

## LETTER OF UNDERSTANDING

## Agency Temporary Staff

Effective (date of signing) the Vancouver Public Library and CUPE Local 391 hereby agree to the following in regard to the use of Agency Temporary Staff:

1. The Vancouver Public Library will use its best efforts to minimize its use of external agency temporary staff through the internal recruitment of current employees.
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:
  - 3.1 Agency Temporary staff will be treated as members of the bargaining unit, will be covered by the Collective Agreement and will be defined as Temporary employees as per clause 5.3 of the Collective Agreement.
  - 3.2 As per Clause 15.2.1 of the Collective Agreement, Agency Temporary staff will be paid the job rate plus 12 per cent in lieu of benefits.
  - 3.3 Union initiation fees will be paid for Agency Temporary staff employed beyond 30 consecutive calendar days and Union dues will be paid on all earnings beyond the 30th consecutive calendar day of employment.
  - 3.4 Union dues and initiation fees for Agency Temporary staff will be calculated annually by calendar year and paid to the Union in a lump sum by March 1st of the following year.

4. The Employer shall provide the Union with an annual report setting out each instance of the use of Agency Temporary staff. The report shall detail the person's name, job category, work location, hours of work, and dates of assignment. This report shall be completed at the end of each calendar year and submitted to the Union no later than March 1st of the following year. Interim reports to the Union will be compiled upon request.
5. This letter of understanding is not to be construed as permitting any breach of the Collective Agreement.
6. There will be no retroactive effect for Agency Temporary staff who have worked for the Vancouver Public Library prior to the date of this agreement.

Signed on the 6<sup>th</sup> day of October, 1995

ON BEHALF OF THE VANCOUVER PUBLIC  
LIBRARY

ON BEHALF OF CUPE LOCAL 391

Madelene Aalto

John Capbell