

# ***COLLECTIVE AGREEMENT***

**EFFECTIVE JULY 1, 2014 - JUNE 30, 2019**

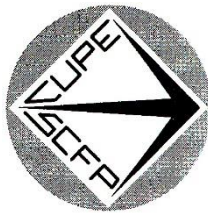
**BETWEEN**

**THE BOARD OF SCHOOL TRUSTEES OF  
SCHOOL DISTRICT NO. 22 (VERNON)**



**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES,  
LOCAL 5523  
(Vernon School District Employees)**



## Table of Contents

<b>ARTICLE 1: PREAMBLE .....</b>	<b>7</b>
<b>ARTICLE 2: RECOGNITION AND NEGOTIATIONS.....</b>	<b>8</b>
(a) .....	8
(b) No Other Agreement .....	8
<b>ARTICLE 3: RIGHTS OF EMPLOYER .....</b>	<b>8</b>
<b>ARTICLE 4: Workplace Environment.....</b>	<b>8</b>
(a) No Discrimination .....	8
(b) Sexual Harassment in the Workplace .....	8
(c) Harassment.....	9
<b>ARTICLE 5: UNION SECURITY .....</b>	<b>10</b>
<b>ARTICLE 6: CHECKOFF OF UNION DUES .....</b>	<b>10</b>
<b>ARTICLE 7: THE EMPLOYER SHALL ACQUAINT NEW EMPLOYEES .....</b>	<b>10</b>
<b>ARTICLE 8: LABOUR MANAGEMENT NEGOTIATIONS .....</b>	<b>10</b>
(a) .....	10
(b) Additional Representatives .....	11
(c) Meeting of Committee .....	11
(d) Function of Committee .....	11
(e) Time Off for Meetings.....	11
(f) Agreement Printing .....	11
<b>ARTICLE 9: DEFINITION OF EMPLOYEES.....</b>	<b>11</b>
(a) Regular Employees .....	11
(b) Temporary Employees .....	11
(c) .....	11
<b>ARTICLE 10: SENIORITY .....</b>	<b>12</b>
(a) Definition .....	12
(b) Regular Employees' Attainment of Seniority.....	12
(c) Temporary Employees' Attainment of Seniority .....	13
(d) Seniority During Absence.....	13
(e) Loss of Seniority.....	13
(f) Transfers and Seniority Outside the Bargaining Unit.....	13
(g) Retention of Seniority Rights.....	14
<b>ARTICLE 11: LAYOFF, BUMPING AND RECALL.....</b>	<b>14</b>
(a) General.....	14
(b) Procedure.....	14

(c) Notice .....	14
(d) Bumping .....	14
(e) Recall .....	15
(f) Temporary Work.....	16
(g) Continuation of Benefits .....	16
(h) .....	16
(i) .....	16
<b>ARTICLE 12: PROMOTIONS AND STAFF CHANGES .....</b>	<b>16</b>
(a) Job Posting.....	16
(b) (i) Method of Making Appointments .....	17
(b) (ii) Trial Period .....	17
(c) Union Notification .....	17
(d) Disabled Employees' Preference .....	17
(e) Promotions Requiring Higher Qualifications .....	17
(f) Transfers .....	18
(g) .....	18
<b>ARTICLE 13: GRIEVANCE PROCEDURE .....</b>	<b>18</b>
<b>ARTICLE 14: ARBITRATION .....</b>	<b>19</b>
(a) Sole Arbitrator .....	19
(b) Board of Arbitration .....	20
(c) Arbitration Procedure .....	20
(d) Arbitration Decisions .....	20
(e) Expenses.....	20
(f) Amending of Time Limits.....	20
(g) Witnesses.....	20
(h) Alternate Dispute Resolution.....	20
<b>ARTICLE 15: DISCIPLINE .....</b>	<b>21</b>
(a) Union Assistance .....	21
(b) Discharge Procedure .....	21
(c) Clearing of Records .....	21
(d) Access to Files .....	21
<b>ARTICLE 16: HOURS OF WORK.....</b>	<b>21</b>
(a) Hours of Work .....	21
(b) Working Schedule .....	22
(c) Minimum Hours .....	22
(d) Break Periods.....	22

<b>ARTICLE 17: OVERTIME.....</b>	<b>22</b>
(a) Overtime Rates on Weekdays .....	22
(b) Overtime Rates on Saturdays, Sundays and Holidays .....	23
(c) Bus Drivers .....	23
(d) .....	23
(e) Minimum Call-Back Time .....	24
(f) Overtime During Layoffs .....	24
<b>ARTICLE 18: DIFFERENTIAL PAY .....</b>	<b>24</b>
<b>ARTICLE 19: HOLIDAYS .....</b>	<b>24</b>
<b>ARTICLE 20: ANNUAL VACATIONS.....</b>	<b>25</b>
(a) Regular Twelve (12) Month Employees .....	25
(b) .....	25
(c) Holidays During Vacations .....	25
(d) Sick during Vacations.....	25
(e) Preference in Vacations .....	26
(f) Regular Less Than Twelve (12) Month Employees .....	26
(g) .....	26
(h) .....	26
<b>ARTICLE 21: SHORT TERM DISABILITY PROGRAM.....</b>	<b>26</b>
(a) Rate of Payment .....	26
(b) Use of Credits.....	27
(c) Year .....	27
(d) Proof of Illness.....	27
(e) Sick Leave During Absence .....	27
(f) Sick Leave Allowance Records.....	27
(g) Subrogation .....	27
<b>ARTICLE 21 A: LONG TERM DISABILITY PROGRAM .....</b>	<b>28</b>
<b>ARTICLE 22: LEAVE OF ABSENCE .....</b>	<b>28</b>
(a) Union Leaves .....	28
(b) Bereavement Leave .....	29
(c) Pallbearer Leave .....	29
(d) Compassionate Leave .....	29
(e) Jury Duty .....	29
(f) Pregnancy/Parental Leave .....	29
(g) General Leave.....	29
(h) Paternity Leave .....	30
(i) Leave Requests in Writing .....	30

(j) Care of Immediate Family Member .....	30
(k) Transport of Family Members .....	30
(l) Ethno-Cultural and Religious Leave .....	30
<b>ARTICLE 23: PAYMENT OF WAGES AND ALLOWANCES .....</b>	<b>30</b>
(a) .....	30
(b) Pay Days .....	30
(c) Pay During Temporary Transfers.....	30
(d) Automobile Allowance .....	30
<b>ARTICLE 24: JOB CLASSIFICATION AND RECLASSIFICATION .....</b>	<b>31</b>
<b>ARTICLE 25: SUPPLEMENTATION OF COMPENSATION AWARD.....</b>	<b>31</b>
<b>ARTICLE 26: CHANGES THROUGH MECHANIZATION AND TECHNOLOGY .....</b>	<b>31</b>
<b>ARTICLE 27: SEVERANCE PAY .....</b>	<b>31</b>
<b>ARTICLE 28: JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE .....</b>	<b>32</b>
<b>ARTICLE 29: VIDEO DISPLAY TERMINALS .....</b>	<b>32</b>
<b>ARTICLE 30: BENEFITS.....</b>	<b>32</b>
(a) Pension Plan .....	32
(b) Medical Insurance .....	32
(c) Extended Health Benefits.....	32
(d) Group Life Insurance.....	33
(e) Retirement Benefits.....	33
(f) Dental Plan.....	34
(g) Continuing Benefits .....	34
(h) Employee Assistance Program .....	34
(i) .....	34
(j) WorkSafe Occupational First Aid (Attendant Requirements).....	34
(j) .....	34
<b>ARTICLE 31: GENERAL CONDITIONS.....</b>	<b>34</b>
(a) Proper Accommodation.....	34
(b) Bulletin Boards .....	34
(c) Fire Insurance .....	34
(d) Strike at Employer's Premises .....	34
(e) Instructional Courses .....	35
(f) Clothing Allowance.....	35
(g) Grant-Funded Projects.....	35
(h) Access to Information.....	35
<b>ARTICLE 32: PRESENT CONDITIONS AND BENEFITS.....</b>	<b>35</b>
<b>ARTICLE 33: SUBCONTRACTING.....</b>	<b>35</b>

ARTICLE 34: TERM OF AGREEMENT .....	36
WAGE AND POSITION SCHEDULE "A" .....	37
SCHEDULE "B" .....	42

#### LETTERS OF UNDERSTANDING

1. APPRENTICESHIP PROGRAM .....	43
2. ARTICLE 33 .....	44
3. Vince Ready 2004 Award.....	45
4. EDUCATION ASSISTANTS (EA) .....	46
5. DEFERRED SALARY LEAVE PLAN – NON TEACHING STAFF .....	49
6. JOINT JOB EVALUATION MAINTENANCE PROCEDURES .....	50
7. JOB SECURITY.....	54
8. CAPITAL PROJECTS .....	55
9. MAINTENANCE SERVICES – Temporary Trades Workers & Addendum .....	58
10. STUDENT SUPERVISORS.....	60
11. LEAVES OF ABSENCE .....	62
12. TEMPORARY POSTINGS .....	63
13. TRAINING (IN-SERVICE).....	65
14. TRANSPORTATION SERVICES – Student Activity Policy and Procedures .....	66
15. TRANSPORTATION SERVICES – Bumping – Transportation Dept. Employees .....	68
16. TRANSPORTATION SERVICES – Bus Drivers – Assignment Process .....	70
17. WORK EXPERIENCE PLACEMENT PARTNERSHIP AGREEMENT .....	73
18. IN-SERVICE FUND.....	76
19. SECONDARY SCHOOL APPRENTICESHIP PROGRAM.....	77
20. STRONG START COORDINATOR.....	79
21. ABORIGINAL EDUCATION SUPPORT WORKERS .....	83
22. CALL-OUT PROCEDURE FOR UNPOSTED TEMPORARY WORK.....	85
Holden/Ready Letter .....	87
Settlors Statement on Accepted Policy and Practices of the PEBT .....	89
Provincial Framework Agreement (“Framework”).....	90

# **COLLECTIVE AGREEMENT**

**EFFECTIVE JULY 1, 2014 - JUNE 30, 2019**

**BETWEEN:**

**THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)**

**(hereinafter called the "Employer")  
PARTY OF THE FIRST PART**

**AND:**

**THE VERNON SCHOOL DISTRICT EMPLOYEES,  
LOCAL 5523 OF THE CANADIAN UNION OF PUBLIC EMPLOYEES AND  
AFFILIATED WITH THE CANADIAN LABOUR CONGRESS**

**(hereinafter called the "Union")  
PARTY OF THE SECOND PART**

## **ARTICLE 1: PREAMBLE**

**WHEREAS** it is the desire of both parties to this Agreement:

1. To maintain and promote harmonious relations and settle conditions of employment between the Employer and the Union;
2. To recognize the mutual value of joint discussion and negotiations in all matters pertaining to working conditions, hours of work and scale of wages, etc.;
3. To encourage efficiency in operation;
4. To promote the morale, well-being and security of all the employees in the bargaining unit of the Union;

**AND WHEREAS** it is desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in an agreement;

Whenever the singular or masculine is used in this Agreement, it shall be considered as if the plural or feminine has been used where the context of the party or parties hereto so require.

**NOW, THEREFORE**, the parties agree as follows:

## **ARTICLE 2: RECOGNITION AND NEGOTIATIONS**

- (a) The Employer or anyone authorized to act on its behalf recognizes the Union as the sole collective bargaining agency for its employees classified and covered by this Agreement and hereby consents and agrees to negotiate with the Union or anyone authorized to act on behalf of the Union, in any and all matters affecting the relationship between the parties to this Agreement, looking forward to a peaceful and amicable settlement to any differences that may arise between them.
- (b) No Other Agreement  
No employee shall be required or permitted to make any written or verbal agreement with the Employer or its representative which may conflict with the terms of this Collective Agreement, without the consent of the Union.

## **ARTICLE 3: RIGHTS OF EMPLOYER**

The Union recognizes the rights of the Employer to operate and manage the schools in accordance with its commitments and responsibilities, and to make and alter from time to time rules and regulations to be observed by employees; such rules and regulations shall not be contrary to any provisions of this Agreement.

The Employer shall always have the right to hire, assign, discipline and discharge employees for proper cause, and such right shall not be exercised in a manner inconsistent with the provisions of this Agreement.

## **ARTICLE 4: Workplace Environment**

- (a) No Discrimination  
The Employer, its servants and agents agree that there shall be no discrimination, interference, restriction or coercion exercised or practiced with respect to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, layoff, discipline, discharge or otherwise by reason of race, creed, colour, national origin, political or religious affiliation, sex or marital status, age, physical ability, mental ability, sexual orientation, nor by reason of membership in a labour union, and the employees shall at all times and in like manner act in good faith toward the Employer.
- (b) Sexual Harassment in the Workplace  
The Union and the Employer recognize the right of employees to work in an environment free from sexual harassment, and shall take such actions as are necessary respecting an employee engaging in sexual harassment in the workplace.

Sexual harassment shall be defined as any unwelcome sexual comment, look, suggestion or physical contact that creates an uncomfortable working or learning environment for the recipient, made by a person who knows or ought to know it is unwelcome. Sexual harassment may include a single sexual advance made by a person in authority over the



recipient or implies a threat; and may include a reprisal made after a sexual advance is rejected.

- (i) An employee who wishes to pursue a concern arising from an alleged sexual harassment may submit a complaint, in writing, within thirty (30) days of the latest alleged occurrence through the Union directly to the Secretary-Treasurer. Complaints of this nature shall be treated in strict confidence by both the Union and the Employer.
- (ii) An alleged offender shall be given notice of the substance of such a complaint under this clause and shall be given notice of and be entitled to attend, participate in, and be represented at any hearing under this clause.
- (iii) The Secretary-Treasurer's designate and a Union representative shall investigate the complaint and shall submit reports to the Secretary-Treasurer, in writing, within thirty (30) days of receipt of the complaint. The Secretary-Treasurer shall, within thirty (30) days of receipt of the reports, give such orders as may be necessary to resolve the issue.
- (iv) Where the complaint is determined to be of a frivolous, vindictive or vexatious nature, the Employer may take appropriate action. Such action shall only be for just cause and may be grieved pursuant to Article 13.
- (v) Pending determination of the complaint, the Secretary-Treasurer may take interim measures to separate the employees concerned if deemed necessary.

Where either Party to the proceeding is not satisfied with the Secretary-Treasurer's response, the complaint will, within thirty (30) days, be put before a panel consisting of a Union Representative, an Employer representative, and a mutually agreed upon chairperson, and the majority decision will be final and binding. This panel shall have the right to:

- (i) dismiss the complaint;
- (ii) determine the appropriate level of discipline to be applied to the offender; and
- (iii) make a further order as is necessary to provide a final and conclusive settlement of the complaint.

An alleged offender under this clause shall not be entitled to grieve disciplinary action taken by the Employer which is consistent with the decision of the Secretary-Treasurer or the panel.

(c) Harassment

The Employer and the Union recognize the benefit to be derived from a work environment free from personal harassment and are committed to fostering and promoting such an environment. The parties further agree to cooperate in attempting to resolve, in a confidential manner, complaints or disputes pertaining to this article.

Harassment, including sexual harassment, shall be considered discrimination.

Harassment excludes any reasonable action taken by the employer or supervisor relating to the management and direction of employees or the place of employment.

Harassment includes any inappropriate conduct or comment made by a person to an employee that the person knew or reasonably ought to have known would cause the employee to be humiliated or intimidated.

In cases of harassment the Employer shall have the right to transfer or discipline any person found guilty of harassing an employee or supervisor.

Any employee displaced as the result of a transfer in paragraph 5 may exercise bumping rights as provided in Article 11.

#### **ARTICLE 5: UNION SECURITY**

Every employee who is now or hereafter becomes a member of the Union shall maintain membership in the Union as a condition of employment and every new employee whose employment commences hereafter shall within thirty (30) days after the commencement of employment, apply for and maintain membership in the Union as a condition of employment.

#### **ARTICLE 6: CHECKOFF OF UNION DUES**

The Employer agrees to deduct from the pay of each employee bi-weekly dues, assessments or initiation fees levied, in accordance with the Union By-Laws and owing by him to the Union. Deductions shall be made from the payroll bi-weekly and shall be forwarded to the Secretary-Treasurer of CUPE Local 5523 not later than the 10th day of the month following, accompanied by a list of all employees from whose wages the deductions have been made.

#### **ARTICLE 7: THE EMPLOYER SHALL ACQUAINT NEW EMPLOYEES**

The Employer agrees to acquaint all new employees with the fact that an Agreement between the parties is in effect and with the conditions of employment set out in Articles 5 and 6 dealing with Union Security and Dues Checkoff. Shop Stewards shall be notified by the Employer of new employees in their department within five (5) working days of the employee's hire.

New employees shall be presented with a copy of the Agreement by the Employer and with the name and address of their shop steward on commencement of employment.

#### **ARTICLE 8: LABOUR MANAGEMENT NEGOTIATIONS**

- (a) The Employer agrees to the appointment of a Labour Management Negotiations Committee consisting of four (4) appointees of the Employer and four (4) appointees of the Union. Each party shall notify the other party in writing, of its appointees and any subsequent changes thereof.

- (b) Additional Representatives  
Each party to this Agreement shall have the right to have the assistance of a representative when dealing or negotiating with the other party.
- (c) Meeting of Committee  
In the event of either party wishing to call a meeting of the Committee, the meeting shall be held at a time and place fixed by mutual agreement, however, such meeting must be held not later than six (6) calendar days after the request has been given.
- (d) Function of Committee  
All matters of mutual concern pertaining to rates of pay, hours of work, working conditions, collective bargaining, etc., shall be referred to the Labour Management Negotiations Committee for discussion and settlement.
- (e) Time Off for Meetings  
Any representative of the Union on this Committee, who is in the employ of the Employer, shall have the privilege of attending meetings of the Committee held within working hours without loss of remuneration provided the department head has prior notice.
- (f) Agreement Printing  
The cost of printing the collective agreement in booklet form shall be equally shared by both parties.

## **ARTICLE 9: DEFINITION OF EMPLOYEES**

- (a) Regular Employees  
Regular employees are those employees who have been assigned to a regular position and who have completed probation in accordance with Article 10(b). This includes full and part-time employees.
- (b) Temporary Employees  
Temporary employees are those employees who replace regular employees on leave or who are hired for specific projects.
- (c) The following groups of employees shall receive \$1.50 per hour in lieu of sick leave (Article 21), paid leaves of absence (Article 22), benefits (Article 30) and clothing allowance (Article 31(f)).
  - (i) regular employees on layoff who are called for temporary work under Article 11(f), on expiration of the two-month period under Article 11(g);
  - (ii) temporary employees with seniority;
  - (iii) probationary employees without seniority from the 120th day of work in the preceding twelve (12) months.

Payment will be made provided that the employee meets one of the following criteria: an eight (8) hour employee (i.e. bus driver or temporary trades worker) who works four (4)

hours or more a day or a seven (7) hour employee (i.e. EA, clerical or office worker) who works three and a half (3.5) hours or more a day.

On expiration of the two-month period under Article 11(g), a regular employee on layoff may opt at the time of initial layoff to continue on the regular benefit plans provided the plan permits. In such case the employee shall be responsible for payment in advance of both shares of the premium costs for one (1) month at a time.

