

COLLECTIVE AGREEMENT

BETWEEN

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL NO. 358-04

AND

DUNCAN MEADOWS GOLF COURSE

JANUARY 1, 2023 TO DECEMBER 31, 2025

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ARTICLE 1 - UNION RECOGNITION AND MEMBERSHIP

1.01 Union Recognition

The Company recognizes the Union as the sole bargaining agency for all Employees covered by the terms of this Agreement as referred to in the certification granted in accordance with the *Labour Relations Code*.

1.02 Membership Requirement

All employees covered by this Agreement, as a condition of continuing employment, shall become and remain a member of the Union. All future employees covered by the Union Certification shall become members of the Union within thirty (30) days of employment and shall remain a member in the Union as a condition of continued employment. Such employees shall complete the forms necessary for membership and dues deductions shall commence on the first pay day following employment.

1.03 Membership Cards

The Employer will supply the new employee with a membership card, as supplied by the Union, upon the commencement of employment and further will inform the Union of the name and address of each new employee, plus indicate where the employee is employed.

ARTICLE 2 - CHECK OFF OF UNION DUES

2.01 Check-Off

The Employer shall deduct from every employee any dues, initiation fees or assessments levied by the Union in accordance with the Constitution or Bylaws of the Union.

2.02 Remittance to the Union

Deductions shall be made as prescribed each month and forwarded to the Secretary-Treasurer of the Union not later than the 10th day of the month following the deduction, together with a list of all employees from whom the deductions have been made.

2.03 Dues Receipts

At the same time that Income Tax (T-4) slips are made available, the Employer shall type on the amount of union dues paid by each Union member in the previous year.

ARTICLE 3 - MANAGEMENT

3.01 Management Rights

- a) The Management of the Company and the direction of the working force, including the right to plan, direct and control the Company's operations, maintain discipline and efficiency of the employees, to require employees to observe Company rules and regulations, to hire, layoff, or relieve employees from duties, to promote and transfer subject to the provisions of this Agreement, suspend and discharge employees for cause, are to be the sole right and function of the Company.
- b) The exercise of the foregoing rights shall not alter any of the specific provisions of this Agreement, nor shall they be used to discriminate against any Employee in the bargaining unit.

3.02 Rules and Regulations

The Company may make rules and regulations governing the work environment and conduct of employees; however, such rules and regulations shall not be inconsistent with the terms of this Agreement. The Company shall provide the Union with a copy of such rules and regulations and any amendments made thereto.

ARTICLE 4 - LABOUR-MANAGEMENT AND BARGAINING RELATIONS

4.01 Bargaining Committee

The Union shall appoint two (2) members to the Bargaining Committee. The two (2) representatives so appointed shall be the Union designates to deal with the Employer on all matters relating to collective bargaining. This Committee shall also comprise the joint consultation committees pursuant to Section 53 of the *BC Labour Code*.

4.02 Exchange of Proposals

Both parties shall present their proposed amendments to this Agreement at the first bargaining meeting for renewal of this Agreement.

4.03 Additional Union Representation

It shall be the right of CUPE Local 358 to have the assistance of an executive officer or the CUPE representative when dealing with the Employer on related union matters, working conditions, etc.

4.04 Correspondence

All correspondence between the parties arising out of this Agreement or incidental thereto shall pass to and from the Club Manager of the Golf Club and the President and Shop Steward of the Union.

4.05 Joint Labour Management Committee

- (a) A Joint Labour Management Committee shall be appointed consisting of not more than three (3) members of the Employer, as appointees of the Employer, and not more than three (3) members of the Union, as appointees of the Union. The Union and Employer will advise each other of its nominees to the Joint Labour Management Committee.
- (b) The purpose of the Joint Labour Management Committee shall be to discuss and resolve matters of mutual concern, including any workload concerns.
- (c) The Joint Labour Management Committee will schedule a minimum of two meetings per year, unless otherwise mutually agreed.

In the event that either party wishes to call a meeting of the Joint Labour Management Committee, the meeting shall be held at a time and place fixed by mutual agreement. However, such meeting must be held not later than fourteen (14) calendar days after the request has been given, unless otherwise mutually agreed. An employee member of the Joint Labour Management Committee shall be granted leave to attend the meeting without loss of regular pay.

ARTICLE 5 - GRIEVANCE PROCEDURE

5.01 Settling of Grievances

The Parties agree that should differences arise between them as to the interpretation, application, operation or any alleged violation of this Agreement, there shall be no suspension of work on account of such differences, but earnest efforts shall be made to settle the same in the following manner:

Step 1

If the employee(s), Shop Steward, and the immediate Supervisor fail to settle the alleged grievance, which shall be submitted in writing within five (5) working days, the matter shall be taken up between the Union and the Employer.

Step 2

If the grievance is not then settled within ten (10) working days either party may request, in writing within forty-five (45) days, that the grievance be submitted to arbitration as outlined in Article 6 of this Agreement.

5.02 Policy Grievances

Either Party may submit a Policy Grievance to the other Party concerning the administration, application, interpretation, or alleged violation of this Agreement. Such Policy Grievance shall be in writing and shall be submitted commencing at the First Step of the Grievance Procedure.

