

**LETTER OF UNDERSTANDING #2**

BETWEEN

THE GREATER VANCOUVER REGIONAL DISTRICT

AND

THE GREATER VANCOUVER REGIONAL DISTRICT EMPLOYEES' UNION

**THE APPRENTICESHIP TRAINING PROGRAM**

The purpose of the Apprenticeship Training Program at the Greater Vancouver Regional District is to support the sustainability of the organization by minimizing the impact of retirements and employee turnover through development of certified tradespersons completely familiar with GVRD infrastructure, processes and practices.

The Guiding Principles include:

- GVRD employees who are members of the GVRDEU have first opportunity for apprenticeships consistent with the posting terms of the collective agreement.
- Program requirements and assessments are transparent and are generally applied consistently across the trade disciplines. Variation will occur only where there is a functional requirement.
- We want to develop certified tradespersons. Therefore, we won't normally consider employees who are already certified tradespersons for an apprenticeship.
- We support the success of the apprentice by providing necessary training and experiential opportunities.

A Program Governance Committee will monitor the effectiveness, consistency and management of the program ensuring that apprentices are being trained to meet GVRD standards and business needs. The committee comprises:

- one of the divisional managers of the divisions carrying apprentices, as chair, (served in rotation with colleagues),
- the Department Superintendent of each trade,
- a representative appointed by the Union,
- an Organization Development division representative.

It is agreed that the following provisions will apply:

**1. Wages**

Employees who are apprentices will receive wages in the first and subsequent years of their apprenticeship in accordance with the following schedule:

1 <sup>st</sup> year	-	80% of respective Tradesperson's rate
2nd year	-	85% of respective Tradesperson's rate
3rd year	-	92% of respective Tradesperson's rate
4 <sup>th</sup> year	-	95% of respective Tradesperson's rate

Employees in the classification of Instrumentation Mechanic – Apprentice (G760), will receive wages in accordance with the schedule noted above for the first to fourth years of apprenticeship. In the fifth year of apprenticeship, the wage will be paid at 97.5% of the Tradesperson's rate.

## **2. Mileage to Temporary Work Locations During Apprenticeship Period**

Apprentices shall be assigned to work out of any permanent corporation facility for periods of time of not less than six months in duration. This accommodates the training blocks of the apprenticeship program where they will gain experience and exposure to different environments, equipment and business demands. Apprentices will not receive mileage for transporting themselves to these locations during their period of assignment except where 3.15 (d) applies.

All of the assignment locations will be set out at the beginning of the apprenticeship. However, the employer reserves the right to change work location of the block assignments upon 180 days notice to meet changing business needs. Suggested exceptions to the 180-day notice period will be brought forward to the Program Governance Committee for discussion. If it is agreed through Committee discussions and with consent of the apprentice and the representative appointed by the Union, the notice period may be waived in whole or in part, otherwise mileage will be paid for the period of time that notice was not given.

Example: The one year schedule for the apprentice is January to June at Iona WWTP and July to December at Annacis WWTP. The employer advises the apprentice on April 1<sup>st</sup> that the work location for the next assignment is changed to Lions Gate WWTP. Mileage will be paid for the period July 1st to October 1st, calculated from Annacis WWTP to Lions Gate WWTP and return, since the notice period given was 90 days notice rather than 180 days notice.

For work done at any other location during their period of assignment, mileage will apply as per collective agreement clause 3.15 (a), (b) and (d). An apprentice who does not normally work out of a permanent corporation facility will be paid in accordance with 3.15(c).

Note: Mileage payments may be considered a taxable benefit under Canada Revenue Agency guidelines.

### **3. Mileage While Attending Annual Technical School**

Mileage will be paid from the apprentice's work location to and from BCIT during the schooling portion of their apprenticeship. Reimbursement for out-of-pocket expenses such as parking fees or transit fare will be available.

### **4. Salary Treatment while Attending Technical School**

The GVRD will continue an employee's regular pay throughout the schooling component of the apprenticeship. This component varies between the trades. The days attending school will be recorded on the timesheet as training days. The apprentice must contact their supervisor to advise them of any absences from class. This will be recorded on the timesheet as appropriate.

### **5. Failure of Required Examinations**

The Industry Training Authority provides the following criteria regarding failure of examinations:

- Re-writes for apprentice examinations are subject to a 30-day waiting period from the previous attempt.
- Candidates who write an exam for the first time and fail with a mark of between 60 and 70 per cent are permitted to write a second time without fee or upgrading.
- Individuals who write an exam for the first time and fail with a mark of less than 60 per cent must attend technical training or demonstrate equivalent upgrading before being permitted to write a second time.
- Individuals who write an exam for the second time or more and fail must attend technical training or demonstrate equivalent upgrading before being permitted to write again, regardless of the mark received.