## **ARTICLE 10: SENIORITY**

### **(a) Definition**

Seniority is length of service with the Employer and, except as provided for in Articles 10(b) and 10(c) with respect to temporary employment, shall date from the original date of commencing work. The Employer shall maintain a seniority list showing the commencement date of each employee's seniority. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in April of each year. The Employer shall be notified within thirty (30) days of any errors. The determination of seniority shall be in accordance with the earning system in effect at the time of the alleged error.

Seniority shall operate on a bargaining unit-wide basis.

### **(b) Regular Employees' Attainment of Seniority**

Newly hired employees or temporary employees appointed to regular positions shall be on probation for sixty-five (65) of the employee's working days or six (6) calendar months, whichever comes sooner from the date of commencing work in the regular position. During the probationary period employees shall be entitled to all rights and privileges of this Agreement unless otherwise provided, except with respect to discharge. The standard of discharge for newly hired employees or temporary employees without seniority shall be lack of general suitability for continued employment during the probationary period.

Employees with seniority who prove unsuitable in the probationary period shall be returned to their former position without loss of seniority or former hourly wage rate, and any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position without loss of seniority or hourly wage rate.

On completion of probation, newly hired regular employees or temporary employees without seniority shall have their seniority be effective from the original date of commencing work and any days actually worked as a temporary employee within the preceding twelve (12) months shall also be counted as time accumulated for seniority purposes. The date of commencing work where temporary work is to be counted shall be determined by adding the number of working days equal to those actually worked by the employee to the date of commencing work as a regular employee. A statutory holiday shall be considered a day of work.

Probationary extension shall only be done with Union agreement no less than two (2) weeks prior to the end of the probationary period.

(c) Temporary Employees' Attainment of Seniority

- (i) Temporary employees shall be placed on the seniority list when they have completed one hundred and twenty (120) days, including paid statutory holidays, in the preceding twelve (12) months. The date of commencing work for seniority purposes shall be twenty-four (24) weeks, prior to the day on which the employee became eligible for inclusion on the seniority list, or;
- (ii) Temporary employees shall be placed on the seniority list when they have successfully completed a sixty-five (65) day trial period in a temporary posting. The date of commencing work where temporary work is to be counted shall be determined by adding the number of working days equal to those actually worked by the employee in the preceding twelve (12) months to the date of commencing the temporary posting. A statutory holiday shall be considered a day of work. Once seniority has been attained the standard of discharge shall be just cause.
- (iii) Notwithstanding the above, for the purposes of call-ins to relief or temporary work, seniority will be recognized for temporary employees.

(d) Seniority During Absence

If an employee is absent from work because of sickness, accident, layoffs, or leave of absence approved by the Employer, they shall not lose seniority rights.

(e) Loss of Seniority

However, an employee shall lose seniority in the event the employee:

- (i) is discharged for proper cause and is not reinstated;
- (ii) resigns;
- (iii) is absent from work in excess of five (5) working days without notifying the Employer unless such notice was not reasonably possible;
- (iv) after a layoff fails to return to work within seven (7) calendar days, after being notified by registered mail to do so, unless through sickness or other just cause. It shall be the responsibility of the employee to keep the Employer informed in writing of their current address;
- (v) is laid off and not re-employed within twelve (12) months after layoff.
- (vi) is not on an approved leave and does not accept offered work for a minimum of twelve (12) offered shifts per half year. Each half year is defined as the period from February 1 to July 31 and August 1 to January 31 in any calendar year.

(f) Transfers and Seniority Outside the Bargaining Unit

No employee shall be transferred to a position outside the bargaining unit without consent. If an employee is transferred to a position outside of the bargaining unit, the employee shall retain their seniority in the bargaining unit for one year only.

Existing parties as at July 1, 1995 shall retain the seniority acquired at the date of leaving the unit, but will not accumulate any further seniority. If such an employee later returns to the bargaining unit, the employee shall be placed in a job consistent with their seniority. Such return shall not result in the layoff or bumping of an employee holding greater seniority.

(g) Retention of Seniority Rights

In the event that the Employer shall merge, amalgamate or combine any of its operations or functions with another Employer, the Employer agrees to the retention of seniority rights for all employees coming within the new bargaining unit of the successor Employer.

**ARTICLE 11: LAYOFF, BUMPING AND RECALL**

(a) General

Both parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of a layoff, reduction of hours, bumping and recall, the governing principle shall be seniority, except as otherwise provided.

Temporary employees not on the seniority list shall not be entitled to bumping and recall rights.

(b) Procedure

The Employer shall determine which positions are to be terminated or reduced in hours. Where positions are interchangeable and not tied to geographic location, the positions occupied by the most junior employee shall be terminated or reduced.

(c) Notice

In the event of reduction in the workforce, the Employer shall serve written notice on those employees who will be laid off or have their hours of work reduced, as follows:

- (i) Regular employees - not later than thirty (30) calendar days prior to the effective date of layoff or reduction of hours.
- (ii) Temporary employees on the seniority list - not later than seven (7) calendar days prior to the effective date of layoff.
- (iii) Where recall from layoff is for a temporary period of less than fifteen (15) working days, notice under this clause shall not be required for subsequent layoff.

Such notice shall advise the employee of their right to bump and shall contain a copy of the seniority list.

(d) Bumping

An employee whose position is subject to layoff or reduction of hours shall be entitled to bump a junior employee provided the employee is qualified to perform the duties of the position occupied by the junior employee. If an employee is in the process of preparing for the required qualifications at the time of notice of layoff or bumping, the employee shall be allowed to bump provided the qualifications are achieved before the scheduled date of

assuming the position. Full-time employees may bump any employee. Part-time employees may bump only part-time employees. Where a temporary position occupied by a regular employee is terminated, the employee shall revert to their previous position.

The employee shall exercise their bumping right by informing the Employer of choice(s) within seven (7) working days of receiving notice under (c) above. Where an employee declines to exercise their right to bump, the right shall be forfeited for that layoff or reduction.

Where an employee exercises the right to bump and subsequently is unable to perform adequately the duties of the position, the employee shall have one further right to bump. This bumping right shall be limited to the most junior employee holding the same hours or less of the bumped position, whose position the employee is qualified to fill. Any layoff which occurs as a result of an employee exercising this bumping right will not be restricted and may occur after September 30.

Employees must occupy their bumped position before the position is considered to be theirs unless serious illness, injury or leave of absence prevents the employee from occupying that position. If the employee cannot assume their bumped position within eight (8) weeks the bumping rights of the employee will be deferred until such time the employee can return to work.

If the employee can assume their bumped position in 8 weeks or less the bumping process will continue with the incumbents assuming their bumped positions.

If the regular employee is in a temporary posted position at the time of bumping, the employee must assume the bumped position.

(e) Recall

- (i) Employees who are laid off or have exercised their right to bump shall be recalled to their former position when it becomes vacant. "Former position" shall mean a regular position previously occupied prior to being laid off or bumped within the last two (2) year period.
- (ii) Where the former incumbent on layoff is not the senior person on layoff, the most senior laid-off employee shall be recalled to the position subject to recall. However, part time employees on layoff cannot be recalled to a full time position.
- (iii) Where hours are increased to their former level or higher and the previous incumbent exercised the right to bump, that employee shall have the right to recall. Where the former incumbent declines recall, the position will be posted.
- (iv) Where a position becomes vacant and the former incumbent is no longer available or declines the recall, the vacancy shall be posted in accordance with Article 12. Vacant positions which were not affected by layoff or bumping shall be posted in the normal manner.



- (v) Subject to Article 10(e)(v), recall rights shall be maintained by an employee for a period of two (2) years.
  - (vi) Should an employee be subject to multiple bumping, that employee shall have the preferred choice of position of recall provided the positions were occupied, subject to seniority.
  - (vii) Acceptance of recall to a previously occupied regular position, or posting into another regular position, shall extinguish recall rights. Acceptance of recall to a temporary position does not extinguish recall rights.
- (f) Temporary Work  
Employees who are laid off shall inform the Employer in writing of the nature and location of temporary work to which they wish to be called. Employees shall be called to such work in seniority order so that no qualified employee is involuntarily without work while a more junior employee is working.
- Employees whose temporary work ceases shall not have the right to displace another employee whose temporary work will continue for less than a further two (2) weeks.
- The Employer agrees to pay its share of the monthly premium of the medical, extended health, dental and group life plans up to two (2) months for regular employees who have been laid off.
- (g) Continuation of Benefits  
The Employer agrees to pay its share of the monthly premium of the medical, extended health, dental and group life plans up to two (2) months for regular employees who have been laid off.
- (h) Except for (g) above, this Article shall not apply to the annual summer layoff of school term (nominal ten-month) employees. The availability of summer work for such employees in each school district shall be determined by the local parties in accordance with local past practice.
- (i) Upon being laid off an employee shall have thirty (30) days in which to opt for recall rights under Article 11(e) or to resign. Upon resignation the employee shall be paid one (1) week's pay for each complete year of service up to a maximum of twenty (20) weeks' pay. This option shall only be available to an employee who has been a regular employee for at least one (1) year and who has exhausted bumping rights under Article 11(d).

## **ARTICLE 12: PROMOTIONS AND STAFF CHANGES**

- (a) Job Posting
- (i) When a vacancy occurs the Employer shall notify the Union by electronic mail and post notice of the position electronically and in the Employer's office, shops and on all Union designated bulletin boards for a minimum of five (5) working days in order that all regular employees will know about the position and be able to make written application therefor. Such notice shall contain the following information: nature of



position, required knowledge and education, ability and skills, shift and wage and salary rate or range.

- (ii) No advertisement for additional employees shall be made until after such posting has been completed. By agreement with the Union this requirement may be waived for an individual posting.

If other jobs or skills are added to a job posting then this will be done with union consultation.

- (iii) If a position is to have an increase to become full-time, then the Employer must post the position unless the position was previously reduced from full-time and the incumbent declined to exercise their right to bump.

(b) (i) Method of Making Appointments

Both parties recognize that job opportunity should increase in proportion to length of service. Therefore, in making staff changes, appointment shall be made of the applicant having the greatest seniority, and having the required qualifications, fitness and ability. Union members are entitled to union representation when being interviewed.

(ii) Trial Period

The successful applicant shall be provided with an orientation as required at the commencement of the job and shall be placed on trial for a period of sixty-five (65) of the employee's working days. In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period, or so chooses within fifteen (15) working days, they shall be returned to their former position without loss of seniority or hourly wage rate, and any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position without loss of seniority and hourly wage rate.

(c) Union Notification

The Union shall be notified in writing of all appointments, hirings, layoffs, resignations, rehiring and terminations of employment within 10 (ten) working days.

(d) Disabled Employees' Preference

Any employee covered by this Agreement who has given good and faithful service to the Employer and who, through advancing years or disablement is unable to perform their regular duties, may be given the preference of any suitable light work available at the salary payable at the time for the position to which the employee is assigned.

(e) Promotions Requiring Higher Qualifications

In cases of promotion requiring higher qualifications or certification or another spoken language, the Employer shall give consideration to employees who do not possess the required qualifications, but are preparing for qualification prior to filling of a vacancy. Such employees will be given an opportunity to qualify within a reasonable length of time and to revert to their former positions if the required qualifications are not met within such time.

(f) Transfers

By mutual agreement between the Employer and the Union, an employee may be transferred from one position to another in the same classification within the school district:

- (i) if it is considered the employee can better serve the Employer in the new situation, or it is proven that a move will be beneficial to the employee;
  - (ii) an employee may be temporarily transferred for training in an appropriate school.
  - (iii) in cases where there is a duty to accommodate or findings of workplace harassment or bullying.
- (g) No job postings shall occur during the months of July and August. The Union agrees that the Employer may fill any vacancies during this period on a temporary basis, subject to posting in September.

Notwithstanding the above, by agreement with the Union, vacancies in July and August may be posted for ten (10) days commencing July 15 or August 15. Absent employees shall be notified through the district email of the vacancy. Faxed and emailed applications will be acceptable. Employees who, for good reason, can demonstrate they were unable to be aware of such posting shall be eligible to apply in September.

### **ARTICLE 13: GRIEVANCE PROCEDURE**

- (a) The Employer shall recognize up to seven (7) Shop Stewards and Union Executive members appointed or otherwise selected by the Union bargaining unit, whose duties shall be to investigate and to attempt to settle disputes and process any grievance in accordance with the grievance procedure.
- (b) The Union shall notify the Employer, in writing, of the name of each Union Executive member and Shop Steward before the Employer shall be required to recognize them.
- (c) The Union Executive and Shop Stewards selected according to (a) hereof, shall not change so long as they remain employees or until their successors are chosen.
- (d) In order that the work of the Employer shall not be unreasonably interrupted, the Shop Steward shall not leave work without obtaining permission of their supervisor, which permission shall be given within an hour.
- (e) Should a dispute arise between the Employer and any employee(s) or the Union regarding the interpretation, meaning, operation, or application of this Agreement, including any questions as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, or should any other dispute arise, an earnest effort shall be made to settle the dispute in the following manner:

**Step 1:** The aggrieved employee(s), together with the Shop Steward shall meet to attempt to settle the grievance with the employee's supervisor within sixty (60)

days of the date of the incident causing the employee's concern or the date the employee first became reasonably aware of the incident. The supervisor shall attempt to resolve the dispute within five (5) working days of being advised of the grievance.

**Step 2:** Failing satisfactory settlement of the grievance after the completion of Step 1, the Union will submit to the Secretary-Treasurer or designate within ten (10) working days, a written statement of the particulars of the complaint and the redress sought. In an attempt to resolve the dispute a meeting shall be held with the Secretary-Treasurer or designate and the Union within five (5) working days of receipt of the written grievance. In any event, the Secretary-Treasurer or designate shall render the Employer's written decision within seven (7) working days after the meeting.

**Step 3:** Failing satisfactory settlement of the grievance being reached after completion of Step 2, the Union will notify the Employer in writing of their intention to further the grievance within ten (10) working days. A meeting of the Employer Committee and the Union shall be held within five (5) working days after receipt of such notice. The Secretary-Treasurer or designate shall render the Employer's written decision within seven (7) working days after the meeting.

**Step 4:** Failing a satisfactory settlement of the grievance after the completion of Step 3, either party to this Agreement may refer the dispute to Arbitration within twenty (20) working days.

- (f) Where a dispute involving a question of general application or interpretation occurs, Step 1 of this Article may be bypassed.
- (g) Replies to written grievances shall be in writing at all stages.
- (h) Grievances settled satisfactorily within the time allowed shall date from the time that the grievance was filed.
- (i) The Employer shall supply the necessary facilities for the grievance meetings.
- (j) Where the Employer alleges that the Union is in violation of any provision of the Agreement, the Employer may file a grievance to the Secretary of the Union within thirty (30) days. The parties shall, if requested, meet to discuss the matter within ten (10) days. Failing satisfactory settlement being reached, the matter may be referred to arbitration in accordance with Article 14.

#### **ARTICLE 14: ARBITRATION**

- (a) **Sole Arbitrator**  
When either party requests that a grievance be submitted to arbitration, the request shall be made in writing addressed to the other party of the Agreement. Within five (5) working days thereafter the parties shall select a sole arbitrator. If the parties cannot agree on the

selection of an arbitrator the appointment shall be made by the Director of the Arbitration Bureau upon the request of either party.

(b) Board of Arbitration

By mutual agreement, the parties may elect to use a three (3) person Board of Arbitration. Within five (5) days thereafter each party shall name an arbitrator to an Arbitration Board and notify the other party of the name and address of its appointee.

If the recipient of the notice fails to appoint an arbitrator, or if the two appointees fail to agree upon a chairman within five (5) days, the appointment shall be made by the Director of the Arbitration Bureau upon the request of either party.

(c) Arbitration Procedure

The Arbitrator or the Arbitration Board may determine their own procedure, but shall give full opportunity to all parties to present evidence and make representations to it. The decision of a majority shall be the decision of the Board.

(d) Arbitration Decisions

Arbitration decisions, whether of a sole arbitrator or of a board of arbitration, shall be final and binding on all parties, but in no event shall the Arbitrator(s) have the power to modify or amend this Agreement in any respect. Should the parties disagree as to the meaning of the decision, either party may apply to the Arbitrator(s) who heard the dispute to clarify the decision, which shall be done as soon as possible.

(e) Expenses

Each party shall pay:

(i) One half (1/2) the fees and expenses of a sole arbitrator OR

(ii) The fees and expenses of the arbitrator it appoints AND

(iii) One half (1/2) of the fees and expenses of the Chairperson.

(f) Amending of Time Limits

The time limits fixed in both the grievance and arbitration procedure may be extended by consent of the parties to this Agreement.

(g) Witnesses

At any stage of the grievance or arbitration procedure the parties may have the assistance of the employee(s) concerned as witnesses and any other witnesses, and all reasonable arrangements will be made to permit the conferring parties or the arbitrator(s) to have access to any part of the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.

(h) Alternate Dispute Resolution

Grievances may be submitted to alternate dispute resolution provisions of the Labour Relations Code, including expedited arbitration, in accordance with the requirements of the

Code. Such decisions shall be of no precedential value unless agreed to by the parties. Costs of the mediator/arbitrator shall be shared equally between the parties.

## **ARTICLE 15: DISCIPLINE**

(a) Union Assistance

An employee shall have a Steward present when subject to reprimand requiring written documentation of any form or more serious discipline. Should the employee choose, the Steward shall leave the meeting. Copies of all formal discipline letters shall be provided to the Union within five (5) days.

(b) Discharge Procedure

(i) The Employer shall not dismiss or discipline an employee bound by this agreement except for just and reasonable cause. When an employee is discharged or suspended, they shall be given the reason in the presence of a Steward. Such employee and the Union shall be advised promptly in writing by the Employer of the reason for such dismissal or suspension.

(ii) An employee considered by the Union to be wrongfully or improperly discharged or suspended shall be entitled to a hearing under Article 13, Grievance Procedure. Step 1 of the Grievance Procedure shall be omitted in such cases.

(iii) Should it be found upon investigation that an employee has been improperly suspended or discharged, such employee shall be immediately reinstated in their former position without loss of seniority rating, and shall be compensated for all time lost in an amount equal to normal earnings during the pay period next preceding such discharge or suspension, or by any other arrangement as to compensation which is proper and equitable in the opinion of the parties or in the opinion of the Board of Arbitration if the matter is referred to such a Board.

(c) Clearing of Records

Provided there have been no further offences any reference to discipline shall be removed from an employee's file after twenty-four (24) months.

(d) Access to Files

All employees shall have the right to review their personnel files in the presence of an Employer representative during regular office hours. Reasonable requests for photocopies of documents in the file shall be supplied by the Employer.

## **ARTICLE 16: HOURS OF WORK**

(a) Hours of Work

(i) Bus Drivers, Maintenance Workers and Custodians

The normal work week shall consist of five (5) eight-hour days or forty (40) hours from Monday to Friday inclusive.

- (ii) Office Employees, Education Assistants and Aboriginal Support Workers  
The normal work week shall consist of five (5) seven-hour days or thirty-five (35) hours from Monday to Friday inclusive.