5.03 Time Limits

The Parties agree that the time limits referred to in this Article may be extended by mutual agreement.

ARTICLE 6 – ARBITRATION

6.01 Selection of Arbitrator

Within ten (10) working days of the notice from either Party that a matter has been referred to Arbitration, the Parties shall appoint an Arbitrator to hear the matter in dispute. The appointment of an Arbitrator shall be made by mutual agreement between the Parties.

In the event the Parties are unable to agree on an Arbitrator, either Party may apply to the Minister of Labour (British Columbia) to have an Arbitrator appointed.

6.02 Jurisdiction of Arbitrator

The Arbitrator selected in accordance with this Article shall convene a hearing and shall have the jurisdiction to hear and decide the matter in dispute but shall not have the jurisdiction to modify, alter or amend any term or condition of this Agreement.

6.03 Decision of Arbitrator

The Arbitrator's decision shall be final and binding on all Parties concerned.

6.04 Expenses of the Arbitrator

The Parties shall equally share the expenses and fees of the Arbitrator.

6.05 Time Limits

The Parties agree that the time limits referred to in this Article may be extended by mutual agreement.

6.06 Arbitration Board

- a) It is understood and agreed that either party to this Agreement may advise the other party, in writing, of their requirement to convene an Arbitration Board in place of the Single Arbitrator referred to in this Article.

In such case each party will designate their nominee to the Arbitration Board and the two (2) designates shall select a mutually acceptable third party to act as the Chairperson.

- b) All other provisions, pertaining to the arbitration process, shall be as contained in this Article.

ARTICLE 7 - DISCHARGE, SUSPENSION AND DISCIPLINE

7.01 Discharge and Discipline Procedure

- a) An employee may be disciplined but only for just cause. Prior to the imposition of discipline or discharge, an employee shall be given the reason in the presence of a steward or Union representative. Such employee and the Union shall be advised promptly in writing by the Employer of the reason for such discipline or discharge.
- b) It is recognized that just cause for an employee on initial probation is of a lesser standard.

7.02 Warnings

Whenever the Employer or their authorized agent deem it necessary to censure an employee in a manner indicating that dismissal or discipline may follow any further infraction or may follow if such employee fails to bring their work up to a required standard by a given date, the Employer shall, within ten (10) days thereafter, give written particulars of such censure of the Union with a copy to the employee involved.

7.03 Crossing of Picket Lines During Strike

An employee covered by this Agreement shall have the right to refuse to cross a picket line or to handle goods from an employer where a legal strike or lockout is in effect. Failure to cross such a picket line or handle goods from an employer where a legal strike or lockout is in effect by a member of this Union shall not be considered a violation of this Agreement, nor shall it be grounds for disciplinary action other than loss of pay for the period involved.

7.04 Access to Personnel File

An employee shall have the right, upon reasonable request, to have access to and review their personnel file and shall have the right to respond in writing to any document contained therein. Such reply shall become part of the permanent record. An employee shall have the right to make copies of any material contained in their personnel record.

7.05 Personnel Records

Disciplinary documents will be removed from an employee's personnel file once twenty-four (24) months have elapsed since the discipline was issued and the employee has not continued to exhibit the problem which led to the discipline.

ARTICLE 8 – SENIORITY

8.01 Seniority Defined

Seniority is defined as the length of service in the bargaining unit and shall include service with the Employer prior to the Certification of the Union.

8.02 Probation for Newly Hired Employees

a) **Regular Employees**

A regular employee is defined as an employee working more than six (6) months in any calendar year.

A newly hired employee shall be on probation for a period of the first three (3) calendar months of their employment: Such employee shall be entitled to all rights and benefits of this Agreement. After completion of the probationary period, seniority shall be effective from the original date of employment.

b) **Seasonal Employees**

A seasonal employee is defined as an employee working six (6) months or less in any calendar year. The probationary period shall be a total of three (3) months service calculated and accumulated over no more than two (2) seasons. Such employee shall be entitled to all rights and benefits of this Agreement. After completion of the probationary period, seniority shall be effective from the original date of hire. A seasonal employee shall have recall rights according to their seniority after completion of three (3) months service.

8.03 Loss of Seniority

An employee shall not lose seniority rights if they are absent from work because of sickness, disability, accident, layoff or leave of absence approved by the Employer. An employee shall only lose their seniority in the event:

- a) The employee is discharged for just cause and is not reinstated.
- b) The employee resigns in writing and does not withdraw within two (2) days.
- c) The employee fails to return to work within five (5) calendar days following a layoff and after receiving notice by registered mail to do so, 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.
- d) An Employee who is laid off shall retain the right of recall for a one (1) year period commencing from the date of layoff. However, where an Employee is enrolled in an approved educational course, the one (1) year recall period shall commence from the date the educational course commences.

8.04 Notice by Employee on Termination

A regular employee who terminates their employment with the Employer shall, wherever possible, give the Employer two (2) weeks written notice of the intention to terminate their services.

8.05 Accumulation of Seniority

Seniority shall be accumulated on an hourly basis, for all employees. The Employer shall maintain an up-to-date seniority list and shall provide the Union with a copy of the list in June of each year.

