

**Association of University
& College Employees,
Local 1 (UBC)**

UNION CONTRACT

**APRIL 1, 1974 -
SEPT. 30, 1975**

**Covering Clerical & Library
Workers at UBC**

**Association of University
& College Employees,
Local 1 (UBC)**

UNION CONTRACT

**APRIL 1, 1974 -
SEPT. 30, 1975**

**Covering Clerical & Library
Workers at UBC**

TABLE OF CONTENTS

Article	Page
1	General Purpose5
2	Recognition5
3	Definition of Employees5-7
4	Probation Period7
5	Union Security8
6	Check-Off8,9
7	Union Activity9,10
8	Stewards10,11
9	No Discrimination11,12
10	Union Meetings12
11	Management's Rights12
12	Standing Committees13
13	General13,14
14	Consultation15
15	Union Label15
16	Court Duty15
17	Picket Lines15,16
18	Bulletin Boards16
19	Technological, Automation and Other Changes . 16,17
20	Job Training17,18
21	Study Benefits18
22	Protective Clothing18
23	Employee Files18
24	Working Conditions19
25	Permanent Library Card19
26	Statutory Holidays19,20
27	Vacations20-23
28	Hours of Work23,24
29	Overtime24-26

Continued Next Page

30	Benefits	26-29
	1. Leave of Absence Without Pay	26,27
	2. Compassionate Leave	27
	3. Pension Plan	27,28
	4. Daycare	28
	5. Medical and Dental Plan	28
	6. Continuing Part-Time Employees Benefits	28,29
31	Job Descriptions, Job Evaluation and Reclassification	30-32
32	Seniority	32,33
33	Discharge	34,35
34	Promotion, Transfer, Layoff, Recall	35-37
35	Adjustment of Complaints	37-41
	1. Grievance Procedure	38-40
	2. Arbitration	40
	Note	41
36	Wages	41
37	Duration of the Contract	42
	Supplementary Issues	44
	Pay for Work on Statutory Holidays	44
	Shift Work	44-46
	Temporary Employees Medical & Dental Plan	46
	Part-Time Employees Benefits (Maternity Leave)	46
	Sick Leave	46-48
	Maternity Leave	48-49
	Temporary Employees Benefits	49-50
	Job Classification (Misclassification)	50-51
	Loss of Seniority	51
	Lay-Off	51-52
	Monthly Rates of Pay	53-55
	Hourly Rates of Pay	56-58
	Letters of Agreement	59-60
	Reclassification	59-60
	Taxi Vouchers	60
	Index (Alphabetical)	60-64

YOUR UNION CONTRACT

This is the first collective agreement between Local No. 1 of the Association of University and College Employees (AUCE) and the University of British Columbia. It establishes wages and working conditions for clerical and library employees of UBC who are covered by AUCE's certification.

This booklet outlines the rights and benefits that you are entitled to under the contract. Read it carefully – observe it and enforce it.

If you have any questions or problems concerning the contract or its interpretation, contact your steward or the AUCE office. The union office is located at 2162 Western Parkway in the Village (above Mac's Milk), phone 224-5613.

Typesetting &
Lay-out by
Union Labor
AUCE No. 1

This agreement made and entered into by and between:
THE UNIVERSITY OF BRITISH COLUMBIA
(hereinafter referred to as the University)
AND
THE ASSOCIATION OF UNIVERSITY AND
COLLEGE EMPLOYEES LOCAL NO. 1 (UBC)
(hereinafter referred to as the Union)

Article 1 – General Purpose

In order to establish and maintain efficient operations and a harmonious relationship between the University and the Union, the University and the Union agree that the general purpose of this collective agreement is to establish an orderly collective bargaining relationship. No employee shall be required or permitted to make a written or verbal agreement with the University or its representatives which may conflict with the terms of this agreement.

Article 2 – Recognition

The Union is the sole bargaining authority for all employees of the University for whom the Union is certified under the Labor Code of British Columbia.

Article 3 – Definition of Employees

1. Employee

The term employee shall mean any person employed by the University who is covered by the Certification granted the Union by the Labor Relations Board of British Columbia on April 11, 1974 and varied on May 21, 1974.

2. Continuing Full-Time Employee

A continuing full-time employee shall mean any employee who normally works the regular work week as defined in Article 28 (Hours of Work). Such employees will be paid by the month.

3. *Continuing Part-Time Employees*

A continuing part-time employee shall mean any employee who works on a continuing basis but normally works less than the regular work week as defined in Article 28 (Hours of Work). Such employees shall be paid either by the month or by the hour.

4. *Sessional Employee*

A sessional employee is any employee who works on a full-time or part-time basis for recurring periods approximately coinciding with the University Winter Session. Such employees shall be paid by the month or by the hour.

5. *Probationary Employee*

A probationary employee shall mean a new employee serving a trial period of employment to determine suitability. This probationary period shall be three (3) calendar months.

6. *Student Assistant*

The term student assistant shall mean any full-time student who is enrolled at the University and works no more than ten (10) hours in any one (1) week. Such employees are outside the Certification. A student who works more than ten (10) hours a week shall be considered an employee as defined in Section 1 above. Student assistants, or any other persons, performing duties normally done by employees bound by this agreement shall be paid at said employee's regular rates of pay as outlined in this agreement.

7. *Temporary Employee*

A temporary employee shall mean any employee who works on a temporary or casual basis. Such employees shall be paid by the hour.

TEMPORARY EMPLOYEE (Continued)

If temporary employment continues for longer than three months of unbroken service, the employee shall be considered either "continuing part-time" or "continuing full-time". Unbroken service means regularly scheduled service.

Intermittent service shall be treated in the same manner if and when the total time of accumulated service is greater than sixty-six (66) working days. Having completed sixty-six working days of service, the temporary employee shall be considered to have completed her/his probationary period and become a continuing employee.

The above policy applies to the individual employee and not to the position occupied by the employee.

Article 4 – Probation Period

1. Duration

An employee shall be on probation for the first three (3) calendar months of her/his employment.

2. Transfer, Promotion

When promoted or transferred, an employee will be on a training period for one (1) month. If the employee finds the job unsatisfactory or is unable to meet the job requirements she/he shall be returned to her/his former position, if possible, or one of equal salary range.

3. Rights

The probationary employee shall be entitled to all the rights and privileges of this agreement, subject to Article 33, Section 2 (Discharge).

Article 5 – Union Security

1. *Union Shop*

All employees at the date of signing of this agreement covered by the certification who are at the time members of the Union, will continue as members of the Union.

2. All employees at the date of signing of this agreement covered by the certification who are not at that time members of the Union, will not be required to join the Union nor will they be required to pay any fees or assessments to the Union.

3. *New Employees*

As a condition of employment, employees who are hired after the date of signing of this agreement shall become Union members within thirty (30) calendar days from their date of hire.

4. *Notification by the University*

The University agrees to notify the Union, in writing, within five (5) working days, when an employee has been hired, promoted, transferred, laid off, recalled, resigns, is suspended, or is terminated.

Article 6 – Check-Off

1. *Authorization*

All employees on date of hire, will be required to sign an authorization for dues and assessments deductions. A copy of this authorization shall be sent to the Union.

2. *Deduction of Dues*

The University shall begin the deduction of monthly Union dues and assessments on the first

DEDUCTION OF DUES (Continued)

pay date following the completion of thirty (30) calendar days of employment. Deduction of dues by the University for employees who are members of the Union at the date of signing of this agreement will begin with the October 31, 1974 payroll.

3. *Collection of Dues*

Before the eleventh (11th) working day of each month the University will forward the collected dues, by cheque, to the Treasurer of the Union, together with a detailed list of names of employees and their social insurance numbers, departments and amounts deducted.

4. *Notification*

The Union agrees that they will advise the University of all present assessments and dues required by the Union, and of any changes which may arise from time to time in connection with such dues and assessments.

Article 7 – Union Activity

1. *Contacting at Work*

The elected full-time organizer of the Union shall have the right to contact employees at work on matters respecting this collective agreement or its administration. The Union further agrees that there will be no undue disruption of work.

2. *Full-Time Leave of Absence*

A leave of absence without pay of up to one year will be granted to any employee who has been elected to a full-time office or position in the

FULL-TIME LEAVE OF ABSENCE (Continued)

Union. The employee so elected must give one (1) month's notice to the University. Further leave may be granted by mutual consent.

Seniority shall accumulate during the employee's leave of absence of up to one (1) year but no longer. The employee shall also be allowed to continue with all the University's Benefit Plans and the employee shall pay the full premium of these plans.

3. *Short Term Leave of Absence*

The University agrees to grant wherever possible representatives of the Union leave of absence without pay for Union conventions or to perform other functions on behalf of the Union. Such leave shall not be unreasonably withheld. The Union agrees to notify the University at least ten (10) working days in advance.