- (iii) Days of Rest  
Notwithstanding any other provisions of this Agreement, those employees who of necessity regularly work on Saturday and Sunday shall have as rest days two other consecutive days of the week. In such event, Saturday and Sunday shall be considered working days and overtime rates will not apply excepting for the time worked in excess of the normal work day. Their days off shall be considered as Saturday and Sunday for overtime provision purposes. Weekend shifts shall only be established where and when required for climatic or educational requirements.

- (b) Working Schedule  
The Employer agrees, in consultation with the Union, to set forth the working schedule of each department, hereinafter referred to as the "Work Schedule". The schedule shall be deemed to constitute Schedule "B" of this Agreement.

- (c) Minimum Hours  
In the event of an employee starting work in any day and being sent home before they have completed four (4) consecutive hours, they shall be paid for four (4) hours.

The four (4) hour minimum does not apply to:

- (i) Bus drivers called in for one-half (1/2) of the regular school day run, or for an extra trip assignment of a minimum of two (2) hours per day.
- (ii) Noon hour/bus supervisors who work a minimum of one (1) hour per day.

Consecutive hours do not apply to:

- (i) Bus drivers
- (ii) First Nations EA at the Native Tutorial Program at 6 Mile.
- (iii) Other positions by mutual agreement.

- (d) Break Periods  
All employees shall be permitted a fifteen (15) minute rest period both in the first half and the second half of a shift.

## **ARTICLE 17: OVERTIME**

- (a) Overtime Rates on Weekdays  
All time worked beyond the normal work day shall be deemed to be overtime. Overtime shall be paid for at the rate of time and one-half for the first two (2) hours and double time after two (2) hours in any one day or shift, Monday to Friday.

(b) Overtime Rates on Saturdays, Sundays and Holidays

Time worked on an employee's first day of rest (normally Saturday) shall be paid at time and one-half the standard rate of pay for the first two (2) hours worked and double time for every hour worked thereafter. All time worked on an employee's second day of rest (normally Sunday) shall be paid at double the standard rate of pay for every hour worked. Any employee who is required to work on a holiday shall be paid at the rate of double their standard rate of pay for every hour worked, in addition to regular holiday pay.

(c) Bus Drivers

For overtime worked on normal working days or on days of rest, bus drivers shall be paid as follows:

- (i) Driving - at appropriate overtime rates;
- (ii) Waiting Time - at straight time rates except for eight (8) hours' sleeping time and one (1) hour per meal which shall be without pay;
- (iii) On a day where no driving and only waiting time occurs, a maximum of eight (8) hours at straight time.

Bus drivers' necessary trip expenses will be paid at full cost on presentation of paid receipts.

- (d) The parties hereby agree that, notwithstanding the provisions of this Article, employees shall be permitted to accumulate overtime credits in lieu of cash payment, such leave to be equal to the appropriate overtime cash rate.

Such leave shall be taken at times mutually agreed between the Employer and the employee and shall not interfere with the efficient operation of the school district.

This clause shall be administered as follows:

- (i) Overtime worked must be at the direct request of the non-bargaining unit supervisor or designate or established procedure. e.g. call outs.
- (ii) The amount of overtime credits which may be banked at any one time shall be a maximum of fifteen (15) of the employee's regular assigned working days from July 1 to June 30.
- (iii) Banked overtime credits may be taken as a lump sum payment or mutually agreed time off in lieu of regularly scheduled shifts and shall be paid at the applicable earned rate.
- (iv) Requests for withdrawal from the overtime credit bank must be made to the appropriate supervisor on the prescribed form in writing not less than ten (10) working days prior to the time period the employee wishes to take. If in not less than five (5) working days "best effort" basis to process will apply.

- (v) Banked overtime credits not cleared by December 31<sup>st</sup> in any calendar year shall be paid at the applicable earned rate
- (e) Minimum Call-Back Time  
Every employee who is called out and required to work in an emergency outside their regular working hours shall be paid for a minimum of two (2) hours at overtime rates and shall be paid from the time they leave home to report for duty until the time they arrive back upon proceeding directly from work.
- (f) Overtime During Layoffs  
There shall be no extended amount of overtime worked in any operation while there are employees on layoff in the same or similar type of operations and who are qualified to perform the available work.

#### **ARTICLE 18: DIFFERENTIAL PAY**

Graveyard Shift - fifty cents (50¢) per hour. Shift to be defined in Schedule "B" of this Agreement.

#### **ARTICLE 19: HOLIDAYS**

- (a) All regular employees (twelve (12) months or less) shall receive one (1) day's pay for not working on the following holidays:

Good Friday \*  
Easter Monday \*  
Christmas Day \*  
Boxing Day \*  
New Years Day \*  
Family Day\*\*\*  
Labour Day \*\*  
Canada Day \*\*\*  
Thanksgiving Day \*\*\*  
Victoria Day \*\*\*  
British Columbia Day \*\*\*  
Remembrance Day \*\*\*

or any other day proclaimed by the Federal or Provincial Government as a holiday.

All regular employees shall receive one (1) day Floating Holiday. The scheduling of this day shall be by mutual agreement.

\* All regular employees shall receive these statutory holidays unless they were on an unpaid leave of absence for more than fifteen (15) of the previous thirty (30) working days.

\*\* All regular employees shall receive the Labour Day statutory holiday so long as they work during the week prior to the stat. In-service training will not be considered as work for the purposes of Labour Day entitlement.



\*\*\* All regular employees shall receive these statutory holidays so long as they work in their regular position, or a temporary position, for at least fifteen (15) of the previous thirty (30) working days.

- (b) When any of the aforementioned holidays fall on a normal non-working day and no other day is declared in substitution thereof, employees shall receive a day off work in lieu of the holiday, at the regular rate of pay; such day off to be taken at the discretion of the Department Head concerned.
- (c) All temporary employees and regular employees on lay-off doing temporary work shall receive 5% of straight time earnings in each pay period in lieu of statutory holidays unless they post into a temporary position in which case they are paid the statutory holidays as if they held a regular position.

## **ARTICLE 20: ANNUAL VACATIONS**

### **(a) Regular Twelve (12) Month Employees**

Every employee who has been on the seniority list for at least one (1) year as at June 30 shall be granted a period of vacation with pay as provided below:

After 1 year seniority as at June 30 - 3 weeks

After 7 years seniority as at June 30 - 4 weeks

After 15 years seniority as at June 30 - 5 weeks

After 15 years seniority as at June 30, add one (1) day vacation per year.

Any employee who has been on the seniority list for less than one (1) year as at June 30 shall be granted vacation with pay at the rate of one and one-quarter (1 1/4) working days for each completed month of seniority but the total allowed shall not exceed fifteen (15) working days.

- (b) When an employee is on an approved leave of absence without pay, layoff or Long Term Disability, vacation entitlement earned during this period shall be reduced by one-twelfth (1/12) for each month or major portion thereof of such leave.
- (c) **Holidays During Vacations**  
If a statutory or declared holiday falls or is observed during an employee's vacation period, they shall be granted an additional day's vacation for such holiday in addition to regular vacation time.
- (d) **Sick during Vacations**  
When an employee who is on vacation becomes sick, requiring medical attention as attested to by a doctor's certificate, requires hospitalization, or experiences a bereavement as outlined under Article 22 (e), they shall be entitled to use either sick leave (for all days of hospitalization and/or confinement to home or the equivalent place of residence) or bereavement leave and have that proportion of vacation leave reinstated.

(e) Preference in Vacations

Annual vacation earned to last working day of June each year is to be scheduled during the following twelve (12) month period. Vacations may be arranged by mutual agreement in any month of the year subject to operational requirements. In the event of conflict between employees' preferences, the choice shall be determined by seniority. Unused vacation will be banked up to a maximum of ten (10) days. Any excess vacation owing but not taken as of last working day of June will be paid out on the next payroll. Employees with accrued vacation banks will be able to take them as time off until the last working day of June 2016; after that point any unused vacation will be paid out on the next payroll.

(f) Regular Less Than Twelve (12) Month Employees

Regular less than twelve (12) month employees and temporary employees on the seniority list shall receive vacation pay each pay period in accordance with the following formula:

Less than one (1) year of seniority as at June 30  
- six (6%) percent of bi-weekly earnings.

After one (1) year of seniority as at June 30  
- six (6%) percent of bi-weekly earnings.

After seven (7) years of seniority as at June 30  
- eight (8%) percent of bi-weekly earnings.

After fifteen (15) years of seniority as at June 30  
- ten (10%) percent of bi-weekly earnings.

After fifteen (15) years of seniority - effective July 1, 1993, after fifteen (15) years seniority as at June 30, add one (1) day vacation per year. This additional day will be reflected as a percentage of bi-weekly earnings.

These employees shall have the option of receiving vacation with pay during Christmas break, spring break, summer break, and in-service days they are not scheduled to work up to the maximum amount accrued. Employees wishing to exercise this option shall declare their intent to payroll by June 1<sup>st</sup> for the following school year.

(g) Any temporary employee not on the seniority list shall be paid each pay period four percent (4%) of bi-weekly earnings in lieu of vacation.

(h) An employee leaving the service at any time in the vacation year before receiving vacation shall be entitled to a proportionate payment of salary or wages in lieu of such vacation. When an employee dies, their estate shall be credited with the value of vacation credits owing.

**ARTICLE 21: SHORT TERM DISABILITY PROGRAM**

(a) Rate of Payment

Where a regular employee is unable to work due to illness, disability, quarantine or an accident for which compensation is not payable under the Workers' Compensation Act,

they shall receive 100% pay for the first six (6) working days for ten (10) month employees and for the first 7 (seven) working days for twelve (12) month employees absences in any one year. After the sixth day (10 month employees) and seventh day (12 month employees) the employee shall receive 66 2/3% of their regular pay for a period not to exceed 180 calendar days from the first day of the last absence. Employees who use all or part of their six (6) (10 month employees), seven (7) (12 month employees) working days in a year shall have the entitlement reinstated in the following year.

(b) Use of Credits

Sick leave credits accumulated under the former sick leave plan shall be frozen as of June 30, 1987. Employees who have earned such credits shall use their credits to supplement 33 1/3% of a day's accumulated credit to each day of absence, thereby receiving 100% pay to the extent of accumulated credits or 180 calendar days, whichever is the lesser. Credits may not be used while on the long term disability program but will be retained for future use on return to work. All sick leave credits are cancelled upon termination of employment.

(c) Year

For the purposes of the above clauses, a year is defined as the twelve (12) month period from July 1 to June 30.

(d) Proof of Illness

An employee may be required to produce a certificate from a duly qualified practitioner for any illness certifying that such employee is unable to carry out their duties due to such illness.

The Employer shall reimburse employees for the reasonable cost paid to the physician when the School District requires the employee provide a physician's note. (As per V. Ready Consent Order – May 8, 2006)

(e) Sick Leave During Absence

Employees shall not be entitled to payment under this article while on leave without pay, layoff or long term disability.

(f) Sick Leave Allowance Records

A record of all unused sick leave allowance will be kept by the Employer. The Employer shall advise each regular employee annually of the amount of their accumulated sick leave allowance. Any regular employee is to be advised, on application, of the amount of their sick leave allowance.

(g) (As per V. Ready Consent Order – May 8, 2006)

Subrogation

Where an employee is paid Short Term Disability Benefits by the Employer while absent from employment by reason of a disability other than one for which the employee would be entitled to receive Workers' Compensation pension and/or benefits, and the employee subsequently recovers by way of court action or settlement of an insurance claim, such

wages or any part thereof, then the employee shall pay the amount so recovered after legal fees to the Employer, to a maximum of the amount paid by the Employer.

#### **ARTICLE 21 A: LONG TERM DISABILITY PROGRAM**

- (a) All regular employees shall participate in a mutually-agreed long term disability plan. The Employer shall pay the full cost of the required premium.

The mutually-agreed plan shall provide 66 2/3% of salary and shall commence 180 calendar days after disability. The plan shall be fully integrated and shall be subject to such other conditions as the plan carrier shall require.

- (b) Employees shall retain employee status while on the long term disability program but shall only be entitled to the following provisions of the agreement:

- i. Article 10(d)
- ii. Article 30(a)
- iii. Article 30(b), (c) (d), (f), and (g).

#### **ARTICLE 22: LEAVE OF ABSENCE**

- (a) Union Leaves

- (i) For Union Business

Where permission has been granted to representatives of the Union to leave their employment temporarily to meet with the Employer with respect to negotiations, grievances, safety or labour-management matters, they shall suffer no loss of pay for time so spent.

- (ii) Union Conventions

The Employer shall grant leaves of absence without pay to not more than three (3) employees to represent the Union at Union conventions, to attend Union seminars or to carry on other Union business, provided that the total leave per year to any employee shall not exceed thirty (30) days and provided that adequate replacements are available.

- (iii) Leave for Union Officers

Any employee who is elected or selected for a full-time position with the Union or any body with which the Union is affiliated, or who is elected to public office shall be granted leave of absence without pay by the Employer for a period of one (1) year. Such leave shall be renewed each year during their term of office. Seniority shall continue to accrue during such leave. On return to work an employee shall be placed in their former position if possible or a similar position.

The Employer shall grant leave without pay to the President, Vice-Presidents or Secretary-Treasurer of Local 5523 to carry out necessary Union business providing adequate replacements are available.

(iv) Reimbursement

When Union representatives are on Union leave without pay they shall continue to receive their pay directly from the School District as if they were at work. The Union shall reimburse the District for time spent by the employee on unpaid Union leave at the employee's hourly rate as per Wage Schedule "A" in the Collective Agreement. An additional compensation top up of twenty-four percent (24%) applied to the hourly rate shall be paid by the Union for benefit costs. This rate shall be reviewed and may be adjusted by mutual agreement to reflect actual benefit costs at the beginning of each collective agreement, such agreement not to be unreasonably withheld.

(b) Bereavement Leave

A regular employee shall be granted a maximum of five (5), if necessary, regularly scheduled work days leave without loss of salary or wages in the case of the death of a parent, spouse, sister, brother, child, grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law. Reasonable leave of absence shall be granted for travel and estate affairs without pay.

(c) Pallbearer Leave

Up to one (1) day to a maximum of three (3) days per year shall be granted without loss of salary or wages to a regular employee to attend a funeral as a pallbearer, provided such employee has the approval of their supervisor or department head.

(d) Compassionate Leave

Where a regular employee makes written application for compassionate leave because of serious illness or injury within their family (employee's spouse, or the parents, children and grandchildren of the employee and/or spouse) and where such leave is approved by the Employer, leave of absence with pay up to a maximum of twelve (12) days per year will be granted. The employee may be required to produce a certificate from a duly qualified medical practitioner as proof of such illness in their family.

(e) Jury Duty

A regular employee required to serve as a juror or obey a subpoena as a court witness shall be granted leave with pay. The employee shall give proof of such required service and shall pay to the Employer any fees received for such service.

(f) Pregnancy/Parental Leave

Employees shall be granted pregnancy/parental leave in accordance with provisions of the British Columbia Employment Standards Act.

(g) General Leave

Provided that adequate replacements are available, the Employer may grant leave of absence with or without pay, for good and sufficient reason acceptable to the Employer. Requests for such leave shall be made in writing. Requests for extended pregnancy/parental leave or adoption leave will be considered under this clause.

- (h) Paternity Leave  
A regular employee shall be granted necessary time with pay to take his wife to a hospital, return her home from hospital, or attend the birth of the child. Such leave shall not exceed one (1) day and may be taken in two (2) half days.
- (i) Leave Requests in Writing  
All leave requests under this article shall be in writing and shall give reasonable notice to the Employer considering all the circumstances of the leave. In cases of emergency the written leave request may be submitted retroactively.
- (j) Care of Immediate Family Member  
An employee will receive one day with pay where nobody but the employee can provide for care of an immediate family member residing with the employee who is ill. An additional two days with pay may be granted for exceptional situations based on reasons satisfactory to the Employer.
- (k) Transport of Family Members  
Employees shall be granted one-half (1/2) days leave up to two (2) times per year to transport a family member to and/or from the hospital or outpatient medical facility. This leave shall be reduced from available Short Term Disability under Article 21(a).
- (l) Ethno-Cultural and Religious Leave  
Where established ethno-cultural or religious practices provide for ceremonial occasions, the Employer may grant up to five (5) days leave without pay per calendar year. Such leave is to be requested in writing and shall give reasonable notice to the Employer considering all the circumstances of the leave. Leave applications shall not be unreasonably withheld.

## **ARTICLE 23: PAYMENT OF WAGES AND ALLOWANCES**

- (a) The indication of a job and accompanying wage rate in the Wage Schedule shall not bind the Employer to create or fill any job.
- (b) Pay Days  
The Employer shall pay salaries and wages every second Friday in accordance with Schedule "A" attached hereto and forming part of this Agreement. On each pay day each employee shall be provided with an itemized statement of their wages and deductions. Payment shall be made by way of deposit to the employee's bank.
- (c) Pay During Temporary Transfers  
If an employee substitutes on any job during the absence of another employee or performs duties of a higher classification, they shall receive the rate for the job or their regular rate, whichever is the greater.
- (d) Automobile Allowance  
Employees shall not be required to supply a vehicle to perform their duties as a condition of employment. Where an employee is requested by the Employer to use a private

automobile to carry out their duties, however, they shall be paid an allowance at the current Board rate as amended from time to time.

Mileage to and from the employee's place of residence shall be payable under this provision if such mileage is incurred when the employee is required by the Employer to use a private automobile to carry out duties during a special "call-out" outside of the employee's regular hours of work.

#### **ARTICLE 24: JOB CLASSIFICATION AND RECLASSIFICATION**

When the duties in any classification are changed or when any position not covered by Schedule "A" is established during the life of this Agreement, the rate of pay shall be subject to review and rating by the Job Evaluation Maintenance Committee in accordance with Letter of Understanding # 7.

#### **ARTICLE 25: SUPPLEMENTATION OF COMPENSATION AWARD**

An employee prevented from performing their regular work with the Employer on account of an occupational accident arising out of their employment with the school district, that is recognized by Worksafe BC as compensable within the meaning of the Act, shall receive from the Employer the net pay an employee would receive while at work. The employee shall be required to deposit or have deposited by Worksafe BC their benefit payments with the Employer. This entitlement shall continue as long as the employee retains their status as an employee and shall not prejudice the Employer's review of that status.

#### **ARTICLE 26: CHANGES THROUGH MECHANIZATION AND TECHNOLOGY**

No regular employee shall be dismissed because of mechanization, or technical change unless, through discussion between the Employer and the Union, agreement has been reached.

In the event that the Employer should introduce any technological methods or mechanization which require new or greater skills than are possessed by an employee under the present method of operation such employee shall, at the expense of the Employer, undergo a period of training, during which time the employee will have the opportunity of becoming fully qualified. Prior to entering into the training period, discussion shall take place between the parties to this Agreement in order to determine the manner and method of replacing the employee while undergoing training and the job to which the employee may return should they be unsuccessful in the training.

#### **ARTICLE 27: SEVERANCE PAY**

If, as a result of the Employer ceasing all or part of the operations, or merging with another Employer, or if by reason of any changes in operating methods the Employer is unable to provide work for a displaced employee with five (5) or more years of service with no reduction in pay in a comparable class of work, the employee shall be given thirty (30) days' notice and severance pay on the basis of one (1) week's pay, at the regular rate of the position last occupied, for every year of completed service with the Employer.



