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VANCOUVER PUBLIC LIBRARY

**SUBJECT: Letter of Understanding  
Agency Temporary Staff**

The Vancouver Public Library and the CUPE Local 391 hereby agree to the following in regard to the use of Agency Temporary Staff:

- 1) The Employer will use its best efforts to minimize its use of Agency Temporary Staff by forming and maintaining an internal pool of trained staff.
- 2) External agencies will be contacted only to provide staff to fulfil legitimate needs arising in the very short term or in emergency situations.
- 3) If personnel are provided through an external agency, the following conditions will apply:
  - a) Temporary Agency Staff will be considered members of the bargaining unit and defined as Temporary Employees as per Clause 5.3 of the Collective Agreement.
  - b) Temporary Agency Staff shall pay the Union initiation fee and the Union dues as per Clause 3 of the Collective Agreement.
- 4) The Employer shall provide the Union with an initial report, covering 1992 and 1993, setting out each instance of the use of Agency Temporary Staff. The report shall detail each persons's name, job category, work location, number of hours worked and date of assignment. Such a report will also be completed annually, at the end of each calendar year, and submitted to the Union no later than March 1st of the following year.

Signed on the 19<sup>th</sup> day of May, 1995.

Madeleine Aalto  
Madeleine Aalto  
Director, Vancouver Public Library

M. Gadison  
Marya Gadison  
President, CUPE Local 391