

**COLLECTIVE AGREEMENT**

**between**

**THE BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 33 (CHILLIWACK)**

**and**

**CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 411**

**for the period**

**July 1, 2014 - June 30, 2019**

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This Agreement made the 9th day of September, 2014.

BETWEEN:

**THE BOARD OF EDUCATION, SCHOOL DISTRICT NO. 33  
(CHILLIWACK)** in the Province of British Columbia, hereinafter referred to  
as the "EMPLOYER"

PARTY OF THE FIRST PART;

AND:

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO. 411**  
Chartered by the Canadian Union of Public Employees and affiliated with the  
Canadian Labour Congress, representing those employees who are affected by  
this Collective Agreement and for whom it has been certified, hereinafter  
called the "UNION"

PARTY OF THE SECOND PART.

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

- (a) To maintain and improve the harmonious relations and settled conditions of employment between the Employer and the Union.
- (b) To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, services, etc.
- (c) To encourage efficiency in operation.
- (d) To promote the morale, well-being and security of all employees in the bargaining unit of the Union.

AND WHEREAS it is now desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in an Agreement.

NOW, THEREFORE, the parties agree as follows:



## ARTICLE 1 – DEFINITIONS

- 1.1 **"Employee"** shall mean a person who is an "Employee" as defined in the Statutes of the Province.
- 1.2 **"Probationary Employee"** shall mean a person serving three (3) working calendar months from initial appointment as a Regular or School Term Employee to determine suitability for employment, (such period of time may be extended by mutual consent of both parties in writing). During the probationary period the new employee's transfer, lay-off, or dismissal shall be at the discretion of the employer. During the probationary period, employees shall not be entitled to the benefits provided by this Agreement except those benefits which an employee is entitled by statute.
- 1.3 **"Regular Employee"** shall mean an employee, full-time or part-time, who has successfully completed the probationary period and who is employed on a regular twelve (12) month basis.
- 1.4 **"School Term Employee"** shall mean an employee, full-time or part-time, who has successfully completed the probationary period and who is employed for the school term. Spring Break and Christmas school closures shall not be considered normal working days for school term employees.
- 1.5 **"Supervision Assistant"** shall mean an employee who works, unless otherwise determined, for the school term, Monday through Friday, on days when students are in attendance during the regular school year.

Supervision Assistants hired after June 30, 2000 shall accrue casual seniority for the purposes of 8.1(b) – Selection Criteria.

- 1.6 **"Casual Employee"** shall be defined as an employee other than Probationary, Regular or School Term Employee.

A Casual Employee is employed to augment the regular staff or who is employed on a special project of limited duration not to exceed three (3) calendar months. Such periods of time may be extended by mutual consent of both Parties in writing.

A Casual Employee shall also be hired on a day to day basis to replace existing staff due to illness, leave of absence, Workers' Compensation leave or vacation.

Seniority shall accrue for all casual employees on a daily basis in accordance with Article 7 for the purposes of job postings only. "Casual Employees" shall only be entitled to those benefits expressly accorded them in the agreement and those benefits mandated by statute.

### 1.7 **Temporary Assignments**

Temporary assignments to positions resulting from extended leaves of absence such as maternity leave, long term illness, Workers' Compensation or any other leave of absence granted under this Agreement where the duration of the leave is known to be longer than three (3) months, shall not be restricted to three (3) months but shall be for the duration of the leave granted. Such periods of time may be extended by mutual consent of the Parties.

## **ARTICLE 2 - MANAGEMENT RIGHTS**

Except as otherwise provided in this Agreement the management, supervision and control of the Employer's operation and the direction of the working force shall remain the exclusive function of Management provided that such management and direction does not contravene the express provisions of this Agreement. The Employer shall exercise these rights in a manner that is fair and reasonable.

## **ARTICLE 3 - UNION RECOGNITION**

### **3.1 Bargaining Agency**

The Employer recognizes the Canadian Union of Public Employees, Local 411, as the sole and exclusive collective bargaining agency for all of those employees covered by its certificate of bargaining authority except those so excluded by virtue of the Statutes of the Province and those persons mutually excluded. (As listed in Appendix B.)