If a GVRD apprentice is required to attend the same (or nearly the same) amount of technical training before being allowed to re-write a failed examination, they will attend the required training on their own time e.g. using vacation, overtime, deferred compensation or unpaid leave if necessary. The GVRD will cover course costs.

Individuals will be allowed up to 3 attempts to pass required examinations. Failure to pass on the third attempt will result in the termination of the apprenticeship agreement.

If this situation occurs, the employee will be placed in an existing full-time temporary position (replacing the FTT incumbent) within the O&M department. The wage rate will be the applicable rate to the FTT position they hold until they are able to successfully compete on a posting vacancy for which they are qualified. If an employee is not successful in obtaining a FTR position within a six month period, the employer will seek agreement of the union for a posting waiver of any vacancy which occurs and for which the employee is qualified and the employee will be directed to that position. The employee's status will remain as FTR so that benefits and vacation accruals continue appropriately. (There is no salary protection at the apprentice or employee's previous position rates.)

## 6. Permanent Work Location

Postings for apprentice positions will not specify a permanent work location but will include these two statements:

Work Location - various locations during apprenticeship

Hours of work - shift start and end times will coincide with the “*specific trade*” working at the training block location.

At the end of the apprenticeship the superintendent will determine the best work location to post the certified tradesperson vacancy. For these postings only, the process will differ from regular vacancy postings and a caption will be included on the posting that indicates:

This posting differs from the regular posting for vacancy in that it is intended to facilitate final location placement of an apprentice.

Only full-time regular (FTR) employees working in the classification of (*same trade as the newly certified tradesperson*) are invited to apply.

The work location for this vacancy is as posted. However, there may be further vacancies in this trade at other GVRD facilities as a result of this hiring process. This posting will cover those potential further vacancies; no further notification will be given.

If you are interested in this vacancy or any other work location vacancy which may become available as a result of this process, please submit your resume and indicate all location choices for which you are interested in your cover letter/application. The facilities where possible vacancies may occur are: (*list of applicable facilities*)

The newly certified tradesperson must submit a resume to the initial competition and will be considered in all vacancies within the trade until they are successful in achieving a position at any one of the GVRD facilities.

## 7. Eligibility to Apply for Multiple Apprenticeships

Employees who are already certified tradespersons will not normally be considered for an apprenticeship.

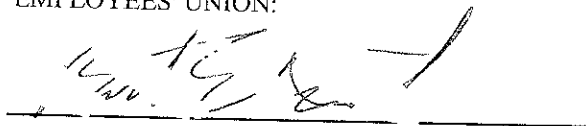
Employees who are successful in obtaining an apprenticeship are not eligible to apply for other posted apprentice positions during the time they are completing their apprenticeship.

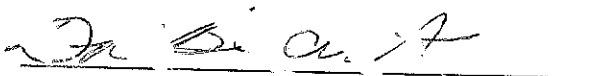
## 8. Tool Requirements

Employees are required to provide their own set of hand tools. Tool insurance is in accordance with the GVRDEU collective agreement *Article 10.05 – Tool Insurance*. Tools that are purchased for work may be entitled for income tax deduction according to Canada Revenue Agency’s tax legislation.

More detailed information about entry-level education requirements, recruitment process, selection criteria, measurement/assessment timetables and detailed tool lists for the Apprenticeship Training Program can be found on the GVRD intranet site.

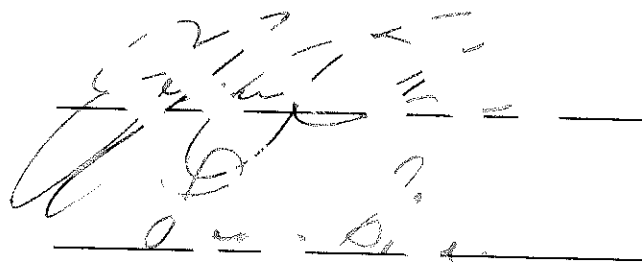
APPROVED ON BEHALF OF THE GREATER  
VANCOUVER REGIONAL DISTRICT  
EMPLOYEES' UNION:

  
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DATED: OCT 27 2006

APPROVED ON BEHALF OF THE GREATER  
VANCOUVER REGIONAL DISTRICT:

  
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DATED: 27<sup>th</sup> OCT. 2006

The expiry date of the Letter of Understanding is December 31, 2006 to coincide with the expiry of the collective agreement.

004425501 (PS-21-03)