## **ARTICLE 28: JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

The parties agree that the intent of this Agreement is to ensure that all employees shall have access to the Occupational Health and Safety Committee structure. The Joint Occupational Health and Safety Committee will be established and operated as outlined below:

- (a) Union representatives shall be employees at the workplace appointed by the Union, the Employer representatives shall be appointed by the Employer.
- (b) The committee will function in accordance with the Occupational Health and Safety Regulations, and will participate in developing a program to reduce risk of occupational injury and illness. All minutes of the meetings of the committee shall be recorded on a mutually agreed to form and shall be sent to the Union and the Employer.
- (c) Employees who are representatives of the committee shall not suffer any loss of basic pay for the time attending a committee meeting.
- (d) Committee meetings shall be scheduled during normal working hours whenever practicable. Time spent by designated committee members attending meetings held on their days of rest or outside their regularly scheduled hours of work shall not be considered time worked, but such committee members shall receive cash or equivalent time off at straight time.

## **ARTICLE 29: VIDEO DISPLAY TERMINALS**

Article deleted in 2012-2014 bargaining, heading maintained for numbering purposes.

## **ARTICLE 30: BENEFITS**

- (a) Pension Plan  
Regular employees shall participate in the existing plan in accordance with the terms of the plan and in any future plan that may be entered into by mutual agreement by the parties thereto.
- (b) Medical Insurance  
The Employer shall contribute ninety-five percent (95%) of the premiums for the Provincial Medical Services Plan for all regular employees.

In the case of absence for illness, the Employer contribution will be paid for a maximum of one (1) year from commencement of illness.

- (c) Extended Health Benefits  
The Employer shall contribute ninety-five percent (95%) of the premiums for the recognized extended health plans including eyeglass option (\$350 every two years), hearing aid option (\$1,000 for each five year period) for all regular employees. The Extended Health Benefit shall provide for no lifetime limit on aggregate group extended health care benefits.



In the case of absence for illness, the Employer contribution will be paid for a maximum of one (1) year from commencement of illness.

(d) Group Life Insurance

Regular employees shall participate in a mutually agreeable Group Life Policy and Accidental Death and Dismemberment Policy with the Employer paying ninety-five percent (95%) of the net monthly premium.

The benefits shall be as outlined below:

Group Life and A.D. & D Insurance

Amount: 2 times annual basic wages raised to the next higher even multiple of \$500, subject to a minimum amount of \$10,000.

(e) Retirement Benefits

- (i) Retirement shall be in accordance with the provisions of the Municipal Pension Plan.
- (ii) Upon retirement of an employee who is contributing to Municipal Pension Plan, he shall receive one (1) week's pay for every year of service with the Employer, provided that notice of such retirement is given to the Employer prior to January 1st in the year that retirement is to become effective. Failure to provide notice may result in delay of the payment until the following fiscal year.
- (iii) Upon retirement of an employee who is not contributing to Municipal Pension Plan, the employee shall be granted one and one-half (1 1/2) days' pay for every month of service with the Employer, provided that notice of such retirement is given to the Employer prior to January 1st in the year that retirement is to become effective. Failure to provide notice may result in delay of the payment until the following fiscal year.
- (iv) Payment of benefits in the preceding two paragraphs of this section is to be based on the rate of pay effective immediately preceding such retirement.
- (v) The benefits provided in this section shall apply only to employees with a minimum of eight (8) years' service with the Employer and shall extend to and include a maximum of twenty (20) years' service.
- (vi) Employees will be deemed to have retired if they resign after having attained age fifty-five (55). This shall be interpreted to mean that any such employee who is eligible shall receive the retirement benefits in Clause 30(e) at age 55, all other conditions being met.
- (vii) In the event of the death of an employee prior to retirement any benefit accrued under this provision shall be paid to those relatives of the employee, if any, who are directly dependent on the employee's salary for their livelihood.

- (f) Dental Plan  
The Employer shall contribute ninety-five percent (95%) of the regular monthly premiums of a mutually acceptable Basic Dental Plan for all regular employees participating.
- (g) Continuing Benefits  
The Employer will pay the costs of benefits (Extended health, dental, group life and MSP) for employees while on LTD and/or while on WCB including during any appeal period set out in either the LTD plan or the WCB appeal process, but not including any court action.
- (h) Employee Assistance Program  
The Employer shall contribute fifty percent (50%) of the regular monthly premiums for a mutually acceptable employee assistance program. Participation in the program shall be a condition of employment for all regular employees.
- (i) Regular employees who are employed on a half-time basis or more shall be eligible for all benefits provided by this Agreement as the conditions of the benefit contracts will permit or as specifically provided in benefit clauses.
- (j) Worksafe Occupational First Aid (Attendant Requirements)  
When Worksafe requires that an Occupational First Aid attendant is required at a facility an employee designated by the Employer shall be paid an additional forty-five cents (45c) per hour plus course fees. It is understood that the Employer may designate an employee other than a member of this bargaining unit.
- (k) The Employer shall continue its share of benefit premiums for an employee on pregnancy/parental leave.

### **ARTICLE 31: GENERAL CONDITIONS**

- (a) Proper Accommodation  
Proper accommodation shall be provided for employees to have their meals and keep their clothes.
- (b) Bulletin Boards  
The Employer shall provide bulletin boards in all shops and offices upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees. Such bulletin boards shall be placed in a prominent place for all employees to see.
- (c) Fire Insurance  
The Employer shall provide fire insurance covering the tools owned by employees while used in performance of their duties with the Employer.
- (d) Strike at Employer's Premises  
Employees shall not be required to cross picket lines established at the premises of the Employer or at firms with whom the Employer conducts business. However, essential services shall be maintained.

- (e) Instructional Courses  
The Employer agrees to pay the full cost of any course of instruction required by the Employer for any employee to better qualify the employee to perform their job.
- (f) Clothing Allowance  
All non-clerical employees, upon becoming regular employees, shall be provided with an initial issue of two pairs of trousers and three shirts. Thereafter an issue will be made on February 1st of each year of one pair of trousers and three shirts, an exception being painters to be provided with three trousers and three shirts. By mutual agreement, the type of clothing provided may be varied to suit particular circumstances. Where required, clerical employees and cafeteria workers shall be provided with smocks or other protective clothing.
- (g) Grant-Funded Projects  
The parties hereby agree that in the event of the Employer's intent to utilize any federal or provincial summer employment grant, the Union shall be notified of the particulars of the description of additional work to be performed. Within thirty (30) days thereafter the Union will agree to the project provided that no regular employee is laid off as a result of the hiring of a student. Layoff does not include the normal summer layoff of ten or eleven-month employees except where such employee qualifies for the grant and prefers to work. No rates of pay shall be less than that agreed upon in Schedule "A".
- (h) Access to Information  
Upon request to the Secretary-Treasurer or designate, and within ten (10) working days of the request, the Board will provide the Union with an up-to-date list of employees in the bargaining unit showing their names, addresses, phone numbers, email addresses and seniority date.

## **ARTICLE 32: PRESENT CONDITIONS AND BENEFITS**

All rights, benefits and working conditions which employees now enjoy, receive or possess as employees of the Employer shall continue to be enjoyed and possessed insofar as they are consistent with this Agreement but may be modified by mutual agreement between the Employer and the Union.

## **ARTICLE 33: SUBCONTRACTING**

- (a) The following provisions shall apply:

The Employer agrees that work or services presently performed or hereafter assigned to the collective bargaining unit, shall not be subcontracted, transferred, leased, assigned or conveyed, in whole or in part, to any other plant, person, company or non-unit employee excepting:

- (i) that the Employer reserves the right to subcontract the operations of school buses, provided the Union is notified at least six (6) months in advance and agreement is reached through negotiations between the parties to this Agreement, and,

- (ii) in instances where the Employer feels that any operation presently performed within the bargaining unit could be more efficiently performed in some other manner the Employer may, in consultation and by agreement with the Union, subcontract that particular operation.

#### **ARTICLE 34: TERM OF AGREEMENT**

This Agreement, unless changed by mutual consent of both parties, hereto, shall remain in effect for five years commencing July 1, 2014 through the period ending June 30, 2019 but shall not terminate at the expiration of that period unless notice in writing of the termination has been given by one party to the other party during the four (4) month period immediately preceding June 30, 2019. If no such notice is given, this Agreement shall remain in effect from year to year until termination by either party upon notice in writing to the other party during the four (4) month period immediately preceding the 30th day of June in any one year. If no agreement is concluded at the expiration of this Agreement and negotiations are continued, this Agreement shall remain in effect up to the time a subsequent agreement is reached or until negotiations are discontinued by either party.

**IN WITNESS WHEREOF** both parties hereto have executed this Agreement.

**SIGNED at Vernon, B.C.** this \_\_\_\_ day of December, 2014

SIGNED BY THE EMPLOYER

SIGNED BY THE UNION

\_\_\_\_\_  
L. Hill  
Secretary-Treasurer

\_\_\_\_\_  
M. Olsen  
President, CUPE Local 5523

\_\_\_\_\_  
Harry Nott, National Representative

# WAGE AND POSITION SCHEDULE "A"

July 1, 2014 – June 30, 2019

Job No.	Points	1-Jul-14	1-Jul-15	1-May-16	1-Jul-16	1-May-17	1-Jul-17	1-May-18	1-Jul-18	1-May-19
Fixed increase percentage			1.00%		0.50%	1.00%	0.50%	1.00%	0.50%	1.00%
Economic Stability Dividend				ESD		ESD		ESD		ESD
Pay Grade 1	257-297	17.70	17.88	17.88	17.97	18.15	18.24	18.42	18.51	18.70
Pay Grade 2	298-336	18.53	18.72	18.72	18.81	19.00	19.10	19.29	19.39	19.58
Pay Grade 3	337-376	19.40	19.59	19.59	19.69	19.89	19.99	20.19	20.29	20.49
Pay Grade 4	377-416	20.29	20.49	20.49	20.59	20.80	20.90	21.11	21.22	21.43
Pay Grade 5	417-456	21.19	21.40	21.40	21.51	21.73	21.84	22.06	22.17	22.39
Pay Grade 6	457-496	22.13	22.35	22.35	22.46	22.68	22.79	23.02	23.14	23.37
Pay Grade 7	497-536	23.08	23.31	23.31	23.43	23.66	23.78	24.02	24.14	24.38
Pay Grade 8	537-576	24.07	24.31	24.31	24.43	24.67	24.79	25.04	25.17	25.42
Pay Grade 9	577-616	25.07	25.32	25.32	25.45	25.70	25.83	26.09	26.22	26.48
Pay Grade 10	617-656	26.11	26.37	26.37	26.50	26.77	26.90	27.17	27.31	27.58
Pay Grade 11	657-696	27.16	27.43	27.43	27.57	27.85	27.99	28.27	28.41	28.69
Pay Grade 12	697-736	28.23	28.51	28.51	28.65	28.94	29.08	29.37	29.52	29.82
Pay Grade 13	737-776	29.34	29.63	29.63	29.78	30.08	30.23	30.53	30.68	30.99
<b>TRADES</b>										
Pay Grade 7T	497-536	25.33	25.58	25.58	25.71	25.97	26.10	26.36	26.49	26.75
Pay Grade 8T	537-576	26.31	26.57	26.57	26.70	26.97	27.10	27.37	27.51	27.79
Pay Grade 9T	577-616	27.32	27.59	27.59	27.73	28.01	28.15	28.43	28.57	28.86
Pay Grade 10T	617-656	28.35	28.63	28.63	28.77	29.06	29.21	29.50	29.65	29.95
Pay Grade 11T	657-696	29.40	29.69	29.69	29.84	30.14	30.29	30.59	30.74	31.05
Pay Grade 12T	697-736	30.47	30.77	30.77	30.92	31.23	31.39	31.70	31.86	32.18
Pay Grade 13T	737-776	31.60	31.92	31.92	32.08	32.40	32.56	32.89	33.05	33.38

**WAGE AND POSITION SCHEDULE "A"****July 1, 2014 – June 30, 2019**

<b>Title</b>		<b>Points</b>
<b>Pay Grade 1</b>		<b>257-297</b>
<b>Pay Grade 2</b>		<b>298-336</b>
111	Library Assistant	308
<b>Pay Grade 3</b>		<b>337-376</b>
227A	Payroll Support Clerk	337
108A	Meals Coordinator	351
339	Light Vehicle Operator/Mail Van Driver	352
110	Cafeteria Assistant	355
136	Student Supervisor	362
<b>Pay Grade 4</b>		<b>377-416</b>
202	School Secretary B - Office	380
202A	School Secretary - SS Discovery	380
254	TOC Dispatcher	380
303	Custodian - Regular	380
309A	Utility Grounds - Pesticide	394
213A	District Receptionist	397
247	District Secretary - First Nations	399
201	School Secretary A - Reception	400
221A	Clerk Typist/Inventory SET BC	407
346	Trades Helper	416
<b>Pay Grade 5</b>		<b>417-456</b>
206	Secretary C - Computerized Admin	419
338A	Pickup-Delivery Driver	419
238A	Accounts Payable Clerk	422
241	Comp Operator/Accounting Clerk	422
109	Cafeteria Coordinator	431
346A	Trades Helper/Utility Grounds	436
250	District Website Supporter	424
309	Utility Grounds Crew	432
<b>Pay Grade 6</b>		<b>457-496</b>
309C	Grounds Person 1	457
337	Heavy Equipment Op/Grounds Utility	457
236	Purchasing Clerk	467
307A	Painter - no ticket	475
338B	Pickup-Delivery Driver/Utility Grounds	479
135	Strong Start Coordinator	480

**WAGE AND POSITION SCHEDULE "A"****July 1, 2014 – June 30, 2019**

<b>Title</b>		<b>Points</b>
<b>Pay Grade 6</b>		
227	Payroll Clerk	480
305	Custodian I/C - w/o supervision	486
104	Education Assistant 1	487
118A	Education Assist. - Work Experience	487
116A	Education Assist - ASL Levels 5-7	488
116B		
269	District Secretary - Maintenance	492
251	District Secretary - Transportation	494
<b>Pay Grade 7</b>		<b>497-536</b>
244A	District Secretary - Ed Programs	504
244B	District Secretary - Curriculum	504
301	Custodian I/C - w/supervision	520
ASW101	Aboriginal Support Worker	524
104A	Secretary/EA - Crossroads	524
249	District Secretary - Teaching Personnel	524
341	Irrigation Worker - Maintenance	524
346B	Mechanical/Electrical Trades Helper	525
273	Senior Purchasing Clerk	535
<b>Pay Grade 8</b>		<b>537-576</b>
249A	District Secretary - Support Personnel	549
257	Tech Systems Support Clerk	549
104B	Education Assistant II	567
<b>Pay Grade 9</b>		<b>577-616</b>
107	Child Care Worker	590
116	Education Assist. - Language Facilitator	596
211	Secretary I/C - Elem no supervision	597
248	District Sec - International Programs	601
327	Bus Driver	602
328	Bus Driver - Special Needs	602
226A	Payroll/Benefits Coordinator	604
210	Secretary I/C - Elem with supervision	614
210A	Secretary I/C - Bilingual (Elementary)	614
<b>Pay Grade 10</b>		<b>617-656</b>
407	Electronic Service Technician	632
205	Secretary - Alternate Education	641
208	Secretary I/C - Secondary	641
319A	Mechanic I - no ticket	647

**WAGE AND POSITION SCHEDULE "A"****July 1, 2014 – June 30, 2019**

<b>Title</b>	<b>Points</b>
<b>Pay Grade 11</b>	<b>657-696</b>
232 District Accounting Coordinator	674
<b>Pay Grade 12</b>	<b>697-736</b>
<b>Pay Grade 13</b>	<b>737-776</b>
<b>TRADES</b>	
<b>Pay Grade 7T</b>	<b>497-536</b>
<b>Pay Grade 8T</b>	<b>537-576</b>
308 Trades - Painter	552
<b>Pay Grade 9T</b>	<b>577-616</b>
312 Trades - Carpenter	615
<b>Pay Grade 10T</b>	<b>617-656</b>
324 Trades - Benchman - Millshop	655
<b>Pay Grade 11T</b>	<b>657-696</b>
319 Trades - Mechanic	675
344 Trades - Millwright	675
316 Trades - Electrician	676
320 Trades - Plumbing/Heat/Gas Fitter	676
314 Trades - Welder	695
<b>Pay Grade 12T</b>	<b>697-736</b>
326 Trades - Carpenter/Benchman	705
<b>Pay Grade 13T</b>	<b>737-776</b>

---



## **BUS DRIVERS**

Bus driving shall be considered as four (4) hours per day whether or not actual driving time amounts to this number of hours; however, any bus driver may be regularly assigned to a driving schedule of five (5), six (6), seven (7), or eight (8) hours per day provided the Employer's notice of intention to change the regular schedule is given to the employee not less than one (1) week prior to the effective date of the new schedule. All regularly-assigned driving schedules shall include thirty (30) minutes of preparation time per day including pre-trip and post-trip inspections, fuelling, bus sweep out, and all necessary communications and paperwork. Any abnormal extensions to a route are to be recorded on the time sheet.

When a driver's day is broken into two (2) parts, they shall be paid a minimum of two (2) hours for each part, for a total of four (4) hours. When a driver's day is broken into three (3) parts, they shall be paid a minimum of two (2) hours for each part, for a total of six (6) hours. When a driver is called back to work they shall be paid a minimum of two (2) hours at overtime rates.

Bus drivers' necessary trip expenses will be paid at full cost on presentation of paid receipts.

## **LEADHAND**

The Leadhand must be designated by the Supervisor or their Assistant. However, an employee shall not be considered as responsible for persons working with them unless they are designated as the Leadhand.

A ten percent (10%) premium will be paid to any employee who is appointed or assigned to be a leadhand. The 10% premium is to be calculated on the employee's classification that they hold, pursuant to Schedule "A" of the collective agreement. Once the 10% premium is calculated, the premium is to be added to the employee's existing rate of pay for the hours assigned as leadhand.

## **CASUAL CLERICAL RATE**

A casual clerical employee who replaces a regular employee will be paid at the dispatched rate.

A casual clerical employee who replaces a regular employee in the same position for more than five (5) consecutive days shall be paid thereafter at the rate of the incumbent.

In the event that an employee accumulates 10 or more days of relief work in a position having the same job title within a year, the employee shall be paid the appropriate rate for the job thereafter.

An employee shall not be removed from a casual assignment except as provided elsewhere in this agreement while the absence of the incumbent continues.

## **SCHEDULE "B"**

This Schedule is written pursuant to Article 16(b) of the Agreement and any changes in the Schedule shall be determined by the Employer only after consultation with the Union.

July and August:

8:00 a.m. - 5:00 p.m. all employees one (1) hour off for meal

24-Hour Coverage:

11:00 p.m. - 7:00 a.m., half (1/2) hour off for meal

7:00 a.m. - 4:00 p.m., one (1) hour off for meal

3:00 p.m. - 11:00 p.m., half (1/2) hour off for meal

Graveyard Shift:

11:00 p.m. - 7:00 a.m., half (1/2) hour off for meal

Morning Shift:

7:00 a.m. - 3:30 p.m., half (1/2) hour off for meal

Afternoon Shift:

3:00 p.m. - 11:00 p.m., half (1/2) hour off for meal

One-Man Schools & Split Shifts:

Shifts to be worked eight (8) hours in a twelve (12) hour period and shall be limited to two (2) parts.