4. *One Hour Explanation*

The University agrees that a member of the Local Executive or a Steward shall be allowed up to one hour per month, on the first Thursday of each month during regular working hours to meet and discuss the function of the Union to all new employees who have been hired in the previous month in her/his Division. The meetings shall be held near the work place of the employees concerned.

Article 8 – Stewards

1. *Recognition*

The University recognizes the stewards elected by

RECOGNITION OF STEWARDS (Continued)

the Union, and shall not discriminate against such stewards for carrying out duties proper to that position.

2. *Meeting the University*

When the University wishes to discuss dissatisfaction with the work of an employee, the employee, upon request, may be accompanied by a steward.

3. *No Loss of Pay*

A steward may investigate and process grievances during regular working hours, without loss of pay. It is further agreed that there will be no undue disruption of work, and the steward shall not leave work during regular working hours without obtaining permission from her/his supervisor. Permission shall not be unreasonably withheld.

4. *Notification by the Union*

The Union shall regularly notify the University, in writing, of the names of its Local Executive, Chief Steward, Stewards and Grievance Committee.

Article 9 – No Discrimination

1. *Human Rights*

The University agrees that there will be no discrimination against an employee by reason of age, race, creed, color, national origin, political or religious affiliation, sex, marital status, or whether she/he has children.

2. *Personal Rights*

The University and its representatives agree that the rules, regulations and requirements shall be

limited to matters pertaining to the work required of each employee. The employees agree that they will not act in any way which would interfere with the normal work requirements.

3. *Sex Discrimination*

The University agrees that there will be no discrimination against women employees in terms of hiring, promotions and wages.

The University and the Union agree to establish an appropriate and fair weighting scale for financial reward with regard to mental effort as compared to physical effort, and clerical skills as compared to technical skills.

4. *Trade Union Activity*

The University will not discriminate against any employee because of membership or activity in the Union or for the exercise of rights provided for in this agreement.

Article 10 – Union Meetings

The University agrees to allow employees a two- (2-) hour lunch from Twelve (12) p.m. to Two (2) p.m. on the second Thursday of every other month for a union meeting. Where it is necessary to keep offices or libraries open during this period, special arrangements will be made upon mutual consent of the Department Head and steward involved.

Article 11 – Management's Rights

The management and direction of the working force is vested exclusively in the University.

Article 12 – Standing Committees

Names

There will be the following standing committees:

Job Evaluation Committee

Working Conditions Committee

Job Retraining Committee

Pension Plan Committee

Circulation of Agreements Reached

When matters are discussed at Standing Committee meetings a memorandum shall be made of any agreement reached and shall be initialled by all members present. One copy of this shall be sent to each steward, to the Union office, and to the Personnel Office.

Meetings

A Standing Committee shall meet upon request from either the University or the Union. These meetings will be during regular working hours and employees shall suffer no loss of pay.

Article 13 – General

It is agreed that the following present University policies shall continue in effect for the duration of this Agreement:

a) *Inclement Weather*

At the discretion of the President of the University, employees shall be permitted to leave early on the occasion of weather conditions which may create poor road conditions or other difficulties in travel.

b) *Employees' Library Card*

Employees shall be entitled to a free, personal

LIBRARY CARD (Continued)

Library Card, renewable yearly, for the duration of their employment with the University.

c) *Military Leave*

Employees required to attend Military training courses shall be granted one-half ($\frac{1}{2}$) the time as a paid leave of absence, the other half to be deducted from their holidays.

d) *Campus Patrol Escort*

After regular working hours, employees may request Campus Patrol to escort them from their place of work to a convenient bus stop, where the patrol will wait with them until their bus arrives, or some other mutually satisfactory arrangement.

e) *Policy re Courses*

If a Department Head requests that a member of his/her staff take a course of study in line with her/his duties, the University may allow time off and pay for fees and costs incurred. Each case will be considered on its individual merits and must be approved by the Dean or Administrative Head.

f) *Room Bookings*

The University shall permit the Union to book University rooms through Systems Services for meetings of the Union Executive and Union Contract Committee and general membership meetings.

g) *Community Facilities*

Employees shall be allowed the use of University facilities such as the swimming pool, tennis courts, bowling alley etc. during hours scheduled for such purposes or public hours at reduced prices or for free as required by the University.

Article 14 – Consultation

Employees who are using the equipment shall be consulted regarding the purchasing and rental of office equipment for their working unit.

Article 15 – The Union Label shall be made available to the University. The privilege of using the Union Label shall be extended to the University as long as this agreement remains in full force and effect and the University is fulfilling all of its terms and conditions.

Employees will be permitted to wear union pins or steward badges.

Article 16 – Court Duty

An employee who is called for Jury Duty or as a witness for the Crown shall continue to receive her/his regular pay. The employee shall turn over to the University any monies she/he receives from the Crown on the days she/he is normally scheduled to work, providing this does not exceed her/his regular pay rate.

Article 17 – Picket Lines

The University and Union agree that in the event of a strike by members of another Union employed by the University or outside employers, an employee shall not be subject to dismissal for refusing to cross an established picket line, provided that:

- a) the strike is the result of a labor dispute
- b) having been duly authorized by the membership, the Union executive will inform the University (in

PICKET LINES (Continued)

writing) as soon as possible that they regard the picket line which has been set up as a bona fide picket line

- c) adequate arrangements for essential services in the hospitals be established.

The University agrees that it shall not request, require or direct employees to perform work resulting from strikes that would normally have been carried out by those on strike.

Article 18 – Bulletin Boards

The University agrees to provide bulletin boards in a permanent and prominent location acceptable to the Union. The bulletin boards shall be used by the Union to convey information to its members. The cost and installation shall be borne one half by the University and one half by the Union.

Article 19 – Technological, Automation and Other Changes

The purpose of the following provisions is to preserve job security and stabilize employment and to protect employees from loss of employment.

1. Definition of Displacement

Any employee shall be considered displaced by technological change when her/his services shall no longer be required in the same capacity as a result of a change in University procedures or equipment, or a change in a process or method of operation diminishing the total number of

DEFINITION OF DISPLACEMENT (Continued)

employees required to operate the Department in which she/he is employed.

2. *Loss of Pay*

In case of displacement, every effort will be made to relocate the displaced employee in another suitable position.

3. *Notice*

The University will provide the Union with at least three (3) months notice of intention to introduce automation, equipment or procedures which might result in displacement or reduction of personnel or in changes of job classification.

4. *Cost of Retraining*

Employees becoming redundant due to new equipment or procedures, shall be eligible for retraining to equip them for the operation of such new equipment or procedure, or to qualify for transfer to new positions. Such retraining will be provided by the University without cost and without loss of pay to the affected employee(s).

5. *Supply of Information*

The University agrees to supply full and complete information to the Union concerning any changes in operation required to ensure the proper operation of this article.

Article 20 – Job Training

The University and the Union agree on the signing of this contract to form a Joint Union-Management Committee to study job training proposals, to consider the needs and requirements and report back

JOB-TRAINING (Continued)

within a six-month period with a recommendation to the Director of Personnel. The Committee will consist of three (3) persons from management and three (3) from the Union and elect its own Chairperson from the group.

Article 21 – Study Benefits

- a) On completion of one year of service to the University, an employee is entitled to take one University course a year for which they will be reimbursed in full by the University upon successful completion of the course.
- b) Upon request to the Department Head an employee shall be allowed to take a UBC course during the day and make arrangements to make up time before or after regular working time. Such request shall not be unreasonably denied.

Article 22 – Protective Clothing

The University agrees to provide smocks or shop coats to protect clothing of employees where required.

Article 23 – Employee Files

As of the date of the signing of this agreement, an employee shall have access to those items in her/his personal files relating to the employment of her/his work at the University which have been placed there since the date of signing of this agreement. The employee may add written comment to these files.

Article 24 – Working Conditions

The University agrees to maintain good working and health conditions in the employees' work areas. Recurring problems of these matters may be referred to the Joint Working Conditions Committee.

1. Joint Working Conditions Committee

A Joint Working Conditions Committee shall consist of three (3) representatives from each party and shall be formed within one (1) month of the signing of this Agreement. This Committee shall meet at least once a month.

2. Working Conditions Committee meetings shall be held on University time with no loss of pay.

Article 25 – Permanent Library Card

All employees, upon retirement from the University, shall receive a lifetime University Library card, renewable yearly.

Article 26 – Statutory Holidays

1. Definition

A statutory holiday is any paid holiday recognized in the University Calendar as a day on which the University is officially closed.

2. List of Statutory Holidays

The following paid statutory holidays for all employees are to be recognized:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Dominion (Canada) Day	Boxing Day
British Columbia Day	

In addition any other day proclaimed by the Federal or Provincial Governments or any other

STATUTORY HOLIDAYS (Continued)

day in lieu of a statutory holiday shall be recognized.

