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Terms and Conditions for excluded employees/appointees

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Part 01 - Introduction

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1. Objective

The objective of this policy is to define and facilitate consistent application of the terms and conditions of employment for covered groups.

2. Application and scope

This policy applies to all employees excluded from a bargaining unit agreement and to all appointments made by the Lieutenant Governor in Council that are designated for coverage under this policy.

3. Definitions

appointee means an Order in Council appointee.

basic pay means the rate of pay established for a position classification, including an add-to-pay resulting from salary protection.

common-law spouse includes same sex and opposite sex individuals where the employee/appointee has signed a declaration or affidavit that they have been living in a common-law relationship or have been cohabiting for at least 12 months. The period of cohabitation may be less than 12 months where the employee/appointee has claimed the common-law spouse's child/children for taxation purposes.

continuous service means uninterrupted regular employment in the Public Service of British Columbia or any period of regular employment with an employer listed in [Schedule 9](#) provided no break in service has occurred between employment with that employer and the appointment to the Public Service. Continuous service for a regular part-time employee shall be pro-rated on the basis of one year's service for every 1827 hours worked.

Crown counsel refers to employees designated as such pursuant to the Crown Counsel Act.

dependant means any of the following:

1. One spouse of an employee/appointee;
2. Any unmarried child, stepchild, legally adopted child or legal ward, mainly supported by the employee/appointee who is a dependant for income tax purposes and who is:
 1. under age 19 years; or
 2. of any age but who, because of mental or physical infirmity, is accepted as a dependant for income tax purposes; or
 3. under age 25 and in full-time attendance at a school, university or vocational institution which provides a recognized diploma, certificate or degree. Full-time attendance means enrollment in the minimum number of credit courses specified by the institution to be considered full-time or if not specified by the institution, enrollment in a minimum of 15 hours of classroom instruction per week each school term.

double time means twice the straight time rate.

double time and one-half means two and one-half times the straight time rate.

employee means the categories of employees specified in this policy, excluding Order in Council appointees, who are excluded from the provisions of a collective agreement, including:

1. regular: employees whose work is of a continuous full-time or part-time nature.
2. auxiliary under 1827 hours: employees who are hired for a set term and have completed fewer than 1827 hours of work, as calculated in accordance with the provisions in effect for the majority of bargaining unit employees.
3. auxiliary over 1827 hours: employees who are hired for a set term and have completed 1827 hours of work in 33 pay periods.

employer means her Majesty the Queen in the right of the Province of British Columbia.

field status applies to employees who are normally required to work away from their point of assembly and who, on a day-to-day basis, do not work in an office, institution, plant, or other similar fixed location which is their normal point of assembly.

headquarters or geographic location is that area within a radius of 32 kilometers of where an employee/appointee ordinarily performs his/her duties. When an employee/appointee is relocated, the headquarters area may be redefined where exceptional circumstances such as unusual road conditions exist. For the purposes of Employer-initiated relocation and privatization and expenses arising therefrom, headquarters or geographic location will be redefined as a radius of 50 kilometers (32 kilometers in the GVRD or CRD) of where an employee ordinarily performs his/her duties.

hourly rate is the rate calculated by taking the annual salary and dividing it by 1827 or by taking the bi-weekly rate and dividing it by 70.

legal counsel are Crown Counsel and other legal counsel admitted to the Law Society of British Columbia and included in the Legal Counsel Classification Series.

NOT included in the legal counsel series are:

- Assistant Deputy Attorney General, Criminal Justice
- Director, Operations
- Regional Crown Counsel
- Director, Policy and Legal Services
- Director, Criminal Appeals and Special Prosecutions
- Director, Special Programs, Environmental Law and Aboriginal Justice
- Director, Programs and Initiatives for Vulnerable Persons
- Deputy Regional Crown Counsel

and any other position excluded from the series by the Head of the BC Public Service Agency.

management employee means an employee whose duties and responsibilities are evaluated under the Management Job Evaluation Plan.

monthly salary is equal to the bi-weekly rate multiplied by 26.0893 and divided by 12.

no break in service occurs when an employee/appointee moves from his/her position or organization to a new position or organization on the next available working day, taking into account shift changes, weekends, scheduled vacation, statutory holidays, scheduled earned time off or any other approved paid scheduled time off.

Order in Council appointees are individuals appointed by the Lieutenant Governor in Council as specified below:

1. Category A: Order in Council appointments to positions referenced in Appendix 1. Typically, they are:
 1. Senior Executives (e.g., Deputy Ministers); or
 2. Management and professional appointees, including those who support Executive Council, the judiciary or Ministries (e.g., Administrative Coordinator to Executive, Supreme Court Registrar, Chief Negotiator); or,
 3. Chairs and members of some agencies, boards, commissions and administrative tribunals (e.g., Chief Coroner, Fire Commissioner).
2. Category B: Order in Council appointments to positions referenced in Appendix 2. Typically, they are: Administrative support staff to Executive Council, all of whom have bargaining unit classifications.
3. Category C: Order in Council appointments to positions referenced in Appendix 3. Typically, they are:
 1. Appointees who provide direct management support to elected officials; or
 2. Appointees in agencies, boards or commissions in the broader public sector including Crown Corporations; or
 3. Chairs and members of the majority of administrative tribunals.

4. Category D: Order in Council appointments made on a per diem or stipend basis for the provision of specialized consultation or service as and when required. Typically, they are: Appointees who are assigned to agencies, boards, commissions or administrative tribunals on a per diem or stipendiary basis.

salaried physicians are employees as defined in the Agreement Between the Government of British Columbia and Public Service Salaried Physicians.

schedule A employees are employees in excluded positions having bargaining unit classifications.

shift means:

1. Day Shift – all hours worked on any shift that starts between 4:30 a.m. and 1:59 p.m., inclusive.
2. Afternoon Shift – all hours worked on any shift that starts between 2:00 p.m. and 8:59 p.m., inclusive.
3. Night Shift – all hours worked on any shift that starts between 9:00 p.m. and 4:29 a.m., inclusive.

spouse includes husband, wife or common-law spouse.

statutory term appointees are individuals employed for a period of less than 31 calendar days who are excluded from the provisions of a collective agreement under the Public Service Labour Relations Act.

straight time means the hourly rate of basic pay.

time and one-half means one and one-half times the straight time rate.

travel status means the absence of the employee/appointee from their designated headquarters or geographic location on government business with the approval of the Employer, but travel status does not apply to an employee/appointee temporarily assigned to a position outside of the designated headquarters or geographic location or to a field status employee/appointee.

4. Assignment of terms and conditions

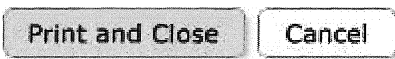
4.1 Assignment of terms and conditions: Legal counsel

Legal counsel are covered by the terms and conditions applicable to management employees except where otherwise specified in this policy, in the Agreement between the Government of British Columbia and the British Columbia Crown Counsel Association, or in a Treasury Board Order.

4.2 Assignment of terms and conditions: Salaried physicians

Salaried physicians are covered by the terms and conditions applicable to management employees except where otherwise specified in this policy or as provided in the Agreement Between the Government of British Columbia and Public Service Salaried

Physicians.



