

YOUR COLLECTIVE AGREEMENT

Key Points Simplified

For Grid B Employees

1518 UFCW

Valid as of June 1, 2027

Introduction

Welcome to the simplified version of the Save-On-Foods (SOF) BC – UFCW 1518 Collective Agreement. This guide has been designed to provide an accessible overview of the key terms and conditions that shape the relationship between the employees and management. It aims to clarify your rights, responsibilities, and the procedures that support a fair and productive workplace.

Please note that this document is provided for convenience and does not replace or amend the official Collective Agreement. It is intended as an informational guide only and is offered without prejudice. In cases of discrepancies or in the event of any disputes, the Collective Agreement takes precedence.

This simplified guide is here to help you better understand the main elements of our agreement.

Scan the QR code to read the full version of this agreement.

Key Contact Information

United Food & Commercial Workers Local 1518

reception@ufcw1518.com
604.526.1518
ufcw1518.com

Find your Union Representative at **ufcw1518.com/rep-finder**

Benefits

UFCW 1518 Dental Division:
1.888.818.3368
Health and Welfare:
1.877.643.7200
UFCW Pension Plan:
1.888.345.8329

Representatives from the Employer and the Union developed and agreed to a set of Shared Goals and Shared Values.

Both organizations have agreed to live by these shared values and goals. They reflect how we will conduct ourselves, and we are committed to holding ourselves and each other accountable.

Shared Values

Honesty

- We will be truthful in our intentions and actions
- We will have a relationship based on candid and respectful communication
- We will do what we say we will do

Integrity

- We will take responsibility for our actions
- We will follow through on our commitments
- We will not take unfair advantage of each other

Trust

- We are committed to act with integrity and honesty
- We will hold ourselves accountable for our actions
- We will not pass judgment without discussion

Shared Goals

Economic Security

- Sustainable growth is critical to allow OFG to grow profitably for the benefit of all
- Educating all employees that working together is critical for the future success and growth of the organizations
- Working to provide the opportunity for everyone to make a living wage

Quality Relationships

- Building trust through respect, candour and integrity
- Open communication to achieve mutual understanding
- Resolving issues in keeping with our shared values

Desirable Workplace

- Ensuring a productive workplace that is fair, respectful and fun
- Maintain a positive work environment based on cooperation, flexibility and adaptability
- A diverse workplace that values the unique characteristics of individuals and fosters a sense of belonging

On behalf of UFCW 1518, we're proud to present this simplified version of your Collective Agreement.

This booklet was designed with one purpose: to make it easier for you to understand your rights at work. Whether you're looking for information about scheduling, wages, benefits, or leaves, you'll find the essentials laid out clearly and accessibly. While the full Collective Agreement remains the binding legal document, this guide offers a helpful snapshot of your core entitlements and protections.

Behind every article in this agreement is the power of workers standing together. From guaranteed raises and improved benefits, to better scheduling and job security—these wins are the result of members like you organizing and demanding more.

Use this guide. Share it. Ask questions. And never hesitate to reach out to your Shop Steward or Union Representative when you need support.



Patrick Johnson
President, UFCW 1518

Ronda Melbourne
Secretary-Treasurer, UFCW 1518

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Wages

Step	Hours	June 1, 2025	June 1, 2026	June 1, 2027
1	0-1040	$17.85	$18.25	MW
2	1041-2080	$17.95	$18.30	$18.75
3	2081-3120	$18.05	$18.35	$18.80
4	3121-4160	$18.15	$18.50	$18.85
5	4161-5200	$18.25	$18.60	$19.00
6	5201-6240	$18.35	$18.70	$19.10
7	6241-7280	$18.45	$18.80	$19.20
8	7281-8320	$18.55	$19.00	$19.30
9	8321-9360	$18.65	$19.25	$19.40
10	9361-10400	$18.75	$19.50	$21.00
11	10401-11440	$18.85	$19.75	**A shortened wage scale:** From 12 to 10 steps in 2027!
12	11441-12480	$21.00	$21.00	

Key Points

- Raises are given after completing every 1,040 hours of work.
- The more hours your work the faster you climb the wage steps.
- Members at or above $21.00 will receive a 3.5% raise on the First Sunday of June 2027.
- The top rate increases to $21.50 in January 2028.