A break of up to one (1) hour for a meal is not a break that creates a split shift.

Maintenance Employees:

8:00 a.m. - 4:30 p.m., half (1/2) hour off for meal

School Clerical Employees:

Seven (7) consecutive hours between  
7:30 a.m. and 4:30 p.m., one (1) hour off for meal

Board Office Employees:

8:30 a.m. - 4:30 p.m., one (1) hour off for meal

Hours of work may be changed by mutual agreement of the parties hereto so as to provide for a one-half (1/2) hour lunch period.

Bus Drivers:

To be arranged according to requirements of the route and other duties, but in no event to extend over a period longer than thirteen (13) hours.

LETTER OF UNDERSTANDING

BETWEEN:  
THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:  
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

**1. APPRENTICESHIP PROGRAM**

CONDITIONS:

1. Initial selection as an apprentice under this program will be through a joint union/management committee comprised of two (2) representatives each.
2. Notwithstanding Article 10, the apprentice will be given first opportunity at work in the apprentice's trade.
3. School District No. 22 (Vernon) will authorize leave without pay to the apprentice for the purpose of attending full-time courses required under the apprenticeship program.
4. School District No. 22 (Vernon) is under no obligation to provide the graduate apprentice a job as a journeyman.
5. The starting rate of pay will be 25 cents less than the prevailing Helper and Groundsman rate and will rise to the journeyman rate in accordance with the apprenticeship contract's sliding scale.
6. All other terms and conditions to this program will be governed by the apprenticeship contract and the current Collective Agreement.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

**2. ARTICLE 33**

When the union alleges that Article 33 has been violated as a result of school based decisions, the Union will present the Secretary-Treasurer with the outcome of its investigation. The Secretary-Treasurer will reply to the union's allegations in writing within 5 working days informing the union of action taken.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

**3. Vince Ready 2004 Award**

Notwithstanding any other provision in the Collective Agreement the Board may tender capital projects, consistent with the Vince Ready decision of February 02, 2004.

Both parties recognize the value parent volunteers have within the school system.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

## LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(OKANAGAN VALLEY SCHOOL EMPLOYEES UNION)

### **4. EDUCATION ASSISTANTS (EA)**

1. EAs with primary responsibilities in the following categories or programs are not eligible for postings between the second week in September and the last Friday in June:

Resource Rooms  
Physically Dependent/Deaf Blind  
Low incident needs students

Notwithstanding the above, there may be students in other categories where the EA change will be a serious disruption and detrimental to the student. In these instances the Board designate and the Union designate shall review whether the EA has a primary responsibility with an identified student and thus will not be eligible for postings during the school year.

For the purposes of this Letter of Understanding, primary responsibility is identified as an EA whose assignment is 70% or more with an identified student.

In the event that an employee disputes their primary assignment is 70% or more, the following process shall apply:

The Secretary-Treasurer's designate and a Union representative shall meet to review and resolve the matter.

If the Secretary-Treasurer's designate and the Union representative cannot resolve this matter it will be subject to the grievance procedure as provided in Article 13.

2. EA positions that become available or vacant between the last Friday in June and a posting meeting held during the first week of school shall be filled as follows:
  - 2.1 Positions vacant will be filled on the basis of seniority providing necessary qualifications by those present at the meeting.

2.2 Vacancies resulting shall be filled from those present at this same meeting or filled subsequently by temporary appointment.

3. New postings created after the first week of school will be filled on a temporary basis until the end of that school year. If these new postings are determined to be ongoing positions for the subsequent school year they will be posted and filled in the usual manner prior to the last Friday of June.

EAs, other than those identified in #1 above, may apply for postings which would increase their number of hours per week or increase the rate of pay.

4. Staff changes that become necessary during the school year will be dealt with through transfers initiated by the Board in the following manner:

4.1 When a work location identifies a CUPE employee as not required at that location the employee will be so informed.

4.2 Prior to initiating a reassignment, the Board will provide the employee with an opportunity to indicate preferences to be considered for any available positions within the same classification for which that employee is qualified.

4.3 If there are no available positions within the same classification or at the same or greater number of hours, the Board may reassign the employee to another work location at the same classification and at the same or greater number of hours or to the casual list.

Due to valid concerns, should the employee find none of the choices to be acceptable, the following procedures will apply:

4.4 A Joint Committee will be struck to assess the validity of the employee's concerns and to discuss further options.

4.5 Should the Joint Committee not agree, the disagreement shall be referred to Article 13 Grievance Procedure, Step 3.

4.6 Failing resolution of Article 13, the matter will be referred to Article (14h) Expedited Arbitration.

5. Temporary vacancies where the term of the vacancy is uncertain (... or upon return postings). Should the incumbent return to work during the school year, the Board will place the temporary EA in a position guaranteeing the same number of hours per week as their regular posted EA position. This guarantee will be to a maximum of 3420 hours for the school year. When the maximum of 3420 hours is reached, the EA will be placed on the casual list. Subsequent vacancies will not be posted until displaced EAs have been assigned.

6. No provision of this clause is intended to prevent EAs from posting into other full or part time positions in other classifications at any time.
7. In the event that an employee disputes the temporary nature of position posted during the school year, that designation as temporary and the restriction noted in Subsection 1 above, will be subject to the grievance procedure as provided in Article 13.
8. The parties shall meet when deemed necessary by either party to review the terms of clause 1 above.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523



LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

**5. DEFERRED SALARY LEAVE PLAN – NON TEACHING STAFF**  
**(Board Policy 7.4.0)**

The parties agree that the Board Policy and Procedure 7.4.0 - Deferred Salary Leave Plan for Non-Teaching Staff be changed to permit a 6 month leave of absence, subject to Revenue Canada approval.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

## LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)  
AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

### **6. JOINT JOB EVALUATION MAINTENANCE PROCEDURES**

All newly created or revised jobs shall be referred to the Joint Job Evaluation Committee for review and rating. The Maintenance Procedure will be used to maintain the Job Evaluation Plan in the following instances:

#### **1. Joint Job Evaluation Committee**

- 1.1 The parties shall each appoint four (4) members to the Joint Job Evaluation Committee.
- 1.2 The terms of reference of the Committee shall be as set out in this Letter of Understanding.
- 1.3 The Committee shall meet as required to carry out its tasks. Evaluations of positions under section 2 Evaluations and section 3 Appeal Procedures shall be completed within one month of submission under sections 2.1.2, 2.2.1 or 3.1.1 as the case may be.
- 1.4 A Committee member shall be excused from rating his or her own job, the position of a direct subordinate, or any employee where the rating of that job may place them in a conflict of interest.

#### **2. Evaluations**

##### **2.1 Creating of a new position**

- 2.1.1 It is the responsibility of the Employer to prepare a job description whenever a new job is created.
- 2.1.2 The job description shall be referred to the Committee which will determine the appropriate rating and advise the Employer.

- 2.1.3 The Employer shall provide the incumbent of the new position with a copy of the job description and rating upon appointment.
- 2.1.4 If the Committee is unable to establish a rating for a newly created job prior to posting of the position, the Employer may proceed with implementation using an interim rating.
- 2.1.5 After six (6) months from the appointment of an incumbent to the position, the incumbent(s) and the supervisor shall complete a Job Evaluation Questionnaire, which shall be submitted to the Committee.

## 2.2 Changes to existing positions

Job descriptions shall not be construed as prohibiting the Employer from requiring incumbents to perform comparable or transient duties within the area of knowledge and skills required by the job description. However, if such additional assignments become a continuing responsibility, or they become recognized as part of the job requirement and they are of sufficient importance to potentially influence the job rating, the following procedures apply:

- 2.2.1 The Employer or incumbent shall complete a Request for Review Form, forwarding copies to the Committee for review as soon as possible.
- 2.2.2 The Committee shall review and confirm or revise the evaluation ensuring the adequacy of the job description and/or application of the evaluation manual.
- 2.2.3 Copies of the Advice of Decision form shall be forwarded to the employee(s), Employer and the Union.
- 2.2.4 If either the employee, the Union or the Employer does not agree, the decision may be challenged through the appeal procedures as outlined.
- 2.2.5 When a job description and evaluation is changed by the foregoing process, it shall be implemented retroactively to the date when the Request for Review form was completed.
- 2.2.6 Any employee affected by downward adjustment shall be red-circled as of the date in 2.2.5 above.

## 3. Appeal Procedures

- 3.1 The appeal procedure may be used by incumbents, the Union or the Employer after the job description and job rating has been completed as per section 2 (Evaluations) and either party feels that the job description is inadequate or the rating for the job is incorrect.

Steps in the Appeal Procedure are as follows:

- 3.1.1 When there is a concern that the job description is inadequate or the rating is incorrect, it shall be referred to the Joint Job Evaluation Committee, who may discuss the matter with the incumbent, the Union and the Employer. Concerns should be referred to the Committee as soon as possible after they become apparent.
- 3.1.2 If the Committee agrees to a change in the evaluation, it shall be revised and implemented accordingly.
- 3.1.3 If the Committee does not agree that a discrepancy exists, the Committee will so advise the parties.
- 3.1.4 If the parties involved do not accept the Committee's decision, they may pursue the matter through the arbitration process.
- 3.1.5 When a job evaluation is changed by the foregoing process, it shall be implemented retroactively to the date as in 2.2.5.

#### 4. Arbitration Procedures

- 4.1 When agreement cannot be reached in the Committee on matters involving the accuracy of job descriptions and evaluation and/or the interpretation and application of the job evaluation rating manual, the matter shall be referred to a mutually agreed upon mediator.
- 4.2 Where mediation is unsuccessful, the matter may be referred to arbitration.
- 4.3 The selection and subsequent appointment of an arbitrator shall be by mutual agreement between the Union and Employer. Should there not be agreement, Article 14 shall apply.

#### 5. General Maintenance Procedures

The Committee shall:

- 5.1 Review and recommend revisions to the evaluation manual, forms and procedures as deemed necessary.

- 5.2 Every three years or otherwise, as deemed necessary, review the rating of a sampling of jobs selected by the Committee for the purpose of ensuring that relativity is being maintained.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

**7. JOB SECURITY**

For the purposes of the Public Sector Accord section dealing with no layoff after September 30<sup>th</sup> each year for regular employees: "The Accord Employment Security Issues contemplates that government will commit that the funding allocation formula used in preliminary funding in the Spring will be the same formula used in preliminary funding allocations in the Fall and School Districts will then commit that regular support staff employees in positions as at September 30 of each school year will not be declared surplus or laid off after that date for the remainder of the school year".

A regular or probationary employee, in a regular position on September 30 in any school year shall not be laid off during that school year.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

**8. CAPITAL PROJECTS**  
**KELLEHER LETTER OF UNDERSTANDING**

Letter of Understanding dated 24 November 1999 re. Kelleher Award be included in the Collective Agreement.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

## **THE KELLEHER LETTER OF UNDERSTANDING**

BETWEEN:

BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT NO. 22 (VERNON)

(the "Employer")

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 523

(the "Union")

### **LETTER OF UNDERSTANDING**

1. This Agreement addresses disputes in the Maintenance and Custodial Department including Capital Projects which may arise pursuant to Article 33 of the Collective Agreement.
2. The Employer agrees that Article 33 protects work presently performed or hereafter assigned to the bargaining unit.
3. Such work will not be contracted out without consulting and reaching agreement with the Union. The Union will not withhold agreement unreasonably.
4. The parties recognize that if an emergency arises, the Employer may need to engage a contractor without being able to consult and reach agreement with the Union.
5. If a regular maintenance employee is funded under their Operating Budget and is laid off and on the recall list, the Employer will give preference to recalling that employee over engaging a contractor, providing the employee is capable of and qualified to performing the work protected by Section 2 of this Agreement.
6. Custodians will be engaged to open or secure schools and/or provide janitorial services for functions outside school hours whenever the Employer considers it reasonably necessary.
7. The Employer and the Union agree to the creation of the Joint Article 33 Committee. Each party shall appoint two persons to the Committee (any two of the three Union table officers). CUPE Staff Representatives and the Secretary-Treasurer may attend as well. Employees will attend without loss of pay.
8. The mandate of the Committee is to discuss and reach agreement on any issue of whether contracting out under Article 33 is to proceed, any issue under Section 6 of this agreement over whether custodians' services were reasonably necessary and any



dispute over whether an emergency arose within the meaning of Section 4 of this Agreement.

9. The Committee will meet once each month and wherever any party feels it is necessary in addition to that.
10. Any matter that is not resolved by the Committee may be referred by either party to Marguerite Jackson of Enderby, B.C., for an expedited ruling. If Marguerite Jackson is unavailable, the parties will call Colin Taylor, Q.C. of Kelowna.
11. This resolves grievances put before Stephen Kelleher, apart from Lynn Frerichs.
12. Without admission of liability, the Employer will contribute \$800, split between Salvation Army Food Bank, Hospice House and Santa's Toy Club.
13. Stephen Kelleher retains jurisdiction to deal with disputes arising from the implementation of this Agreement.

Dated at Vernon, B.C. this 24<sup>th</sup> day of November, 1999

Original signed by: D. Greenan

Original signed by: John Hegler

LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

**9. MAINTENANCE SERVICES**  
**TEMPORARY TRADES WORKERS & ADDENDUM**

The following terms and conditions shall apply to temporary maintenance employees:

1. Any temporary maintenance employee having completed ten (10) months of continuous service or who qualifies under the option Municipal Pension Plan enrolment shall be then appointed as a regular less than twelve (12) month employee.
2. Effective the date of regular appointment these employees shall be entitled to all the terms and conditions of the collective agreement, including the right to bid for any vacancies in the bargaining unit and for such purposes their seniority shall be applicable. Employees who wish to exercise their option to bank vacation pay as per Article 20(f) may utilize this pay at periods other than the designated breaks with approval.
3. Article 11 – Layoff, Bumping and Recall shall not apply to these employees. Such employees shall be laid off in reverse order of their seniority within the Maintenance Department only, subject to job requirements, and shall not have the right to bump employees in other parts of the bargaining unit. If a written extension of a posted position ends prior to the specified end date the Employer will provide seven (7) days' notice.
4. Effective March 1, 2012, the following employees shall have full rights under the collective agreement as stated above:

Terry Nickel  
Kevin Doyle

Milton Hazell  
Joe Brownrigg

5. Robert Mayer will continue under this Letter of Understanding, but will retain the twelve (12) month employee status.

The Provincial Accord does not apply to employees covered under this letter with respect to the September 30<sup>th</sup> lay-off.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

## LETTER OF UNDERSTANDING

BETWEEN:  
THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:  
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

### **10. STUDENT SUPERVISORS**

The following terms and conditions shall only apply to Student Supervisors.

1. Nine percent (9%) payment of their hourly rate in lieu of vacation pay, statutory holidays, paid leave of absence.
2. The hours of employment shall be restricted to the noon hour period or after school at each school and student supervisors will not be required to work in excess of one (1) hour in either position except in the event of unforeseen or emergent circumstances that may require the student supervisor to work in excess of one (1) hour. Prior approval of the Administrative Officer must be obtained.
3. The Board shall pay wages every second Friday. On each pay day each student supervisor shall be provided with an itemized statement of their wages and deductions. Payment shall be made by way of deposit to the employee's bank.
4. It is recognized that teachers may also provide student supervision pursuant to the School Act. This Letter of Understanding is not applicable to these persons.
5. Student Supervisors shall not be paid overtime as a result of work performed by them as a student supervisor.
6. Student Supervisors shall be classified as a regular employee except where varied by language (see Temporary Posting LOU #14).
7. The successful applicants to the position of Student Supervisor shall be placed on trial for a period of 65 working days.
8. Seniority for Student Supervisors is applied on a classification only basis. Seniority shall be accumulated in hours and be effective from the date of employment and maintained as a separate list.

Employees shall be entitled to use their seniority for the following purposes:

- call to work within Student Supervision classification;
- location of shift preference within Student Supervision classification vacancies.

Seniority accumulated as a Student Supervisor shall not be considered in job postings for other job classifications within the bargaining unit.

Effective July 1, 1993, substitute and temporary Student Supervisors shall accumulate seniority and shall be entitled to special consideration by right of seniority.

When a Student Supervisor is the successful applicant to a regular position, their seniority as a Student Supervisor shall be converted and back dated to a calendar date upon successful completion of the probationary period based on the following formula:

80 hours worked = 1 month of seniority

An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in April of each year.

9. For posting purposes only, a notional seniority date will be created for Student Supervisors based on hours worked for each posting. This seniority date will be utilized when competing for postings within this classification only at the time.
10. Regular employees who are successful applicants for the position of Student Supervisor shall be subject to the terms and conditions as listed in this Letter of Understanding.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

**11. LEAVES OF ABSENCE**

Leaves of absence may be granted to regular employees for the purpose of accepting a temporary position with another employer for a period of twelve (12) months or less.

Should the temporary position with the other employer become permanent, or should another permanent position be accepted, the employee shall be required to resign from the employ of School District No. 22 (Vernon).

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

LETTER OF UNDERSTANDING

BETWEEN:  
THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

**12. TEMPORARY POSTINGS**

The parties agree as follows:

1. In the event of a temporary vacancy in excess of 8 weeks, that vacancy (position #1) shall be posted in the normal manner.
  - a) If no regular employee, on the main seniority list applies for the temporary vacancy (position #1) then the job shall be available to qualified persons in the following order
    1. Employees on layoff
    2. Temporary employees with seniority
    3. Student supervisors, subject to selection process
  - b) If no employee in group (a) applies for the vacancy, management shall fill the position according to the Collective Agreement.
2. Should a regular employee on the main seniority list be the successful applicant for position #1 that employee's job (position #2) shall be posted temporarily. Should a regular employee on the main seniority list be the successful applicant for position #2 that employee's job (position #3) shall not be posted. Position #3 shall be available to qualified persons on layoff firstly then to qualified temporary employees with seniority, then to qualified student supervisors. If position #3 is a Custodian-in-charge (with supervision) position, that position shall first be offered by seniority to the custodian(s) assigned to that school. The resulting vacancy shall be available to qualified persons on layoff firstly then to qualified temporary employees with seniority, then to qualified student supervisors. In the event the vacancy is more than 1/2 time and is for a period of 10 or 12 months, posting will continue in the normal manner.
3. The practice with respect to the reassignment of staff to increased time and duties within the District resulting from temporary absences shall continue wherever possible.
4. At the end of the temporary posting the regular employees shall return to their former positions. There are no bumping rights at the end of temporary postings.

5. Employees in temporary positions will be required to complete their temporary positions before being eligible for an appointment to a subsequent temporary position. All employees may apply for a permanent position at any time.
6. It is desirable that the existing Employer practice with respect to leave of absence applications continue.

This Letter of Understanding also refers to temporary positions that are created by the Employer from time to time for specific projects and/or for specified periods of time.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523



LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

**13. TRAINING (IN-SERVICE)**

The parties agree that in-service training shall be provided each year to all employees. In-service training may include district workshops, out-of-district workshops, college courses, on the job training and individualized and group training programs.

The subject matter and timing shall be determined by the Employer and shall not interfere with the regular operation of the school district.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

## LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

### **14. TRANSPORTATION SERVICES STUDENT ACTIVITY POLICY AND PROCEDURES**

Bus driving activity shall be conducted by the parties in accordance with the obligations set out in the arbitration award of September, 1980.