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Part 02 - Employee/appointee conduct

5. Oath of Office

An employee/appointee shall complete an Oath of Employment, as prescribed by the Public Service Act.

6. Standards of Conduct

Employees/appointees shall conduct themselves in accordance with the Standards of Conduct for Public Service Employees policy and the Human Rights in the Workplace policy.

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Part 03 - General conditions

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- 15. Recognition of past service
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 - 15.2 Recognition of Service with other Agencies.

7. Probation: All employees/appointees except OIC categories C and D

Every appointment or promotion shall be subject to a probationary period in accordance with the Public Service Agency policy, Recruitment, Selection and Appointment . A six-month probationary period will apply to initial appointments of deputy ministers, associate deputy ministers and assistant deputy ministers.

8. Movement from one employee/appointee category to another: All employees/appointees

1. An individual moving from one employee/appointee category to another (including to or from a bargaining unit), with no break in service, will be governed by the terms and conditions of employment, with the exception of the Salary Protection policy, of the group into which the individual is moving.
2. Where an employee/appointee is surplus to operational requirements and placement into a position in another employee category results in a lower job rate, unless otherwise approved by the Head of the Public Service Agency, the Salary Protection policy is applicable to the employee/appointee category from which the individual is moving continues to apply.
3. Where an employee/appointee has in-service status, years of continuous service

credited to date will be carried forward to the new category. Any benefits that are based on service will also be carried forward if such benefits apply in the new category.

9. OIC appointee movement to a public service position: All OIC appointees appointed under the Public Service Act

Movement to a public service position will be governed by the provisions of the Order in Council Movement to Public Service Act Position policy.

10. Bridging of service: Regular employees

1. If a regular employee terminates as a result of a decision to care for a dependent parent, spouse or child and is re-employed, upon application he/she shall be credited with his/her length of service accumulated at the time of termination for the purposes of benefits that are based on length of service. The following conditions shall apply:
 1. The employee must have been a regular employee with at least two years of service seniority at the time of termination;
 2. The resignation must indicate the reason for termination;
 3. The break in service must be for no longer than six years; and
 4. The previous length of service shall not be reinstated until successful completion of the probationary period on re-employment.
2. Former regular employees who meet the conditions outlined above:
 1. will have in-service status when applying for re-employment; and
 2. will, if years of continuous service are being assessed during the selection process, be credited with points for the years of continuous service accumulated to the effective date of termination.

11. Dispute resolution

11.1 Dispute resolution: Legal Counsel

Resolution of a dispute between legal counsel and the employer will be in accordance with the applicable Personnel Management Policy:

- Dispute resolution - Legal counsel

11.2 Human rights in the workplace - Discrimination and sexual harassment: All employees/appointees

Resolution of a discrimination or sexual harassment matter will be in accordance with the Public Service Agency Policy, Human Rights in the Workplace - Discrimination and Sexual Harassment

12. Hours of work

12.1 Hours of work: Management, statutory term (with a management

classification), OIC categories A and C

1. The hours of work for an employee/appointee shall normally be those of the full-time employees they supervise or with whom they work. It is understood an employee/appointee is expected to work the hours necessary to fulfill their job responsibilities, which may entail considerably more hours than those worked by their employees. However, greater flexibility will be afforded with respect to time off during work hours.
2. Terms and conditions of employment for leaves, allowances and benefits are calculated on the basis of a 35-hour week.

12.2 Hours of work: Schedule A, statutory term (with a bargaining unit classification), OIC category B

1. An employee/appointee is expected to work hours equivalent to their union counterpart.
2. Terms and conditions of employment for leaves, allowances and benefits are calculated on the basis of a 35-hour week.
3. An auxiliary employee who reports for work at the call of the employer will be paid at their straight time rate for all hours worked with a minimum of two hours pay at their regular rate of pay unless they are unfit to perform their duties or have failed to comply with the Industrial Health and Safety Regulations of the Workers' Compensation Board.
4. An auxiliary employee who commences work will receive three and one-half hours pay at their straight time rate of pay unless:
 - a. work is suspended for reasons completely beyond the control of the employer; or
 - b. the duration of the work assignment was known in advance by the employee.
5. Where 12.2(4)(a) or (b) occur, the provisions of 12.2(3) shall apply.

13. Meal and rest breaks: All employees/appointees except OIC category D

1. An employee/appointee shall be entitled to one meal break in each work period in excess of four and one-half hours. The meal break shall be scheduled near the mid-point in the scheduled work period.
2. An employee/appointee shall be entitled to two rest breaks of 15 minutes' duration in each work period in excess of six hours. One rest period shall be scheduled before and one rest period shall be scheduled after the meal break. An employee/appointee working a shift of at least three and one-half hours, but not more than six hours, shall be entitled to one 15-minute rest break during the shift.

14. Pro-Rating allowances and entitlements: All employees/appointees working less than full-time, except category D

1. When eligible for allowances and entitlements, an auxiliary or part-time regular employee/appointee working less than full-time will receive all allowances and entitlements on a pro-rata basis where not otherwise specified and where the allowances and entitlements are based on time worked.
2. The allowances and entitlements will be converted to an hourly amount based on full-time employment and applied to the auxiliary or part-time regular employee/appointee for each hour worked.

15. Re-employment: Regular employees, OIC categories A and B

Re-Employment Regular Employees, OIC Categories A and B

1. Re-Employment of Former Employees: Regular Employees, OIC Categories A and B
A regular excluded employee who terminates employment and, within 90 days, is re-employed as a regular employee shall be granted a leave of absence without pay covering those days absent and shall retain, effective the date of re-employment, all provisions and rights in relation to employee benefits, provided the employee has not withdrawn superannuation contributions and, where applicable, any benefit accrued under the Executive Benefit Plan.
2. Recognition of Service with Other Agencies: Regular Employees, OIC Categories A and B
An employee appointed to an excluded position in the public service will have service with another organization recognized for purposes of benefit eligibility (vacation, pre-retirement leave, STIIP, LTD, extended health and dental) provided that:
 - o the organization is listed in Schedule 9 of this directive;
 - o initial probation was completed with the other organization; and
 - o there has been no break in service

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Part 04 - Salary administration

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16. Salary assignment:

16.1 Salary assignment: All management employees/appointees except category D

1. Salary assignment will be in accordance with the [Public Service Agency Policy Salary Administration for Management Employees](#) for management employees/appointees, and Treasury Board Directive 2/07 for tribunal appointees. Salaries will be based on the Salary Assignment Schedules for excluded employees/appointees.
2. Salary protection provisions for eligible excluded employees who are impacted by organization, position or classification changes are defined in [Pay, Benefits, and Leave](#).

16.2 Salary assignment: OIC category D

On appointment, category D appointees will be assigned a per diem/stipend rate in accordance with the rates approved for per diem appointees in Treasury Board Directive [3/11](#) for Crown Corporations, agencies, boards and commissions and Treasury Board Directive [2/11](#) for administrative tribunals.