Getting Help

- If you have questions about your rate of pay, your store payroll team member can help, or you can reach out to your store manager.
- If you're not satisfied with the response, reach out to your Union Representative.

Benefits

You will qualify for benefits as follows:

1. You have been employed for 6 (six) months.
2. You maintain a weekly average of 24 hours or more.
3. You have successfully completed the enrollment process.

The following benefits are provided:

- Dental and Extended Health Benefits
- Direct Pay Prescription Drug Card
- Short-term disability plan

Key Points

- The employer pays 100% of the premiums for your benefits.
- If your average hours drop below 24 hours you will lose your benefits and you will have to requalify.
- Coverage includes your dependents if identified upon enrollment.

Average hours qualification is tested at the end of each month and, if eligible, coverage commences on the 1st day of the following month (if eligible at end of August, coverage commences Oct 1st), provided that the online enrollment process and necessary forms are completed.

Hours Qualifications

- Dental & Extended Health – 24-hour average over 13 weeks, 6 months of continuous service
- Short-Term Disability – 32-hour average over 13 weeks, 6 months of continuous service
- Optional Life, Optional AD&D, Employee and Family Assistance Program – 3 months of continuous service

Getting Help

UFCW 1518 Dental Division: 1.888.818.3368
Health and Welfare: 1.877.643.7200
UFCW Pension Plan: 1.888.345.8329

Benefit Details

Benefit	Details
Dental Canada Life - Policy #58606	◧ Basic coverage (exams, fillings, etc...) – 90% ◧ Major coverage (crowns, bridges, etc...) – 75% (90% for dentures) ◧ $1,500 maximum/year for basic and major coverage ◧ Orthodontic coverage (braces) – 75%, $2,000 lifetime maximum per person
Extended Health Canada Life - Policy #58606	◧ 100% reimbursement prescription drugs (subject to certain limitations and exclusions) ◧ Out-of-Province / Outside Canada Emergency Coverage ◧ Vision Care – $300 per person every 2 years (every year for children under 19) ◧ Licensed speech therapist* – $400 per person per year ◧ Licensed acupuncturist* – $400 per person per year ◧ Licensed psychologists, chiropractors, massage therapist*, physiotherapist*, osteopath, podiatrist, naturopath, chiropodist – 80% up to $300 per person per practitioner per year ◧ Combined paramedical coverage capped at $1000 per year for all providers combined **when ordered by a doctor*
Short-Term Disability Canada Life - Policy #58606	Provides a benefit of **55%** of weekly earnings (up to EI max) for up to 26 weeks if you are unable to work due to a non-work related illness or injury. This benefit is integrated with EI sickness benefits.
Optional Life and AD&D Canada Life - Policy #162752	Available to purchase in units of $25,000 (up to $500,000) for you and your spouse.

Benefit	Details
Group RRSP and TFSA Sun Life Financial – Policy #66449-G and 99819-G	Contribute to an RRSP and/or TFSA through the convenience of payroll deduction. All team members are eligible to participate. Enroll online at **www.mysunlife.ca** (ID:13481; password: 257989)
Employee and Family Assistance Program Homewood Health	Provides you and your dependents up to 12 hours of professional counselling services per year. Contact Greenshield Health at 1-833-707-4747 (Toll-free, 24/7/365) or visit **www.greenshield.ca**

Questions?

- **Canada Life** (dental and extended health claims/ coverage) 1-800-957-9777. Register for GroupNet for Plan Members at **www.canadalife.com** to access benefit details, claims history, personalized claim forms, travel and prescription drug cards, online claim submission and extensive health and wellness content.
- Sun Life Financial (account balances, investment direction, etc. 1-866-733-8612 or **www.mysunlife.ca**
- Benefits and Pension (Langley Office) 1-877-643-7200 or **askhr@pattisonfoodgroup.com**

This document is intended as a summary only. All benefits are subject to the applicable plan documents, contracts and collective agreements.