### **3.2 Negotiations**

The Employer agrees to negotiate with the Union, or any of its authorized committees, concerning all matters affecting the relationship between the parties to this Agreement, looking towards a peaceful and amicable settlement of any differences that may arise between them.

### **3.3 Employee Agreements**

No employee shall be required or permitted to make any written or verbal agreement with the Employer or his representatives which may conflict with the terms of this Collective Agreement.

## **ARTICLE 4 - UNION SECURITY**

### **4.1 Union Membership**

All present members of the Union shall maintain their membership in the Union as a condition of continuous employment. Present employees who are not members of the Union may continue as non-members provided that they contribute monthly an amount equal to the dues as established by the Union. New employees shall become members of the Union immediately upon the completion of thirty (30) calendar days and shall maintain their membership in the Union as a condition of continuing employment. The Employer agrees to notify prospective new employees of this requirement.

### **4.2 Union Dues**

The Employer agrees, upon receipt of a signed authorization from the employee, to the check-off of Union dues, fees and general assessment levied in accordance with the Constitution and/or By-Laws of the Union. The Union agrees to advise the Employer of the amounts of such Union dues and/or general assessments as may be determined from time to time by the said Union.

The Employer upon receipt of such advice from the Union, shall thereupon deduct from the

earnings of the employees such dues, fees and general assessments and shall forward to the Union the total of such amounts deducted, together with amendments to the list, of those employees from whom such deductions were made, such deductions to be remitted to the Union Treasurer not later than the fifteenth (15th) day of the following month.

#### **4.3 Monthly Union Meetings**

Due to the nature of shift work, employees on the afternoon shift shall be allowed time off to attend one regular Union meeting per month; provided however, the employee's shift will be completed and the building will be ready for the next day's regular school activity. In certain schools designated by the Employer, one employee will remain on shift during the regular school year.

### **ARTICLE 5 - LABOUR MANAGEMENT RELATIONS**

#### **5.1 Representation**

No individual employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper authorization of the Union.

#### **5.2 (a) Local Bargaining Committee**

A local Bargaining Committee shall be appointed and consist of not more than *five (5)* members appointed by the Employer, and not more than *five (5)* members appointed by the Union. The Union will advise the Employer of the Union nominees to the Committee. The parties agree that additional resource people may be brought in for meetings from time to time, as required.

#### **(b) Function of Bargaining Committee**

The Bargaining Committee shall meet under the terms, conditions and time constraints of the Statutes of the Province.

All matters of mutual concern pertaining to performance of work, operational problems, rates of pay, hours of work, collective bargaining, and other working conditions, etc. shall be referred to the Bargaining Committee for discussion and settlement.

#### **(c) Meeting of Committee**

In the event either party wishes to call a meeting of the Bargaining 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, unless otherwise mutually agreed.

#### **5.3 Representative of Canadian Union**

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such

representatives shall have access to the Employer's premises in order to investigate and assist in the settlement of a grievance. On all such occasions, the Employer shall be informed by the representative of his/her presence and the reason for it.

#### **5.4 Labour/Management Committee**

##### **(a) Purpose of the Committee**

In order to foster better relations between the Parties, the purpose of the Committee shall be to discuss matters of mutual concern including matters pertaining to the improvement of the quality of work life in the District. The Committee shall have the power to make recommendations to the Union and the Employer.

##### **(b) Composition of Committee**

A Labour/Management Committee shall be established. The Employer and the Union shall each appoint a minimum of two (2) and a maximum of six (6) representatives to the Labour/Management Committee.

##### **(c) Chair**

The Chair of the Labour/Management Committee shall alternate between the Employer representative and a representative of the Union, or as mutually agreed.

##### **(d) Meetings**

Meetings of the Committee shall be held at the call of the Chair but in any event, not less often than four (4) times a year. Meetings shall be held as promptly as possible upon request in writing of either Party.

##### **(e) Minutes**

Minutes shall be recorded at each session and shall be reviewed and adopted at following sessions. The minute taker shall alternate between the Employer and the Union or as mutually agreed.

