

## LETTER OF UNDERSTANDING

**BETWEEN:**

**VANCOUVER PUBLIC LIBRARY BOARD**  
(the "Employer")

**AND:**

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 391**  
(the "Union")

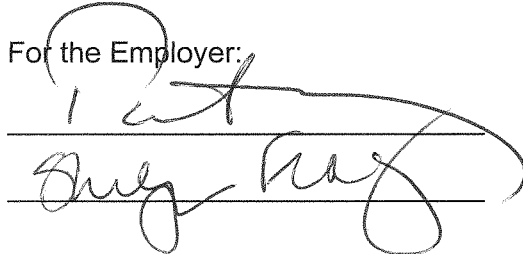
### TRANSITIONAL INFORMATION ASSISTANT IV

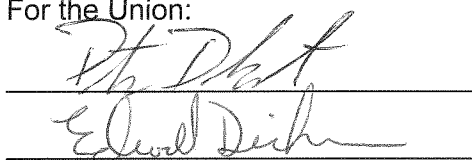
To facilitate the reclassification and training of the Public Service Library Assistant III's to transitional Information Assistant IV's, the Employer and the Union agrees as follows:

1. Starting late fall 2004 all current Central Public Service full-time and regular part-time Library Assistant III's plus the Business LA V, Quick Information Service LA IV, the Interlibrary Loans LA IV, the Children's Division full-time Library Assistant III and both partners in the Science LA III permanent job share will be scheduled for the first application of the reference components of the internal public service information training. Also the Business LA III replacement for InfoAction and all staff who are providing temporary replacement of a full-time position in the LA III classification on the affected floors will be included in the training to support and qualify them to provide a broader range of information and support services. The complete training schedule, as outlined in the Library Assistant III Transition Team recommendations, will continue in 2005.
2. All other full time, regular part time and auxiliary employees qualified to work in the LAIII classification can access the same components of the internal public service information training in its second application in 2005.
3. Training will be scheduled according to operational needs and schedules will be adjusted to allow participating employees to attend. Sufficient replacement time will be available to work units.
4. Detailed records on who has received and completed the internal public service information training will be maintained in the Human Resources Training Database with a paper record placed on the employee's file.
5. In recognition of the benefit inherent in the internal public service information training the union waives the current cap of two (2) meetings or training sessions per employee per year to provide part-time and auxiliary employees sufficient opportunity to participate in the this training. Reference Article 8.12(d) of the Collective Agreement.

6. Information Assistant IV's will be able to request lateral transfers and to apply for Library Technician I positions in the affected units in Central and to move between full and part-time status. Any employee qualified to work in the LAIII classification, who has completed the reference components of the training will be considered qualified to bid on Library Technician I positions.
  
7. Library Technician I's are the paraprofessional information staff appropriate to work with Librarians providing a broader range of information and other services. The Information Assistant IV is a transitional classification and will be eventually phased out as incumbents retire, move to another classification or achieve their library technician diploma.

Signed on the 26<sup>th</sup> day of October, 2004

For the Employer:  
  
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For the Union:  
  
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