3. *University Holiday*

A University Holiday is any paid holiday other than a Saturday, Sunday or General (Statutory) Holiday on which the University is officially closed.

An employee who works a University Holiday shall choose either to be paid one extra day's pay or to take one day off with pay at a mutually convenient time.

4. *Compensation for Statutory Holidays Falling on Scheduled Days Off*

When a statutory holiday falls on the regular day off of an employee, she/he shall choose either to be granted an equivalent time off without loss of pay or to be paid at regular rates. The time at which the time off is taken is to be determined by mutual agreement between the Department and the individual employees.

See Supplementary Issues for:

Pay for Work on Statutory Holiday, page 44

Article 27 – Vacations

1. *Calendar Year*

For the purpose of this Agreement the calendar year shall mean the twelve (12) month period from January 1st to December 31st, inclusive.

2. *Vacation Schedule for First Incomplete Year*

Each employee shall receive during the first incomplete year of service one and one-quarter (1¼) working days for each month worked prior to December 31st with the right to take days as they are accumulated.

VACATIONS (Continued)

3. *Vacation Schedule*

Employees shall receive an annual vacation with pay on the following basis:

Three (3) weeks after one (1) year of service

Four (4) weeks after five (5) years of service

Five (5) weeks after eight (8) years of service

Rates of pay in each of the above cases shall be those which the employee would have received if she/he had worked.

For computation of vacation entitlement employees shall be deemed to be in their second (2nd) calendar year on January 1st if they have had service immediately preceding that date.

4. *Accumulation or Carry-Over of Vacations*

Employees with three (3) weeks vacation entitlement or more shall be entitled to bank up a maximum of two (2) weeks vacation and take the banked vacation in the following year.

5. *Vacation Flexibility*

Other than in the first incomplete year, as of January 1st each employee shall have one (1) full calendar year's entitlement available to her/him to take anytime within that calendar year. The time of vacation is to be determined by mutual agreement between the Department and the individual employee.

6. *Vacation Scheduling*

The University shall post a vacation schedule by January 15th of each calendar year. The schedule can be changed thereafter at the request of the

VACATIONS (Continued)

employee if acceptable to the Department concerned.

7. *Vacation Schedule*

Scheduling of vacations in any library division or department shall be on the basis of seniority where there is a conflict of scheduling between employees. Employees desiring to take holidays in broken periods shall be entitled to take their vacation subject to the requirements of their library divisions or departments.

8. *Termination*

An employee terminating her/his employment shall receive a vacation allowance, less any actual vacation time taken.

9. *Compensation for Holidays Falling Within Vacations*

When a statutory holiday falls on or is observed during an employee's annual vacation, she/he shall be granted an additional day's vacation without loss of pay for each statutory holiday in addition to her/his vacation time.

10. *Vacation Pay on Retirement*

On normal retirement each employee shall be entitled to the same vacation which she/he would have had if she/he continued working to the end of the calendar year.

11. *Paychecks*

Employees may, upon giving fifteen (15) calendar days prior notice, receive on the last working day preceding commencement of their vacation any cheques which would normally fall due during the

VACATIONS (Continued)

period of their vacation.

12. *Approved Leave of Absence During Vacation*

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

Article 28 – Hours of Work

1. *Work Day and Work Week*

Each full-time employee shall have a work week falling within the guidelines set out herein:

- a) The normal hours of work for all full-time employees shall be thirty-five (35) hours per week or seven (7) hours per day between the hours of 9:00 a.m. and 5:00 p.m.
- b) The above hours may be varied as in (d) below. In such cases the hours of work shall be 1) thirty-five (35) hours per week, or 2) seventy (70) hours over two weeks. The maximum hours worked in any one working day shall not exceed eight and three-quarter ($8\frac{3}{4}$) hours, which are to be worked between 6:00 a.m. and 7:00 p.m.
- c) The regular work week shall be Monday to Friday.
- d) The employees in each department or library division, under the guidelines of parts (a), (b), and (c), shall decide which form of week they will work subject to approval of the

HOURS OF WORK (Continued)

Department Head. Such approval shall not be unreasonably withheld.

2. *Meal Period*

Employees shall be allowed to take one (1) continuous period for meals of not less than thirty (30) minutes nor more than one (1) hour in any shift. The employee may choose to take either thirty (30) minutes or one (1) hour provided that suitable arrangements are made to keep the offices and libraries open during regular University working hours.

3. *Relief Periods (Coffee Breaks)*

Employees shall be entitled to two (2) paid relief periods of fifteen (15) minutes each, one to be taken during the first half of any shift, and the other during the second half of any shift.

**See Supplementary Issues for:
Shift Work, page 44–46**

Article 29 – Overtime

1. *Definition*

- a) Overtime for continuing full-time employees and for sessional employees who work on a full-time basis is that time worked in excess of each employee's working day (e.g. for an employee working a seven (7) hour day anything in excess of that is considered overtime; for an employee working an eight and three-quarter (8¾) hour day anything in excess of that is considered overtime, etc.) or in excess of thirty-five (35) hours per working

OVERTIME (Continued)

week. The above applies to temporary employees who work the regular work week of thirty-five (35) hours.

- b) Overtime for continuing part-time employees and for sessional employees who work on a part-time basis is that time worked in excess of the normal working hours of seven (7) hours per day. The above applies to temporary employees who work less than the regular work week of thirty-five (35) hours.

2. *Overtime Premium*

Compensation for overtime worked shall be paid at the rate of time and one-half for the first two (2) hours in any one week and double time thereafter.

3. *Overtime Worked on a Statutory Holiday*

Where an employee works more than the normal working day on a statutory holiday or a day granted in lieu thereof, that employee shall be paid according to Article 26, Section 5, for the regular work day, and one and one-half times that rate for the first two hours in excess of the regular work day, double that rate thereafter.

4. *Time Off in Lieu of Overtime*

Employees who work overtime may request time off in lieu of overtime pay. An employee who is to receive compensating time off shall be given compensating time off equivalent to the number of hours for which she/he would have been paid for the overtime so worked. Time off will be taken at a time mutually agreeable to the

OVERTIME (Continued)

employee and the Department Head.

5. *Paid Meal Period*

All employees requested to work overtime beyond their regular work day shall be allowed a one-half (½) hour meal period which shall be paid at overtime rates provided such overtime is in excess of two (2) hours work and providing that not more than one (1) hour has elapsed between the end of normal working hours and the time overtime commences. The meal period may be taken before, during or after the overtime.

6. *Call Back*

An employee called back to work after completing a regular day's work or from a regular day off or vacation, shall be paid overtime rates for a minimum of four (4) hours.

7. *Voluntary Overtime*

The employer shall endeavor to keep overtime to a minimum and to meet requirements on a voluntary basis. Overtime work shall be divided equally, insofar as possible, among the employees in the department or library division who are willing and able to perform the work that is available within a reasonable time.

Article 30 – Benefits

1. *Leave of Absence Without Pay*

- a) An employee may apply for and receive a leave of absence without pay for personal reasons other than illness, providing she/he makes a written request stating reasons to the department head.

- b) Every effort shall be made by the employer to comply with an employee's request for such leave. Permission shall be obtained in writing from the department head. Refusals for such leave must also be obtained in writing with reasons for refusal stated.
- c) Such leave shall not affect seniority entitlements or sick leave credits which have been accumulated. Sick leave shall not be accrued during such periods of leave of absence without pay.

2. *Compassionate Leave*

- a) In the case of death in the immediate family an employee shall be entitled to three (3) full working days with pay upon notification to the department head. Such leave will not be charged to other accrued time off.
- b) An employee shall be entitled to one-half day leave of absence with pay to attend a funeral upon notification to the department head.
- c) If longer leave is required, it shall be applied for under Section 1(a) (Leave of Absence Without Pay).

3. *Pension Plan*

- a) It is agreed that the Pension Plan, Group Life Insurance, and Total Disability Plan will continue on the same basis as is now in effect.
- b) The University and the Union agree within one month of the signing of this agreement to form a joint Union/Management Committee to study pension plan proposals, to consider the needs and requirements of staff and to report

PENSION PLAN (Continued)

back within a six-month period with recommendations to the Pension Board and the Director of Personnel. This committee will consist of three persons from management and three persons from the Union. The committee will elect its own chairperson.

4. *Daycare*

In case of dissatisfaction with present daycare policy, the University will assist the Union in investigating the matter. The University further agrees that it will do all that is reasonably possible to assist the Union in securing suitable daycare facilities for employees of the University of British Columbia.

5. *Medical and Dental Plan*

- a) The employer shall pay fifty per cent (50%) of the monthly contribution to the Medical and Dental Plan.
- b) Upon appointment to employment all continuing and sessional employees shall be eligible to participate in the Medical Plan as outlined in Section 5(a).
- c) After three months service all employees shall be eligible to participate in the Dental Plan as outlined in Section 5(a) provided she/he works a minimum of twenty (20) hours per week.