16.3 Salary assignment: Schedule A, statutory term (with a bargaining unit classification), OIC category B

1. On appointment: Salary assignment shall normally be at the minimum of the range provided in the Salary Assignment Schedules. For appointments above the minimum, ministries must ensure that the new employee/appointee is not paid more than an employee/appointee with similar work experience, training and education within the work unit and that the additional expenditure associated with hiring above the minimum step is necessary to obtain the required service.
2. On upward reclassification and promotion:
 1. An employee/appointee promoted or reclassified to a position with a higher maximum salary will receive the rate for the position if a single salary or, in the case of a position in a salary range, will receive the rate in the salary range which is the closest step to eight percent above their previous rate, or the minimum of the new range, whichever is greater, but not more than

- the top of the new salary range.
2. If an employee/appointee is promoted or reclassified to a higher paying classification where the salary placement in the salary range is less than the salary they would have received if substituting in a classification between their current classification and the new position, then the salary placement will be equivalent to the higher rate. This shall only apply to classifications in the same classification series or the classification series to which the employee is reclassified or promoted. An employee shall not receive a salary greater than the maximum of the range of the classification to which the employee is promoted or reclassified. Future increments, if any, shall be to the next higher step in the range of the classification to which the employee has been promoted or reclassified.
 3. On demotion: An employee/appointee demoted to a position with a lower maximum salary will receive the rate for the position if a single salary. If a salary range is established, the maximum reduction shall be the closest step to eight percent, but where the differential between the employee/appointee's salary before demotion and the maximum salary of the lower position exceeds eight percent, the new salary shall be the maximum of the new position.
 4. On downward reclassification of position:
 1. An employee/appointee shall not have his/her salary reduced by reason of a change in the classification of the position that is caused other than by the employee/appointee.
 2. An employee/appointee whose position classification is changed to one with a lower maximum salary through no fault of their own shall continue at the same salary and shall not receive salary increases applicable to the employee/appointee's new classification until the salary of the new classification exceeds the salary they are receiving.
 3. Where an employee/appointee with a protected salary is assigned a new salary in accordance with this section, the new salary calculation will be based on the protected salary except where the employee/appointee returns to the former classification on which the protected salary is based. In the excepted circumstance, the salary assignment will place the employee/appointee at the salary they would have been receiving on the date of return had they not been demoted or reclassified downwards.
 4. Where an employee/appointee with a protected salary is subsequently appointed to a position having a maximum salary lower than the protected salary, the salary protection provisions will continue to apply. The exception to this is a voluntary transfer or demotion where no further salary protection is extended.
 5. Salary protection will not apply to an appointee who moves to the public service or to a public servant who takes an Order in Council appointment.
 5. On substitution in higher position:
 1. Where the position description requires periodic substitution, an employee/appointee temporarily substituting in excess of 70 consecutive work hours in accordance with the Public Service Agency Policy, Substitution, shall receive the rate for the job, where a single rate is established. Where a salary range is established, they will receive the minimum rate of the new salary range or the rate which is the closest step to eight percent above their current rate, whichever is greater, but not more than the top of the new salary range.

2. Payment for designated paid holidays, sick leave and leaves of absence with pay will be at an employee/appointee's basic rate of pay received prior to substituting in the higher paid position.
3. An employee/appointee shall receive the higher rate of pay for a designated paid holiday or period of leave of five days or less (excluding the Short Term Illness and Injury Plan) provided that they have worked in the higher paid position for a majority of the 60 work days preceding the designated paid holiday or paid leave of absence.
4. An employee/appointee working in excess of seven hours per day shall receive the higher rate of pay in accordance with subsection (c) above if they have worked in the higher paid position for a majority of the 420 working hours preceding the designated paid holiday or period of paid leave.
5. If an employee/appointee substitutes in a higher paying classification where the salary placement in the salary range is less than the salary they would have received if substituting in a classification between their current classification and the substituting classification, then the salary placement will be equivalent to the higher rate. This shall only apply to classifications in the same classification series or the classification series in which the employee is substituting. An employee shall not receive a salary greater than the maximum of the range of the classification in which the employee is substituting. Office Assistants and Clerks are considered to be in the same classification series.
6. On temporary assignment in a position with a lower classification: An employee/appointee temporarily assigned by the employer to a position with a rate of pay lower than his/her regular rate of pay shall maintain his/her regular rate of pay.

16.4 Salary assignment legal counsel

1. Assignment of classification levels will be authorized by the Public Service Agency upon recommendation of the applicable agency.
2. Legal counsel classified at levels 1 and 2 of the legal counsel series will be assigned the salary specified in the Legal Counsel Salary Schedule, by year of call to the bar.
3. Legal counsel classified at levels 3A, 3B, and 4 will not receive less than the minimum or more than the maximum of the salary range specified in the Legal Counsel Salary Schedule.

17. Final month's salary where death occurs in service: Regular employees, OIC categories A, B and C

1. When an employee/appointee dies while in service, the employer shall pay a full month's salary to the employee/appointee's dependants or estate for the month in which death occurred.
2. This provision shall not apply to an employee/appointee on leave of absence without pay at the time of death, except where the Employer has been notified that they would be returning within the month, in which case the Employer will pay the salary for the portion of the month the employee/appointee would have worked.

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Part 05 - Overtime, call-out and shift premium

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18. Overtime Defined: Schedule A, Statutory Term (with a bargaining unit classification), OIC Category B

1. An employee/appointee, where authorized in advance by his/her Employer, will be entitled to compensation for time worked or travelled on the government's business in excess of:
 1. the scheduled daily hours as established for full-time employees/appointees;
 2. the maximum daily hours for those employees/appointees on flex-time; or
 3. the agreed averaging period.
2. In designated situations the employee/appointee may use his/her discretion in working overtime and the Employer shall be considered to have authorized the overtime in advance.

19. Overtime Compensation Rates: Schedule A, Statutory Term (with a bargaining unit classification), OIC Category B

1. Overtime worked shall be compensated at the following rates:
 1. time and one-half for the first two hours of overtime on a regularly scheduled work day; and
 2. double time for all hours worked in excess of subsection 1(a); and
 3. double time for all hours worked on a day of rest.
2. An employee/appointee who works on a designated holiday or lieu day shall be considered to have worked overtime and shall be entitled to compensation at double time for all hours worked, except for Christmas and New Year's, when the additional compensation shall be at the rate of double time and one-half for all

hours worked.

3. The compensation of overtime is to be on a daily basis and is not cumulative.
4. Where the salary is protected, the compensation will be based on the protected salary.

20. Overtime Calculation: Schedule A, Statutory Term (with a bargaining unit classification), OIC Category B

A regular part-time employee/appointee who normally works fewer hours per week than a regular full-time employee/appointee shall be entitled to overtime compensation when they work any hours in excess of what a regular full-time employee/appointee works.

Overtime shall be compensated in 30-minute increments; however, an employee/appointee shall not be entitled to any compensation for periods of overtime of less than 15 minutes per day.

21. Overtime Payment Option

21.1 Overtime Payment Option: Statutory Term (with a bargaining unit classification)

Overtime compensation shall be in cash.

21.2 Overtime Payment Options: Schedule A, OIC Category B

Overtime compensation shall be in cash or compensatory time off, as agreed to or as directed by the Employer. Any overtime not taken as compensatory time off shall be paid in cash at the earlier of the fiscal year end or termination.

22. Overtime Meal Allowance: Schedule A, OIC Category B

1. An employee/appointee who works in excess of two and one-half hours immediately before or after completion of their scheduled daily hours of work may be provided with a meal or shall be reimbursed for a meal at the rate in effect for the majority of bargaining unit employees of the Employer.
2. A meal break of one-half hour with pay at the overtime rate shall also be given.
3. Additional meals or allowances may be provided at reasonable intervals should the overtime period extend over a long period of time.

