



Auxiliary Orientation

Welcome to the auxiliary staff for Community Living British Columbia. The following information is provided to facilitate your integration into CLBC and make you aware of the conditions of auxiliary employment.

Seniority Unit:

CLBC includes several seniority units. Seniority units are defined in the collective agreement and identify groups of employees for the purposes of recall and lay off.

SCHEDULING AND CALL-OUT PROCEDURES:

General Principles:

Auxiliaries are called out in order of seniority, and laid off in reverse order of seniority. Scheduling is managed to ensure that the more senior auxiliary is given the opportunity to work ahead of the more junior auxiliary. However, auxiliary employees do have the right to decline offers of work; this is explained under "Unavailability" below. For purposes of call out, note that auxiliaries working half time are considered to be on layoff for those periods of time when they are not scheduled to work.

Call-Out Time:

Auxiliary staff must be available, by phone, **Monday through Friday from 8:00 a.m. to 9:30 a. m.**, to receive offers of assignments. If you are ill or not available for work on any particular day, it is your responsibility to notify your supervisor **before 8:30 a.m.**, Monday through Friday. Other acceptable reasons for unavailability are outlined in Article 31.5(n) of the BCGEU Master Agreement. Please read Article 31.5 for additional information about your responsibility to be available.

Unavailable For or Decline Work:

Auxiliaries have the right to turn down offered work assignments; however, if they do so, the provisions of the Master Agreement, Article 31.5 (o) apply. When an auxiliary cannot be reached during call-out hours, or declines to accept the assignment offered, the appropriate letter will be sent by registered mail and a photocopy will be sent to the People Services department for the employee file.

When Master Agreement Articles 31.5(n) (unavailable - specific circumstances), 31.12 (various leaves), or 31.11(b) (approved vacation) are in effect, auxiliaries are not offered work assignments and, therefore, unavailability/decline letters are not used.

Auxiliary employees can refuse **four offers within a six-month period** between April 1st and September 30th inclusive, or between October 1st and March 31st inclusive.

Hours of Work:

When assigned to an office, the hours of work will typically be 8:30 a.m. to 4:30 p.m. with one hour for lunch and two 15-minute breaks. However, Facilitators and Analysts may be required to work during an evening (Monday to Thursday, no later than up to 8:00 pm), if a family required service after the standard office hours.

Seniority:

Seniority will be accumulated by the number of hours worked and assignments will be offered to auxiliary employees based on those hours. See Article 31.4 re: loss of seniority.

Union Membership:

Upon appointment as an employee, you are required to become a member of the British Columbia Government and Service Employee Union (BCGEU).

Benefits: Under 1,827 hours within 15 months

The following is applicable:

- 91 cents per hour worked will be paid in lieu of sick time and benefits to a maximum of \$63.70 bi-weekly.
- Vacation pay at the rate of six (6) percent of your regular earnings on a bi-weekly basis.
- You will begin contributing to the Public Service Pension Plan if and when your pensionable earnings exceed half of the year's maximum pensionable earnings (YMPE). This normally requires full time employment for approximately six months. Enrolment is automatic.
- Leave without pay for vacation might not be approved during peak periods of time, which are Christmas/New Year's, the Spring school break, Easter, and June 1st to August 31st.
- Six (6) months after the date of hire, an auxiliary employee may elect to take a leave of absence without pay of up to fifteen (15) work days, not to exceed one hundred five (105) hours in any calendar year. An employee seeking such unpaid leave shall make application, in writing, a minimum of seven (7) work days prior to the requested leave.

Benefits: After 1,827 hours within 15 months

You will be entitled to the benefits listed in the BCGEU Master Agreement.

- For exercising rights with respect to Vacation Preference and Vacation Schedules, please refer to the Social, Educational & Health Services Component, Clauses 8.2 and 8.3 (for Social Work auxiliaries and Administrative Services Component, Clauses 6.2 and 6.3 (for Clerical auxiliaries).
- It is preferred that vacations be scheduled at other than peak periods, such as Christmas or Easter.

Conversion to Regular (Permanent) Status:

After obtaining 1,827 hours within a 15-month period, conversion to regular status will be reviewed.

- You must not have had any breaks in service in the last five (5) months of the 15-month period;
- and there must be a projection of four (4) months of work assignments.

Weekly Indemnity

Per Article 13.8, Auxiliary employees are eligible for weekly indemnity benefits upon accumulation of 400 hours of auxiliary seniority. Once established, eligibility for weekly indemnity is retained unless the auxiliary employee loses auxiliary seniority.

Probation and Performance Review:

Your manager will be responsible for completing the 3- and 6-month probation reviews, and annual performance reviews. You will meet with your manager to review these documents.

In-Service Status:

Auxiliary employees who have worked in excess of 30 days (210 hours) will be recognized as “In-Service” applicants when applying for regular positions. Please note that an employee is on probation until they have worked the equivalent of 6 months’ full time employment”.

Six months probation is defined as:

- 913 hours paid at straight time; or
- 12 months from the appointment date for situations where an employee’s part-time work schedule would require in excess of 12 months to accumulate 913 hours.

Employment Insurance:

Your eligibility for employment insurance benefits is determined by the Federal Government. If you decide to apply for benefits, it is important you talk to your local People Services Department. An exit checklist will be completed, which will result in a Record of Employment being issued electronically by Payroll direct to Employment Insurance.

Confidentiality:

It is expected that you will keep all information confidential, in accordance with the Standards of Conduct for CLBC Employees that you have signed.

General:

Refer to Article 13 of the Master Agreement for information respecting auxiliary employment. If you have any administrative questions, please refer to your on-site manager.

I have fully read and understand this document.

Name

Signature

Date