6. *Continuing Part-Time Employees Benefits*

Continuing Part-Time Employees shall receive all the rights and privileges of this agreement except as noted below:

PART-TIME EMPLOYEES BENEFITS (Continued)

- a) Sick Leave (Article 30): The continuing part-time employee shall receive sick leave on a pro rata basis, according to the number of hours worked in the previous month.
- b) Statutory Holidays (Article 26): The continuing part-time employee who has worked less than fifteen (15) full days in the previous month shall receive pay for statutory holidays on a pro rata basis, according to the number of hours worked in the previous month. The continuing part-time employee who has worked fifteen (15) or more full days in the previous month shall receive full pay for the statutory holiday.
- c) Medical and Dental Appointments (Article 30): Continuing part-time employees shall be exempt from this benefit.
- d) Compassionate Leave (Article 30, Section 2): The continuing part-time employee shall receive pay for compassionate leave on a pro rata basis, according to the number of hours worked in the previous month.
- e) Vacation Entitlements (Article 27): The continuing part-time employee shall receive vacation entitlements on a pro rata basis according to the number of hours worked in the previous year.

See Supplementary Issues for:

Part-Time Employees Maternity Leave, page 46

Sick Leave, page 46–48

Temporary Employees Benefits, page 46 & 49–50

Article 31 – Job Descriptions, Job Evaluation and Reclassification

1. *Job Descriptions*

- a) The University agrees to draw up separate job descriptions for all classifications for which the Union is the bargaining agent and provide copies of such descriptions to the Union. Said descriptions must be received by the Union prior to December 1, 1974 and shall become the recognized Job Descriptions unless written notice of objections is given by the Union within thirty (30) days. This provision shall remain in effect until Job Descriptions are provided and implemented through the Job Evaluation Committee.
- b) An employee leaving a position at the University held for a year or more shall write an outline of her/his job duties. This outline shall be forwarded to the Personnel office, with one copy to the Union.

2. *Job Evaluation Committee*

- a) A Standing Committee shall be set up by the University and the Union to discuss and develop a revised Job Evaluation Program under a system which is mutually agreed upon. The Standing Committee shall work out the details of the Job Evaluation system and the implementation method.
- b) The Standing Committee will be set up within five (5) days of the date of signing of the Agreement and shall be composed of three (3) representatives from each party.

- c) Job descriptions and rates of pay for new positions or new classifications will be agreed to and implemented through the Job Evaluation Committee.

3. *Reclassification*

- a) Requests for reclassification may originate with the employee, the Union or the Department Head twice yearly. These requests must be made in writing to the Personnel Office, with one copy of such requests sent to the Union.
- b) The Personnel Office will have the case reviewed with the employee. The reclassification procedure must include the following:
 - i) The employee completes a reclassification form. A copy of this form is sent to the Union.
 - ii) the employee is interviewed by a job analyst. At the request of the employee, an office steward will be present at this interview.
- c) The employee shall be notified by letter within six (6) weeks of the disposition of the request. If the reclassification is not recommended the letter shall contain the reason(s) for not recommending the reclassification. A copy of the aforementioned letter will be forwarded to the Union.
- d) If the employee is not satisfied with the decision, she/he shall have the right to the established grievance procedure, beginning at Step 3.

- e) A wage increase awarded as a result of the reclassification initiated by an employee or the Union or Department Head, shall be retroactive to the date of the written request for the reclassification.

See Supplementary Issues for:

Reclassification: Pay Increase, page 50

Misclassification, page 51

- g) If an employee's position is reclassified, that employee shall not be placed on probation or considered to be in a training period.

Article 32 – Seniority

1. *Definition*

Seniority shall mean length of service with the University and shall be credited for all service prior to certification of the bargaining unit as designated in Sections 3(a), (b), (c), and (d) below.

2. *Computation of Seniority*

The seniority of part-time, temporary and sessional employees shall be determined on the basis of the number of months worked, i.e. 152 hours equals one month.

(Months determined by multiplying the number of hours in the work week by 52, then dividing by 12.)

In the case of temporary employees who work regularly or irregularly, if such employees move or wish to move to one of the other groups of employees as defined under Article 3, their total service time from initial date of appointment will be counted for seniority purposes.

3. *Accrual of Seniority*

- a) Seniority shall accrue from the first day of employment for continuing full-time staff.
- b) Seniority for part-time continuing staff shall accrue from the first day of employment at the University.
- c) Seniority for sessional staff shall continue from the first day of employment providing there is no greater break in service than six (6) months.
- d) Temporary employees shall have seniority from the date of employment on a temporary employees' seniority list providing there is no greater break in service than six (6) months.

4. *Cessation of Work at University*

Except as otherwise provided for in this Agreement, an employee who leaves the University and subsequently returns shall be considered a new employee from the date of rejoining the Union, for purposes of seniority credit.

5. *Loss of Seniority*

See Supplementary Issues for:

Loss of Seniority, page 51

- b) Employees will lose seniority rights if they fail or refuse without good cause to return to work on recall after layoff, or if they are dismissed.

6. *Seniority Lists*

Up-to-date seniority lists shall be sent to the Union every twelve (12) months on January 1 and not later than February 28.

Article 33 – Discharge

1. *For Just Cause*

The University may discharge or suspend any employee for just cause subject to Article 35 (Adjustment of Complaints). Suspension shall not exceed five (5) working days.

2. *Notice or Pay in Lieu of Notice*

Continuing full-time, part-time and sessional employees, in case of discharge, shall receive one month's notice or one month's salary in lieu of notice. Temporary and probationary employees shall receive two weeks' notice or two weeks' salary in lieu of notice. In addition, the employee shall receive from the University written notification of discharge with reasons for discharge.

3. *Reinstatement for Unjust Cause*

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

4. *Notice of Resignation*

If an employee resigns, ten (10) working days notice will be given prior to the date of termination. If ten (10) days notice is not given, the employee will be entitled to her/his vacation pay of five-sixths (5/6) of a day per month less any actual vacation she/he has taken.

5. *Benefits and Resignation*

In case of discharge or resignation, the employee shall receive all vacation entitlements and salary

due to the date of termination, except as provided in 3 and 4 above.

Article 34 – Promotion, Transfer, Layoff, Recall

1. *Job Postings*

The University shall fill vacancies from within the bargaining unit and then the recall list before hiring new employees, providing employees are available with the necessary ability and qualifications. All vacancies for continuing and sessional positions shall be posted on all union bulletin boards for at least five (5) working days with a copy to the Union office and employees on the recall list, including job title and outline of job duties.

2. *Promotion*

Both parties agree:

- 1) with the principle of promotion within the service of the University; and
- 2) that job opportunity shall increase in proportion to the length of service.

Promotions shall be based on ability, qualifications and seniority.

3. *Temporary Promotion*

An employee assigned to a higher job classification or temporarily replacing another employee in such higher classification, shall be paid at the higher rate for the period so employed, providing the period is longer than three (3) working days.

4. *Transfer*

Any employee shall have the right to apply for a vacant job of equal salary range and classification,

subject to Article 34, Section 2, subsection 2 above.

5. *Transfer Outside the Bargaining Unit*

No employee shall be transferred to a position outside the bargaining unit without her/his consent. If the employee is transferred back to a position in the bargaining unit within six (6) months, she/he shall remain at the seniority level in effect before the transfer out of the bargaining unit took place.

6. *Trial Period for Transfer and Promotion*

When promoted or transferred the employee shall be on a training period for one month. If the employee finds the job unsatisfactory, or is unable to meet the basic job requirements, she/he shall be returned to her/his former position if possible, or to one of equal salary range.

**See Supplementary Issues for:
Lay-Off, page 51–52**

9. *Recall List*

In case of lay-off, a recall list shall be established.

10. *Length of Recall*

Any employee laid off shall be on the recall list for a period of one (1) year.

11. *Notice of Recall*

Notice of recall shall be made by telephone, or if unsuccessful, by registered mail to the last address of the employee known by the University. A copy shall be sent to the Union office.

12. *Salary of Recalled Employees*

Recalled employees shall receive no less than their former salary plus any increments to which the employee has become entitled during the period on the recall list or by any changes in classification.

13. *Notice of Current Address*

It shall be the responsibility of the employee on the recall list to keep the University Personnel Office informed of her/his current address.

Article 35 – Adjustment of Complaints

The University shall appoint and maintain a committee to be called the Labor Committee, one member of which shall be designated as chairperson. The University shall, at all times, keep the Union informed of the individual membership of the Committee.

The Union shall maintain a Grievance Committee, comprised of members of Local No. 1, one member of which shall be designated as chairperson. The Union shall, at all times, keep the University informed as to the individual membership of the Committee.