23. Call-out Defined: Schedule A, OIC Category B

Call-out occurs when an employee/appointee is called back to work outside of their regularly scheduled working hours after leaving his/her place of employment.

24. Call-out Pay Rates: Schedule A, OIC Category B

Where an employee/appointee is called out to work he/she will be paid at the appropriate overtime rate with a minimum of three hours at the overtime rate payable

for each call out. Compensation shall be paid from the time he/she leaves home to report for duty until returning home provided he/she proceeds directly to and from work.

25. Shift Premium Defined: Schedule A, Statutory Term (with a bargaining unit classification)

An employee is entitled to shift premium for all hours worked on a scheduled afternoon or night shift except where the employee is covered by a flex-time and/or modified work week arrangement and chooses to begin work at a time that would normally qualify for payment of a shift premium.

26. Shift Premium Compensation Rate: Schedule A, Statutory Term (with a bargaining unit classification)

The shift premium rate will be the rate in effect for the majority of bargaining unit employees.

27. Late Night Transportation Cost Reimbursement: All Employees/Appointees Except OIC Category D

1. Transportation will be provided to an employee who is required to work other than his/her normal working hours and who must travel to or from home during the hours between 11:30 p.m. and 6:00 a.m. and when convenient public transportation or other transportation facilities are not available.
2. An employee/appointee shall be reimbursed for the cost of commercial transportation within their headquarters area upon presentation of receipts.

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Part 06 - Allowances and reimbursable expenses

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- 37. Reimbursement for necessary foreign travel document and medicals
- 38. Relocation expenses
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28. General payment provisions: All employees/appointees except OIC category D

1. Allowances pursuant to sections 29, 30, 32, 34, 35 and 36 shall cease to be paid effective the first day following the day the terms and conditions for earning the allowance are no longer being met, or where an employee/appointee:
 1. terminates or has his/her employment terminated;
 2. is on a leave of absence without pay;
 3. is on a leave of absence with pay away from headquarters in excess of 30 calendar days;
 4. is absent without leave;
 5. is on paid absence prior to retirement away from headquarters.
2. Any allowance payable to a bargaining unit employee, but not specifically covered in this policy, may also be extended by the Deputy Minister in the same circumstances and on the same basis to an employee/appointee.

29. Board and Lodging Expenses: All employees/appointees except OIC category D

Board and lodging expenses will be reimbursed in accordance with the provisions in effect for the majority of bargaining unit employees of the employer.

30. Child care expenses: All employees/appointees except

statutory term, OIC category C (who are not employed in a minister's office) and category D

1. Where an employee/appointee is requested or required by the employer to attend employer-endorsed education, training and career development activities or employer-sponsored activities which are not included in the normal duties of the employee/appointee's job and are outside their headquarters or geographic location such that the employee incurs additional child care expenses, the employee shall be reimbursed for the additional child care expense up to \$60 per day upon production of a receipt.
2. Where an employee/appointee who is not on leave of absence attends a course approved by the employer outside the employee/appointee's normal scheduled work day such that the employee incurs additional child care expenses, the employee shall be reimbursed for the additional child care expense up to \$25 per day upon production of a receipt. This reimbursement shall not exceed 15 days per calendar year.
3. Reimbursement in (1) or (2) shall only apply where no one else at the employee/appointee's home can provide the child care.
4. The receipt shall be a signed statement including the date(s), the hourly rate charged, the hours of care provided and shall identify the caregiver/agency.

31. Expenses where Illness, injury or death occurs outside British Columbia while on the employer's business: All employees/appointees except statutory term

1. If an employee/appointee becomes ill or injured while out of the province on the employer's business, all medical, surgical and hospital fees not covered by the public service group plans or Workers' Compensation will be paid by the employer.
2. The employer shall also pay any additional accommodation, transportation and incidental expenses resulting from the illness or injury.
3. In the event death occurs while out of the province on the employer's business, the costs of returning the deceased to the province, where desired, will be paid by the employer.

32. Isolation provisions: All employees/appointees except OIC category D

For designated isolated locations, isolation provisions as specified in Schedule 4 are payable.

33. Pre-retirement leave/allowance

33.1 Pre-retirement leave/retirement allowance: Regular employees, OIC categories A, B, and C

1. Upon retirement from service a regular employee/appointee who has completed 20 years of service with the employer and who, under the provisions of the Public Service Pension Plan, is entitled to receive an immediate monthly pension

benefit, is entitled to an amount equal to their salary for one month and, for each full year of service exceeding 20 years but not exceeding 30 years, is entitled to an additional amount equal to one-fifth of their monthly salary. This amount will be pro-rated for an employee who worked less than full time. The employee/appointee may opt to take the allowance as equivalent paid leave of absence to be taken immediately prior to retirement.

2. An employee/appointee who receives a notice period or severance must not be given a retirement allowance, except when approved by the minister under a labour adjustment policy or program.

33.2 Pre-retirement leave/accumulated pre-1978 sick bank entitlement: Regular employees, OIC categories A, B and C

1. An employee/appointee who is scheduled to retire and to receive a monthly pension benefit under the Public Service Pension Plan shall be entitled to:
 1. a special paid leave for a period equivalent to 50 percent of their remaining sick bank credit, to be taken immediately prior to retirement; or
 2. a special cash payment of an amount equivalent to the cash value of 50 percent of their remaining sick bank credit, to be paid immediately prior to retirement and based on their current basic salary.
2. Sick bank credit means credit accumulated prior to January 1978, which has not been utilized prior to retirement, to a maximum benefit entitlement of 125 days (based on the maximum sick bank credit of 250 days).
3. Where an employee/appointee is permitted to purchase or reinstate a period of pensionable service at the time of retirement, all or part of the entitlements under Subsection 33.1(1) and/or 33.2(1)(b) above may be used to purchase such service.
4. A regular employee who changes to auxiliary status without a break in service will retain any accrued sick bank credits and may continue to access these credits in accordance with the above and other established policies.

Refer to "Paid absence prior to retirement".

34. Professional association membership fee reimbursement: Regular employees, OIC categories A and C

A regular full-time employee/appointee who has completed his/her probationary period and who is required as a condition of employment to maintain membership in those licensing bodies, learned societies or associations as are necessary to maintain professional standing shall be reimbursed as follows:

- in full (not to exceed the 2005 fee schedule) for annual membership or licensing fees paid to those organizations named in the BCGEU 14th Master Agreement or the PEA 13th Master Agreement; or
- to a maximum of \$200 annually.

35. Professional accounting fee reimbursement: Regular management employees, OIC categories A and C

A regular employee/appointee who has completed his/her initial probationary period and who is required as a condition of employment to maintain a professional accounting designation (CA, CGA or CMA) shall be reimbursed the annual membership dues for one designation.

36. Professional association membership fee reimbursement: Legal counsel

The employer shall pay the annual Law Society of British Columbia practice fee on behalf of legal counsel working under the supervision of the Ministry of Attorney General. Payment of the practice fee for ministry lawyers working outside of the Ministry of Attorney General is only made annually at the discretion of the Deputy Attorney General.