Scheduling

The parties are committed to developing a fair scheduling system that addresses business needs while offering employees personal flexibility and the chance to achieve a living wage.

Work Model Guiding Principles

Within the first six (6) months of employment, employees shall be scheduled by weekly seniority, which means having as many hours, or more, by the end of the week than a junior employee.

Overtime and Overtime Pay

The hours more than the basic work week shall be offered by seniority and shall be voluntary.

All time worked in excess of the basic workweek, or the regular working day scheduled by the Employer, shall be paid at the rate of time and one half (1-1/2) the regular rate. All hours worked over ten (10) in any one (1) day shall be paid at double the basic rate.

All hours worked over forty-eight (48) in anyone (1) week shall be paid at double the basic rate. It is agreed that no one will be paid more than one (1) overtime premium for any overtime hours worked.

Statutory Holidays

The following days shall be considered statutory holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- B.C. Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day
- National Day for Truth and Reconciliation

Employee Availability

Only employees who limit their hours to thirty-two (32) or fewer per week may submit an Availability Form. Those who do must be available for one (1) late shift per week and have open availability either Saturday or Sunday.

Employees restricting their hours to less than sixteen (16) per week must be available on both Saturday and Sunday.

Employees must submit an Availability Form to inform the Employer of their restrictions, up to a maximum of 5 time per year. Removing restrictions does not count towards this.

To lift their restrictions, employees must notify the Employer in writing using the Availability Form. All changes will take effect with the next posted schedule.

Restrictions of less than sixteen (16) hours will not be granted from May 31 to September 1 and November 30 to January 2, during which time such employees are not required to lift their restrictions.

All employees (except employees who have submitted an Availability Form) are eligible to submit a restriction to be scheduled off any one weekday.

Any employee hired prior to March 23rd, 2013 maintains the right to submit a Sunday restriction.

Weekly Work Schedules (Schedule Changes)

An employee's schedule can be changed without notice for staff absences due to illness or emergencies. In all other cases, employees must be given at least twenty-four (24) hours' notice of any changes or receive four (4) hours' pay instead.

The Employer will try to verbally inform employees about schedule changes after posting the schedule. If a text message is not acknowledged, they will make additional efforts to communicate the change verbally.

Evening Work Rotation

Evening shifts will be fairly rotated among employees when practical for store operations. This does not apply to students. A late shift shall be defined as any shift that ends at 8:00 p.m. or later.

Requested Time Off (RTO)

Employees, requesting and who are granted R.T.O. prior to the posting of the work schedule, shall not have their hours of work for the week reduced. It shall be optional for the Employer to reduce the hours or days for any request made and granted after the posting of the work schedule. Requested Time Off (RTO) is not an entitlement, it is a request.

Shift Interval

There shall be an interval of not less than ten (10) hours between shifts for all employees.

Consecutive Days of Work

No employee shall be required to work more than six (6) consecutive days.

Rest Periods

Hours Worked	Paid Rest Period (15 Mins)	Optional Unpaid Rest Period (15 Mins)*	Unpaid Meal Period (1 Hour)**
4-5	1		
5.25-6	1	1	
6.25-7.5	2		
8	2		1
9	3		1
10+	3		1

**Optional: 15-minute unpaid rest can be combined with 15-minute paid rest for a 30-minute unpaid break.*

***Unless a lesser time is agreed upon (e.g. 30 minutes).*

Getting Help

- If you feel you are not receiving the hours that you are entitled to please talk to your shop steward or your store manager.
- If you find you are scheduled more than 6 days in a row over a two week period, and you wish to not work more than 6 days in a row, please talk to your schedule writer.
- If you're not satisfied with the answer, please contact your union representative.