The Grievance Committee or its representative shall, as the occasion warrants, meet with the Labor Committee or its representative for the purpose of discussing and negotiating a settlement of any grievance arising between the University and an employee or any dispute arising between the University and the Union.

When a decision has been made by the Union and the University on a grievance, a memorandum shall be made of any agreement reached and shall be initialed by all members present, and copies shall be circulated to the stewards, the Union and to the University Personnel Office.

1. *Grievance Procedure*

a) For the purpose of this Agreement “grievance” shall mean any difference or dispute arising between the parties to this Agreement concerning the interpretation, application, administration, operation or alleged violation of this collective Agreement whether between the University and any employee bound by this Agreement or between the University and the Union, such question or difference shall be settled conclusively in the following manner, except that a grievance involving more than one employee within a department shall go directly to Step 3; a grievance involving more than one employee in more than one department shall go directly to Step 4.

b) *Step 1.* An employee who has a grievance shall first go to the supervisor directly in charge of work. The employee must be accompanied or represented by her/his steward or representative of the Union. The supervisor shall be given an opportunity to answer the complaint verbally. The parties involved shall be given a maximum of three working days to solve the grievance.

Step 2. If the grievance is not satisfactorily settled in Step 1, the employee and her/his steward or union representative shall submit two (2) copies of the grievance, in writing, to the supervisor. Within the twenty-four hours (24 hours) following receipt of this grievance, the supervisor shall give one copy with his written answer to the steward concerned and shall deliver the second copy to the head of the

GRIEVANCE PROCEDURE (Continued)

department. If the head of the department is the supervisor as in Step 1, Step 3 shall be omitted and the grievance with the supervisor's written answer shall be sent to the Union Grievance Committee and the University Labor Committee.

Step 3. Within five (5) working days following the written answer provided for above, the steward and division steward shall meet and discuss the grievance with the head of the department or his representative, in an effort to resolve the grievance.

Step 4. If the grievance is not resolved within five (5) working days at Step 3, it shall be referred to the Union Grievance Committee and the University's Labor Committee. These committees shall be given fourteen (14) working days in which to resolve the grievance.

- c) In the event that no settlement of the grievance is reached in Step 4, as provided above, then either party may, within five (5) days following the expiry of the fourteen days set out in Step 4 above, signify in writing to the other party of the failure to agree and notice of intention to invoke arbitration procedure as hereinafter set out in Section 2 (Arbitration).
- d) The time limits prescribed for the performance of any act in the Grievance Procedure may be extended by mutual consent of the parties and it is understood that all periods prescribed fall within the working week.

- e) By arrangement with her/his supervisor, an employee shall be permitted the necessary time off without loss of pay and benefits to attend to the adjustment of a grievance and may be present at any step in the grievance procedure if so requested by either party.

2. *Arbitration*

- a) The Grievance Committee and the Labor Committee shall meet immediately upon the signing of this Agreement to agree upon a list of impartial arbitrators. If these two committees are unable to agree on a list within three (3) weeks of the signing of this Agreement, they shall request the Minister of Labor to supply a list. In either case, fifty per cent (50%) of those on the list shall be women. The arbitrators shall serve on a rotating basis.
- b) The Arbitrator shall, within fifteen (15) working days of her/his appointment, settle the dispute, and her/his decision shall be binding on both parties.
- c) Both parties to the Arbitration shall pay for all their own expenses and one-half of the expenses of the Arbitrator.
- d) The Arbitrator shall not make any award or decision contrary to the conditions or articles of this Agreement, or in amendment to this Agreement.
- e) All time periods specified may, by agreement of both parties, be extended.

NOTE:

It is agreed:

- i) That the Grievance Procedure, as it applies retroactively between the dates of May 9, 1974, and the date of signing of the first contract between the University and the Union, may apply to alleged violations of University Policy.
- ii) That all grievances which, at the date of signing of the first contract, are in process under the Interim Grievance Procedure, continue to be processed without interruption under the terms of the Grievance Procedure, with the understanding that such grievances continue to be grievances of alleged violations of University policy.

For the purpose of the above,

- a) "Grievance Procedure" refers to the grievance procedure and arbitration provisions of the first Contract between the University and the Union (i.e., "Adjustment of Complaints," Article 35.)
- b) "Interim Grievance Procedure" refers to the Letter of Agreement signed by the University and the Union on May 9, 1974.
- c) "University Policy" refers only to such of the University's policies, rules and regulations which were in force as of May 9, 1974, and which continued to be in force until the date of signing of the First Contract between the University and the Union.

Article 36 – Wages

It is agreed that the rates of pay set forth in Schedule

WAGES (Continued)

“A” hereto attached shall prevail and continue during the term of this Agreement.

Article 37 – Duration of the Contract

This Agreement shall be in force effective from April 1, 1974 until September 30, 1975.

Either party to this Agreement may, not more than three months, and not less than one month, prior to September 30, 1975 present to the other party, in writing, proposed terms of a new, or further agreement and/or amendments to this Agreement.

Failing agreement by September 30, 1975 this Agreement will continue in force until:

- 1) the Union serves strike notice – or
- 2) the University serves lock-out notice – or
- 3) a new Agreement is reached.

Supplementary Issues

It is noted that certain supplementary issues have not yet been finalized and are being considered by sub-committee. These issues are outlined in the supplement marked Supplement “A”.

NOTE: The supplementary issues were finalized in sub-committee or by binding decision. They are printed in their final form beginning on page 44.

In witness whereof the University and the Union have executed this Agreement in duplicate by their respective officers, hereunto duly authorized this 1st day of October 1974.

ON BEHALF OF
THE UNIVERSITY OF BRITISH COLUMBIA

Allan McGavin
Chairman, Board of Governors

W. White
Bursar

J.F. McLean
Director of Personnel
and Labor Relations

ON BEHALF OF
THE ASSOCIATION OF UNIVERSITY
AND COLLEGE EMPLOYEES, LOCAL NO. 1 (UBC)

Jackie Ainsworth
Marcel Dionne
Ray Galbraith
Judy Greenlees
Susanne Lester
Kay Lockhart
Ella Marsden
Richard Martin

Josephine Muldowney
Emerald Murphy
Jean Rands
Carol Singer
Peggy Smith
Betty Vinson
Mary Vorvis
Judy Wright

SUPPLEMENTARY ISSUES

The following items were resolved in sub-committee or by binding decision following the signing of the collective agreement. All clauses are effective April 1, 1974, unless otherwise stated.

Article 26 – Statutory Holidays

5. *Pay for Work on a Statutory Holiday*

An employee who works on a statutory holiday shall choose either to be paid at the rate of time and one-half plus a day off with pay or to receive equivalent time off with pay or equivalent pay. (i.e., two and one-half (2½) working days or double time and one-half (2½) pay). The time at which the time off is taken is to be determined by mutual agreement between the Department and the individual employee.

Article 28 – Hours of Work

Shift Work

1. *Definition*

Shift work will be defined as follows:

Day shifts shall be those shifts which begin after 6:00 a.m. and where one-half or more than one-half of the hours worked fall before 4:00 p.m.

Evening shifts shall be those shifts where more than one-half of the hours worked fall after 4:00 p.m. and one-half or more than one-half of the hours worked fall before 12:00 midnight.

Night Shifts shall be those shifts where more than one-half of the hours worked fall after 12:00 midnight and one-half or more than one-half of the hours worked fall before 6:00 a.m.

2. *Differential*

Employees working on a shift basis shall receive a pay differential as follows: 25 cents per hour for each hour worked on the evening shift; 44 cents per hour for each hour worked on the night shift.

3. *Scheduling Provisions*

a) Schedules are to be prepared and posted fourteen days in advance.

b) Each employee working on a shift basis shall be entitled to three weekends off in every four weekends.

c) There will be a minimum of twelve consecutive hours off duty between the completion of one work shift and the beginning of the next. This may vary upon the mutual consent of the employee and supervisor concerned.

d) No schedule shall include any split shifts within the same day.

e) *Equally Divided*

In the case of shift work, all shifts shall be rotated on an equal basis, insofar as possible, amongst the employees who are involved in the shift work.

Employees may, voluntarily, work on a specific shift. Such an arrangement may be made with the mutual consent of the Department Head and those employees involved in the shift work.

f) *Emergency Shifts*

If an employee is given less than one (1) week's notice of a shift change the employee will

SHIFT WORK (Continued)

receive overtime rates as outlined in Article 29 for any hours worked on the changed shift. Shift change shall include any change in hours of work including changes within any given shift category (e.g., a change from 2:00 p.m. – 10:00 p.m. to 4:00 p.m. – 12:00 p.m. shall constitute a shift change).

The employee shall choose whether to take the pay or time off in lieu of pay. The time at which the time off is taken is to be determined by mutual agreement between the Department and the individual employee.