37. Reimbursement for necessary foreign travel document and medicals: All employees/appointees except statutory term and OIC category D

Where travel or relocation to a foreign country is required by the employer, an employee/appointee will be reimbursed all costs incurred in acquiring the necessary travel documents and medical examinations.

38. Relocation expenses

38.1 Relocation expenses: Regular employees, auxiliary employees over 1827 hours, OIC categories A, B and C

Relocation provisions will be paid in accordance with Schedule 5

38.2 Relocation expenses: Auxiliary employees under 1827 hours

1. An auxiliary employee who has successfully completed his/her initial probationary period and has to move from one location to another after winning a competition shall be entitled to relocation expenses in accordance with Schedule 5.
2. An auxiliary employee who has to move from one location to another at the employer's request shall be entitled to relocation expenses in accordance with Schedule 5

38.3 Relocation expenses: New regular management employees, new auxiliary employees and new appointees in OIC categories A and C

Relocation assistance may be offered, in accordance with Schedule 5

38.4 Relocation expenses: New Schedule A employees, new appointees in OIC category B

Relocation expenses may be offered in accordance with Policy 11.1, Relocation of new employees – bargaining unit, Schedule A employees and category B appointees

39. Travel expenses: all employees/appointees

1. Reimbursement of travel expenses will be made in accordance with the Public Service Agency Policy, Travel
 2. The distance allowance specified in the Public Service Agency Policy, Travel covers the distance to and from the employee/appointee's place of residence up to a maximum total of 32 kilometers only when the employee/appointee is required by the employer to have their car at work for use on the job.
 3. An employee/appointee on travel status shall normally be afforded the opportunity of returning to their headquarters for a weekend at the end of each two-week period and expenses will be paid as follows:
 1. travel time and accommodation expenses shall be the employee/appointee's responsibility;
 2. transportation expenses shall be paid by the employer; and
 3. the employer shall determine the mode of transportation.
 4. Deputy ministers and associate deputy ministers will be provided with a government leased vehicle or allowance in lieu in accordance with Schedule 6
- Last updated April 13, 2006

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Part 07 - Statutory holidays

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40. Designated statutory holidays in British Columbia: All employees/appointees except OIC category D

1. Designated statutory holidays for employees/appointees in British Columbia are:
 - New Year's Day
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Canada Day
 - British Columbia Day
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Day
 - Boxing Day
2. Any other day designated as a holiday for public service employees in the locality in which the employee/appointee is working shall also be a paid holiday.

41. Designated statutory holidays falling on Saturday or Sunday: All employees/appointees except OIC category D

1. For an employee/appointee whose work week is from Monday to Friday, when any of the above-noted designated statutory holidays fall on a Saturday and it is not proclaimed as being observed on some other day, the following Monday shall be deemed to be the holiday. When a designated statutory holiday falls on a Sunday and it is not proclaimed as being observed on some other day, the following Monday (or Tuesday if Monday has already been designated a statutory holiday) shall be deemed to be the holiday.
2. Where there is a work dependency between employees/appointees and private sector employees, subsection (1) may be varied.

42. Designated statutory holiday entitlement:

42.1 Designated statutory holiday entitlements: auxiliary employees and statutory term

1. A statutory term or auxiliary employee shall be entitled to the designated statutory holiday off at straight time compensation where:

1. the employee works the day before and the day after the designated statutory holiday; OR
2. the employee works 15 of the 30 days preceding the designated statutory holiday; OR
3. the employee works at least 105 hours at the straight time rate in the previous 30 days.

This section does not apply to employees who have been terminated.

2. An auxiliary employee who is qualified under subsection (1) to receive compensation for the paid holiday but does not work on the paid holiday shall receive compensation for the day based on the following formula: straight time hours paid in the previous 30 calendar days divided by the straight time hours of work of a full-time employee for the same 30 calendar day period multiplied by the hourly rate multiplied by 7.
3. An employee who qualifies under subsection (1) and who works on a designated statutory holiday shall be entitled to the compensation specified in section 42.2 (2) and (3). The day off in lieu provided under section 42.2 (2) and (3) will be compensated on the basis of the formula in 42.1(2).
4. An employee who works on the designated holiday but does not meet the conditions of subsection (1) above shall receive straight time for hours worked on the holiday.

42.2 Designated statutory holiday entitlement: Regular Schedule A, OIC category B

1. An employee/appointee is entitled to the designated statutory holiday off at straight time compensation.
2. An employee/appointee who works on a designated holiday which is a scheduled work day shall be compensated at the rate of double time for hours worked plus a day off in lieu of the holiday, except for Christmas and New Year's, when the compensation shall be at the rate of double time and one-half for hours worked, plus a day off in lieu of the holiday. Compensation will be in cash only.
3. Where the lieu day is built into the annual work schedule, no additional lieu day is required.

42.3 Designated statutory holiday entitlement: Regular management, OIC categories A and C

An employee/appointee is entitled to the designated statutory holiday off at straight time compensation. Where an employee/appointee works on a designated statutory holiday, they will be entitled to another paid day off in lieu.

42.4 Designated statutory holiday entitlement: Regular management, OIC categories A and C working less than full time

An employee/appointee working less than full time is entitled to receive statutory holiday pay as follows:

1. An employee/appointee working a set schedule of less than full time, who works

or earns wages for at least 15 of the previous 30 days prior to the statutory holiday, will receive the same amount of pay as if the employee/appointee had worked regular hours on the day off. The calculation of pay will not be pro-rated based on hours worked.

2. An employee/appointee working a set schedule of less than full time, who works or earns wages on fewer than 15 of the previous 30 days prior to the statutory holiday, will receive pro-rated statutory holiday compensation based on hours worked.
3. An employee/appointee working a fluctuating schedule will receive pro-rated statutory holiday pay based on hours worked regardless of which day the statutory holiday falls.
4. The entitlement as set out in subsections (1), (2) and (3) above applies when a temporary assignment start date and end date encompass a statutory holiday.
5. As an alternative to receiving statutory holiday pay, an employee/appointee may be provided with time off in lieu.

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Part 08 - Vacation

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43. Annual vacation entitlement:

43.1 Auxiliary employees under 1827 hours

An auxiliary employee will be entitled to receive vacation pay at six percent of their regular earnings.

An auxiliary employee shall receive their earned vacation pay bi-weekly.

After six months from date of hire, an auxiliary employee may elect to take a leave of absence without pay for up to 15 workdays (maximum of 105 hours) in any calendar year. The granting and scheduling of this leave of absence without pay is subject to operational requirements and the vacation schedules of other employees and must not result in any increased costs to the employer.

43.2 Annual vacation entitlement: statutory term

At the termination of his or her appointment, a statutory term individual shall receive vacation pay equal to four percent of total salary earned during the period worked.