ARTICLE 9 - PROMOTIONS AND STAFF CHANGES

9.01 Job Postings

When a vacancy occurs, including seasonal employment, the Employer shall post notice of such vacancy for five (5) calendar days so that all employees will know about the vacancy in order to be given an opportunity to make application for the position.

9.02 Information in Postings

Such notice shall contain the following information:

- Nature of Position
- Qualifications
- Required knowledge, education, and skills
- Shift, hours of work
- Wage or salary rate or range

Such qualifications and requirements shall be those necessary to perform the job function and may not be established in an arbitrary or discriminatory manner. All job postings shall state "this position is open to male and female applicants".

9.03 Role of Seniority in Promotions and Transfers

Both parties recognize the principle of promotion within the service of the Employer and that job opportunity should increase in proportion to length of service. Therefore, in making staff changes, transfers or promotions, appointment shall be made of the applicant with the greatest seniority and having the required qualifications in accordance with Article 9.02. Appointments from within the bargaining unit shall be made within three (3) weeks of posting. The job shall be filled within one (1) week of appointment.

9.04 Trial Period

The successful applicant shall be notified within one (1) week following the end of the posting period. The employee shall be placed on trial for a period of three (3) months.

Conditional on satisfactory service, the employee shall be declared permanent after the period of three (3) calendar months. In the event the successful applicant proves unsatisfactory in the position during the trial period or if the employee is unable to perform the duties of the new job classification, they shall be returned to their former position, wage, or salary rate and without loss of seniority. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position, wage, or salary rate and without loss of seniority.

9.05 Notification to Employee and Union

Within seven (7) calendar days of the date of appointment to a vacant position, the name of the successful applicant shall be sent to each applicant and a copy posted on all bulletin boards. The Union shall be notified of all promotions, demotions, hirings, layoffs, transfers, recalls, resignations, retirements, deaths, or other terminations of employment.

ARTICLE 10 - LAYOFFS AND RECALLS

10.01 Definition of Layoff

A layoff shall be defined as a reduction in the work force or a reduction in the regular hours of work.

10.02 Role of Seniority in Layoffs

Both parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of a layoff, employees shall be laid off in reverse order of their seniority, provided the employee has the necessary qualifications and abilities to perform the work available.

10.03 Recall Procedure

Employees shall be recalled in the order of their seniority, provided the employee has the necessary qualifications and abilities to perform the work available.

10.04 No New Employees

New employees shall not be hired until those laid off have been given an opportunity of recall.

10.05 Advance Notice of Layoff

- a) The Employer shall notify regular employees who are to be laid off at least two (2) weeks prior to the effective date of layoff. Seasonal employees shall receive five (5) working days notice of a pending layoff. If the employee has not had the opportunity to work the days as provided in this Article, they shall be paid for the days for which work was not made available.

- b) Where an employee has been hired for a specified period of time for a specific project of not more than six (6) weeks duration, in such cases no notice of layoff shall be necessary.
- c) The provisions of this section shall not apply to layoffs occurring as a result of inclement weather or other conditions beyond the control of the Employer.

ARTICLE 11 - HOURS OF WORK

11.01 Hours

- a) The normal working day shall consist of eight (8) hours worked within eight and one-half (8-½) consecutive hours.
- b) The normal working week shall consist of five (5) shifts of eight (8) hours each.
- c) Days off will be consecutive.
- d) The Employer is obligated to maximize hours of work for employees in accordance with their seniority standing. In the event that there is not enough work available for an eight (8) hour shift, the Employer may create a shift of less than eight (8) hours.

11.02 Definition of "Week"

The week will commence at 12:01 a.m. Monday and end the following Sunday at midnight.

11.03 Change of Shifts

Work schedules shall be posted at least fourteen (14) calendar days in advance. In the event that the shift schedule requires a change, the Employer shall give affected employees forty-eight (48) hours notice of such change.

11.04 Rest Periods

Employees shall be entitled to two (2) fifteen (15) minute rest breaks during each shift, and one unpaid lunch break of thirty (30) minutes. No employee shall be required to work during designated breaks in shifts.

11.05 Minimum Daily Pay

- a) **Reporting Pay**
An employee that has not been notified not to report for work and reports for work as scheduled, and is sent home because no work is available, shall be paid two (2) hours pay at the regular straight time rate of pay.
- b) **Regular Shift**
If an employee commences work on a regular shift and is sent home, due to a lack of work, the employee shall be paid a minimum of four (4) hours at the employee's regular straight time rate of pay or for work actually performed, whichever is greater.

11.06 Weekend Work

Wherever possible, Saturday and/or Sunday shift schedules shall be assigned to qualified employees with the least seniority, unless senior employees choose to accept the shifts.

In the event an employee is required to work on a Saturday and/or Sunday in addition to the employee's weekly shift, the employee shall bank five (5) hours. The employee shall be permitted to leave work as soon as the required work is completed.

ARTICLE 12 - OVERTIME

12.01 Overtime Defined

All time worked before or after the regular work day, the regular work week or on a holiday, shall be considered overtime.

12.02 Overtime Rates

Overtime work shall be paid for at the rate of one and one half (1½) times the regular rate of pay for the first two (2) hours worked and double time thereafter.

