

**LEGISLATIVE ASSEMBLY OF BC
POLICY MANUAL**

SECTION: Human Resource Operations – Staffing

POLICY: 4401 Credited Service

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Signature: 

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Purpose

The purpose of this policy is to set a consistent and equitable standard in employment at the Legislative Assembly of BC (Assembly).

Objective

To define the various types and classes of employment at the Assembly and how service with the Assembly is gained.

Definitions

The following definitions apply to this policy:

“Adjusted Start Date” is the employee’s start date for the purpose of calculating service based entitlements and is recorded in the payroll system at time of hire or when an event occurs that affects the employee’s credited service (e.g. personal leave of absence).

“Credited Service” means service earned with the Legislative Assembly of BC and is used for the purpose of calculating service based entitlements.

“Employee” is a person who has accepted an offer of employment from the Assembly and has started work.

“Non-Employee” is not an employee of the Legislative Assembly of BC but is an employee of one of the Members of the Legislative Assembly of BC or Caucuses who is paid via Assembly payroll services.

“Pensionable Service” is service calculated based on hours worked while contributing to the pension plan and is reported on the employee’s pension statement by the BC Pension Corporation.

“Start Date” is the employee’s first day of work with the Assembly.

<p>1. Policy Statement</p>	<p>.01</p>	<p>All entitlements calculated based on continuous service (e.g. vacation leave, long service awards etc.) will be calculated using the employee’s adjusted start date.</p>
<p>2. Employee Type</p>	<p>.01</p>	<p>The employee type will be determined based on work requirements and duration in the position. Employees are comprised of the following types:</p> <ul style="list-style-type: none"> • Regular – employees hired for an indefinite period • Term - employees hired for an defined period, generally intended to cover project positions or to cover for positions where the incumbent is on long term leave (e.g. maternity, parental, LTD) • Auxiliary - employees hired for a defined period, generally intended to cover positions where work is not regularly scheduled (e.g.

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		employees are part of a “pool” and may be on-call for vacation/shift/sessional coverage)
3. Employment Class	.01	<p>Employees are comprised of the following classes:</p> <ul style="list-style-type: none"> • Non-Management - employees in positions where the primary duty is not the management of other employees. Generally performs tasks of a functional / technical nature. Complexity and responsibilities vary from position to position. • Management - employees in positions where the primary duty is the management of a department, branch and/or direct/indirect reports. • Executive - employees with executive oversight of a division at the Legislative Assembly of BC. <p>Non-employees who may participate in our payroll, pension and benefits programs are comprised of the following classes:</p> <ul style="list-style-type: none"> • Member of the Legislative Assembly - persons elected by voters of a constituency to the Legislative Assembly of BC. • Caucus Non-Union - persons employed in a Caucus in a non-union or non-management positions. • Caucus Union - persons employed in a Caucus in a position belonging to a union. • Caucus Management - persons employed in a management or executive role within a caucus • Constituency Assistant Union - persons employed by a Member of the Legislative Assembly of BC in a position belonging to a union. • Constituency Assistant Non-Union - persons employed by a Member of the Legislative Assembly of BC in a non-union position. • Intern - persons participating in the B.C. Legislative Internship Program.
4. Credited Service	.01	Credited service is service with the Legislative Assembly of BC on a regular full-time or regular part-time basis commencing with the most recent employment start date. It is not affected by vacations or other approved paid absences, unpaid short term leaves for periods of 30 calendar days or less, maternity/parental leave, deferred salary leave or periods of Short Term Illness and Injury Program (STIIP) leave and Long Term Disability (LTD)

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		leave. Credited service does not continue for any employee on any other approved leave in excess of 30 days.
	.02	Regular part-time employees will have their credited service prorated based on their percentage of full-time schedule being worked. The employee's pensionable service will be used to calculate their credited service.
	.03	Upon hire, employees with regular service with the BC Public Service or other BC government employer (e.g. crown corporation) will have their start date adjusted to reflect their service earned provided they have completed their probation period and there has been no break in service immediately before joining the Legislative Assembly of BC.
	.04	Term and auxiliary employees hired in a regular position without a break in service of more than 30 calendar days will have their start date adjusted on a pro-rata basis. Pro-ration will be based on pensionable service as stated on the employee's pension statement. In the absence of a pension statement the employee's average hours worked in the prior 24 months to their regular hire date will be used. The maximum credited service for employees converting from term and auxiliary positions to regular positions is 24 months.
	.05	Auxiliary employees achieving 1827 hours worked in 33 pay periods will have their service credited as described in 4.04.
	.06	Employees taking uncredited leaves of absence greater than 30 calendar days will have their adjusted start date changed to reflect the leave.
	.07	Employees re-hired by the Legislative Assembly of BC after retirement (i.e. in receipt of pension benefits) will lose all prior credited service if they have received a retirement allowance regardless of whether there has been a break in service.
	.08	Employees re-hired by the Legislative Assembly of BC after resignation will lose all prior credited service, unless the break in service has been less than six months or they are transferring back from a BC government employer (see section 4.03).