Article 30 – Benefits

5. *Medical and Dental Plan (Temporary Employees)*

- d) When a temporary employee has completed 66 days of accumulated service, she/he shall be eligible to participate in the Medical plan as outlined in Section 5(a).

6. *Continuing Part-Time Employees Benefits (Maternity Leave)*

- f) The continuing part-time employee shall receive pay for maternity leave on a pro rata basis according to the number of hours worked in the previous year.

7. *Sick Leave*

- a) No employee shall be severed or lose seniority because of illness.

b) Proof of Illness

i) Where an employee is absent through illness, she/he must report by telephone or otherwise to the University department where she/he works.

ii) On return after absence, a proof of illness must be presented on the standard form provided.

iii) In case of illness exceeding six (6) days, report by telephone or otherwise must be made to the Department concerned each week whenever possible.

iv) A medical certificate may be requested from an employee where there would appear to be excessive use of sick leave or where there is a return to work after a prolonged illness.

c) Absence of one-half ($\frac{1}{2}$) days for medical or dental appointments shall not be deducted from an employee's sick leave credits nor shall any pay be deducted. There shall not be more than an average of one-half ($\frac{1}{2}$) day per month for this purpose. If the department head feels there is an undue violation of this benefit she/he may request a medical or dental certificate.

d) Access to sick leave credits records shall be made upon request by the employee.

e) *Sick Leave – Workers Compensation Board*

Employees with accumulated sick leave to their credit shall turn over or cause to be turned over to the University any monies paid or payable to them by the Workers Compensation Board and upon so doing shall receive full pay up to the

SICK LEAVE (Continued)

value of the accumulated sick leave. In such cases, there shall be a deduction from the accumulated sick leave of one-quarter of the time the employee is absent where applicable by Workers Compensation Board regulations. If there is no credit of sick leave, employees shall retain their Workers Compensation Board cheques.

f) *Sick Leave Allotment*

The employer will allow one and one-quarter (1¼) days per month sick leave with full pay up to 152 days maximum. When an employee has worked eleven (11) of the days in any given calendar month, she/he will be entitled to full sick leave credit for that month.

g) *Extended Sick Leave*

For those employees with three (3) or more years of service, where there is no unexpended sick leave or unexpended Unemployment Insurance Sick Leave Benefits, they may borrow at one-half pay against future sick leave credits to a maximum of twenty-two (22) working days. In cases of extreme difficulty the Union and the University may jointly agree to an extension at one-half pay for a further twenty-two (22) working days.

8. *Maternity Leave*

- a) In case of pregnancy, a continuing and sessional employee shall not lose seniority entitlements. She shall receive the benefits of the Maternities Provision of the Unemployment Insurance Act.

MATERNITY LEAVE (Continued)

Upon return to work, the employee shall be reinstated in her former position and the employer shall pay the difference of the benefits received and the employee's monthly salary.

- b) Upon request, the employee shall be granted up to three (3) months leave of absence without pay, subject to extension upon application to the Personnel Department. Upon return to work the employee shall be reinstated in a position of equal salary range without loss of seniority entitlements.

9. *Temporary Employees Benefits*

Temporary employees shall receive all the rights and privileges of this agreement except as noted below:

- a) Discharge (Article 33): The temporary employee shall receive two (2) weeks notice of discharge.
- b) Statutory Holidays (Article 26): The temporary employee shall receive pay for statutory holidays on a pro rata basis according to the number of hours worked in the previous month provided that the employee has not been severed and has worked twenty-two (22) working days in the last twelve (12) months. Any temporary employee who works fifteen (15) full working days in the previous month shall receive full pay for the statutory holiday.

- c) Medical and Dental Appointments (Article 30, Section 7.c): The temporary employee shall be exempt from this benefit.
- d) Maternity Leave (Article 30, Section 8): The temporary employee shall be exempt from this benefit.
- e) Compassionate Leave (Article 30, Section 2): The temporary employee shall receive pay for compassionate leave on a pro rata basis according to the number of hours worked in the previous month and provided the employee has not been severed and has worked twenty-two (22) working days in the last twelve (12) months.
- f) Vacation Entitlements (Article 27): The temporary employee shall receive vacation entitlements on a pro rata basis according to the number of hours worked in the previous year.
- g) Lay-Off (Article 34): The temporary employee shall receive two (2) weeks notice or two (2) weeks pay in lieu of notice provided that the employee has worked twenty-two (22) working days in the last twelve (12) months.
- h) Sick Leave (Article 30, Section 7): The temporary employee shall be exempt from this benefit. (for Medical & Dental Plan see page 44)

Article 31 – Reclassification (Pay Increase)

- f) An employee who is reclassified to a position that entails further or changed job duties shall

RECLASSIFICATION (Continued)

receive the minimum or a step in range of the new classification which shall ensure a pay increase of at least ten dollars.

Misclassification

If at any time it can be established that the position does not entail new job duties and has in fact been misclassified since date of hire, the employee shall be placed on the same seniority step as she/he was on in the original job classification and shall receive full pay rate adjustment retroactively to April 1, 1974. In addition, such employee shall receive a penalty bonus in the amount of one month's differential between her/his old rate of pay and her/his new classification pay rate for each calendar month of employment prior to April 1, 1974, to a maximum of four month's differential.

Article 32 – Seniority

5. Loss of Seniority

- a) An employee shall not lose seniority rights for any of the following reasons: sick leave, union leave, vacations, unjust discharge, maternity leave, leave of absence, layoff, promotion, demotion, transfer, reclassification, compulsory military service.

Article 34 – Promotion, Transfer, Lay-Off, Recall

7. Lay-Off

LAY-OFF (Continued)

If a reduction of staff is necessary the University shall inform the Union. At the request of either party a meeting shall be held, and the following procedure shall be adopted.

The employee with the least amount of seniority in the classification in which the reduction occurs will be the first laid off from the job. However, every effort shall be made by the University to relocate the laid-off person in another suitable position.

Those employees who are working in summer jobs with definite termination dates shall fill in a request form in order to be put on the recall list. All other employees shall automatically be put on the recall list.

8. Each continuing full-time, continuing part-time or sessional employee in case of lay-off, shall receive one month's notice or one month's pay in lieu of notice subject to Article 30, Section 7(g) (Temporary Employee Benefits).

SCHEDULE "A" — I

MONTHLY RATES OF PAY

PAY GRADE AND REPRESENTATIVE JOB TITLE	Start	6 mos. 12 mos. 24 mos. 36 mos. 48 mos. 60 mos.						
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
G. 3 Clerk I	April 1/74	458	468	478	488	498	508	508
	July 1/74	558	568	578	588	598	608	608
	April 1/75	633	643	653	663	673	683	683
G. 5 Lib. Asst. I Dicta-Typist I Data Control Clerk	April 1/74	468	478	488	498	508	518	518
	July 1/74	568	578	588	598	608	618	618
	April 1/75	643	653	663	673	683	693	693
G. 7 Steno I	April 1/74	496	507	518	529	540	551	551
	July 1/74	596	607	618	629	640	651	651
	April 1/75	671	682	693	704	715	726	726
G. 9 Clerk II	April 1/74	519	530	541	552	563	574	574
	July 1/74	619	630	641	652	663	674	674
	April 1/75	694	705	716	727	738	749	749
G. 10 Library Asst. II	April 1/74	532	543	554	565	576	587	587
	July 1/74	632	643	654	665	676	687	687
	April 1/75	707	718	729	740	751	762	762

**PAY GRADE AND
REPRESENTATIVE JOB TITLE**

**Start Step 1 6 mos. 12 mos. 24 mos. 36 mos. 48 mos. 60 mos.
Step 2 Step 3 Step 4 Step 5 Step 6 Step 7**

G. 11	April 1/74	552	564	576	588	600	612
Keypunch Op. I	July 1/74	652	664	676	688	700	712
Data Control Cl. II	April 1/75	727	739	751	763	775	787
G. 13	April 1/74	566	579	592	606	621	636
Secretary II	July 1/74	666	679	692	706	721	736
Steno II	April 1/75	741	754	767	781	796	811
G. 15 Clerk III	April 1/74	573	586	599	613	628	644
Keypunch Op. II	July 1/74	673	686	699	713	728	744
Sr. Data Control Cl.	April 1/75	748	761	774	788	803	819
G. 17	April 1/74	603	617	631	647	663	681
Secretary III	July 1/74	703	717	731	747	763	781
Stack Attendant	April 1/74	778	792	806	822	838	856
G. 19	April 1/74	617	631	646	661	677	694
Sr. Keypunch Op.	July 1/74	717	731	746	761	777	794
Computer Op. Trainee	April 1/75	792	806	821	836	852	869
G. 21	April 1/74	622	636	651	666	682	699
Library Assist. III	July 1/74	722	736	751	766	782	799
	April 1/75	797	811	826	841	857	874
							891