12.03 Distribution of Overtime

Overtime shall be divided among employees who are willing and qualified to perform the available work.

ARTICLE 13 - HOLIDAYS

13.01 Paid Holidays

All employees shall receive the following Holidays without loss of wages or salary and when such Holiday falls on a Saturday or Sunday, the following Monday shall be deemed to be a holiday for the purpose of this Agreement.

New Year's Day	Labour Day
Family Day	National Day of Truth and Reconciliation
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
BC Day	

And any other day proclaimed by the federal or provincial governments.

13.02 Work on a Statutory Holiday

When an employee is required to work on a Holiday, such employee shall receive, in addition to normal pay for that day, time and one-half (1½x) for the first eight (8) hours worked and double time (2x) for all hours worked thereafter.

13.03 Holiday Pay

Regular employees shall be entitled to the Holidays with pay, as referred to in this Article.

Seasonal employees shall be entitled to the Holidays with pay, as referred to in this Article, in accordance with the *Employment Standards Act of the Province of British Columbia*.

ARTICLE 14 – VACATIONS

14.01 Length of Vacation

Annual vacations with pay shall be granted to all employees on the following basis:

- a) Employees with less than twenty-four (24) months service shall receive four percent (4%) of their gross pay.
- b) Employees in their fourth (4th) year of service up to and including nine (9) years of service shall receive six percent (6%) of their gross pay.
- c) Employees in their tenth (10th) year of service up to and including seventeen (17) years of service shall receive eight percent (8%) of their gross pay.
- d) Employees in their eighteenth (18th) year of service up to and including twenty-four (24) years of service shall receive ten percent (10%) of their gross pay.
- e) Employees in their twenty fifth (25th) year of service and thereafter shall receive twelve percent (12%) of their gross pay.

14.02 Choice of Vacation Dates

- a) By June 1st of each calendar year employees shall indicate their preference for vacation periods.
- b) As far as possible, vacations shall be granted at times requested by the employee. In the event of conflict, seniority shall govern.

14.03 Vacation Pay

Employees shall receive vacation pay as follows:

- a) During the season when an employee requests a vacation payout it shall be included in the employee's regular pay cheque.

- b) At the end of the season when an employee requests a vacation payout it will be paid on a separate pay cheque, upon request.

ARTICLE 15 - SICK LEAVE PROVISIONS

15.01 Sick Leave Entitlement

- a) Regular employees only shall be entitled to one (1) day sick leave per month at full pay after completion of six (6) months employment.
- b) All employees are entitled to paid personal illness leave pursuant to Section 49.1 of the Employment Standards Act.
- c) Regular employees will accrue sick leave credits as defined in 15.01 a). The sick leave accrual bank will be adjusted as necessary.

15.02 Sick Leave Accumulation

Each regular employee shall be credited with the unused portion in each year of their sick leave credit, which shall accumulate, to a maximum of twelve (12) days.

15.03 Proof of Illness

Upon request by the Employer, a medical certificate from a licensed medical practitioner shall be required for any illness in excess of three (3) days. Any cost incurred to obtain a medical certificate shall be reimbursed by the Employer.

ARTICLE 16 - LEAVE OF ABSENCE

16.01 Union Leave with Pay

No employee shall suffer loss of wages, benefits, or seniority when meeting with the Employer for the purposes of negotiations or processing grievances up to the point of arbitration. The parties agree to be flexible about scheduling meetings during and/or after regular working hours.

16.02 Union Leave Without Pay

- a) Upon request to the Employer, an employee elected or appointed to represent the Union at conventions shall be allowed leave of absence without pay and without loss of benefits. Leave of absence without pay and without loss of benefits shall allow employees to attend executive and committee meetings of CUPE, its affiliated or chartered bodies and any labour organizations with which the Union is affiliated.

- b) An employee shall receive the pay and benefits provided for in this Agreement when on unpaid leave of absence for Union work or conventions, however, the Union shall reimburse the Employer for all pay and benefits during the period of absence.

16.03 Bereavement Leave

An employee shall be granted a minimum of three (3) (on Vancouver Island) and four (4) (elsewhere) regularly scheduled consecutive work days leave, without loss of pay or benefits, in the event of death or serious illness of a parent, spouse, common-law spouse, sibling, child, in-laws, grandparent, grandchild, step-parents, step-children, former guardian, ward, fiancé or any other relative who has been residing in the same household, or any other relative for whom an employee is required to administrator bereavement responsibilities. A relative shall include a person related by marriage, adoption, or common law.

16.04 Jury Duty or Court Witness Leave

The Employer shall grant leave of absence with pay to an employee who serves as juror or witness in any court. The Employer shall pay such an employee the difference between normal earnings and the payment received for jury service or court witness, excluding payment for travelling, meals or other expenses. The employee will present proof of service and the amount of pay received. Time spent by an employee required to serve as a court witness in any matter arising out of their employment shall be considered as time worked at the appropriate rate of pay.

16.05 General Leave

An employee shall be entitled to leave of absence without pay and without loss of seniority when they request such leave for good and sufficient cause. Such request shall be in writing and approved by the Employer. Such approval shall not be withheld without just cause.