##### **(f) Scope of the Committee**

The Committee shall not have the power to bind the Union or its members, or the Employer to any decision or conclusion reached in discussion.

The Committee shall not have jurisdiction over any matter contained in this Collective Agreement, including its administration or renegotiation.

The Committee shall not supersede the activities of any other committee of the Union or the Employer.

#### **5.5 Time Off for Meeting**

Any representative of the Union on labour management joint Committees who is in the employ

of the Employer, shall have the privilege of attending joint Committee meetings held within working hours without loss of remuneration.

## **5.6 Bulletin Boards**

The Employer shall provide bulletin boards which shall be placed so that all employees will have access to them and 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.

## **5.7 Technical Information**

The Employer shall notify the Union of all job posting appointments, as well as approved leaves of absence for periods of six (6) months or greater. The Employer shall also provide on or before March 31 annually, along with the seniority list referred to in Article 7.8, an accurate listing of all current casual and temporary employees as at December 31 of the previous year.

The Employer shall make available to the Union, on request, information required by the Union for purposes of bargaining, such as job descriptions, positions in the bargaining unit, job classifications, wage rates, pension and welfare plans and other relevant documents which the employer has readily available, provided always that such information requested is not confidential and is the property of the Employer and that the Employer has a legal right to disseminate it.

# **ARTICLE 6 - GRIEVANCE PROCEDURE**

*The Parties are committed to informal problem-solving prior to the formal grievance procedure. Whenever possible and practical, questions or differences will be taken up verbally by the employee with the appropriate manager or administrator.*

## **6.1 Right to Have Shop Steward Present**

(a) An employee shall have the right to have his/her steward, or Union Representative of his/her choice present at any discussion where supervisory personnel intend it to be the basis of formal disciplinary action. Where a supervisor intends to interview an employee for disciplinary purposes which will become part of his/her employment record, the supervisor shall so notify the employee in advance of the purpose of the interview in order that the employee may contact his/her steward to be present at the interview.

### **(b) Lists**

The Parties shall exchange twice yearly in January and September a list of Supervisors/Shop Stewards showing names and locations of such individuals.

## **6.2 Application**

Should any difference arise between the persons bound by the Agreement concerning its interpretation, application, operation, or any alleged violation thereof, including any questions governing the dismissal or suspension of an employee bound by the Agreement, and including

any question as to whether any matter is arbitrable, such question or difference shall be final and conclusively settled without stoppage of work in accordance with the following steps:

### **6.3 Procedure**

#### **(a) Step 1**

Such difference or grievance shall be stated in writing and presented by the employee and a representative of the Union in person to the *appropriate manager or administrator* within five (5) working days directly following the date when the grievor became aware of the grievance.

#### **(b) Step 2**

If the difference is not satisfactorily settled under Step 1 then, within two (2) working days after the completion of Step 1, the employee shall submit the grievance in writing to the Superintendent of Schools or his/her designate.

#### **(c) Step 3**

If the grievance is not satisfactorily settled under Step 2, within five (5) working days of the submission the grievance shall be referred to the Joint Grievance Committee which shall consist of three (3) Union members and three (3) members from the District. The Committee shall meet within (10) working days of the grievance's referral to Step 3. If a settlement is not reached within seven (7) working days of this meeting, the matter may be sent to arbitration.

#### **(d) Arbitration**

- (i) A Board of Arbitration shall be formed to hear the grievance. Either party shall notify the other, in writing of the question(s) to be arbitrated and the name and address of its chosen representative on the Arbitration Board. After receiving such notice and statement, the other party shall within five (5) calendar days appoint its representative on the Arbitration Board and give notice in writing of such appointment to the other party. Such representatives shall endeavour to select a third member who shall be Chairman. Should the representatives fail to select such a third member within five (5) days from the appointment of the last representative, either party may request the Minister of Labour of the Province of British Columbia to appoint a Chairman. The expenses and compensation of the representatives selected by the parties shall be borne by the respective parties. The expenses and compensation of the Chairman shall be shared equally between the parties.
- (ii) If there is mutual agreement between the Parties, a single arbitrator may be substituted for the Arbitration Board established in this Article. The expenses of the arbitrator shall be shared equally between the Parties.
- (iii) Within fourteen (14) calendar days following the establishment of the Board of Arbitration, it shall report its decision on the grievance. The majority decision of

the Board shall be final and binding on all persons bound by this Agreement.

