

AGREEMENT BETWEEN

**THE CORPORATION OF THE DISTRICT OF NORTH
VANCOUVER**

AND

NORTH VANCOUVER DISTRICT PUBLIC LIBRARY

FOR HUMAN RESOURCES SERVICES

February 11, 2021

**AGREEMENT
HUMAN RESOURCES SERVICES**

THIS AGREEMENT dated for reference November 3, 2020

BETWEEN

THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER,
having offices at 355 West Queens Road, North Vancouver, British
Columbia, V7N 4N5

(the "District")

AND

NORTH VANCOUVER DISTRICT PUBLIC LIBRARY, having offices at
1277 Lynn Valley Road, North Vancouver, British Columbia V7J 0A2

("NVDPL")

WHEREAS:

- A. The District and the NVDPL are committed to working collaboratively to support positive employee and labour relations;
- B. The parties established a framework of human resource policies, guidelines and services for NVDPL in 2015, which policies, guidelines and services were reviewed in 2018;
- C. The Human Resources Service Agreement Policy B-HR-17 acknowledges that there is a service agreement between the parties for the provision of a range of human resources related services; and
- D. The parties wish to formalize and clarify such framework in this agreement,

NOW THEREFORE in consideration of \$10.00 now paid by NVDPL to the District and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by both parties, the parties agree as follows:

- 1. The District, through its human resources department, elects to provide the following administrative and consultative/advisory services (the "Services") to the NVDPL:
 - (a) **Administrative services:**
 - (i) **Recruitment:** posting vacancies, receiving and organizing resumés, scheduling employment interviews as necessary, drafting offer letters for the NVDPL Hiring Manager's signature, composing and sending letters to unsuccessful applicants, answering

questions regarding competitions, obtaining criminal record checks, organizing new employee requirements (including entry fobs and computer login identifications), announcing confirmed appointments, providing new employee packages and orientation meetings, and filing documents associated with recruitment (see MG-HR-01.1 Recruitment and Hiring);

- (ii) **Job Evaluation:** handling the administrative correspondence associated with position reclassifications, position re-evaluations and new positions, if requested by either NVDPL's Director of Library Services (the "NVDPL Director") or the District's Human Resources Advisor;
 - (iii) **J.D. Edwards:** entering all new employees into the J.D. Edwards employee records system and making any system changes as a result of promotions, transfers, increments, re-classes, benefit changes, etc.;
 - (iv) **CUPE Leaves of Absence:** forwarding all requests for approval to the appropriate NVDPL Manager;
 - (v) **Increment/Pension Tracking:** setting up the necessary increment and pension tracking systems, monitoring the same, notifying employees/management when they are due, and processing accordingly;
 - (vi) **WorkSafeBC:** receiving all WorkSafe BC and injury forms, ensuring that they are filled in correctly, sending the same to WorkSafe BC, tracking data accordingly, and ensuring that the accident/incident investigation form is received; and
 - (vii) **Misc. HR Duties:** maintaining employee files and any other human resources related files, providing access to employee personnel files according to MG-HR-01.7, answering related emails (for example, questions about benefits, vacations, postings, etc.), updating employee handbooks, creating orientation packages, maintaining organizational charts, creating check lists, forms etc., and preparing an annual FTE (full time equivalent) report.
- (b) **Consultative/advisory services:**
- (i) **Labour Relations:** providing labour relations advice with respect to strategy or tactics for resolving grievances, attending grievance meetings if a situation warrants (to be determined by the District on a case-by-case basis), coaching managers in dealing with problem employee situations and other workplace personnel issues, and attending labour management meetings as required;


- (ii) **Recruitment:** for more senior positions, giving advice on the following: selection criteria, short listing, the interview process, testing of applicants, and step placement, where beneficial and practical; assisting with editing or vetting ads upon request; for exempt management positions, supporting and participating in the selection committee process. The NVDPL will continue to perform all interviews and selection for bargaining unit positions (see MG-HR-01.1);
- (iii) **Performance Appraisal:** apprising NVDPL of any new developments in the area of performance standards and appraisals;
- (iv) **Job Evaluations:** providing advice to the NVDPL Director or the NVDPL Managers on bargaining unit job evaluation issues and streamlining the process as necessary;
- (v) **Policy/Process Reviews:** assisting with policy and process review. District human resources policies, practices and processes will serve as the initial benchmark for the development of NVDPL policies;
- (vi) **Training and Development:** NVDPL will have access to any training and educational programs provided by the District;
- (vii) **WorkSafeBC/Return to Work:** providing guidelines to NVDPL Managers with respect to regulatory compliance, training, and education, and on gradual/modified return to work issues; assisting library management with incident investigation process and the investigation of serious workplace incidents/accidents; and updating relevant policies to reflect legislative changes



