevant department area. Opportunities will also be advertised in the TRU Student Employment Centre.
10. Hiring is based on an open, transparent and accountable process, ensuring senior students in a respective program area are aware of the Teaching Assistant opportunity.

Signed on June 15, 2011

**LETTER OF AGREEMENT "P"– AUXILIARY POSITIONS TO SUPPORT DISABILITIES**

The parties agree to the following:

1. The parties agree to establish 2 auxiliary positions and work to support individuals with a disability.
2. The wage rate for these two positions shall be fourteen dollars (\$14.00) per hour. The parties agree that the wage rate is subject to negotiations at the end of the term of the collective agreement.
3. Within 60 days from the ratification of this collective agreement a committee will be established to develop criteria for the positions. The committee will be made up of three (3) members from CUPE 4879 and three (3) staff members from TRU. The committee will work to determine:
  - relationships with outside agencies
  - the potential for government wage subsidies
  - the nature of work to be performed
  - the posting requirements
  - the length of assignments

Signed on June 30, 2015

**LETTER OF AGREEMENT "Q" – INTERN POSITIONS**

Intern positions will be established to provide opportunities to support student/staff development and success. Internship positions will not exceed five (5) in 2019/20, six (6) in 2020/21 and seven (7) thereafter.

1. Internships will apply to students/staff who have graduated from a program at TRU, within the last 12 months.
2. The applicants are not required to meet all posted requirements, with the exception of education.
3. The parties agree that intern positions will be considered one (1) year auxiliary employees as defined by Clause 8(e).
4. If an internal candidate is selected, all labour agreement provisions will apply except provisions outlined in this agreement, excluding #9.
5. The intern positions may be either full-time or part-time and will not exceed one (1) year.
6. The employment of intern positions will not reduce established staff complements in the assigned department.
7. No intern position will be employed when an ongoing qualified employee in the posted department is on lay-off.
8. All intern positions will be based on an existing position, at 80% of the pay rate.
9. During the one (1) year period, the intern will not accrue seniority; however, if the intern is the successful candidate on a posted position, within six (6) months of completion of their intern position, seniority calculations will be backdated to the start of their intern position.
10. Postings for intern positions will follow the current practice as outlined in Article 11(a).

## LETTER OF AGREEMENT "R" – SERVICE IMPROVEMENTS

### Employee Wellness, Innovation and Training

TRU and CUPE Local 4879 commit to fund employee wellness programs, innovation and education and training initiatives. Healthy employees are able to better engage, and support students and innovation and training will assist in improving service delivery throughout the campus. The goal of these programs is to provide programs, education and training that will build employee capacity, skills and knowledge, which will improve service delivery of the University.

In year one (1) of this agreement and with year one (1) funding a new position will be established, called Health and Wellness Advisor. The Advisor will assist staff in dealing with and supporting mental health and wellness. It is understood that a healthy workforce will improve student and stakeholder success related to service delivery.

With year two (2) and three (3) funding, the parties will establish a committee with three (3) management and three (3) CUPE representatives, who will make recommendations to the Executive Director of Human Resources on goals and priorities to support wellness, innovation and training of staff and services. It is understood that the amounts reflected below will be used to provide staffing and resourcing, programs, delivery and materials to improve service delivery for students and stakeholders. The total amount of funding over three (3) years of this agreement is \$433,000.

Contract Year	Allocation	Funding
April 1, 2019 – March 31, 2020	0.25%	\$ 71,000
April 1, 2020 – March 31, 2021	0.25%	\$144,000
April 1, 2021 – March 31, 2022	0.25%	\$218,000

This agreement takes effect on April 1, 2019. On March 31, 2022 the parties will review service delivery improvements to ensure goals and priorities are being met. There will be no carry forward of unused funds from year to year. To support ongoing funding, goals and priorities will again be developed and approved that support and improve service delivery for students and stakeholder.

**LETTER OF AGREEMENT "S" – ANNUALIZED PAY PROVISIONS**

1. To facilitate the needs of departments, whose work frequently takes place away from TRU or outside of normal work hours, employees may consider being paid on an annual basis.
2. All Collective Agreement provisions remain in affect except for the following conditions:
  - a. These positions could be paid on an annual basis versus an hourly basis;
  - b. The annual rate could be determined by multiplying the hourly rate for the position times 1820 hours/year;
  - c. A percentage in recognition for irregular work schedules and overtime, could be added on a bi-weekly basis (*the percentage amount is based on historical overtime costs in the department or role*);
  - d. Such alternatives may include an annual review.
3. Opportunities for annualized pay will be considered on a case-by-case basis where agreed-upon by the affected employees as a group and their manager.