G. 23 Secty. IV	April 1/74	685	701	718	736	756	776	798
Program Assist.	July 1/74	785	801	818	836	856	876	898
Stack Supervisor	April 1/75	860	876	893	911	931	951	973
G. 25	April 1/74	713	729	747	765	785	807	829
Lib. Assist. IV	July 1/74	813	829	847	865	885	907	929
	April 1/75	888	904	922	940	960	982	1004
G. 27	April 1/74	719	735	753	773	793	815	837
Clerk IV	July 1/74	819	835	853	873	893	915	937
Keypunch Super.	April 1/75	894	910	928	948	968	990	1012
G. 29 Computer Op.	April 1/74	757	774	792	812	834	856	878
Asst. Programmer	July 1/74	857	874	892	912	934	956	978
Library Assist. V	April 1/75	932	949	967	987	1009	1031	1053
G. 31	April 1/74	860	880	901	923	947	973	999
Sr. Computer Op.	July 1/74	960	980	1001	1023	1047	1073	1099
	April 1/75	1035	1055	1076	1098	1122	1148	1174
G. 33	April 1/74	923	943	964	986	1010	1036	1062
Chief Computer Op.	July 1/74	1023	1043	1064	1086	1110	1136	1162
Asst. Supervisor Operations	April 1/75	1098	1118	1139	1161	1185	1211	1237

ANNUAL INCREMENT POLICY

An employee must have completed three (3) months' service in order to qualify for an increment. Increments will be paid automatically on July 1st each year or after six (6) months in the case of the first step.

SCHEDULE "A" - 2

HOURLY RATES OF PAY

PAY GRADE AND REPRESENTATIVE JOB TITLE		Start						
		6 mos.	12 mos.	24 mos.	36 mos.	48 mos.	60 mos.	
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
G. 3 Clerk I	April 1/74	2.92	2.98	3.04	3.11	3.17	3.24	3.24
	July 1/74	3.55	3.62	3.68	3.75	3.81	3.87	3.87
	Sept. 3/74	3.67	3.74	3.80	3.87	3.93	4.00	4.00
	April 1/75	4.16	4.23	4.30	4.36	4.43	4.49	4.49
G. 5 Lib. Asst. I Dicta-Typist I Data Control Clerk	April 1/74	2.98	3.04	3.11	3.17	3.24	3.30	3.30
	July 1/74	3.62	3.68	3.75	3.81	3.87	3.94	3.94
	Sept. 3/74	3.74	3.80	3.87	3.93	4.00	4.07	4.07
	April 1/75	4.23	4.30	4.36	4.43	4.49	4.56	4.56
G. 7 Steno I	April 1/74	3.16	3.23	3.30	3.37	3.44	3.51	3.51
	July 1/74	3.80	3.87	3.94	4.01	4.08	4.15	4.15
	Sept. 3/74	3.92	3.99	4.07	4.14	4.21	4.28	4.28
	April 1/75	4.41	4.49	4.56	4.63	4.70	4.78	4.78
G. 9 Clerk II	April 1/74	3.31	3.38	3.45	3.52	3.59	3.66	3.66
	July 1/74	3.94	4.01	4.08	4.15	4.22	4.29	4.29
	Sept. 3/74	4.07	4.14	4.22	4.29	4.36	4.43	4.43
	April 1/75	4.57	4.64	4.71	4.78	4.86	4.93	4.93

PAY GRADE AND REPRESENTATIVE JOB TITLE

Start Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7
6 mos. 12 mos. 24 mos. 36 mos. 48 mos. 60 mos.

G. 10 Library Asst. II	April 1/74	3.39	3.46	3.53	3.60	3.67	3.74
	July 1/74	4.03	4.10	4.17	4.24	4.31	4.38
	Sept. 3/74	4.16	4.23	4.30	4.38	4.45	4.52
	April 1/75	4.65	4.72	4.80	4.87	4.94	5.01
G. 11 Keypunch Op. I Data Control Cl. II	April 1/74	3.52	3.59	3.67	3.75	3.82	3.90
	July 1/74	4.15	4.23	4.31	4.38	4.46	4.54
	Sept. 3/74	4.29	4.37	4.45	4.53	4.61	4.68
	April 1/75	4.78	4.86	4.94	5.02	5.10	5.18
G. 13 Secretary II Steno II	April 1/74	3.61	3.69	3.77	3.86	3.96	4.05
	July 1/74	4.24	4.32	4.41	4.50	4.59	4.69
	Sept. 3/74	4.38	4.47	4.55	4.64	4.74	4.84
	April 1/75	4.88	4.96	5.05	5.14	5.24	5.34
G. 15 Clerk III Keypunch Op. II Sr. Data Control Cl.	April 1/74	3.65	3.73	3.82	3.90	4.00	4.10
	July 1/74	4.29	4.37	4.45	4.54	4.64	4.74
	Sept. 3/74	4.43	4.51	4.60	4.69	4.79	4.89
	April 1/75	4.92	5.01	5.09	5.18	5.28	5.39
G. 17 Secretary III Stack Attendant	April 1/74	3.84	3.93	4.02	4.12	4.22	4.34
	July 1/74	4.48	4.57	4.66	4.76	4.86	4.97
	Sept. 3/74	4.63	4.72	4.81	4.91	5.02	5.14
	April 1/75	5.12	5.21	5.30	5.41	5.51	5.63

PAY GRADE AND REPRESENTATIVE JOB TITLE

	Start	6 mos.	12 mos.	24 mos.	36 mos.	48 mos.	60 mos.
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
G. 19	3.93	4.02	4.11	4.21	4.31	4.42	4.53
Sr. Keypunch Op.	4.57	4.66	4.75	4.85	4.95	5.06	5.17
Computer Op. Trainee	4.72	4.81	4.91	5.01	5.11	5.22	5.34
April 1/75	5.21	5.30	5.40	5.50	5.61	5.72	5.83
G. 21	3.96	4.05	4.15	4.24	4.34	4.45	4.56
Library Assist. III	4.60	4.69	4.78	4.88	4.98	5.09	5.20
Sept. 3/74	4.75	4.84	4.94	5.04	5.14	5.25	5.37
April 1/75	5.24	5.34	5.43	5.53	5.64	5.75	5.86
G. 23 Secty. IV	4.36	4.46	4.57	4.69	4.82	4.94	5.08
Program Assist.	5.00	5.10	5.21	5.32	5.45	5.58	5.72
Stack Supervisor	5.16	5.27	5.38	5.50	5.63	5.76	5.91
April 1/75	5.66	5.76	5.88	5.99	6.13	6.26	6.40
G. 25	4.54	4.64	4.76	4.87	5.00	5.14	5.28
Lib. Assist. IV	5.18	5.28	5.39	5.51	5.64	5.78	5.92
Sept. 3/74	5.35	5.45	5.57	5.69	5.82	5.97	6.11
April 1/75	5.84	5.95	6.07	6.18	6.32	6.46	6.61

ANNUAL INCREMENT POLICY

An employee must have completed three (3) months' service in order to qualify for an increment. Increments will be paid automatically on July 1st each year or after six (6) months in the case of the first step.

LETTER OF AGREEMENT RE – JOB CLASSIFICATION

The University is pleased to advise you that it has agreed to the following:

Those applications for reclassification which were initiated prior to December 14, 1973, will be reviewed and processed immediately. The final decisions regarding such applications for reclassification will be made within ten working days after the signing of this agreement. Pay will be retroactive to the date of written request for reclassification.

The following changes will be made to the listings of qualifications in the job descriptions for all classifications for which the Union is the bargaining agent:

- A The sections entitled “preferred qualifications” will be deleted.
- B All requirements relating to “minimum years of experience” will be referred to the new Job Evaluation Standing Committee, and, in the meantime, those requirements will be reduced as follows:

Clerk II	– 1 year relevant UBC experience
Clerk III	– 2 years
Clerk IV	– no change
Admin. Assist. I	– no change
Steno II	– 1 year
Secretary III	– 3 years
Secretary IV	– no change
L.A. System	– no change
- C Phrases such as “all other duties as required” and “assists with more advanced clerical duties” will be

JOB CLASSIFICATION LETTER (Continued)

deleted and replaced by "performs duties related to the qualifications and requirements of the job."

- D The phrase "to act as a deputy for more senior staff members" in the L.A. II job description will be deleted.

LETTER OF AGREEMENT RE - TAXI VOUCHERS

Whereas women employees find transportation at night extremely difficult, it is agreed that up until December 1, 1974, to supply taxi vouchers to such employees required to work after 11:00 p.m. or before 6:00 a.m. on the individual's request to either the Department Head or the Personnel Office.

It is further agreed that before December 1, 1974, the matter will be reviewed by the University and the Union and some mutually satisfactory method of transportation will be provided for the remainder of the contract.