The specific areas that the Union **will provide relief** are:

#### **IN-DISTRICT STUDENT TRAVEL - ELEMENTARY**

- all student curricular and extra-curricular inter-school activities.
- TD5 request forms are waived for this type of unpaid travel.

The specific areas that the Union **will consider relief** are:

#### **IN-DISTRICT STUDENT TRAVEL:**

- all elementary student curricular and extra-curricular activities other than inter-school
- all secondary student curricular and extra-curricular activities.
- the use of TD5 forms are required for this type of travel.

#### **OUT OF DISTRICT STUDENT TRAVEL:**

- all student curricular or extra-curricular activities, both elementary and secondary, outside the boundaries of School District No. 22
- the use of TD5 forms are required for this type of travel.

#### **TD 5 FORMS:**

"Application for Approval of School trips by Private Car and/or other Transportation". All TD5 forms are to be completed in FULL DETAIL

Teacher/Team Coach/Parent Driven:

TD5 form

minimum notice of 5 school days

teacher/team coach/parent driven private vehicles.

Charter:

TD5 form

minimum notice of 15 school days

information to include:

- name of carrier

- quoted cost

- reason for requesting use of alternate carrier

within 15 days after completion of the trip the school is to submit a copy of the invoice to the Transportation Department.

Failure to comply with any one or more of the above requirements will be considered a breach of the Collective Agreement.

Any relief granted by the Union at any time shall not be prejudicial to the Union.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

## LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

### **15. TRANSPORTATION SERVICES**

#### **Article 11(d) BUMPING - TRANSPORTATION DEPT. EMPLOYEES**

##### **Layoff from position or Reduction in hours**

Given the unique situation in which transportation department employees hold one or more regular posted positions resulting in full time, the parties agree to the following process in the event of layoff resulting from either the termination of a position or a reduction in hours.

1. When a transportation department employee holds one or more regular postings totalling 40 hours per week they will be considered as full time employees who may bump any employee within the department.
2. When a transportation department employee holds one or more regular postings totalling less than 40 hours per week they will be considered as part-time employees who may bump only part-time employees within the department.
3. Retention of Duties Option:
  - 3.1 In situations where a portion of a full-time transportation department employee's daily hours are terminated or reduced, the remainder of the daily duties may be retained. Example - When an employee holds two postings and one is terminated or reduced the other posting may be retained.  
  
The bumping procedure in this example would deal with only the one posting that was terminated or reduced and would result in the employee bumping a position, within the transportation department only, that when combined with the retained posting would not exceed 40 hours per week.
  - 3.2 In situations where a portion of a part-time transportation department employee's daily hours are terminated or reduced, the remainder of the daily duties may be retained. Example: When an employee holds two or more postings and one is terminated or reduced, the other posting may be retained.

The bumping procedure in this example would deal with only the one posting that was terminated or reduced and would result in the employee bumping a position, within the transportation department, that when combined with the retained postings would total less than 40 hours per week.

4. This letter does not preclude any transportation department employee from exercising their bumping rights to bump into other classifications within the bargaining unit subject to the normal provisions of Article 11. In situations where a transportation department employee decides to bump into other classifications they may not retain a partial posting within the transportation department.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

## LETTER OF UNDERSTANDING

BETWEEN:  
THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:  
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

### **16. TRANSPORTATION SERVICES** **BUS DRIVERS - ASSIGNMENT PROCESS**

The purpose of this Letter of Understanding is to formalize the assignment of extra trip bus driving that occurs outside of the posted positions.

The parties hereby agree that Articles 16 and 17 shall operate in the following manner:

1. Article 17(c) (ii) and (iii) shall apply.
2. The Union agrees that straight time shall be payable for hours of driving up to thirteen (13) per day or forty (40) per week, including regular hours worked and including driving on Saturdays and Sundays. Where driving time on a single extra trip exceeds 8 hours in one day, overtime rates will apply.
3. The parties agree to this process of additional work assignment to holders of regular bus driving postings by releasing them from posted shifts where time conflicts exist. The additional hours available are calculated not to exceed the difference between the drivers weekly posted total and a maximum of 40 hours.

This goal shall be achieved by extending the daily limit beyond 8 hours while maintaining the weekly total of 40 hours.

#### **3.1 Exemptions**

- overnight trips – are to be available to drivers with a regular or temporary posting on a rotational basis in seniority order.
- weekend trips – are to be available to drivers in order of seniority who have sufficient hours remaining within their maximum allowable driving hours to complete the trip.
- projects or regular driver absences of a five day duration or over – shall be available to the senior driver who will gain hours and shall create only one regular route vacancy

Some runs will continue to be designated with a unique “relief” status that will require predetermination of replacement personnel such as wheelchair bus. To be eligible for these assignments drivers shall indicate their intention to the

Transportation Manager or designate in September of each year. Senior trained drivers may leave their posted position to fill the wheelchair bus position.

### 3.2 Guidelines to determine eligibility:

Daily limit - the current eight hour daily limit will be extended to 13 hours.

Weekly limit - the current weekly limit will remain at 40 hours.

Work Week - the work week will be defined as Monday through Sunday.

### 3.3 Process:

To accomplish this process drivers may be excused from their posted positions in order to gain the additional hours. It is not intended to be a method of exchanging regular hours.

Work will be assigned subject to seniority, eligibility requirements and driver availability as is the current practice in other categories.

Work in this job category will be assigned according to home areas of:

- Vernon
- Lumby/Cherryville
- Lavington Elementary trips with a western destination will be considered a Vernon area assignment and eastern destinations will be considered Lumby/Cherryville

Each work assignment shall only create one regular route vacancy, i.e., if a driver is excused from a 3-hour posting this vacancy shall be filled by a spare and not reassigned to a 2-hour driver.

### 3.4 Eligibility

Drivers must be able to gain a net increase of at least one hour to be eligible for assignment under this process.

The formula used to determine eligibility is a calculation of the difference between the driver's posted weekly hours and the maximum allowable of 40 hours.

### 3.5 Availability

Procedures will be in place for drivers to advise office staff as to their availability for assignment under this category on a weekly basis.

### 3.6 Spare Drivers

Spare driver shifts will consist of those vacancies for which regular drivers (those in posted positions) are unavailable under the district assignment processes. These may be 2 or 3 hour shifts. In the case of predictable 3 hour shift vacancies, exceeding 5 days, these will be offered to regular drivers.

Assignments will include regular route vacancies that result from absences for reasons such as:

- Illness
- personal leave of absence
- additional work assignments

Spare drivers will also be assigned to extra work of a 2-hour duration that conflicts with regular posted shifts.

Employees with their name on the spare call-out list are agreeing to be available for the above-described work unless they state a specific restriction that is agreed upon by the employer.

4. Scheduling and assignment of "extra trips" shall be done considering seniority, regular route commitments, hours of work limitations (13 hours per day, 40 hours per week) and individual driver availability. Emergent situations outside the control of the transportation department shall be assigned as required.
5. Problems concerning work load and safety shall be resolved between the Supervisor - Transportation Services and the Union.
6. For the purpose of this memorandum:
  - a) "Extra trips" shall mean bus trip assignments other than those regularly scheduled trips between home and school as outlined in the posted positions.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523



LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

**17. WORK EXPERIENCE PLACEMENT PARTNERSHIP AGREEMENT**

FOR: \_\_\_\_\_  
(Work site(s))

BETWEEN: \_\_\_\_\_  
(Participating Union)

AND \_\_\_\_\_  
(Participating Employer)

AND \_\_\_\_\_  
(School District)

The Partners to this Letter of Understanding agree that the provision of work experience for secondary school students is in the best interest of the community as a whole and students in particular. The purpose of this Letter of Understanding is to set in place the framework within which Work Experience placements at the above mentioned worksite shall operate.

The following terms and conditions must be met in order for a Work Experience placement to be acceptable:

**TERMS OF REFERENCE**

1. For the purpose of this agreement, work experience placements are identified as follows:

A Work Experience placement is designed to introduce students to specific work experiences and skills by placing the student in a working environment for a prescribed period of time in order that the student can experience first hand the demands of the workplace, jobs and skills they will face when entering the work force.

#### EMPLOYMENT ISSUES

2. A Work Experience placement is not to be made when such placement will replace a regular, part-time, or casual worker who is on lay-off or whose job has been eliminated due to budget cuts or downsizing. Should a lay-off of any regular, part-time or casual worker(s) occur during the placement, the educational supervisor will be notified and the placement will be terminated.
3. At no time will a student be placed in a workplace during an industrial relations dispute between the Union and the Employer. If an industrial relations dispute arises during a work experience placement, the educational supervisor will be notified and the student will be removed from the workplace until such time as the dispute is resolved.

#### SAFETY ISSUES

4. Before a student is placed in a work experience placement they will be given general occupational health and work place safety training.
5. On the first day of the work experience placement the student will be given a site specific occupational health and safety training orientation before any hands on tasks are performed.
6. It is the joint responsibility of the School District, Employer and Union to ensure that the student has all appropriate safety equipment needed for that work site as required by the Workers' Compensation Board.
7. It is the responsibility of the School District to provide Workers Compensation coverage for any student being placed in a Work Experience placement.

#### SUPERVISION ISSUES

8. The student on a work experience placement must be supervised at all times by the worker(s) whose job they are learning. At no time will a student on a work experience placement be allowed to perform hands on work unsupervised by the worker whose job the student is learning.
9. The worker who is assigned to supervise a student on a work experience placement will be provided with adequate time to work with the student without penalty or threat of discipline.
10. Where the workplace being considered for a work experience placement operates on a two or three shift basis every effort will be made to place the student on the first (day) shift. In the case of a workplace operating on a seven day rotation every effort will be made to place the student on the Monday to Friday rotation. Where these two criteria cannot be met the Union must be notified in advance of any variation.
11. No student will be placed in a work area where confidentiality of records must be maintained. Where exclusion from such area is not possible students must be given instruction concerning the protection of confidentiality.

12. Regular meetings between the partnership Union, Employer and School District will be held to discuss the status of work experience placements.
13. Upon the start of a placement the student will be given an orientation by a Union representative as to the role of the Union in the work place.

#### NOTIFICATION OF INTENT TO PLACE A STUDENT

14. Upon completion of a Work Experience Programme Agreement between the Employer and the School District, on behalf of a student, the respective Union will receive written notification, two (2) weeks prior, of the intent to place a student on work experience as well as a copy of the completed Work Experience Programme Agreement. The Union should notify the School District if they have concerns regarding a placement.

#### EXCEPTIONS

15. All partners identified in this Letter of Understanding agree that the conditions identified for work experience placement will be adhered to and/or to others as may be agreed to by the partners.

\_\_\_\_\_  
(Signature of the Union's Representative)

\_\_\_\_\_  
(Signature of Employer's Representative)

\_\_\_\_\_  
(Signature of the School Board's Representative)

SIGNED THE \_\_\_\_\_  
(Date)

cc: Employer  
Union Representative  
Work site (if required)  
School District

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

**18. IN-SERVICE FUND**

(as per V. Ready Consent Order dated May 8, 2006)

1. An In-Service Fund consisting of \$75,000, to be provided by School District 22 as of July 1, of each year. The fund shall be maintained and accounted for by School District 22.

\$40,000 shall be utilized for union directed union training and collective agreement administration. The remaining amount of \$35,000 will be utilized to offset the cost of benefit improvements added in the 2012-2014 collective agreement (excluding Drug card).

- i. A joint committee comprised of three CUPE members appointed by Local 5523 and three District representatives appointed by the Secretary-Treasurer shall be given the task of developing the terms and conditions of how this fund is to be used and for what purpose. All voting of the committee shall be by majority.
- ii. The fund will be used to cover all costs of training including wages, wage loss, benefit costs, tuition and/or course materials and all legitimate costs as determined by the committee.
- iii. Money not used between July 1 and June 30 of the following year shall remain in the fund and shall be available for use in the following year or years.
- iv. The cost of replacements for employees granted any leave to take training or development programs authorized by the committee shall be paid from the fund.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

## LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

### **19. SECONDARY SCHOOL APPRENTICESHIP PROGRAM**

The parties support the goals and mandate of the Secondary School Apprenticeship Program. The Program assists secondary school students in gaining valuable work experience and trades training.

The Secondary School Apprenticeship Program (SSAP) is:

- A combination of the Apprenticeship Training system and the K-12 Education system leading to graduation and apprenticeship.
- Practical skill development through workplace-based training.

The Secondary School Apprenticeship Program (SSAP) offers:

- Formalized dual credit towards graduation and apprenticeship hours.
- Access to the apprenticeship training systems while in school.
- A provincially credited and seamless program.
- Opportunities for students who have the aptitude, motivation, and academic ability to start their career paths.
- Links to the world of work.
- Increased relevance and practical application of the secondary school curriculum.

The following principles shall govern the placement of SSAP students within the School district and various components:

1. No position in the bargaining unit shall be lost, nor shall any bargaining unit employee be laid off or have their hours reduced as a result of the placement of a SSAP student with the School district.
2. The SSAP student placement shall not exceed 480 hours.
3. A graduated student shall not commence the SSA program.
4. The SSAP student shall not be a member of the Bargaining Unit and the Union. The provisions of the Collective Agreement, including Union membership and dues or

seniority shall not apply to students participating in the SSA program with the School district.

5. While coordination of the Secondary School Apprenticeship Program remains the responsibility of District educational staff and management, the placement of SSAP students must be by written mutual agreement of the selected Employee, Union and Employer.
6. Upon the start of the placement a Union representative will be given an opportunity without loss of pay to provide an orientation to the student as to the role of the Union in the workplace.
7. The rate of pay for SSAP students shall be 25 cents less than the Utility Grounds Crew rate. (See Letter of Understanding #2).
8. The District will not rely on student participation in the program set out in this Letter of Understanding to argue that work is not exclusively performed by bargaining unit members.
9. Funding for the implementation of the Secondary School Apprenticeship Program and the placement of students shall come from education program sources.
10. This letter may be cancelled by either party on 60 days written notice effective the end of the current training cycle.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

## LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

### **20. STRONG START COORDINATOR**

1. The Employer created the positions of Strong Start Coordinators responsible for delivery of the Strong Start Program and identified the requisite qualifications, fitness and ability consistent with the program objectives and direction of the Ministry of Education.
2. The Employer has agreed to the inclusion of the Strong Start Coordinator positions within the bargaining unit represented by the Union. The Union has agreed to the terms of this Letter of Understanding to recognize the distinct character of the pre-school Strong Start Program. In extending this voluntary recognition, the Employer does not concede it was obliged to post and fill the initial positions under the collective agreement. It extends recognition without prejudice to the stand it may take in the creation of new positions or new work, other than Strong Start Coordinators, in the future.
3. With the inclusion of the current and future Strong Start Coordinator positions under the collective agreement, the Employer has set the qualifications, fitness and ability in the attached Schedule 1. The Union acknowledges the Employer's right to set the qualifications, fitness and ability and agrees that the qualifications established in Schedule 1 are fair and equitable. It is understood that any future variation of the qualifications, fitness and ability by the Employer will be subject to challenge if the Union does not believe the variation is a proper exercise of management and contractual rights under the collective agreement.
4. The Employer and Union acknowledge these newly-created and included positions under the collective agreement will be subject to review under the Job Evaluation Committee Maintenance Procedures Letter of Understanding. Any retroactivity under the Job Maintenance Plan will be effective July 1, 2008.
5. Subject to the terms of the Letter of Understanding – Strong Start Incumbent – Transition Plan, the parties agree that the incumbent Strong Start Coordinator shall be recognized as regular part-time employee of the District within CUPE Local 5523 bargaining unit who will continue to be paid at their existing wage until June 30, 2008, or

an earlier date mutually agreed to by the parties in lieu of salary and benefits otherwise provided under the Collective Agreement. Benefits shall commence August 1, 2008. The Incumbent's seniority dates shall be the date they started employment with the employer.

6. In recognition of the character of the Strong Start Program, similar to the recognition given to the distinct character of some other programs and positions under the collective agreement, the Union and Employer have agreed that in addition to the terms contained within Article 11(d), the following shall apply to Strong Start Coordinators:

*The employer reserves the right to deny an employee to bump into a Strong Start Coordinator position if this would create a negative impact On the Strong Start Program.*

7. The times of the year at which the Strong Start Program will be offered and whether it will always be tied to the school calendar are uncertain. It is agreed that as a ten-month program, the annual vacation for the Strong Start Coordinator is to be scheduled so there is no interruption with the delivery of the program. The Union and Employer have agreed that in addition to the terms contained within Article 20 of the collective agreement, the following shall apply to Strong Start Coordinators:

*Strong Start Coordinators will take their annual vacation during Christmas and Spring Break or otherwise when the program is not operating.*

8. The daily operation of the Strong Start Program does not mirror the K-12 education programs or the school day. The Union and Employer have agreed to recognize this in the application and administration of Articles 16(c) and 16(d) the hours of work provisions of the collective agreement. The parties agree to the following paragraphs:

*Minimum Hours*

*The parties agree that, having regard to the unique nature of the position of Strong Start coordinator, the needs of the program and the requirement for flexibility in scheduling hours of work outside of the hours of operation of the Strong Start Centre, the four-hour minimum shift shall be interpreted as an average four hours work daily over the course of a four week period.*

*Break Periods*

*The parties agree that the paid rest period contemplated by Article 16(d) shall be taken during times that will not interfere with the operation of the Strong Start Centre.*

9. The Union and the Employer agree that all grievances and Labour Board applications related to the Strong Start program are resolved as a result of the agreement set out in this Letter of Understanding.



10. The Union and the Employer agree that this Letter of Understanding will continue until such time as the Union and the Employer agree to terminate or amend the Letter of Understanding.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

## SCHEDULE 1

### **Article 12 – STRONG START COORDINATOR**

Without limiting management's right to establish or vary the qualifications, fitness and ability required for the position under Article 12, the required qualifications, skills, fitness and ability that must be demonstrated for the position of Strong Start Coordinator include:

1. A certificate, preferable a Diploma, in Early Childhood Education'
2. A Community Care Facilities Branch B.C. Licence to practise;
3. A valid Child Safe First Aid Certificate;
4. A clear Criminal Record Review, completed prior to hiring;
5. Experience in creating, planning, implementing and budgeting for a parent participation early learning program;
6. Strong verbal and written communication skills and interpersonal skills;
7. Good organizational and planning skills;
8. An understanding of, and a commitment to, quality early learning;
9. Ability to work effectively with a variety of parents, children, volunteers, professionals, and community members;
10. Knowledge of child development, family dynamics, community resources and early learning;
11. A class 5 driver's licence;
12. Such other qualifications, skills and abilities as may be required to meet Ministry requirements or terms of the Strong Start contract.

## LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

### **21. ABORIGINAL EDUCATION SUPPORT WORKERS**

The parties to this Letter of Understanding acknowledge the unique nature of Aboriginal Education targeted funding and recognize the desire to provide an equitable level of Aboriginal support services.