- (iv) In the event the Board of Arbitration finds that an employee has been dismissed or suspended for other than proper cause, the Board of Arbitration may direct the Employer to reinstate the employee and pay to the employee a sum equal to his/her wages or salary lost by reason of such suspension or discharge, or such lesser sum as in the opinion of the Board of Arbitration is fair and reasonable or make such other order as it considers fair and reasonable having regard to the terms of the Collective Agreement between the parties.

**(e) Time Limit**

Wherever a stipulated time is mentioned in this Article, the said time may be extended by mutual consent of the parties in writing.

If a grievance has not advanced within the time limits set out above, the grievance shall be deemed to be abandoned, and all rights of recourse to the grievance procedure shall be at an end.

- (f) The Employer may raise issues it wishes resolved at Step 3 providing the issues are raised within fourteen (14) days of the Employer becoming aware of the matter and shall notify the Union in writing clearly identifying the issue at hand and providing the Union with sufficient time to investigate. Dates for such process shall be mutually agreed upon by both parties.

**6.4 Expedited Arbitration**

- (a) Either party may request a grievance be dealt with under the Expedited Arbitration Procedures. Such request shall be confirmed in writing. The party receiving such a request shall respond within five (5) working days and confirm their response in writing. A grievance shall not be considered for Expedited Arbitration until the grievance procedure under the Collective Agreement has been exhausted.
- (b) Those grievances agreed to be suitable for expedited arbitration shall be scheduled within one calendar month.
- (c) The location of the hearings is to be agreed by the parties.
- (d) All presentations are to be short and concise and are to include a comprehensive opening statement. The parties agree to make limited use of authorities during their presentations.
- (e) Prior to rendering a decision, the arbitrator may assist the parties in mediating a resolution to the grievance. If this occurs, the cost will be borne in accordance with Section 103 of the B.C. Labour Relations Code.
- (f) Where mediation fails, or is not appropriate, a decision shall be rendered as contemplated herein.
- (g) The decision of the arbitrator is to be completed and mailed to the parties within ten (10)

working days of the hearing.

- (h) The parties shall equally share the costs of the fees and expenses of the arbitrator.
- (i) The Arbitrator shall have the power and authority to conclusively settle the dispute and his/her decision shall be binding on both parties. The Arbitrator shall not have the power to change this agreement or to alter, modify or amend any of its provisions. However, the Arbitrator shall have the power to dispose of a grievance by any agreement which it deems just and equitable.
- (j) The parties agree that it is not their intention to utilize Section 104 of the Labour Relations Code as long as the above noted provisions are in effect.

## **ARTICLE 7 - SENIORITY**

### **7.1 Seniority Defined**

Seniority is defined as the length of service of an employee with the Employer. Seniority shall apply bargaining unit wide and shall be effective the date of hire upon attaining a posted position.

### **7.2 Casual Seniority**

Casual employees, *and supervision assistants hired after June 30, 2000*, accrue seniority by the number of days worked to a maximum of 520 days. This seniority shall be applicable *in competing with other casual employees and supervision assistants* for posted positions as per Article 8.1.(b)(i).

*To establish a regular seniority date*, a casual employee who is successful in attaining a posted *regular or school term* position shall upon completion of the probationary period be credited with all days worked in the 24 calendar months prior to attaining a posted position.

### **7.3 Mobility of Seniority**

An employee who transfers or is transferred from one Division of the Bargaining Unit to another, for any reason, shall retain his/her service seniority from his/her original date of employment.

### **7.4 Probationary and Casual Employees**

Probationary and casual employees applying for posted positions shall be entitled to have their days of actual work for the Employer considered when evaluating their suitability for the position, although they have no seniority under this Article. After completion of the probationary period however, seniority shall be cumulative for the 24 month period immediately preceding the probationary period for the purpose of promotion.