16.06 Maternity, Adoption & Parental Leave

Employees shall be entitled to maternity, adoption and parental leave as specified under the *"Employment Standards Act, Part 6"* as amended from time to time. The leave provisions of this Act shall be extended by the Employer on receipt of a physician's certificate which indicates that such an extension is for medical reasons.

Employees absent on Maternity, Adoption or Parental Leave shall continue to accumulate seniority during the length of leave provided by the *Employment Standards Act*.

16.07 Domestic/Sexual Violence

- (a) The Employer recognizes that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance and performance at work.
- (b) Where leave from work is required due to an employee and/or another eligible person as defined by the *Employment Standards Act* ("the Act"), the employee shall be granted paid and unpaid leave in each calendar year, as follows:
 - i. Up to 5 days of paid leave,
 - ii. up to five (5) days of unpaid leave, and
 - iii. up to fifteen (15) weeks of additional unpaid leave
 - iv. Leave under (i) or (ii) above may be taken in one continuous period or intermittently, with Employer approval.
- (c) Leave under this clause is in addition to other leaves provided elsewhere in this Collective Agreement.
- (d) Workers experiencing domestic or sexual violence will also be able to access their sick leave, for attendance at medical appointments, legal proceedings, and any other necessary activities. This leave will be in conjunction with existing leave entitlements and may be taken as consecutive or single days or as a fraction of a day, upon approval. Employees that have exhausted their sick leave may access their vacation or time off without pay.
- (e) The employee and Employer will only disclose relevant information to protect confidentiality and privacy of an individual(s), while ensuring workplace safety.
- (f) In the event existing legislation is changed regarding domestic or sexual violence leave to provide more than the above leave, the Employer will provide such leave consistent with the legislation.

ARTICLE 17 - PAYMENT OF WAGES AND ALLOWANCES

17.01 Pay Rates

The wages to be paid by the Employer to the employees shall be those set forth in Schedule "A" attached hereto and forming part of this agreement. Pay dates shall be the 3rd and the 18th of each month, with cut off being the 15th and the end of the month.

17.02 Pesticide Applicator Premium

An employee shall be paid one dollar and fifty cents (\$1.50) per hour in addition to their regular wage for all hours required to apply pesticides.

ARTICLE 18 - EMPLOYEE BENEFITS

18.01 Medical, Group Life, AD&D, L.T.D. and Extended Health Plans

The following benefit plans shall be entered into, and the costs of premiums shall be paid as noted:

- a) Medical Services Plan of BC premiums shall be paid as follows:
- One hundred percent (100%) Employer paid for single coverage.
 - One hundred percent (100%) Employer paid for family coverage.
- i. The parties recognize that the method of funding MSP has been changed from an individually paid premium system to a system funded by an Employer paid payroll tax, for BC Residents.
- ii. If the government, at any time in the future, reverts to an individually paid premium system, the parties agree that the Employer will continue pay 100% of the premium for employees on the same basis as exists in the 2016 - 2019 Collective Agreement.
- b) Group Life Insurance and Accidental Death & Dismemberment - one (1x) times annual earnings.
Long Term Disability - 66 2/3% of gross income

Extended Health Benefits Plan - 100% reimbursement
- Drug plan
 - Private/semi private hospital rooms
 - Vision care (\$300.00 per 24 months)
 - Hearing aids
 - Chiropractor, physiotherapy, masseuse
- Group Life, AD&D, LTD and Extended Health premiums shall be one hundred percent (100%) Employer paid.
- c) Qualifications:
- (i) Medical Services Plan - Must average thirty-two (32) hours per week for seven (7) worked months to qualify.
- (ii) Group Life, AD&D, LTD, EHB - Must average thirty-two (32) hours per week for seven (7) worked months to qualify.

- d) Employees with less than ten (years) service shall have the option to continue benefits while on layoff providing, they prepay the Employer cost of the benefits for each month during the period of layoff.

Employees with more than ten (10) years service shall have the option to continue Group Life, AD&D, LTD, EHB benefits during the period of layoff, providing they prepay fifty percent (50%) of the Employer cost of the benefits for each month during the period of layoff.

Employees with fifteen (15) years of service shall pay fifty percent (50%) of the cost of MSP benefits.

ARTICLE 19 - HEALTH AND SAFETY

19.01 Health and Safety Committee

A committee shall be established with equal representation from both parties to this agreement and will meet monthly. Any matters referred to this committee that remains unresolved shall be submitted for a ruling by the *Workers' Compensation Board*.

19.02 Health and Safety - Clothing, Tools, and Equipment

The Employer shall provide all employees working in any unsanitary or potentially hazardous jobs with all the necessary tools, protective equipment and protective clothing required. These shall be maintained and replaced where necessary at the Employer's expense. It is recognized that such protective equipment and clothing are temporary measures. The conditions necessitating their use shall be subjected to further corrective measures through engineering changes or the elimination of the hazard.

19.03 Hazardous Substances

The Employer shall provide all employees, where appropriate, with such information as may come into the Employer's possession which identifies the dangers involved with any hazardous substances that employees are required to use in the course of their work and will meet with the Union to designate hazardous work site areas for storage.