Vacation

Length of continuous service	Time Off	Vacation Pay*
Less than 3 years	2 Weeks	4%
3 or more years	3 Weeks	6%
8 or more years	4 Weeks	8%
13 or more years	5 Weeks	10%
18 or more years	6 Weeks**	12%

**Percentage (%) of Gross Pay*
***Starting 2028*

The Employer will pay employees their vacation pay when they take their scheduled vacation. If employees haven't earned enough vacation pay for a full paid week off, they won't have to take the time off.

The vacation selection process shall start on November 1st of each year. Employees shall submit their requests for vacation time off on or before January 31st of each year.

Once the vacation schedule is posted by February 15th, any additional vacation time off requests shall be granted on a "first come, first serve" basis, except for Prime Time vacation weeks which will only be available to request by March 31st of each year."

Any changes to the vacation schedule shall be by mutual agreement.

An employee who is entitled to vacation time off may request to take two (2) weeks of vacation and break it into ten (10) Single Day Vacation days off.

Key Points

- The number of employees off during any given week is determined by an agreed formula. You may not get the weeks you have requested if the weeks are filled by more senior employees.
- There are blacked out weeks during the year, usually the week that Christmas Day occurs and the week prior, but this can vary by store.

Leaves of Absence

Funeral Leave/Bereavement Leave

In the event of the death of a sibling, parent-in-law, sibling-in-law, grandparent, grandchild, or any relative living with the employee, the employer will grant up to three paid days of compassionate leave to attend the funeral. This leave must be taken at the time of bereavement or the funeral.

For the death of a spouse, parent/legal guardian, or child, the employee is entitled to up to one week of paid leave. based on the average hours worked in the past four weeks.

Leave of Absence

All employees are entitled to apply for a leave of absence of up to six (6) weeks in duration once per calendar year. Approval of the leave request and the length of the leave will be adjudicated based on merit, compassion, length of service and the operational needs of the store.

One Year Leave

Employees shall be entitled to a one (1) year unpaid Leave of Absence after four (4) years of service. This leave of absence is only available once during an employee's career.

Educational Leave

Employees with two (2) years or more of service shall be entitled to an Educational Leave of Absence for up to one (1) year. This leave of absence is only available once during an employee's career.

Take-A-Break Leave (TAB)

Employees with two (2) years or more of continuous service are entitled to apply for a Take-A-Break leave of absence up to a maximum of one hundred and twenty (120) days per year.

Other Leaves

- Military Leave
- Paternal Leave
- Pregnancy Leave
- Domestic Violence Leave

Leaves of absence are not limited to this list. To see the full list, please review the full CBA.

Leave Pyramid

Eligible employees may pyramid leaves to a maximum of three (3) years. There is no requirement to return to work between leaves.

Seniority

Seniority shall mean length of continuous service with Save-On-Foods BC.

Continuous service shall include all Leaves of Absence from work pursuant to the Collective Agreement e.g. vacations, accident/ illness, Leaves of Absence, etc.

Quit/Rehire

An employee rehired by Save-On-Foods BC within 90 days of their termination will be treated as a new employee under the collective agreement. However, their previous rate of pay, experience hours (up to the top rate on the current wage scale), and vacation entitlement will be fully maintained. The six-month waiting period for benefits will also be waived.

Full-Time Employee

An employee who has worked an average of at least thirty-six (36) hours per week during a thirteen (13) week consecutive period shall be considered full-time.

Job Opportunity Postings (JOP)

Job openings will be posted for ten days on the first of the month. All employees can apply for these positions. Jobs will be awarded based on seniority. All applicants must have attained six (6) calendar months seniority in their present classification prior to competing for a Job Opportunity Posting. A Job Opportunity is created when a Grid A employee terminates employment or transfers to another store. The opportunity may be posted. These postings are internal only.

(Closer to Home) Transfer Opportunity

The parties agree to help employees transfer to other stores to give them a chance to work closer to home. The transfer process will follow these guidelines:

- Employees that are unrestricted and have at least six months of seniority can indicate, twice a year (March/September), which stores they'd like to transfer to.
- Transfers will work on a one-in, one-out basis and will be decided by seniority.