The parties agree as follows:

1. The parties recognize and support the need for flexibility to determine assignments for each upcoming school year. Staffing requirements and positions for the school year commencing in September will be established in the preceding May of that year.
2. Each position must identify a location or locations and total number of hours for the position (not by school location) identified for the purposes of a posting. This allows for posting, bumping, and identification of position ownership by employee.
3. In the event a position has two or more locations identified, the hours assigned to each location shall be determined by the Employer.
4. Re-Assignment of hours within the identified locations does not “trigger” a bump/layoff situation.

*Example: An Aboriginal Support Worker (ASW) who has a 30 hour position with 18 hours allocated to Seaton and 12 to Alexis Park can be re-assigned as 15 to each school location.*

5. If a change of school assignment within an identified position occurs the incumbent would have the opportunity to choose whether to stay in the position or to choose another position subject to seniority. If the incumbent chooses to transfer, a vacancy is created in the position that they are leaving.

- i. The process to fill the vacancy would be subject to seniority starting with the most senior ASW being offered the opportunity to assume the new position and, through subsequent moves, the most junior ASW assuming the remaining position.
  - ii. Movement generated by this change is limited only to ASW's positions in the Aboriginal Education Department.
  - iii. Upon notification to all ASW's of changes to assignments, a five working day timeline will be provided to consider the vacancies referred to in point #5.
  - iv. ASW's who are absent from the workplace due to sickness or injury shall be contacted and notified of their options and will be given the opportunity to indicate their choice of position(s).
6. To facilitate the initial work assignments to be effective September 1, 2012 a meeting for ASW's will convene in May/June of 2012 to determine, subject to seniority, preferred work locations. Vacant and/or subsequent newly created positions will be posted as per normal posting procedures contained in the Collective Agreement apart from the transfer process described in point 5.
7. ASW's who have their current assignment eliminated prior to the September 1, 2012 implementation will have full bumping rights as per the Collective Agreement.
8. Following the establishment of the position assignments effective September 1, 2012, changes in total hours allocated to a position will trigger provisions in the collective agreement for lay-off and bumping and will be governed by seniority.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

LETTER OF UNDERSTANDING

BETWEEN:

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 22 (VERNON)

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5523  
(VERNON SCHOOL DISTRICT EMPLOYEES)

**22. CALL-OUT PROCEDURE FOR UNPOSTED TEMPORARY WORK**

1. Departmental call-out lists are established by management from qualified candidates as amended from time to time. Employees on the call-out list are agreeing to be available for all un-posted temporary work for which they are qualified unless they state a specific restriction which is agreed upon by the employer. This Letter of Understanding does not apply to the Transportation Department which shall follow the assignment process outlined in Letter of Understanding #16 Transportation Services; Bus Drivers – Assignment Process.
2. Availability for Work
  - (a) Any employee not available for call-out for any period of time in excess of five (5) working days will notify the employer of any day(s) they will not be available.
  - (b) If the employee fails to notify the employer of such period of absence and/or they do not make themselves available for work unless for sickness or other just cause, he/she may be removed from the list.
  - (c) If the employee is not on an approved leave and does not accept offered work for a minimum of twelve (12) offered shifts per half year they will lose their seniority as per Article 10(e). Each half year is defined as the period from February 1 to July 31 and August 1 to January 31 in any calendar year.
3. Employees are called in the following order:
  - (a) Laid-off employees in seniority order as per Article 11 – Lay-offs and Recall.
  - (b) Qualified temporaries with seniority and qualified regular employees with seniority.
  - (c) Qualified temporaries without seniority.
4. Employees are called in by their immediate supervisor(s) or designate. In the event of two or more available vacancies the senior employee shall be offered choice of assignment.

5. If an employee does not answer the call, another employee on the list will be called until one has been reached and agrees to the work.
6. Once an employee has accepted a job assignment, he/she will remain in the assignment for the duration of the regular employee's absence for up to a period of less than two (2) weeks.
7. If, after a number of shifts worked by a temporary employee without seniority, the Supervisor is not satisfied with the work performance, the Secretary-Treasurer or designate will inform the employee that his/her name will be removed from the list. Being removed from the call-out list for poor work performance will be cause for termination of employment.

Signed at Vernon, British Columbia, this \_\_\_\_\_ day of December, 2014

FOR THE BOARD:

FOR THE UNION:

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President, CUPE Local 5523

THIS IS THE MINISTER OF FINANCE (Paul Ramsey) LETTER TO IRENE HOLDEN/VINCE READY dated June 6, 2000  
Ministry of Finance & Corporate Relations Ref. No. 116240

Dear Irene Holden and Vince Ready:

Re: Industrial Inquiry Commission concerning settlement Collective Agreement  
Between British Columbia Public School Employers' Association  
(and Member School Districts) and School District Support Staff Trade Unions  
(IIC#2)

I am writing concerning IIC #2 and your recommendations for settlement dated May 30, 2000 (the "Report") and provided to the parties and government. Some of these issues were also referenced in the Commission's letter of May 31, 2000 to CUPE representative Gary Johnson.

I understand that you intend to use those recommendations for the basis of your binding decision in accordance with your powers under the Public Education Support Staff Collective Bargaining Assistance Act (the "Act").

I note, as well, that you make reference to certain items which the government has agreed to fund. I wish to affirm, for all parties to the collective agreement or to the documents deemed to be a collective agreement under the Act, that the government commits to fund as follows:

1. The monies committed by government and recommended by IIC #2 for the Four Hour Minimum Work Day Fund (\$5 million, annually) on each of July 1, 2000, July 1, 2001 and July 1, 2002, as described in the IIC #2 Report.
2. Should the \$5 million in the fund identified in paragraph #1 above not be entirely expended for purposes related to the Four Hour Minimum Work Day Fund, any surplus will be transferred to the employment security fund on a yearly basis. That fund is identified in paragraph #2 below. This arrangement is also recommended by IIC #2 and described in the Report.
3. The monies committed by government and recommended by IIC #2 for employment security \$3.5 million, annually) on each of July 1, 2000, July 1, 2001 and July 1, 2002 to the Support Staff Job Security Fund as described in the IIC #2 Report.
4. The monies committed by government and recommended by IIC #2 to fund the LTD plan (\$11.8 million, annually) on January 1, 2002, January 1, 2003 and

each January 1, thereafter, to the Joint Benefits Trust fund mentioned in the IIC #2 Report and the Accords.

The government also agrees that it would be appropriate for IIC #2 to retain jurisdiction regarding implementation of these items over the course of the collective agreements.

Sincerely,

Original signed by Paul Ramsey

Ministry of Finance and  
Corporate Relations



## **Memorandum: To All Member School Districts and Support Staff Unions**

### **Settlors Statement on Accepted Policy and Practices of the PEBT**

The Public Education Benefits Trust Fund (PEBT) was created in June 2002 and is sponsored by both the British Columbia Public School Employers' Association (BCPSEA) and the Canadian Union of Public Employees (CUPE). The program is governed by a Board of Trustees representing both School Districts and Support Staff workers in the K -12 sector. Currently, there are 59 school districts, 67 union locals, and over 20,000 plan members participating in the trust.

The Settlers to the PEBT are BCPSEA and CUPE. The PEBT holds a Settlers meeting annually where the Settlers are provided with an annual report and update from the Board. The Settlers also have an opportunity to raise issues and give input to the Board.

The PEBT sponsors a confidential Joint Early Intervention Service (JEIS) as an integral part of the disability program to assist plan members in their return to work. The program is supported by Unions, School Districts and the PEBT and is provided through funding from the provincial government for the "Core" LTD.

The PEBT is now entering its eighth year and members are more familiar with the plan and its operations. However, the PEBT Board has asked the Settlers to remind their respective constituents of the importance of following the policies and practices applied by the PEBT in providing the various benefits.

The Settlers recognize the value and importance of the PEBT in the K-12 Public Education Sector. The Settlers also recognize and support following the policies and procedures of the PEBT (outlined at [www.PEBT.ca](http://www.PEBT.ca)). The Settlers agree to work with and encourage their respective parties to adhere to the policies and procedures of the PEBT.

For further clarification please contact your BCPSEA or CUPE representative.

## **Appendix "B" – Provincial Framework Agreement 2014**

### **Provincial Framework Agreement ("Framework")**

**between**

**BC Public School Employers' Association ("BCPSEA")**

**and**

**The K-12 Presidents' Council and Support Staff Unions ("the Unions")**

BCPSEA and the Unions ("the Parties") agree to recommend the following framework for inclusion in the collective agreements between local Support Staff Unions who are members of the K-12 Presidents' Council and Boards of Education.

The rights and obligations of the local parties under this framework are of no force or effect unless their collective agreement has been ratified by both parties no later than November 30, 2014.

#### **1. Term**

July 1, 2014 to June 30, 2019.

#### **2. Wage Increases**

Wages will increase by 5.5%. Increases will be effective on the following dates:

- July 1, 2015 1.0%
- May 1, 2016 Economic Stability Dividend
- July 1, 2016 0.5%
- May 1, 2017 1.0% plus Economic Stability Dividend
- July 1, 2017 0.5%
- May 1, 2018 1.0% plus Economic Stability Dividend
- July 1, 2018 0.5%
- May 1, 2019 1.0% plus Economic Stability Dividend

The terms of the Economic Stability Dividend are described in Appendix A.

#### **3. Employee Support Grant**

BCPSEA, the Unions and the Government agree to the principle that support staff union members who have lost wages as a result of not crossing lawful picket lines during full days of the BCTF strike/BCPSEA lockout shall be compensated in accordance with the agreement in Appendix B.

#### **4. Benefits Standardization**

The Parties agree to pursue a voluntary standardized extended health plan to be implemented during the term of the collective agreement in accordance with the terms laid out in Appendix C.

#### **5. The Support Staff Education and Adjustment Committee (SSEAC)**

The Parties agree to renew their commitment to the Support Staff Education and Adjustment Committee (SSEAC). The Parties remain committed to the exploration of the following:

- a) a focus on best practices to integrate skill development for support staff employees with district goals and student needs
- b) a study of the potential for regionalization of wages
- c) an exploration of the potential for a standardized extended health and dental benefit plan
- d) recommendations to address issues associated with hours of work and service delivery
- e) a review of practices in districts having modified school calendars and the resulting impact on support staff
- f) skills enhancement for support staff

There will be a total of \$100,000 of annual funding allocated for the purposes set out above commencing July 1, 2015. The parties agree that work plans to address the above and any resulting recommendations will require mutual agreement.

#### **6. Education Assistants Committee**

- a) The Parties agree to continue the Education Assistants Committee charged with the responsibility of investigating and making recommendations regarding possibilities for the creation of whole Education Assistant jobs, and for the deployment of Education Assistant staff in accordance with recognized best practices.
- b) The Parties agree the Committee will engage with the Ministry of Education around the development and implementation of a system of recognized credentials and qualifications to regulate the employment of Education Assistants.

- c) The Parties agree the Committee shall consist of not more than 8 representatives appointed by Support Staff unions and not more than 8 representatives appointed by BCPSEA.
- d) The Parties agree the Committee will be resourced with a budget fixed by SSEAC and drawn from SSEAC funds to accomplish its work.
- e) The Parties agree the work of the Committee will recommence within one year of the ratification of the framework agreement.
- f) The Parties agree that the Committee will complete its work and report its findings to the Parties.

## **7. Learning Improvement Fund – Support Staff**

The funds stipulated in Item 1 of the LOA – Learning Improvement Fund: Support Staff Priorities (Appendix D) are the greater of \$10 million or 20% of the LIF commencing on July 1, 2015. These funds will be allocated to School Districts in accordance with the following principles as per established SSEAC procedures:

- a) Additional hours will be allocated to EA positions of more than 10 and less than 35 hours where required to provide support for the learning needs of students in alignment with district objectives and the Learning Improvement Fund Statute and Regulation. This does not preclude the creation of new full time or part time EA positions.
- b) In order to facilitate the creation of full time jobs, the Parties encourage the bundling of duties.
- c) In order to promote continuity of student coverage consideration will be given to creating positions of equivalent length. For clarity, shifts scheduled for a duration not ending in a whole hour or half hour, will be increased to the next half hour.
- d) Consideration may be given to the establishment of itinerant positions to enhance services to students with special needs and provide for the opportunity to effectively deploy EA's in circumstances of changing enrollment throughout the school year.
- e) Support staff local unions and Boards of Education will formulate a plan for the above funds. Plans for full time jobs for EA's are to be accompanied by job descriptions as per existing SSEAC procedures in accordance with the Collective Agreements.
- f) SSEAC will receive the jointly agreed plans from school districts and locals.

- g) If disputes arise regarding the implementation of this agreement the matter will be referred to the SSEAC.
- h) Should SSEAC fail to resolve the issue to the satisfaction of the referring parties the matter may be sent by either party to mediation using a mutually agreed upon mediator.
- i) If permitted by legislation and regulation, a one-time allocation of \$2.5 million from these funds, on or after July 1, 2015, will be provided to the SSEAC Skills Enhancement Fund to be distributed to school districts for job related EA training according to established procedures. The Parties agree to write a joint letter to the Ministry requesting that any enabling changes to legislation and regulation be made to allow this to occur.

## **8. PEBT**

a) Date adjustment for the annual funding of the PEBT LTD plan:

Change the date of the annual funding payment of \$19,428,240 provided by the Ministry of Education from January 1 to April 1 of each year, commencing April 1, 2015. Thereafter the Ministry of Education will provide the PEBT with \$19,428,240 each April 1.

The annual contribution period will continue to be based on the calendar year.

Recognizing the impact on interest earnings as a result of the three (3) month delay in 2015, the PEBT will be provided with a one-time interest payment by the Ministry of Education of \$300,000 on January 2, 2015.

b) Employee Family Assistance Program (EFAP) services and the PEBT

The Parties request that the PEBT Board undertake a review to assess the viability of administering all support staff EFAP plans.

## **9. Shared Services**

The Parties will write a joint letter to the Ministry seeking agreement to include representatives from the support staff unions in a consultation process involving shared services undertakings that may have an impact on support staff positions.

## **10. Demographic, Classification and Wage Information**

BCPSEA agrees to coordinate the accumulation and distribution of demographic, classification and wage data, as specified in the Letter of Understanding dated December 14, 2011, to CUPE on behalf of Boards of Education. The data currently

housed in the Employment Data and Analysis Systems (EDAS) will be the source of the requested information.

### **11. Standardized Job Evaluation Study**

The Parties will establish a provincial joint job evaluation steering committee (the JE committee) within thirty (30) days following the signing of this framework agreement. The committee is responsible to create a provincial job evaluation plan which may include a regional or local approach. The JE tool will be based upon the CUPE gender neutral job evaluation plan. The Parties agree the plan can be modified to fit the needs of the K-12 sector.

The committee will report out to the Parties at key milestones during the development of the plan. Should any concerns arise during the development they will be discussed and resolved by the Parties at that time.

Upon successful completion of the plan the Parties will identify one local in each of the seven established CUPE regions to pilot the plan prior to full implementation.

### **12. Job Evaluation Fund**

To fund the development work of the JE committee during 2014 the Parties agree to a one-time allocation of \$50,000 from SSEAC.

To facilitate the implementation of the provincial job evaluation plan a fund will be established within SSEAC with an initial one-time allocation of \$250,000 on July 1, 2015 and annually each year thereafter during the term of the framework agreement, for a total of \$1,000,000 in one-time funding.

In addition to the one-time allocations, ongoing annual funds of \$900,000 will be added to the job evaluation fund for implementation purposes at January 2, 2019. Any residual ongoing funds that are available after the implementation of the standardized benefit plan will be added to the job evaluation fund.

### **13. Provincial Bargaining**

The parties agree to amend and renew the December 14, 2011 Letter of Understanding for dedicated funding of \$200,000 to the K-12 Presidents' Council to facilitate the next round of provincial bargaining. This funding will be allocated as of July 1, 2016.

### **14. Unpaid Work**

In accordance with the *Employment Standards Act*, no employee shall be required or permitted to perform unpaid hours of work.

## 15. Workload Concerns

The Parties agree that employees should be provided with a reasonable workload. Employees with workload concerns are encouraged to bring these concerns to their supervisor or union in order that the concerns can be addressed.

## 16. Modified Calendar

The parties recognize calendar changes are an area of concern for local support staff unions. For future calendar amendments during the term of the collective agreement the Parties agree to review and compile best practices on existing modified calendars.

The Parties recommend that where boards of education are considering making calendar changes that may have an impact on the income of support staff employees, the support staff union will have the opportunity to provide input prior to the decision being made.

Dated this 7<sup>th</sup> day of June, 2014.

The undersigned bargaining representatives agree to recommend this letter of understanding to their respective principals.

**K-12 Presidents' Council and  
Support Staff Unions**

**BC Public School Employers'  
Association & Boards of  
Education**

*[Original signed by Bargaining Committees]*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX A**

**LETTER OF AGREEMENT**

**BETWEEN:  
BRITISH COLUMBIA PUBLIC SCHOOL EMPLOYERS' ASSOCIATION  
AND  
K-12 PRESIDENTS COUNCIL**

**Re ECONOMIC STABILITY DIVIDEND**

**Definitions**

1. In this Letter of Agreement:

"Collective agreement year" means each twelve (12) month period commencing on the first day of the renewed collective agreement. For example, the collective agreement year for a collective agreement that commences on April 1, 2014 is April 1, 2014 to March 31, 2015 and each period from April 1 to March 31 for the term of the collective agreement.

"Economic Forecast Council" means the Economic Forecast Council appointed under s. 4 of the *Budget Transparency and Accountability Act*, [S.B.C. 2000] c. 23;

"Forecast GDP" means the average forecast for British Columbia's real GDP growth made by the Economic Forecast Council and as reported in the annual February budget of the government;

"Fiscal year" means the fiscal year of the government as defined in the *Financial Administration Act* [1996 S.B.C.] c. 138 as 'the period from April 1 in one year to March 31 in the next year';

"Calendar year" Is a twelve (12) month period starting January 1<sup>st</sup> and ending December 31<sup>st</sup> of the same year based upon the Gregorian calendar.

"GDP" or "Gross Domestic Product" for the purposes of this LOA means the expenditure side value of all goods and services produced in British Columbia for a given year as stated in the BC Economic Accounts;

"GWI" or "General Wage Increase" means a general wage increase resulting from the formula set out in this LOA and applied as a percentage increase to all wage rates in the collective agreement on the first pay day after the commencement of the eleventh (11<sup>th</sup>) month in a collective agreement year;

"Real GDP" means the GDP for the previous fiscal year expressed in constant dollars and adjusted for inflation produced by Statistics Canada's Provincial and Territorial



Gross Domestic Product by Income and by Expenditure Accounts (also known as the provincial and territorial economic accounts) and published as "Real Gross Domestic Product at Market Prices" currently in November of each year.

### **The Economic Stability Dividend**

2. The Economic Stability Dividend shares the benefits of economic growth between employees in the public sector and the Province contingent on growth in BC's real GDP.
3. Employees will receive a general wage increase (GWI) equal to one-half (1/2) of any percentage gain in real GDP above the forecast of the Economic Forecast Council for the relevant calendar year.
4. For greater clarity and as an example only, if real GDP were one percent (1%) above forecast real GDP then employees would be entitled to a GWI of one-half of one percent (0.5%).