19.04 Pesticide Certificates

Should a pesticide certificate be required by law in the use and handling of substances used on the premises, the Employer shall pay any expenses required by the course undertaken providing the employee completes the course successfully.

19.05 Protective Clothing (Pesticide Application)

Protective clothing and safety equipment separate and apart from regular issue shall be supplied when handling any and all chemicals and pesticides. Refusal to handle or use chemicals and pesticides without this protection shall not result in any disciplinary action against such employee.

ARTICLE 20 - TECHNOLOGICAL AND OTHER CHANGES

20.01 Technological Change

In the event of an introduction of change in the golf course operation which could affect the employment of current employees, both parties shall meet and endeavor to negotiate a suitable settlement. Should a suitable settlement not occur, then the matter shall be resolved in accordance with Article 6.

ARTICLE 21 - CLOTHING ALLOWANCE

21.01 Clothing Allowance - Regular Employees

Clothing Allowance shall consist of the following items on an annual basis, or replacements as required:

Grounds/Maintenance:

- 1 complete rain wear suit, including rubber boots
- 1 hard hat
- 1 pair coveralls
- 1 pair work gloves

ARTICLE 22 - JOB SECURITY

22.01 Contracting Out

In order to provide job security for the members of the bargaining unit, the Employer agrees that all work or services presently performed by employees of the bargaining unit shall not be subcontracted, transferred, leased, or assigned, in whole or in part to any non-bargaining unit employee, person or contractor, if such action would result in layoffs or failure to recall laid off employees.

22.02 Work of the Bargaining Unit

Work assigned to bargaining unit employees shall not be undertaken by people outside the unit except in cases mutually agreed to by both parties.

ARTICLE 23 - GENERAL CONDITIONS

23.01 Bulletin Boards

The Employer shall provide bulletin boards which are accessible to all employees upon which the Union shall have the right to post notes and information that may be of interest to the employees.

23.02 No Elimination of Present Classifications

Existing classifications shall not be eliminated or changed without prior agreement with the Union.

23.03 Training

The Employer shall provide ongoing training and/or educational including, but not limited to, pesticide application and first aid, as required by the Employer.

ARTICLE 24 - TERM OF AGREEMENT

24.01 Duration

This Agreement shall be binding and remain in full force and effect from the 1st day of January 2023 to the 31st day of December 2025 and shall continue from year to year thereafter unless either party exercises its rights to commence collective bargaining as provided for in the Statutes, of the Province of British Columbia.

24.02 Continuation

If negotiations extend beyond the anniversary date of the Agreement, this Agreement shall continue in full force and effect, unless the Union commences a legal strike or the Employer commences a legal lockout, or the parties conclude a renewal or revision of this Agreement.

Signed this 5th day of April, 2023 on behalf of:

**DUNCAN MEADOWS
GOLF COURSE**

CUPE LOCAL NO. 358-04



Ming Hui, General Manager



Jeff Parker, President

cf/ ✓

CLASSIFICATIONS & WAGE RATES

WAGE RATES PER HOUR

DATE	01-Jan-23	01-Jun-24	01-Jan-25
CLASSIFICATION			
Labourer Step 1	\$16.59	\$17.25	\$17.60
Labourer Step 2	\$17.35	\$18.04	\$18.40
Gardener Step 1	\$18.00	\$18.72	\$19.09
Gardener Step 2	\$19.65	\$20.44	\$20.85
Greenskeeper 2 Step 1	\$18.00	\$18.72	\$19.09
Greenskeeper 2 Step 2	\$19.65	\$20.44	\$20.85
Greenskeeper 1 Step 1	\$20.39	\$21.21	\$21.63
Greenskeeper 1 Step 2	\$23.72	\$24.67	\$25.16
Mechanic Hourly Add	\$3.50	\$3.50	\$3.50

Note: All classifications will move from Step 1 to Step 2 at the Employee's 1 year anniversary.

Mechanic Duties

Greenskeeper 1 employees performing Mechanic Duties shall have the hourly rate defined in the above wage grid added to their regular wages for all hours performing such duties. Employees performing Mechanic Duties will pre-authorize all Mechanic Duties and log all hours spent on these duties with the Superintendent.

SCHEDULE "A"

JOB DESCRIPTION GARDENER

NATURE AND SCOPE OF WORK:

Under the general supervision of the Superintendent, carries out assigned duties, following established procedures and policies.

RESPONSIBILITIES:

- Weeding, hand irrigating, raking, shoveling, and cleaning up the gardens.
- Operate all equipment and machinery involved in garden maintenance.
- Understand and carry out proper pruning techniques.
- Apply fertilizer and pesticide in the gardens as required.
- Plot and plan new and existing gardens and carry out proper planting techniques.
- Work within a budget and order all materials required to construct and maintain gardens.
- Provide manual labour when required, including course maintenance.
- Keep clean work areas, along with equipment and tools.
- Report promptly to the Mechanic/Superintendent any mechanical failure or body damage to vehicle, equipment, or tools.
- Perform duties in compliance with safety regulations.
- Carry out other related duties.
- Clean and maintain field washrooms.