(see:
B-OHS-01 Occupational Health and Safety
MG-OHS-01.1 Substance Use
MG-OHS-01.2 Disability Management
MG-OHS-01.3 Critical Incident
MG-OHS-01.4 Transportation and Travelling for Library Business
B-OHS-02 Prevention of Violence in the Workplace
B-OHS-03 Respectful WorkplaceMG-OHS-03 Respectful Workplace Environment);
- (viii) **Attendance and Disability Management:** providing advice and support in the administration of the Attendance Management and Disability Management Guidelines (MG-HR-01.5 and MG-OHS-01.2) and procedures, and with respect to compliance with relevant employment and labour law, human rights and privacy law, the Workers' Compensation Act, and the Collective Agreement;

- (ix) **Exempt Job Evaluation:** administering the exempt job evaluation process, including interviewing the incumbent and the NVDPL Director, applying the point factor job evaluation system, providing a written summary of the factor application and job description, and liaising with compensation consultant as required (see B-HR-02 and MG-HR-02);
 - (x) **Exempt Compensation:** administering the exempt compensation policy, undertaking periodic reviews of the system and making recommendations to the NVDPL Director. The NVDPL Director and District's Manager, Human Resources, will bring forward recommended changes to the NVDPL Board's Human Resources Committee (the "Committee") for review, which changes may include annual salary scale adjustments; market salary scale adjustments; and classification changes (see B-HR-02 and MG-HR-02);
 - (xi) **Exempt Benefits:** administering the NVDPL's Exempt Benefit package and making recommendations to the NVDPL Director and the Committee for review and comment, as required (see B-HR-04);
 - (xii) **Collective Bargaining:** in conjunction with Metro Vancouver Labour Relations department (RES360), providing support and assistance with the collective bargaining process, including the preparation of employer proposals, research, attending bargaining sessions, responding to union proposals, and reviewing drafts of a collective agreement; and in conjunction with the NVDPL Director, providing updates and recommendations to the NVDPL Board (see B-HR-07 and MG-HR-07); and
 - (xiii) **Respectful Workplace:** providing advice and support regarding anti-bullying and harassment policies, training and complaints (see B-OHS-03 and MG-OHS-03).
2. The District agrees to allocate up to 2 days per week of HR Associate time and up to 20 hours per month of HR Advisor and/or HR Manager's time.
 3. The District's Manager, Human Resources, at his/her option or at the invitation of the Committee or NVDPL Board Chair, may attend and participate in any or all Committee meetings.
 4. Any revisions to NVDPL human resources policies and guidelines will be made in consultation with the District's Human Resources Manager and will not conflict with or contradict District policies. A policy review cycle will be established and agreed to by the parties.

- 5. The District is under no obligation to provide or continue providing the Services set out herein, or to provide any particular level of service, provided that if the District elects to cease providing some or all of the Services set out herein, the District will provide 120 days' notice of its discontinuance of such Service(s).
- 6. So long as the District elects to provide any or all of the Services, NVDPL will use all such Services provided by the District, and may not opt out of using such Services.
- 7. The NVDPL Director will provide to the District promptly upon request any information relating to the Services or any NVDPL human resources matter or issue.
- 8. All actions, determinations and requests that may be performed or made by the District under this Agreement may be performed or made by the District's Manager, Human Resources or his or her designate.

IN WITNESS WHEREOF the parties have executed this agreement effective as of the day and year first written above.

NORTH VANCOUVER DISTRICT)
PUBLIC LIBRARY by its authorized)
 signatory:)
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 _____)
 Jacqueline van Dyk, Director Library)
 Services)

THE CORPORATION OF THE)
DISTRICT OF NORTH VANCOUVER)
 by its authorized signatory(ies):)
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 _____)
 David Stuart, CAO)
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 _____)
 Saira Walker, Manager HR)