43.3 Annual vacation entitlement: All employees/appointees except auxiliary under 1827 hours, statutory term and OIC category D

1. A regular full-time employee/appointee who has received at least 10 days' pay for each calendar month shall have an annual vacation entitlement as follows:

| | |
|--------------------------|-----------------|
| 1st to 7th vacation year | 20 working days |
| 8th vacation year | 22 working days |

| | |
|-----------------------------------|-----------------|
| 9th vacation year | 23 working days |
| 10th to 11th vacation year | 25 working days |
| 12th vacation year | 26 working days |
| 13th to 15th vacation year | 27 working days |
| 16th to 18th vacation year | 28 working days |
| 19th vacation year | 29 working days |
| 20th vacation year | 31 working days |
| 21st vacation year | 32 working days |
| 22nd vacation year | 33 working days |
| 23rd to 24th vacation year | 34 working days |
| 25th vacation year and thereafter | 35 working days |

2. During the first six months of employment, a regular employee/appointee may be granted annual vacation to the extent of earned vacation credits.
3. Upon qualifying for vacation leave, an auxiliary employee will earn vacation in accordance with subsection (1).
4. Payment for vacation is at an employee/appointee's basic rate of pay. However, if an employee/appointee has been working in a higher paid position other than their regular position for a majority of their regularly scheduled hours during the 60 work days immediately preceding the vacation, they will receive the higher rate of pay for that vacation period.
5. An employee engaged on a part-time basis shall be entitled to annual vacation on a pro rata basis as above.

43.4 Annual vacation entitlement: Added vacation for deputy ministers and associate deputy ministers

Persons appointed or designated as deputy ministers or associate deputy ministers shall also be entitled to an additional special vacation leave of five days per calendar year, pro-rated for a partial year of service.

44. Vacation year: Credits for All Re-employed employees/appointees except auxiliary under 1827 hours, statutory term and OIC category D

1. The vacation year is the calendar year commencing January 1 and ending December 31. An employee/appointee's first vacation year is the calendar year in which their first anniversary falls.
2. Commencing January 1, 2009, regular employees who have been or are subsequently re-employed after breaks in service from their employment/appointment due to resignation, re-tirement, or layoff after one year, shall have vacation years accumulated during their previous employment/appointments (including time accumulated as an auxiliary with 1827 hours) included in the determination of their current vacation year.

45. Earning vacation entitlement: All employees/appointees except auxiliary under 1827 hours, statutory term and OIC category D

1. An employee/appointee earns 1/12 of the annual vacation entitlement for each

month in which they receive 10 days' basic pay.

2. In addition to regular working days, any paid leave of absence excluding periods during which the employee/appointee is in receipt of Short Term Injury or Illness Plan benefits is included when computing paid days for the purpose of calculating the vacation leave entitlement under subsection (1).
3. Service with an agency listed in Schedule 9 may be included in the calculation of vacation leave entitlement provided no break in service occurred between employment with that agency and the employee's appointment to the public service.

46. Vacation scheduling: all employees/appointees except auxiliary under 1827 hours, statutory term and OIC category D

1. Vacation leave shall be scheduled and taken on a calendar year basis and may not be borrowed from future years.
2. Each employee/appointee's wishes, in concert with operational requirements, will be considered when scheduling vacation.
3. Each employee/appointee should have the opportunity to schedule at least 15 days of vacation leave in one uninterrupted period within each calendar year.
4. A minimum of 105 hours of current vacation entitlement, pro-rated for part-time employees and employees who have not earned a full year's leave entitlement, shall be scheduled and taken each vacation year unless:
 1. the deputy minister has directed the employee/appointee, in writing, to cancel scheduled vacation leave due to extreme pressures of work or other extenuating circumstances; or
 2. the employee/appointee was on extended paid sick or other paid leave during the time the vacation was scheduled and was therefore unable to use this minimum vacation entitlement; or
 3. the employee/appointee is in the first partial vacation year.
5. Any balance of unused vacation leave earned in a year will be paid out or carried over in accordance with the applicable provisions of sections 47 and 52.
6. An unbroken vacation period commencing in December of one year and carrying over to January of the next shall be considered vacation time for the year in which it commenced. The portion of vacation taken in January shall not be considered as vacation carry-over or as a choice for the new vacation year.
7. If an employee/appointee has taken more vacation time than he or she is entitled to, the unearned portion shall be charged against future earned credits or recovered upon termination, whichever occurs first.
8. Any displaced vacation shall be taken at a mutually agreeable time.

47. Vacation carryover: All employees/appointees except auxiliary under 1827 hours, statutory term and OIC category D

1. At the completion of a vacation year, employees/appointees can opt to have:
 1. any remaining balance of vacation leave earned in that year paid out; or
 2. any remaining balance of vacation leave earned in that year carried over (subject to the time bank limitations described below) and used as vacation

- leave in the vacation year immediately following; or
3. a combination of (a) and (b).
2. Time bank limitations:
 1. If an employee has time banks (accrued prior to January 1, 2003), the total of this banked time and any carryover of current year vacation cannot exceed 1750 hours (250 days) at any time.
 2. Any amount in excess of the 1750 hours will be paid out at the completion of the current vacation year.
 3. All carryover must be fully exhausted by the end of the year immediately following the year it was earned, either as leave, payout, or a combination of the two.

48. Callback from vacation: All employees/appointees except auxiliary under 1827 hours, statutory term and OIC category D

1. If a ministry calls an employee/appointee back from vacation, the ministry will:
 1. pay all expenses incurred by the employee/appointee and their family in returning to their place of duty, and the time spent in returning will not be considered part of the vacation; or
 2. pay all expenses incurred by the employee/appointee in proceeding to their place of duty and in returning to the place from which they were recalled upon resumption of vacation (except for meals), and the time necessary for travel in proceeding to the place of duty and returning to the place from which they were recalled shall not be counted against their vacation entitlement; or
 3. where the employee so elects, grant an additional five days of vacation in lieu of reimbursement.

49. Vacation displaced by leave with pay: Regular management, regular Schedule A, OIC categories A, B and C

There shall be no deduction from the vacation credits when an employee/appointee is in receipt of the Short Term Illness and Injury Plan benefits or on any other approved leave of absence with pay during the vacation period.

50. Special vacation subsidy and adjustments:

50.1 Special vacation subsidy for severely isolated locations: Regular employees, OIC categories A, B and C

Employees/appointees at a severely isolated location, as determined by the Public Service Agency, shall receive a special subsidy to assist with transportation expenses for themselves and dependant(s) in accordance with Schedule 4. The subsidy is only payable when an employee/appointee takes vacation and travels to a location that removes him/her from the severely isolated conditions that qualified him/her for the subsidy. This requires that the employee/appointee travel to a location that provides more accessible travel methods other than by water or extended travel over unpaved roads.

50.2 Special vacation adjustment for remote locations: Regular employees, OIC categories A, B and C

Employees who work in remote locations specified in Schedule 4 will be provided an extra vacation day (7 hours) beginning with the 2010 vacation year. The extra vacation day will be pro-rated for part-time employees.

51. Vacation at time of retirement: All employees/appointees except auxiliary under 1827 hours, statutory term and OIC category D

An employee/appointee scheduled to retire and to receive an immediate monthly pension benefit under the Public Service Pension Plan shall be granted full vacation entitlement for the final calendar year of service.

52. Vacation/banked leave payout: All employees/appointees except OIC category D

1. Annual vacation will be paid out in cash where an employee/appointee resigns, retires, has their employment terminated or dies while in service. In the event of death in service, payment will be made to the employee/appointee's dependant (s) or where there is no dependant, to the employee/appointee's estate.
2. Upon request by an employee/appointee, any of the employee/appointee's carryover or time bank credits will be paid out according to the policy governing the rates of payout.