JOB REQUIREMENTS

- Possess a valid BC Drivers Licence.
- Physical ability to perform all related duties in a variety of working conditions.
- Possess a diploma in horticulture or related field, or a minimum of (24) months experience in garden maintenance.
- Experience in design and planting new gardens.
- Ability to perform minor irrigation repairs and set-up.

SCHEDULE "A"

JOB DESCRIPTION GREENSKEEPER 1

NATURE AND SCOPE OF WORK:

Under the direction of Superintendent and/or Foreman, carries out assigned duties, following established procedures and practices.

RESPONSIBILITIES:

- Operate all machines involved in golf course maintenance.
- Convey acquired knowledge to all other staff (regular and seasonal).
- Carry out lubrication and minor adjustment of equipment.
- Perform all duties in compliance with safety regulations.
- Report promptly to the Mechanic/Foreman/Superintendent any mechanical failure or body damage to vehicles, equipment, or tools.
- Provide manual labour when required, including garden maintenance.
- Apply fertilizer and pesticide on the golf course as required.
- Keep clean work areas, along with equipment and tools.
- To carry out other related duties as required.

JOB REQUIREMENTS

- Possess a valid BC Drivers Licence.
- Possess a valid BC Pesticide Applicators Certificate.
- Must have practical knowledge of reels including: maintenance, adjustments, and backlapping.
- Twenty-four (24) months experience in all phases of course maintenance.
- Ability to operate all machinery competently.
- Experience in pesticide, seed, and fertilizer applications.
- Ability to perform irrigation repairs, installation, and setup.
- Participating knowledge of the game of golf.
- Physical ability to perform all related duties in a variety of working conditions.

SCHEDULE "A"

JOB DESCRIPTION GREENSKEEPER 2

NATURE AND SCOPE OF WORK:

Under the general supervision of the Superintendent and/or Foreman, carries out assigned duties in accordance with established procedures and practices. Work is subject to check by Supervisor.

RESPONSIBILITIES:

- Operate all machinery involved in golf course maintenance.
- Provide manual labour when required.
- Clean work areas, equipment, and tools.
- Carry out lubrication and minor adjustment of equipment.
- Report promptly to the Mechanic/Foreman/Superintendent any mechanical failure or body damage to vehicles, equipment, or tools.
- Perform duties in compliance with safety regulations.
- Perform routine and periodic procedures for proper course maintenance.
- Carry out other related duties as assigned by the Superintendent/Foreman.

JOB REQUIREMENTS

- Possess a valid BC Drivers Licence.
- Physical ability to perform all related duties in a variety of working conditions.
- Six months related experience required.

SCHEDULE "A"

JOB DESCRIPTION LABOURER

NATURE AND SCOPE OF WORK:

Under the close supervision of the Superintendent and/or Foreman, carries out assigned duties subject to check by Supervisor on hand.

RESPONSIBILITIES:

- Weeding, hand irrigating, raking, shoveling, and cleaning up of the grounds.
- Operate basic equipment including lawnmowers, weed-eaters, trimmers, sod cutters, blowers, etc., and the equipment necessary to transport such equipment. Carry out lubrications of same.
- Operate self-propelled mowers under direction from Superintendent/Foreman.
- Report promptly to the Mechanic/Foreman/Superintendent any mechanical failure or body damage to vehicles, equipment, or tools.
- Perform duties in compliance with safety regulations.
- Provide manual labour when required.
- Carry out other related duties.

JOB REQUIREMENTS

- Possess a valid BC Drivers Licence.
- Experience in similar fieldwork. Physical ability to perform all related duties in a variety of working conditions.

SCHEDULE "A"

JOB DESCRIPTION STUDENT

NATURE AND SCOPE OF WORK:

Under the close supervision of the Superintendent and/or Foreman, carries out assigned duties subject to check by Supervisor on hand.

RESPONSIBILITIES:

- Clean work areas, equipment, and tools.
- Weeding, hand irrigating, raking, shoveling, and cleaning up of grounds.
- Operate basic equipment including lawnmowers, weed-eaters, trimmers, sod cutters, blowers, etc. and the equipment necessary to transport such equipment. Carry out lubrications of same.
- Operate self-propelled mowers under direction from Superintendent/Foreman.
- Report promptly to the Mechanic/Foreman/Superintendent any mechanical failure or body damage to vehicles, equipment, or tools.
- Perform duties in compliance with safety regulations.
- Provide manual labour when required.
- Carry out other related duties.

JOB REQUIREMENTS

- Possess a valid BC Drivers Licence.
- Physical ability to perform all related duties in a variety of working conditions.

SCHEDULE "A"

JOB DESCRIPTION MECHANIC

NATURE AND SCOPE OF WORK:

Under the direction of Superintendent and/or Foreman, carries out assigned duties, following established procedures and practices.