### **7.5 No Loss of Seniority**

An employee shall not lose seniority rights if he/she is absent from work because of sickness,



accident, layoff or leave of absence approved by the Employer.

## **7.6 Loss of Seniority**

An employee shall only lose his/her seniority in the event:

- (a) He/she is discharged for just cause and is not reinstated.
- (b) He/she resigns.
- (c) He/she is absent from work in excess of five (5) consecutive working days, without sufficient cause or without notifying the Employer, unless such notice was not reasonably possible.
- (d) He/she fails to return to work following a lay-off 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 of his/her current address.
- (e) Employees who are laid off and have less than one (1) year's continuous service shall retain their seniority rights for six (6) months. Employees who are laid off and have more than one (1) year's continuous service shall retain their seniority rights for one (1) year.
- (f) Loss of seniority shall mean loss of all rights as an employee.

## **7.7 Transfers Outside Bargaining Unit**

No employee shall be transferred to a position outside the Bargaining Unit without his/her consent. An employee who consents to transfer, for any reason, to a position which he knows to be outside the Bargaining Unit shall not then initiate proceedings to have that position included in the Bargaining Unit.

## **7.8 Seniority List**

*Up to date seniority lists for regular and casual employees*, as at December 31 and June 30 will be sent to the Union and posted electronically on or before March 31 and August 31 annually. The Employer shall maintain a seniority list showing the seniority date for promotion purposes.

## **7.9 Seniority Tie Breakers**

Where the seniority of two (2) or more regular or school term employees is equal, the employee with the earliest date of hire as a probationary employee shall be deemed to have the greatest seniority. Where the date of hire is equal, the employee with the earliest date of application for regular or school term employment shall be deemed to have the greatest seniority. This clause will be effective for employees hired after the date of ratification.

## ARTICLE 8 - STAFF CHANGES

### 8.1 Appointments

#### (a) Job Posting

- (i) Where vacancies exist or new positions are created, notice thereof will be posted *electronically* or on the Bulletin Boards and a copy *provided* to the Secretary of the Union, a period of eight (8) working days before the appointment is made. Such posting and notice shall contain the following information: nature of position, required ability, location, shift, hours of work, wage rate or salary range. The job description for the position shall be attached to the job posting. The Employer agrees to advise the Secretary of the Union and unsuccessful applicants in writing of the name(s) of the successful applicant(s) within five (5) working days of the appointment. Postings for Utilityperson vacancies will indicate the major emphasis of duties, e.g. buildings or grounds, while remaining flexible, and Utilityperson on staff may apply for the vacancy.

#### (ii) Leave of Absence Replacements

Leaves of absence of six (6) months or greater which commence prior to the start-up of school or end on June 30<sup>th</sup> will be posted provided that at least thirty (30) days notice has been given. In the case of serious, long-term illness which will be of six (6) month's duration or greater, the period of notice shall be waived. If any vacancy arises from the above postings, it may be filled with a casual employee.

#### (b) Selection Criteria

In making appointments, promotions and transfers, the required knowledge, ability and skills for the position shall be the primary consideration, and where two (2) or more applicants are equally capable of fulfilling the duties of the position, seniority, as defined in this Agreement shall be the determining factor. In all instances present employees shall be given preference when suitably qualified.

- (i) The casual seniority and seniority earned as a Supervision Assistant shall be applicable after the Employer has considered regular, school term and probationary employees with a greater number of days of employment with the Employer.
- (ii) *Clerical staff who are transferring positions, where the qualifications within the job descriptions are the same, will be deemed qualified.*

In the event of a grievance, the Employer bears the onus of proof that the selection decision was consistent with this provision.

#### (c) Trial Period

In the event an employee is promoted or transferred to a new position, he/she shall be considered to be on trial for a period of not more than forty-five (45) working days. If, at

any time during the trial period the employee is not considered satisfactory in the new position, he/she shall be returned to his/her previous or similar position and shift without loss of seniority. If, at any time during the trial period the employee wishes to return to his/her previous or similar position, he/she shall be returned without loss of seniority if mutually agreed by all employees affected.

**(d) Performance Reviews**

Performance reviews will be conducted every two years. At the Employee's request or at the Employer's discretion these reviews may be conducted more frequently.