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Part 09 - Leave

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53. Athletic events leave: All regular employees, OIC categories A, B and C

An employee/appointee selected to represent British Columbia or Canada in designated athletic events as an athlete, coach or judging official may be eligible for leave in accordance with [Pay, Benefits and Leave - see "Leave for Athletic Events"](#).

54. Conferences, courses: Legal counsel

Each legal counsel shall be granted a prescribed amount, set annually via the Crown Counsel Agreement for use in any one fiscal year for the purpose of taking continuing legal education courses, or such other courses or conferences that may be relevant to his or her professional development, and incidental expenses attached thereto. Leave with pay shall be granted for attendance at such courses or conferences. The allocated budget will be pro-rated for part-time legal counsel.

55. Deferred Salary Leave Program: Regular employees and OIC categories A and B

The Deferred Salary Leave Program (DSLPL) allows eligible employees/appointees in the British Columbia Public Service to defer up to one-third of their gross salary to finance a future leave of absence. See the Deferred Salary Leave Program.

56. Exchange Program leave: All regular employees and OIC categories A and B

A deputy minister may grant an employee leave with pay to participate in an exchange program with another government or public agency. During the exchange program, the employee remains an employee of the province for all purposes, continuing to be fully covered by these terms and conditions as appropriate. Where benefits are limited in their out-of-province application, the employee is responsible for arranging and paying for any alternate personal coverage that may be desired. Exchange Program leave is not to be used as a trial period of employment. Upon completion of the exchange, the employee returns to their former position or a position of similar rank and salary. The exchange is formalized between the two agencies and the employee in writing by a signed agreement that clearly identifies the terms governing the exchange, including any agreement on reimbursement of wages and benefits, cost sharing, responsibility for expenses, period of exchange, leave reporting, and other pertinent conditions. The deputy minister may approve an exchange program that brings a member of another government or public agency to the Province in accordance with the provisions of this section. In unusual circumstances, the deputy minister may grant an employee leave without pay to participate in an exchange program with another government or public agency. Where leave without pay is granted, the employee is not covered by these terms and conditions and is not eligible to maintain coverage and entitlements of any kind by personal payment of premiums or contributions.

57. General leave of absence with pay

57.1 Leave of absence with pay: All employees/appointees except auxiliary under 1827 hours, statutory term and OIC category D

A deputy minister shall approve leave of absence with pay for an employee/appointee in an amount equal to or greater than that provided for a bargaining unit employee in all circumstances where bargaining unit employees are granted leave with pay. Leave of absence with pay may also be granted by a deputy minister in other meritorious circumstances not covered under subsection (1) above.

58. General leave of absence without pay

58.1 General leave of absence without pay: All employees/appointees except OIC category D

A deputy minister may approve leave of absence without pay. This leave is not to be used to allow an employee/appointee to work for another employer or agency except where the leave is for the purpose of working for a national or international project such as CIDA, CUSO or UN overseas projects. Where leave without pay is granted to work on such projects, the employee is not covered by these terms and conditions and is not eligible to maintain coverage and entitlements of any kind by personal payment of premiums or contributions. On all other leaves of absence without pay the employee/appointee may continue benefit coverage up to the maximum period established in the contract(s) with the insurance carriers by paying the employee and employer share of the premiums.

58.2 Additional leave of absence without pay: Legal counsel

Legal counsel shall be entitled to additional leave without pay of five days per year. Such leave may be deferred and accumulated over the current year for a period not

exceeding five (5) calendar years from the calendar year in which it was earned. Legal counsel who elect to take such leave must indicate, in writing to the Employer, his/her intention to do so no less than four (4) weeks prior to the taking of the additional leave. The scheduling of such time off shall be by mutual agreement. Legal counsel who take additional leave pursuant to this section may maintain coverage for medical, extended health, dental, group life and long term disability plan coverage by paying the premium for such coverage.

59. Leave to obtain passports, visas and other foreign travel documents: All employees/appointees except statutory term and OIC category D

Where travel or relocation to a foreign country is required by the employer, leave shall be granted for an employee/appointee to acquire necessary travel documents.

60. Leave to run for and hold political office

60.1 Leave to run for and hold political office: OIC categories A and B

An appointee must obtain written approval from their minister before seeking nomination to a municipal or school board office to ensure there is no conflict of interest between the appointee's duties as a public servant and the office to which they seek nomination. An appointee elected to a municipal or school board office must ensure that the duties of that office, other than the regular council or board meetings or meetings of committees of the council or board, do not impinge on the appointee's normal working hours and that there is no conflict of interest between the duties of that office and the duties of the public service position. Where municipal council or school board meetings or meetings of committees of the council or board are held during the appointee's normal working hours, the employer will grant leave without pay to attend such meetings.

60.2 Leave to run for and hold political office: Regular employees

An employee must obtain written approval from their deputy minister before seeking nomination to a public office to ensure there is no conflict of interest between the employee's duties as a public servant and the office to which they seek nomination. The deputy minister may, on their own initiative or upon the employee's request, grant leave of absence without pay for up to 90 days immediately preceding the date of election for an employee to seek nomination or election to office. An employee elected to a municipal or school board office must ensure that the duties of that office, other than the regular council or board meetings or meetings of committees of the council or board, do not impinge on the employee's normal working hours. Where municipal council or school board meetings or meetings of committees of the council or board are held during the employee's normal working hours, the employer will grant leave without pay to attend such meetings. An employee who becomes a Member of the Legislative Assembly or a Member of the House of Commons shall, upon written request to the Head of the Public Service Agency, be granted a leave of absence without pay for up to a maximum of five years. Employment shall be deemed to be terminated when an employee becomes either a provincial or federal minister of the Crown.

61. Maternity and parental leave: Auxiliary Under 1827 Hours, Statutory Term

Maternity and parental leave without pay shall be in accordance with the Employment Standards Act.

62. Maternity, parental, pre-placement adoption and extended child care leave: Regular employees, auxiliary over 1827 hours, OIC categories A, B and C

A deputy minister shall approve leave for an employee/appointee under the same conditions and in an amount equal to that provided for a bargaining unit employee as outlined in the maternity, parental, and pre-placement adoption leave package.

63. Paid absence prior to retirement: All employees/appointees except statutory term and OIC category D

The scheduling of any earned, purchased or accumulated time to be taken prior to retirement shall be in accordance with Schedule 7.

64. Voting leave: All employees/appointees except OIC category D

Any employee/appointee eligible to vote in a federal, provincial or municipal election or on a referendum shall have three or four consecutive clear hours, as prescribed by the applicable statute, during the hours when the polls are open in which to cast a ballot.

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65. Executive Benefit Plan

(This plan continues to exist to administer the accumulated time banks accrued under the Executive Benefit Plan). Refer to [Schedule 1](#).

66. Canada Pension Plan: All employees/appointees except OIC category D

Coverage under the Canada Pension Plan will be provided in accordance with the Canada Pension Plan Act and Regulations. For details, refer to Retirement and Pension Benefits.

67. Public Service government of British Columbia Pension Plan: All employees/appointees except statutory term and OIC category D

Coverage will be provided in accordance with the Public Service Pension Plan. For details, refer to the Public Service Pension Plan Guide for Plan Members and the Public Service Pension Plan Rules.