The Employer may agree to a one-way transfer of eligible employees that have applied for a Transfer Opportunity.

Harassment, including Sexual Harassment, Bullying and Discrimination

The Employer and the Union recognize the rights of employees to work in an environment free from harassment, including sexual harassment, and discrimination. Where an employee alleges that harassment including sexual harassment, bullying, or discrimination has occurred on the job the employee shall have the right to grieve under the Collective Agreement.

Where an allegation of harassment, sexual harassment, bullying, or discrimination has been received by the Employer or the Union, it will be investigated on a priority basis in accordance with the joint policy.

Key Points

If you need to make a complaint, whether it is against a fellow employee, manager or customer, these are the steps to take.

1. Document what happened, who was involved, witnesses. Either provide your statement to your store manager or union representative.
2. An investigation will be conducted by either Save-on-Foods human resources department or they may provide questions to your store manager for investigation.
3. Findings will be presented at the conclusion of the investigation if the allegations are founded or not.

Filing a Complaint (The Grievance Procedure)

Start by trying to resolve any workplace issue at the store level. Your store's shop steward is a valuable resource who can either address your concerns with management or accompany you to discuss the issue. If the matter isn't resolved, reach out to your union representative for assistance. They will assess whether a formal complaint is necessary to address your concern.

Key Points

- Shop stewards are your in-store union representatives, elected or appointed every two years. They receive annual training to effectively handle workplace issues.
- While it's ideal to try resolving workplace issues directly in the workplace, it's not required. You can contact your union representative at any time for assistance.

Getting help

- Find contact details for your Union Representative by visiting **ufcw1518.com/rep-finder**
- To raise a grievance online, complete the form at **ufcw1518.com/file-a-grievance**

Please note: All grievances will be carefully reviewed to determine if they have merit and can be acted upon. There may be a better way to resolve your issues at work. Your union rep will advise you of the best course of action.

Management Structure

Our store's management structure includes a Store Manager, supported by one to two Assistant Managers. Each department has a Department Manager and an Assistant Department Manager, along with Supervisors, all of whom are part of the key personnel team.

Key Personnel

Key Personnel are union employees who have the following titles:

Position	Departments
Supervisors	-
Department Managers	Bakery, Deli, Meat, Produce, Centre of Store, E-Commerce, Wine, Restaurant
Assistant Department Managers	Bakery, Deli, Meat, Produce, Restaurant, Centre of Store (2)
Team Leaders	E-Commerce, Coffee

Key Points

- The employer will post equal opportunity job postings (EOP) for the positions above. These postings go up as positions are required; they are not posted on any set schedule.
- Positions are awarded to the successful candidate, at the discretion of Management.
- These positions are paid at different rates or premiums.

Management Trainee

The Management Trainee position is a dynamic, year-long development program designed to prepare team members for future leadership roles. This opportunity offers hands-on experience, courses, and professional growth, all while earning a $1.00/hour training premium for all hours worked. It's the perfect stepping stone for those eager to advance their careers and make a lasting impact in leadership.

Management Rights

The Union agrees that the management of the Company, including the right to plan, direct and control store operations, the direction of the working force and the termination of employees for proper cause, are the sole rights and functions of the Employer.

During the first four (4) months of employment, new hires shall be on probation and will receive a written evaluation within three (3) months of employment.

The decision whether to retain or not to retain the employee's services shall be the sole right of the Employer.

Growing Our Future (GOF) Meetings

Growing our Future meetings are held once a month to encourage open and candid discussion on topics and issues that arise at store level, so that Shop Stewards, Team Members, and management can work collaboratively to find solutions and ideas on improving the workplace for everyone.

For opportunities to participate, please chat with your Shop Stewards and store management team.

Got more questions?

If there's something not covered in this simplified CBA booklet, you may be able to find more details in your full collective agreement. If you still need help, reach out to your Shop Steward or Union Representative with any questions.

Scan the QR code to read the full version of this agreement.

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