



AUXILIARY HOURS RECORD

| | | | | | | | | |
|------------------------------|---|----------------|----------------|--|-------------|--|-----------------------|--|
| NAME | | | EMPLOYEE NO. | | PAYLIST | | RESPONSIBILITY CENTRE | |
| MINISTRY START DATE | | YYYY - MM - DD | CLASSIFICATION | | BIWEEKLY \$ | | HOURLY \$ | |
| RATE CHANGE — EFFECTIVE DATE | | YYYY - MM - DD | CLASSIFICATION | | BIWEEKLY \$ | | HOURLY \$ | |
| RATE CHANGE — EFFECTIVE DATE | | YYYY - MM - DD | CLASSIFICATION | | BIWEEKLY \$ | | HOURLY \$ | |
| YEAR | <input type="checkbox"/> BCGEU <input type="checkbox"/> PEA <input type="checkbox"/> SCHEDULE A <input type="checkbox"/> CATEGORY B <input type="checkbox"/> OTHER: _____ | | | | | | | |

| | PAY PERIOD END DATE | | REGULAR HOURS PAID | IN-SERVICE COMPETITION | | CARRIED FORWARD HOURS | | | BASIC EARNINGS | | OTHER EARNINGS | INS. UIC WEEKS (1 or 2) | INSURABLE EARNINGS |
|-----|-------------------------------|------|--------------------|------------------------|---------|-----------------------|---------------------------------|----|----------------|--|----------------|-------------------------|--------------------|
| | TOTAL HOURS / DAYS IN-SERVICE | | | SERVICE SENIORITY | BENEFIT | INCREMENT | C/F EARNINGS PAY PERIOD 25 & 26 | | | | | | |
| | HOURS | DAYS | | | | | 25 | 26 | | | | | |
| 1. | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | |
| 5. | | | | | | | | | | | | | |
| 6. | | | | | | | | | | | | | |
| 7. | | | | | | | | | | | | | |
| 8. | | | | | | | | | | | | | |
| 9. | | | | | | | | | | | | | |
| 10. | | | | | | | | | | | | | |
| 11. | | | | | | | | | | | | | |
| 12. | | | | | | | | | | | | | |
| 13. | | | | | | | | | | | | | |
| 14. | | | | | | | | | | | | | |
| 15. | | | | | | | | | | | | | |
| 16. | | | | | | | | | | | | | |
| 17. | | | | | | | | | | | | | |
| 18. | | | | | | | | | | | | | |
| 19. | | | | | | | | | | | | | |
| 20. | | | | | | | | | | | | | |
| 21. | | | | | | | | | | | | | |
| 22. | | | | | | | | | | | | | |
| 23. | | | | | | | | | | | | | |
| 24. | | | | | | | | | | | | | |
| 25. | | | | | | | | | | | | | |
| 26. | | | | | | | | | | | | | |

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|-------------------------|--|----------------|--|---|--|-----------------|-----------------|------------------|------------------|-----------------|-----------------|--|
| TAXABLE BENEFITS | | | | BCGEU — Reached 1827 Hours for: | | | | | | | | |
| GROUP LIFE (mandatory) | | MEDICAL | | Reached 1827 Hours for Benefits: | | | FIRST INCREMENT | | SECOND INCREMENT | | THIRD INCREMENT | |
| \$ | | \$ | | | | | YYYY - MM - DD | | YYYY - MM - DD | | YYYY - MM - DD | |
| LIMIT DATES | | | | PEA — Reached 1750 Hours for: | | | | | | | | |
| YYYY - MM - DD | | YYYY - MM - DD | | YYYY - MM - DD | | FIRST INCREMENT | | SECOND INCREMENT | | THIRD INCREMENT | | |
| | | | | | | YYYY - MM - DD | | YYYY - MM - DD | | YYYY - MM - DD | | |

BCGEU, SCHEDULE 'A' AND CATEGORY 'B' EMPLOYEES

REGULAR HOURS PAID

Regular hours paid including statutory holidays.

IN-SERVICE COMPETITION HOURS — Article 31.2 BCGEU (portable between ministries)

Auxillary employees who have worked 1827 hours at the straight time rate, will be recognized as in-service applicants when applying for regular positions.

SERVICE SENIORITY HOURS FOR RECALL BY CLASSIFICATION — Article 31.3 BCGEU

Includes all hours worked at straight time; designated paid holiday or days off in lieu, in accordance with Article 31.10; annual vacation, in accordance with Article 31.11 (d); leave pursuant to Article 31.12; CTO, provided the employee has worked 1827 hours in 33 pay periods; and leaves pursuant to Article 2.10, provided the employee has been employed for 15 months.

BENEFIT HOURS — Article 31.1 BCGEU

Includes hours worked at straight time and hours paid for statutory holidays who have worked 1827 hours in 33 pay periods.

NOTE: May be credited with up to 210 hours on a recognized WCB claim within eight calendar weeks from the beginning of a claim. Reference: 31.1 (c) (3), Master Agreement.

INCREMENT HOURS

First 1827 hours include straight-time hours and statutory holiday hours at the same classification. Second + increment hours include all hours paid except overtime hours.

PEA EMPLOYEES

REGULAR HOURS PAID

Regular hours paid including statutory holidays.

IN-SERVICE COMPETITION HOURS — Article 35.03 PEA (portable between ministries)

Must have worked 1827 hours at straight time rate prior to application for a regular position.

SERVICE SENIORITY HOURS FOR RECALL BY CLASSIFICATION — Article 35.08 PEA

Includes all hours worked at straight time; designated paid holiday in accordance with Article 35.04; annual vacation in accordance with Article 35.10.

BENEFIT HOURS — Article 35.10 PEA

Includes hours worked at straight-time rate within a 15-month period. (Do not include statutory holidays.)

INCREMENT HOURS — Article 32.03 PEA

1750 hours worked at straight-time hours.