**(e) Discipline**

Wherever the conduct or the work standards of an employee is of such a nature to warrant written disciplinary action, or a written warning of disciplinary action or written adverse report, the Board shall notify the employee of its dissatisfaction, with a copy to the Secretary of the Union. The employee's written reply if any, shall become part of his/her record.

The record of an employee shall not be used against him/her at any time after twenty-four (24) months following suspension or disciplinary action provided there has been no further disciplinary action taken against that employee for a similar incidence.

After twenty-four (24) working months, upon written notice from the employee, any written disciplinary action or written warning of disciplinary action, or written adverse report, will be removed from the employee's personnel file. The record of written disciplinary action, or written warning of disciplinary action, or written adverse report, will be placed in a separate private file with no reference to the record remaining in the employee's personnel file. The removed record may only be accessed by the Superintendent or designate to determine its applicability to additional disciplinary matters.

**(f) New Position Information**

When an employee begins a new position or is given a new assignment, the Employer will provide any available information regarding the new position or new assignment.

**8.2 Layoffs and Recalls**

**(a) Definition**

A layoff shall be defined as a reduction in work force or a reduction in the normal hours of more than twenty (20) percent.

A reduction in hours of twenty (20) percent or less for an employee may be accumulated and the employee subject to layoff procedures upon exceeding twenty (20) percent reduction any time during a five (5) year period.

**(b) Notice of Layoff**

- (i) The Employer shall notify employees in writing who are to be laid off temporarily for up to four (4) weeks, five (5) working days before the layoff is to be effective.
- (ii) The Employer shall notify employees in writing who are to be laid off temporarily for more than four (4) weeks and up to thirteen (13) weeks, fifteen (15) working days before the layoff is to be effective.
- (iii) If the employee laid off has not had the opportunity to work the prescribed days after notice of temporary layoff, he/she shall be paid in lieu of work for that part during which work was not made available.
- (iv) The Employer shall notify employees in writing who are to be laid off permanently or in excess of thirteen (13) weeks, in accordance with the Employment Standards Act, except that the two (2) weeks' notice provided in Section 42(1)(a) shall become fifteen (15) working days.

**(c) Severance Pay**

An employee who is laid off shall receive severance pay in accordance with the undernoted schedule:

Less than 1 year service:	0%
After completion of 1 year service:	
- For each completed year of service up to 2 years	.8%
- For each additional year of service up to a total of 5 years	1.6%
- For each additional year service	3.2%

The percentage shall be of current annual salary based on current hours of work at the time of layoff to a maximum of six (6) months annual salary.

The employee may elect to receive severance pay at any time during the first sixty (60) days following notice of layoff. An employee whose employment is so terminated, instead of electing severance pay may elect to have his/her name placed on a recall list for a period of one (1) year following date of termination.

An employee who elects to receive severance pay shall have no further right of recall or re-employment.

An employee who receives severance pay and is subsequently rehired by the employer shall retain any payment made, but the calculation of years of service for the purpose of a future layoff will commence with the date of rehiring.

**(d) Layoff, Bumping, and Recall Procedure**

- (i) Both parties recognize that job security should increase in proportion to length of

service. Therefore, in the event of a layoff, employees shall be laid off in the reverse order of their seniority and shall be recalled in order of their seniority, providing he/she is qualified to do the work he/she is recalled to and provided he/she has retained recall rights.

- (ii) All employees laid off or displaced shall be entitled to bump other employees in accordance with their seniority. Any employee displaced by this procedure shall be entitled to the same bumping rights. The right to bump shall include the right to bump into an equivalent or lower classification. Employees wishing to utilize their rights under this clause shall notify the Employer within three (3) working days after receiving the notice of layoff in writing. In accordance with this Article, it shall be the Employer's choice as to the position each employee shall bump into with prior consultation with the Union.
- (iii) All employees who are on the recall list shall be deemed to have applied for all posted positions within their Division and shall be deemed to be recalled when they are the senior applicant and qualified for the position. *If the employee refuses two (2) positions for which he/she is qualified, the right of recall is lost and he/she will be offered the option of terminating employment with the school district or reverting to casual status. Should a laid off employee elect to become casual, all conditions of employment will be as a casual employee except that his/her regular seniority will be returned if appointed to another regular position.*

(e) ***Entitlement to Recall***

If an employee who has been laid off is qualified for a position, he/she shall have an opportunity for re-employment before a new employee is hired for the position provided recall rights have been retained in accordance with paragraph (b).