RESPONSIBILITIES & TYPICAL TASKS:

- Makes major and minor repairs on a variety of gasoline and diesel-powered equipment.
- Keeps all equipment in efficient operable condition at all times.
- Organizes and maintains clean service area and maintenance building and performs related tasks as required.
- Typical Tasks:
 - Inspects, adjusts, diagnoses, repairs mechanical defects in all types of golf course maintenance equipment.
 - Does mower grinding sharpening.
 - Performs general overhaul of motors, differentials, carburetors, distributors, fuel pumps, steering systems, starters, universal joints, hydraulic systems, and valves.
 - Installs and adjust brakes.
 - Installs batteries, tires, wiring, and glass.
 - Does machining or welding work in making fittings used in automotive equipment, fabrication of tools, and equipment for golf course.
 - Body and fender repair work.
 - Maintains records of preventative maintenance, repairs made, orders replacement parts, as required and provides paperwork to Superintendent.

JOB REQUIREMENTS

- Possess a valid BC Driver's License.
- Proven ability to maintain and repair all types of golf course equipment.
- Ability to schedule repairs and maintenance of equipment.
- Be physically able to perform all related duties.
- Possess welding experience with arc and oxy-acetylene.
- Four-year mechanical experience.
- Knowledge of hydraulics and diesel equipment.

LETTER OF AGREEMENT #1

**BETWEEN
DUNCAN MEADOWS GOLF COURSE
AND
CUPE LOCAL 358**

RE: EMPLOYEE PRIVILEGES

This letter confirms the agreement with the Employer to continue the following privileges enjoyed by the employees covered by the terms of the Collective Agreement.

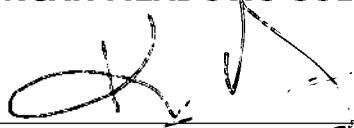
1. Golf Privileges
The employees and their spouses shall receive free golf privileges during non peak times, provided there are no paying customers, and the tee is available at the time of tee off. Employee's children shall be free up to age eighteen (18) years.
2. Golf Carts
The employees shall be entitled to free (pull) golf carts, or the employees may request power carts at half price. Power carts shall only be made available to employees provided there are sufficient such carts to meet the demands of the business at the time of tee off. Employees with fifteen (15) years of service pay no fee for nine (9) holes and ten dollars (\$10.00) for eighteen (18) holes.
3. Practice Tee
The employees shall be entitled to use the practice tee and practice golf balls during non peak times and shall be provided a discount card (50%) for such privilege.
4. Golf Balls
Golf balls found by employees during the course of performing their normal duties may be retained by the employees.
5. Pop Cans
Pop cans or other refundable containers collected on the golf course during the course of performing their normal duties may be retained by the employees and the refund for such cans or containers shall be used by the employees to fund social activities.

It is understood and agreed that the above golf privileges are granted on the basis that employees show proper golf etiquette and respect for paying customers using the golf facilities.

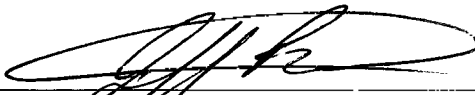
Signed this 5th day of April, 2023 on behalf of:

DUNCAN MEADOWS GOLF COURSE

CUPE LOCAL 358



Ming Hui, General Manager



Jeff Parker, President

LETTER OF AGREEMENT #2

**BETWEEN
DUNCAN MEADOWS GOLF COURSE
AND
CUPE LOCAL 358**

RE: SUPERINTENDENT

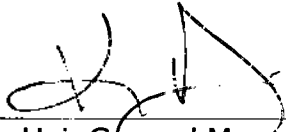
This letter confirms the agreement between the Employer and the Union with respect to the Superintendent performing bargaining unit work as follows:

The Superintendent may perform bargaining unit work, provided the performance of such work does not result in a loss of bargaining unit jobs, and further provided that such work does not normally exceed twenty percent (20%) of such management personnel's normal hours of work.

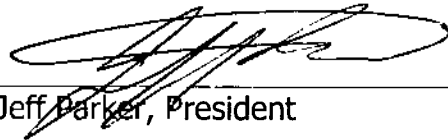
Signed this 5th day of April, 2023 on behalf of:

DUNCAN MEADOWS GOLF COURSE

CUPE LOCAL 358



Ming Hui, General Manager



Jeff Parker, President

LETTER OF AGREEMENT #3

**BETWEEN
DUNCAN MEADOWS GOLF COURSE
AND
CUPE LOCAL 358**

RE: GOLF TOURNAMENTS

In acknowledgement of the unique operational requirements and the existing practice between the Employer and the Union during golf tournaments, the parties agree as follows:

1. On days when a golf tournament is being held, employees may be called in twice each day: at the beginning of the day prior to the tournament start time and at the end of the day.
2. In acknowledgement that the employees should not receive less than a full days pay, each employee will be paid their respective straight-time wage for two, four hour call in periods, during these alternative shift days;
3. If the time worked in the two, four hour call in periods exceed eight hours, any time beyond eight hours will be paid as overtime pursuant to Article 12 of the Collective Agreement.

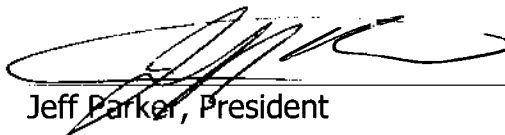
Signed this 5th day of April, 2023 on behalf of:

DUNCAN MEADOWS GOLF COURSE

CUPE LOCAL 358



Ming Hui, General Manager



Jeff Parker, President