

February 1, 2018

**BCA OF BRITISH COLUMBIA AND IBB LOCAL LODGE 359
COLLECTIVE AGREEMENT INTERPRETATION**

INITIAL AND FINAL TRAVEL EXPENSES

Article 19.01 (c)(vi):

The Employee shall receive initial and final travel expenses within two working days of their reporting to the job. These expenses shall be treated as an advance on wages and shall be deducted from the last pay, where Article 19.02 applies.

Failure to pay initial and final travel expenses within the prescribed time limit shall cause a penalty of twenty dollars (\$20.00) per day, per affected employee, to be added to the initial and final expense. However, it is recognized that there may be extenuating circumstances making it impractical for the Employer to comply with this provision and in that case, the Business Manager shall be empowered to waive the employee's right to grieve. *(The second paragraph above was enabled/added to Article 19.01 (c)(vi) per the Letter of Understanding 'A' – Dated March 6, 2017)*

Interpretation

Under clause 19.01 of the Collective Agreement, a "working day" is any day on which an employee performs work for a member contractor under the Collective Agreement.

A member contractor will have satisfied its obligations if it processes all travel expenses owing and initiates an electronic funds transfer request to its financial institution within the prescribed time limit of two working days. This prescribed time limit of two working days includes Saturday and Sunday. Although we recognize financial institutions will not process the electronic funds transfer request until Monday, evidence must be shown that the contractor initiated the request within the prescribed time limit of two working days (includes Saturday and Sunday).

Upon any dispute arising regarding payment of travel expenses, the member contractor must provide, within 3 calendar days, proof from the contractor's financial institution that it initiated an electronic funds transfer request within the prescribed time limit of 2 working days.

**PLEASE ENSURE A COPY OF THIS NOTICE IS PROVIDED
TO YOUR PAYROLL DEPARTMENT**

If there is a payroll contact that you wish to include for future notices, please email info@bcacanada.ca.