68. Accident and liability coverage: OIC category D

An appointee is provided with accident and liability coverage, administered through the Risk Management Branch.

69. Air travel insurance: All employees/appointees

An employee/appointee is eligible for air travel insurance coverage in accordance with Employee Benefits For details, refer to Life Insurance Benefits.

70. Health benefits: auxiliary employees under 1827 hours

1. In lieu of health and welfare benefits, an auxiliary employee shall receive compensation as calculated in accordance with the provisions in effect for the majority of bargaining unit employees of the employer.
2. This allowance shall not be paid when an employee is receiving benefits under the weekly indemnity provisions.

71. Basic medical insurance, dental plan and extended health plan: All employees/appointees except auxiliaries under 1827 hours, statutory term, OIC category D

Employees/appointees are eligible for coverage in accordance with the Employee Benefits. Refer to Health and Dental Benefits for details of coverage.

72. Group life insurance: all employees/appointees except auxiliary under 1827 hours, statutory term, OIC category D

An employee/appointee is eligible for group life insurance as detailed in accordance with the Employee Benefits. Refer to Life Insurance Benefits for details.

73. Indemnity protection: All employees

Indemnity coverage is provided under the Excluded Employees (Legal Proceedings) Indemnity Regulation and Excluded Employees Indemnity Protection Regulation.

74. Long Term Disability Plan: Regular employees and OIC categories A, B and C

A regular employee/appointee is eligible for long term disability coverage in accordance with the Employee Benefits For details, refer to the Long Term Disability Plan.

75. Loss of benefits: auxiliary over 1827 hours

If an employee fails to maintain 1200 scheduled hours at the straight time rate within the previous 26 pay periods, eligibility to apply for the following benefits shall cease until the employee re-establishes 1827 hours within 33 pay periods:

- Short Term Illness and Injury Plan benefits

- Special leave provisions
- Maternity, parental and pre-placement adoption leave allowances

76. Sick benefit: All employees/appointees except auxiliary under 1827 hours, statutory term and OIC category D

1. An employee/appointee is eligible for coverage under the Short Term Illness and Injury Plan.
2. An employee/appointee at work or on approved leave of absence with pay on January 2 of each year will be credited with 10.5 hours of exclusion supplementary credit.
3. An employee/appointee on leave of absence without pay on January 2 of each year will be credited with 10.5 hours of exclusion supplementary credit upon return to work.
4. An employee/appointee who commences employment during the year will be credited with 10.5 hours of exclusion supplementary credit for that partial year.
5. The exclusion supplementary credit can only be used to supplement the Short Term Illness and Injury Plan benefit up to 100 percent of basic pay.
6. The exclusion supplementary credit is non-cumulative and lapses December 31.
7. Absences due to illness or injury under the STIIP plan are reported as follows:
 1. absences of less than two hours are not reported;
 2. absences of more than two hours and up to a half-day are reported as a half-day;
 3. absences of more than a half-day, but where the employee/appointee worked at least two hours, are reported as a half-day;
 4. absences where the employee/appointee worked less than two hours in the day are reported as one day.

77. Weekly indemnity plan: Auxiliary employees under 1827 hours

An auxiliary employee is eligible for weekly indemnity coverage in accordance with the provisions in effect for the majority of bargaining unit employees.

78. Employment insurance: all employees/appointees except OIC category D

An employee/appointee is covered under the Employment Insurance Act and Regulations. For details, refer to Employment Insurance .

79. Workers' compensation in Canada: All employees/appointees

1. Workers' compensation coverage is provided in accordance with the Workers' Compensation Act and Regulations. For details, refer to Workers' Compensation.
2. Transportation to and from the nearest physician and/or hospital for an employee/appointee requiring medical care as a result of an on-the-job accident or injury shall be provided or paid for by the employer.

80. Personal property repair/replacement: All employees/appointees

1. Where an employee/appointee on the employer's business incurs a loss of or damage to personal property that is pertinent to the performance of their duties and is not otherwise covered by government policy or insurance, the employer may reimburse the lesser of the loss, the repair, the deductible or \$600.
2. Subsection (1) shall not apply to an employee/appointee's motor vehicle.

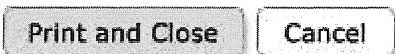
81. Private vehicle damage reimbursement: all employees/appointees

Where an employee/appointee's private vehicle is damaged while in authorized use on the employer's business, the employer will reimburse the lesser of the actual vehicle damage repair cost or the employee's insurance deductible in accordance with the Public Service Agency Policy, Travel.

82. Benefit plans and provisions: all regular employees, OIC categories A, B and C

1. Any benefit plans or provisions approved for the majority of bargaining unit employees are extended to excluded employees/appointees, as applicable, covered by this policy.
2. Changes to the above benefit plans or provisions approved for the majority of bargaining unit employees are extended to excluded employees/appointees, as applicable, covered by this policy.

Last updated April 13, 2006





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BC Public Service Agency

Part 11 - Responsibilities and authorities

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83. Responsibilities

83.1 Lieutenant Governor in Council

The Lieutenant Governor in Council may establish and vary the terms and conditions of employment for Order in Council appointees.

83.2 Treasury Board

Treasury Board is responsible for reviewing and approving proposed changes to terms and conditions of employment that have budgetary implications.

83.3 Ministers

Ministers have the authority to recommend to the Lieutenant Governor in Council the terms and conditions of employment for Order in Council appointments under the minister's statutory jurisdiction.

The Minister responsible for the Public Service Agency has the authority to approve terms and conditions for employees covered under the *Public Service Act*.

83.4 Public Service Agency

The head of the Public Service Agency is responsible for:

1. providing advice and assistance on the application of this policy;
2. recommending to the appointing authority terms and conditions of employment for Order in Council appointments.
3. recommending to the minister terms and conditions of employment for all categories of employees and appointees;
4. recommending to the minister premiums, allowances and salary application procedures;
5. adding or deleting classifications under all appointee/employee categories and to the applicable salary schedules;

6. making any administrative changes required;
7. approving exceptions to this policy;
8. ensuring reviews of terms and conditions for all employee/appointee categories are undertaken on a regular and as-required basis and recommendations for change are provided for the minister, cabinet and/or Treasury Board's consideration and approval.

83.5 Ministries

Deputy ministers are responsible for:

1. ensuring that the provisions of this policy are met;
2. establishing, where designated by statute, terms and conditions of employment;
3. recommending terms and conditions of employment for Order in Council appointees under the minister's statutory authority;
4. applying terms and conditions of employment to each employee/appointee within their ministry in accordance with this policy;
5. ensuring terms and conditions of employment as outlined herein or where specified otherwise by an Order in Council are implemented.

84. Legislative authorities

Public Service Act, Employment Standards Act, Public Sector Employers Act, Public Service Benefit Plan Act, Public Sector Pension Plans Act, Administrative Tribunals Act, Financial Administration Act

85. Other authorities

British Columbia Government and Service Employees' Union (B.C.GEU) Master Agreement, Agreement between the B.C. Government and the B.C. Crown Counsel Association, Agreement between the B.C. Government and the Salaried Physicians, B.C. Nurses Master Agreement, B.C. Professional Employees Association Master Agreement

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