### **Annual Calculation and publication of the Economic Stability Dividend**

5. The Economic Stability Dividend will be calculated on an annual basis by the Minister of Finance for each collective agreement year commencing in 2015/16 to 2018/2019 and published through the PSEC Secretariat.
6. The timing in each calendar year will be as follows:
  - (i) February Budget – Forecast GDP for the upcoming calendar year;
  - (ii) November of the following calendar year – Real GDP published for the previous calendar year;
  - (iii) November - Calculation by the Minister of Finance of fifty percent (50%) of the difference between the Forecast GDP and the Real GDP for the previous calendar year;
  - (iv) Advice from the PSEC Secretariat to employers' associations, employers and unions of the percentage allowable General Wage Increase, if any, for each bargaining unit or group with authorization to employers to implement the Economic Growth Dividend.
7. For greater clarity and as an example only:

For collective agreement year 3 (2016/17):

- (i) February 2015 – Forecast GDP for calendar 2015;
- (ii) November 2016 – Real GDP published for calendar 2015;
- (iii) November 2016 - Calculation of the fifty percent (50%) of the difference between the 2015 Forecast GDP and the 2015 Real GDP by the Minister of Finance through the PSEC Secretariat;

- (iv) Direction from the PSEC Secretariat to employers' associations, employers and unions of the percentage allowable General Wage Increase, if any, for each bargaining unit or group with authorization to employers to implement the Economic Growth Dividend
- (v) Payment will be made concurrent with the General Wage Increases on the first pay period after respectively May, 1, 2016, May 1, 2017, May 1, 2018 and May 1, 2019.

**Availability of the Economic Stability Dividend**

8. The Economic Stability Dividend will be provided for each of the following collective agreement years: 2015/16 (based on 2014 GDP); 2016/17 (based on 2015 GDP); 2017/18 (based on 2016 GDP); and, 2018/19 (based on 2017 GDP).

**Allowable Method of Payment of the Economic Stability Dividend**

9. Employers must apply the Economic Stability Dividend as a percentage increase only on collective agreements wage rates and for no other purpose or form.

**APPENDIX B**

**Letter of Agreement ("Letter")**

**Between:**

**BC Public School Employers Association ("BCPSEA")**

**And:**

**The K - 12 Presidents' Council and Support Staff Unions ("the Unions")**

**And:**

**Her Majesty the Queen in Right of the Province of BC as  
Represented by the Ministry of Education ("the Government")**

**Re: Employee Support Grant for May/June 2014**

1. BCPSEA, the Unions and the Government agree that employees covered by collective agreements between Boards of Education and the Unions may recover wages lost as a result of legal strike activity by the BC Teachers' Federation ("BCTF") or lockout by BCPSEA during May and June 2014 as set out in this letter.
2. Subject to the terms of this Letter:
  - (a) Within thirty (30) days of ratification of a new collective agreement by a board of education, the local union and BCPSEA, the board will reimburse each employee covered by that collective agreement between the board and the local union for all scheduled hours that the employee would have worked and for which the employee has not otherwise been paid in May and/or June 2014, but for the labour dispute between BCPSEA and the BCTF.
  - (b) If the employee disputes a payment received from the board, the union may submit the dispute on the employee's behalf to a committee comprised of an equal number of representatives appointed by BCPSEA and the Unions.
  - (c) If the joint committee is unable to resolve the employee's claim it will submit the dispute to (NAMED ARBITRATOR) who must resolve the dispute within ten (10) days of hearing the differences between the board and the union.

*Appendix "B" – Provincial Framework Agreement 2014*

3. This Letter expires on November 30, 2014 and is of no further force and effect except where a board and union have a collective agreement which has been ratified by both parties no later than November 30, 2014.

Original signed on June 7, 2014 by:

*[Original signed by Renzo Del Negro]*

\_\_\_\_\_  
BCPSEA

*[Original signed by Marcel Marsolais]*

\_\_\_\_\_  
K-12 Presidents' Council

*[Original signed by Paige MacFarlane]*

\_\_\_\_\_  
Ministry of Education on behalf of Her  
Majesty in Right of the Province of BC

**Letter of Agreement ("Letter")**

**Between:**

**BC Public School Employers Association ("BCPSEA")**

**And:**

**The CUPE K - 12 Presidents' Council and Support Staff Unions ("the Unions")**

**And:**

**Her Majesty the Queen in Right of the Province of BC as  
Represented by the Ministry of Education (the "Government")**

**Re: Employee Support Grant for after June 30, 2014**

1. This Letter establishes a process under which employees covered by collective agreements between Boards of Education and the Unions may be entitled to recover wages lost as a result of legal strike activity by the BC Teachers' Federation ("BCTF") or lockout by BCPSEA after June 30, 2014.
2. To that end, the parties to this Letter agree that each member of the union employed as of the date of ratification of a collective agreement between a board and local unions or who retired prior to September 30, 2014 may receive payment pursuant to the terms of this Letter.
3. Within thirty (30) days of the conclusion of the current dispute between BCPSEA and the BCTF, boards will reimburse each employee covered by a collective agreement between the board and a local union for all scheduled hours that the employee would have worked and for which the employee has not otherwise been paid after June 30, 2014 but for the labour dispute between BCPSEA and the BCTF.
4. If the employee disputes a payment received from the board, the union may submit the dispute on the employee's behalf to a committee comprised of an equal number of representatives appointed by BCPSEA and the Unions.
5. If the joint committee is unable to resolve the employee's claim it will submit the dispute to (NAMED ARBITRATOR) who must resolve the dispute within ten (10) days of hearing the differences between the board and the union.

*Appendix "B" – Provincial Framework Agreement 2014*

6. This Letter expires on November 30, 2014 and is of no further force and effect except where a board and a union have a collective agreement which has been ratified by both parties no later than November 30, 2014.

Original signed on June 7, 2014 by:

*[Original signed by Renzo Del Negro]*

*[Original signed by Marcel Marsolais]*

\_\_\_\_\_  
BCPSEA

\_\_\_\_\_  
K-12 Presidents' Council

*[Original signed by Paige MacFarlane]*

\_\_\_\_\_  
Ministry of Education on behalf of Her  
Majesty in Right of the Province of BC

**APPENDIX C**

**Provincial Support Staff Extended Health Benefit Plan**

**TERMS OF REFERENCE  
BETWEEN:  
BRITISH COLUMBIA PUBLIC SCHOOL EMPLOYERS' ASSOCIATION  
AND  
K-12 PRESIDENTS COUNCIL**

**Re: Exploration of a Greater Standardization of Benefits Plans**

The parties agree to move to an optional standardized provincial extended health benefits plan (standardized plan) which would include the majority of support staff members. To further such change the parties agree to form a working committee with the goal of achieving agreement on a standardized extended health benefits plan.

Terms of Reference:

1. The committee will consist of no more than 4 members of the K-12 Presidents' Council and no more than 4 members of the BCPSEA bargaining teams. Each party will identify its representatives by June 10<sup>th</sup>, 2014.
2. The parties agree the committee will utilize the services of Morneau Shepell to assist in the process. Each party shall retain the right to invite a member of its organization to participate in the discussions where that person would bring in valuable expertise.
3. Local unions who decide to join the standardized plan must elect to do so by July 1, 2016 or a later date as mutually agreed by the Parties.
4. Where the local union in a district determines their existing plan has superior benefits and that local union elects not to participate in the standardized plan, the local union shall retain their existing plan.
5. Local unions may choose not to join the standard benefits plan without opting out of the provincial framework agreement.
6. Any measurable savings realized by movement towards a standardized plan will be retained by the PEBT unless a local collective agreement provides otherwise.

*Appendix "B" – Provincial Framework Agreement 2014*

7. BCPSEA will provide ongoing annualized funding to the Boards of Education in the amount of \$3,000,000 effective September 1, 2017 to facilitate the completion of a standardized plan.
8. Any residual unused funds from the implementation of this standardized plan will be allocated to the job evaluation fund.
9. The parties commit to engaging in intensive discussions with the goal of developing a responsible standardized extended health benefit plan by June 13<sup>th</sup>, 2014 or a mutually agreed upon day.



**APPENDIX D**

**LETTER OF AGREEMENT**

**BETWEEN:**

**BCPSEA**

**AND**

**K-12 SUPPORT STAFF UNIONS**

**AND**

**HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BC AS  
REPRESENTED BY THE MINISTRY OF EDUCATION**

**RE: LEARNING IMPROVEMENT FUND: Support Staff Priorities**

**WHEREAS:**

**The Ministry has established and maintains additional funding for the purpose of addressing high priority challenges to student learning arising from the organization of classes within schools in the province; and**

The K-12 support staff unions have since 2006 raised concerns in bargaining regarding the issues of unpaid Education Assistant (EA) work, lack of stable EA hours, bell to bell EA scheduling and lack of livable earnings for EAs, and

The Support Staff Education & Adjustment Committee (SSEAC) is a joint committee of K-12 Support Staff Unions and the BC Public School Employers' Association.

**THEREFORE:**

The parties hereby agree as follows:

1. Funding for addressing the above matters as it relates to employees covered by this collective agreement between BCPSEA and the K-12 Support Staff Unions will be in the greater amount of \$10 million or 20% of any annual amounts established by government in the Learning Improvement Fund.

2. The allocation of the LIF to school districts is established annually by the Ministry of Education and will provide this information to school districts including the portion of the LIF to be allocated to education assistants.
3. In the event of a dispute arising from the interpretation, application or alleged violation of this agreement there will be a meeting of the parties, and failing agreement, the parties will submit the concern to a mutually agreed arbitrator.
4. This letter replaces the letter between the parties signed December 14<sup>th</sup>, 2011 titled "CLASS ORGANIZATION FUND: Support Staff Priorities"

Original signed on June 7, 2014 by:

*[Original signed by Renzo Del Negro]*

*[Original signed by Marcel Marsolais]*

---

BCPSEA

---

Support Staff Unions

*[Original signed by Paige MacFarlane]*

---

Ministry of Education

## INDEX

- Aboriginal Education Support Workers, LOU, 83
- Access to Information, 35
- Accommodation, 34
- Agreement Printing, 11
- Agreement, No Other, 8
- Agreement, Term, [Art. 34], 36**
- Allowance, Automobile, 30
- Allowance, Clothing, 35
- Allowances, Payment of, [Art. 23], 30**
- Alternate Dispute Resolution, 20
- Appointments, Method of Making, 17
- Apprenticeship Program, LOU, 43
- Apprenticeship Program, Secondary School, LOU, 77
- Arbitration, [Art. 14], 19**
- Arbitration, Amending Time Limits, 20
- Arbitration, Board, 20
- Arbitration, Decisions, 20
- Arbitration, Expenses, 20
- Arbitration, Procedure, 20
- Arbitration, Witnesses, 20
- Arbitrator, Sole, 19
- Article 33, LOU, 44
- Benefits, [Art. 30], 32**
- Benefits, A.D. & D Insurance, 33
- Benefits, Continuation of, 16
- Benefits, Continuing, 34
- Benefits, Dental, 34
- Benefits, Employee Assistance Program, 34
- Benefits, Extended Health, 32
- Benefits, Life Insurance, 33
- Benefits, Medical Insurance, 32
- Benefits, Pension Plan, 32
- Benefits, Retirement, 33
- Break Periods, 22
- Bulletin Boards, 34
- Bumping, General, 14
- Bumping, Procedure, 14
- Bumping, Transportation Services, LOU, 68
- Bus Drivers, Assignment Process, LOU, 70
- Bus Drivers, Schedule, 41
- Call Back Time, Minimum, 24
- Capital Projects, Kelleher, LOU, 55
- Casual Clerical Rate, 41
- Classification, Job, [Art. 24], 31**
- Clerical Rate, Casual, 41
- Committee, Joint Occupational Health and Safety, [Art. 28], 32**
- Committee, Labour Management, 10
- Compensation, WorkSafe BC, [Art. 25], 31**
- Courses, Instructional, 35
- Days of Rest, 22
- Deferred Salary Leave Plan, LOU, 49
- Definition of Employees, [Art. 9], 11**
- Dental Plan, 34
- Differential Pay, [Art. 18], 24**
- Disability Program, Long Term, [Art. 21A], 28**
- Disability Program, Rate of Payment, 26
- Disability Program, Short Term, [Art. 21], 26**
- Disabled Employees, 17
- Discharge Procedure, 21
- Discipline, [Art. 15], 21**
- Discipline, Clearing of Records, 21
- Discipline, Union Assistance, 21
- Discrimination, 8
- Education Assistants, LOU, 46
- Employee Assistance Program, 34
- Employees, Regular, 11
- Employees, Temporary, 11
- Expenses, Arbitration, 20
- Extended Health Benefits, 32
- First Aid Attendants, 34
- General Conditions, [Art. 31], 34**
- Grant-Funded Projects, 35
- Graveyard Shift, [Art. 18], 24**
- Grievance Procedure, [Art. 13], 18**
- Harassment, 9
- Harassment, Sexual, 8
- Holden/Ready Letter, 87
- Holidays, [Art. 19], 24**
- Hours of Work, [Art. 16], 21**
- Hours of Work, Aboriginal Support Workers, 22
- Hours of Work, Bus Drivers, 21
- Hours of Work, Custodians, 21
- Hours of Work, Education Assistants, 22
- Hours of Work, Maintenance, 21
- Hours of Work, Office Employees, 22
- Illness, Proof of, 27
- In-Service Fund, LOU, 76
- Insurance, A.D. & D., 33
- Insurance, Fire, 34
- Insurance, Medical, 32
- Job Classification, [Art. 24], 31**
- Job Evaluation, LOU, 50
- Job Security, LOU, 54
- Labour Management Meetings, 11
- Labour Management, [Art. 8], 10**
- Labour Management, Additional Representatives, 11
- Labour Management, Committee Function, 11
- Labour Management, Time Off For Meetings, 11
- Layoff, Bumping and Recall, [Art. 11], 14**
- Layoff, General, 14

## INDEX

- Layoff, Notice, 14
- Layoff, Procedure, 14
- Leadhand, 41
- Leave of Absence, [Art. 22], 28**
- Leave Requests, 30
- Leave, Bereavement, 29
- Leave, Care of Immediate Family, 30
- Leave, Compassionate, 29
- Leave, Ethno-Cultural, 30
- Leave, General, 29
- Leave, Jury Duty, 29
- Leave, Pallbearer, 29
- Leave, Parental, 29
- Leave, Paternity, 30
- Leave, Pregnancy, 29
- Leave, Religious, 30
- Leave, Transport of Family Member, 30
- Leaves of Absence, LOU, 62
- Leaves, Union, 28
- Life Insurance, 33
- Long Term Disability Program, [Art. 21A], 28**
- LOU, Aboriginal Education Support Workers, 83**
- LOU, Apprenticeship Program, 43**
- LOU, Article 33, 44**
- LOU, Call-Out Procedure, Unposted Temporary Work, 85**
- LOU, Capital Projects, Kelleher LOU, 55**
- LOU, Deferred Salary Leave Plan, 49**
- LOU, Education Assistants, 46**
- LOU, In-Service Fund, 76**
- LOU, Job Evaluation, 50**
- LOU, Job Security, 54**
- LOU, Leaves of Absence, 62**
- LOU, Maintenance Services, Temporary Trades Workers, 58**
- LOU, Secondary School Apprenticeship Program, 77**
- LOU, Strong Start Coordinator, 79**
- LOU, Student Supervisors, 60**
- LOU, Temporary Postings, 63**
- LOU, Training (In-Service), 65**
- LOU, Transportation, Bumping, 68**
- LOU, Transportation, Bus Drivers Assignment Process, 70**
- LOU, Transportation, Student Activity Policy and Procedures, 66**
- LOU, Vince Ready 2004 Award, 45**
- LOU, Work Experience Placement, 73**
- Mechanization, Changes, [Art. 26], 31**
- Medical Insurance, 32
- Method of Making Appointments, 17
- Minimum Call Back Time, 24
- Minimum Hours, 22
- New Employees, [Art. 7], 10**
- Occupational Health and Safety, Joint Committee, [Art. 28], 32**
- Overtime Rates, Holidays, 23
- Overtime Rates, Weekdays, 22
- Overtime Rates, Weekends, 23
- Overtime, [Art. 17], 22**
- Overtime, Bus Drivers, 23
- Overtime, During Layoffs, 24
- Pay Days, 30
- Pay, During Temporary Transfers, 30
- PEBT, Settlers Statement, 89
- Pension Plan, 32
- Personnel Files, Access to, 21
- Posting, 16
- Postings, Temporary, LOU, 63
- Preamble, [Art. 1], 7**
- Present Conditions and Benefits, [Art. 32], 35**
- Promotions and Staff Changes, [Art. 12], 16**
- Promotions, Higher Qualifications, 17
- Provincial Framework Agreement, 90
- Qualifications, Higher, 17
- Recall, General, 14
- Recall, Procedure, 15
- Recognition and Negotiations, [Art. 2], 8
- Regular Employees, 11
- Regular Employees Attainment of Seniority, 12
- Retirement Benefits, 33
- Rights of Employer, [Art. 3], 8
- Schedule "B", 42**
- Schedule, Work, 22
- Seniority During Absence, 13
- Seniority, [Art. 10], 12**
- Seniority, Attainment, Regular Employees, 12
- Seniority, Attainment, Temporary Employees, 13
- Seniority, Definition, 12
- Seniority, Loss of, 13
- Seniority, Outside the Bargaining Unit, 13
- Seniority, Retention, 14
- Severance Pay, [Art. 27], 31**
- Sexual Harassment, 8
- Short Term Disability Program, [Art. 21], 26**
- Sick Leave Allowance Records, 27
- Sick Leave, Definition of Year, 27
- Sick Leave, During Absence, 27
- Sick Leave, Proof of Illness, 27
- Sick Leave, Rate of Payment, 26
- Sick Leave, Subrogation, 27
- Sick Leave, Use of Credits, 27
- Strike, Employer's Premises, 34
- Strong Start Coordinator, LOU, 79

## INDEX

Student Supervisors, LOU, 60  
**Subcontracting, [Art. 33], 35**  
**Supplementation of Compensation, [Art. 25], 31**  
**Technology, Changes, [Art. 26], 31**  
Temporary Employees, 11  
Temporary Employees Attainment of Seniority, 13  
Temporary Trades Workers, LOU, 58  
Temporary Work, 16  
Temporary Work, Unposted, Call-Out Procedure, LOU, 85  
**Term of Agreement, [Art. 34], 36**  
**Terminals, Video Display, [Art. 29], 32**  
Tools, Employee-Owned, 34  
Training (In-Service), LOU, 65  
Transfers, 18  
Transfers, Outside the Bargaining Unit, 13  
Transportation, Student Activity Policy and Procedures, LOU, 66  
Trial Period, 17  
**Union Dues, [Art. 6], 10**  
Union Notification, Employment Changes, 17  
**Union Security, [Art. 5], 10**  
**Vacation, [Art. 20], 25**  
Vacation, Holidays During, 25  
Vacation, Preference, 26  
Vacation, Regular 12 Month Employees, 25  
Vacation, Regular Less Than 12 Month Employees, 26  
Vacation, Sick During, 25  
**Video Display Terminals, [Art. 29], 32**  
Vince Ready 2004 Award, LOU, 45  
**Wage, Rates, 37**  
**Wage, Schedule "A", 37**  
**Wages, Payment of, [Art. 23], 30**  
Work Experience Placement, LOU, 73  
Work Schedule, 22  
Workplace Environment, 8