

LETTER OF UNDERSTANDING

Between:

VANCOUVER ISLAND HEALTH AUTHORITY ("Island Health")
("the Employer")

And:

UNITED FOOD AND COMMERCIAL WORKERS' UNION LOCAL 1518
("the Union")

(together "the Parties")

Re: Conversion of Windows to Fixed Shift Postings

The undersigned are in agreement to having the hours of work for the following position converted to fixed shift postings so as to address significant recruitment and retention issues, namely:

Community Health Workers (CHWs) – Nanaimo Home Support

The above-named positions shall be governed by the Letter of Understanding entered into between the parties.

WHEREAS the parties seek to:

- I. Convert Community Health Workers with window postings into fixed shift postings;
- II. Understand the feasibility, effectiveness and outcomes of such a process;
- III. Facilitate the above points in a safe environment;

THEREFORE, the parties agree:

1. Priority for the conversion will be given to Community Health Workers in order of seniority in a manner consistent with this Letter of Understanding.
2. Community Health Workers will be governed by Article 15.3 except as modified, or specified otherwise, below:

15.3

A. Definition:

Fixed shift positions have a specific start and finished time and specified daily hours from four to eight paid hours per day and 20 to 40 paid hours per week.

3. The Employer will provide Community Health Workers with a letter providing the option to convert their window posting to a fixed shift posting.
4. If the Community Health Workers agrees to convert to a fixed shift posting, their schedule will be converted from a windows posting to a fixed shift posting within fourteen (14) days from the date of the letter.
5. If the Community Health Worker declines the option to convert to a fixed shift posting, it will be offered to the next most senior Community Health Worker.
6. The Employer and the Union will meet every three (3) months to discuss the conversion of windows to fixed shift postings. If the conversion proves to be successful, the Employer will provide another 25% of Community Health Workers with the option to convert to fixed shift postings and so on until such time that 100% of Community Health Workers have been converted to fixed shift postings.
7. All new vacancies will be posted on VI-Hire as fixed shift postings.
8. In the event the conversion from windows to fixed shift postings is deemed unsuccessful, the Employer will halt the conversion to fixed shift postings and leave the remaining Community Health Workers in their windows postings. All Community Health Workers who were converted to a fixed shift posting at this point will remain in their fixed shift posting.
9. Any changes deemed necessary in this Letter of Understanding may be made by mutual agreement between parties at any time during the life of this Letter of Understanding.

AGREED TO THIS __ DAY OF May, 2020

Authorized Signatory for the Employer

Kimberly Angell
HR Consultant
Island Health

Authorized Signatory for the Union

Ashley Campbell
Union Representative
UFCW Local 1518