ALPHABETICAL INDEX

NOTE: Where Article Number is followed by "S", refer to Supplementary Issues section (from page 44). Benefits and other conditions applying to part-time, temporary and sessional employees are listed in the index under Part-Time Employees, Temporary Employees, and Sessional Employees.

Subject	Page
Arbitration (Article 35, Sec. 2)	40
Appointments , medical & dental (Article 30, Sec. 7.c, S) .	47
Automation , displacement by, etc. (Article 19)	16,17
Benefits (Article 30)	26-29
Benefits—Sick Leave (Article 30, Sec. 7, S)	46-48
Bulletin Boards (Article 18)	16
Call Back after work or from day off (Article 29, Sec. 6) .	26
Campus Patrol Escort (Article 13.d)	14
Coffee Breaks (Article 28, Sec. 3)	24
Compassionate Leave (Article 30, Sec. 2)	27
Consultation re equipment (Article 14)	15
Courses in line with employee's duties (Article 13.e)	14
Courses (Study Benefits) (Article 21)	18
Court Duty (Article 16)	15
Daycare (Article 30, Sec. 4)	28
Dental Appointments (Article 30, Sec. 7.c, S)	47
Dental Plan (Article 30, Sec. 5)	28&46
Discharge (Article 33)	34,35
Discrimination (Article 9)	11,12
Dues Check-Off (Article 6)	8,9
Duration of the Contract (Article 37)	42
Employee , Definition of (Article 3)	5-7
Equipment , Consultation about (Article 14)	15
Explanation , of union to new employees (Article 7, Sec. 4)10	48
Extended Sick Leave (Article 30, Sec. 7.g, S)	48
Files, Personal (Article 23)	18
Flexible Hours (Article 28)	23,24
Full-Time Employee, Continuing , definition (Article 3, Sec. 2)	5
Funeral Leave (Article 30, Sec. 2.b)	27
General Purpose of Contract (Article 1)	5
Grievance Procedure & Arbitration (Article 35)	37-41
Grievances , right to steward's presence (Article 8, Sec. 2,3)11	11
Grievances , right to time off work (Article 35, Sec. 1.e) ..	40

Holidays, Statutory and University (Article 26)	19,20
Holidays, pay for work on holiday (Article 26, S)	44
Hours of Work (Article 28)	23,24
Human Rights (Article 9, Sec. 1)	11
Inclement Weather (Article 13.a)	13
Job Descriptions, Job Evaluation & Reclassification (Article 31 & Letter of Agreement)	30-32,59
Job Evaluation Committee (Article 31, Sec. 2)	30,31
Job Postings (Article 34, Sec. 1)	35
Job Training, due to automation (Article 19, Sec. 4)	17
Job Training Committee (Article 20)	17,18
Lay-Off (Article 32, Sec. 5)	33
(Article 34, Sec. 9)	36
(Article 34, Sec. 7 & 8, S)	52
Leave of Absence Without Pay (Article 30, Sec. 1)	26,27
Leave of Absence, for Union Activity (Article 7, Sec. 3)	10
Leave of Absence for Union Organizer (Article 7, Sec. 2)	9
Library Card (Article 13.b)	13,14
Library Card, permanent on retirement (Article 25)	19
Lunch Break (Article 28, Sec. 2)	24
Management's Rights (Article 11)	12
Maternity Leave (Article 30, Sec. 8, S)	48,49
for part-time employees(Article 30, Sec. 6, S)	46
Meal Period (Article 28, Sec. 2)	24
Meal Period, during overtime (Article 29, Sec. 5)	26
Medical Appointments (Article 30, Sec. 7.c, S)	47
Medical and Dental Plan (Article 30, Sec. 5)	28&46
Meeting Management (Article 8, Sec. 2)	11
Meetings, union (Article 10)	12
Membership in Union (Article 5)	8
Military Leave (Article 13.c)	14
Misclassification (Article 31.f, S)	51
Notice of Discharge (Article 33, Sec. 2)	34
Notice of Resignation (Article 33, Sec. 4)	34
Notification by Union, dues, etc. (Article 6, Sec. 4)	9
names of stewards, etc. (Article 8, Sec. 4)	11
Notification by University, automation (Article 19)	17
hirings etc. (Article 5, Sec. 4)	8
lay-off (Article 34, Sec. 7, S)	51
Overtime (Article 29)	24-26
Part-Time Employee, Continuing, Definition (Article 3, Sec. 3)	6

Part-Time Employees Benefits, Compassionate Leave, Sick Leave, Statutory Holidays, Vacation, Medical and Dental Appointments (Article 30, Sec. 6)	28,29
Maternity Leave (Article 30, Sec. 6.f, S)	46
Medical & Dental Plan (Article 30, Sec. 5)	28
Discharge (Article 33, Sec. 2)	34
Overtime (Article 29, Sec. 1.b)	25
Seniority (Article 32, Sec. 2 & 3.b)	32,33
Paychecks, advance before vacation (Article 27, Sec. 11) ..	22
Pension Plan (Article 30, Sec. 3)	27,28
Personal Rights (Article 9, Sec. 2)	11,12
Picket Lines (Article 17)	15,16
Probation Period, duration (Article 4, Sec. 1)	7
Probationary Employee, definition (Article 3, Sec. 5)	6
Promotion (Article 34)	35,36
Protective Clothing (Article 22)	18
Recall & Recall List (Article 34)	36-37
Recall & Loss of Seniority (Article 34, Sec. 7, S)	51,52
Reclassification (Article 31, Sec. 3)	31&50-51
Letter of Agreement	59-60
Reinstatement for Unjust Cause (Article 33, Sec. 3)	34
Relief Periods (Article 28, Sec. 3)	24
Resignation (Article 33, Sec. 4)	34
Retirement, library card (Article 25)	19
Vacation Pay (Article 27, Sec. 10)	22
Retraining, due to automation (Article 19, Sec. 4)	17
Rights, Human, Personal, etc. (Article 9)	11,12
Room Bookings (Article 13.f)	14
Seniority (Article 32)	32,33
Seniority, hiring & promotion (Article 34, Sec. 1&2)	35
Seniority Lists (Article 32, Sec. 6)	33
Sessional Employee, definition (Article 3, Sec. 4)	6
Benefits same as Continuing Full-Time Employee	
discharge (Article 33, Sec. 2)	34
overtime (Article 29, Sec. 1)	24
seniority (Article 32, Sec. 2 & 3.c)	32,33
Sex Discrimination (Article 9, Sec. 3)	12
Shift Work (Article 28, S)	44-46
Sick Leave (Article 30, Sec. 7, S)	46-48
Sick Leave during Vacation (Article 27, Sec. 12)	23
Standing Committees (Article 12)	13
Statutory Holidays (Article 26)	19,20
Overtime worked on (Article 29, Sec. 3)	25
Falling within vacation (Article 27, Sec. 9)	22

Stewards, rights and recognition (Article 8)	10,11
Strikes by other unions (Article 17)	15,16
Student Assistants (Article 3, Sec. 6)	6
Study Benefits (Article 21)	18
Suspension (Article 33, Sec. 1)	34
Taxi Vouchers (Letter of Agreement)	60
Technological Change (Article 19)	16,17
Temporary Employee, definition of (Article 3, Sec. 7) ..	6,7
Benefits (Article 30, Sec. 9, S)	49,50
Discharge (Article 33, Sec. 2)	34
Medical & Dental Plan (Article 30, Sec. 5, S)	46
Overtime (Article 29, Sec. 1)	24,25
Seniority (Article 32, Sec. 2&3.d)	32,33
Temporary Promotion (Article 34, Sec. 3)	35
Termination (Article 33)	34
Loss of seniority upon (Article 32, Sec. 4&5)	33
Vacation pay upon (Article 27, Sec. 8)	22
Training Period upon promotion or transfer (Article 4, Sec. 2; Article 34, Sec. 6)	7&36
Transfer (Article 34, Sec. 4&6)	35,36
outside bargaining unit (Article 34, Sec. 5)	36
Trial Period upon promotion or transfer (Article 4, Sec. 2; Article 34, Sec. 6)	7&36
Union, no discrimination because of activity in (Article 9, Sec. 4)	12
Union, recognition of (Article 2)	5
Union Activity (Article 7)	9,10
Union Label & Union Pins (Article 15)	15
Union Meetings (Article 10)	12
Union Organizer	
Contacting at work (Article 7, Sec. 1)	9
Leave of Absence (Article 7, Sec. 2)	9,10
Union Security & Union Shop (Article 5)	8
University Facilities (Article 13.g)	14
University Holidays (Article 26, Sec. 3)	20
Vacations (Article 27)	20-23
Vacation Pay on termination (Article 33, Sec. 4&5)	34
Wage Rates (Article 36 and Schedule A-1&A-2) ...	41&53-58
Workers Compensation (Article 30, Sec. 7.e, S)	47,48
Working Conditions (Article 24)	19
Working Conditions Committee (Article 24)	19