(f) **Emergencies**

When weather makes regular work impossible or in times of emergencies, the above clauses may be set aside. In such cases a meeting of representatives of the Employer with the Union executive shall be called within five (5) calendar days to assist in the reorganization of work in a way which will comply from the start of the emergency with the intent of this Article.

### 8.3 **Suspensions and Terminations**

(a) **Suspension**

Any employee may be subject to immediate suspension for proper cause, subject to established grievance procedure as outlined in this Agreement.

(b) **Dismissal**

Any employee, may for proper cause, be dismissed without notice and subject to Statutory Regulations, may be deprived of benefits that he/she would otherwise receive on retirement, or, at the discretion of the Employer, such notice and benefits as the

Employer may authorize, provided, however, that any employee so dismissed shall have the right to grieve (Article 6).

**(c) Notice of Resignation**

An employee shall be required to give at least one (1) months' notice, where possible, in writing, of his/her intention to resign.

**(d) Retirement**

All employees shall retire according to the provisions of the Municipal Pension Plan unless otherwise mutually agreed between the parties.

**8.4 Notice of Staff Changes**

The Employer agrees to notify the Union, in writing, when an employee covered by this Agreement, is hired, promoted, demoted, transferred, laid off, recalled or is suspended or when his/her employment is terminated.

**ARTICLE 9 - HOURS OF WORK**

**9.1 Regular Full-Time Employees**

The normal hours of work per day of regular full-time employees (excluding bus drivers) are as follows:

Custodial, Maintenance and Transportation employees (excluding bus drivers)	8.0 hours
Cafeteria	7.5 hours
Clerical and <i>Education</i> Assistants	7.0 hours

The above hours per day are exclusive of meal time, five (5) days per week, Monday through Friday inclusive.

The above calculations are based on thirty-five (35) - forty (40) hours per week, fifty-two (52) weeks per year.

**9.2 Part-Time Employees**

The normal hours of work for all employees who work less than full-time hours (excluding bus drivers) shall be defined as those hours the employee was initially assigned to upon appointment to the District or reassigned to through subsequent posting, Monday through Friday.

**9.3 Education Assistant Consultation**

If the Board requires an education assistant to engage in a consultation process with a teacher(s), administrator, or parent outside normal working hours, or to participate in the preparation of

individual education plans, compensation will be provided by the Board consistent with the Collective Agreement.

#### **9.4 Supervision Assistants**

Unless otherwise determined, Supervision Assistants are employed Monday through Friday only on days when students are in attendance during the regular school year.

#### **9.5 Bus Drivers**

The provisions of this Article apply to school term bus drivers except as hereinafter modified.

Bus Drivers are guaranteed a base of one thousand and ninety (1090) hours per school year. Guarantee consists of 1090 hours divided by possible working days in a school year times actual number of days worked. This excludes Saturday and Sunday and General Holiday trips.

- (a) Regular shift is defined as the conveyance of passengers to school in the morning and home in the afternoon.
- (b) Extra shift is defined as the conveyance of passengers for extra-curricular activities.
- (c) Shifts shall be paid at a minimum of two (2) hours and drivers' time will be uninterrupted if less than one-half (½) hour remains between shifts.
  - (i) Drivers are entitled to one 15 minute rest period after two (2) hours of work and a second rest period after six (6) hours of work. Paid waiting times of 15 minutes or more will be construed as a paid rest period regardless of the length of time spent waiting.
- (d) All work after nineteen hundred (1900) hours on those days on which the regular shift has been worked shall be deemed to be overtime. After twelve (12) hours from the start of the regular shift, work will be deemed as overtime.
- (e) Hours of work consisting of regular and extra shifts and overtime are shared as equally as possible amongst drivers. Each driver has the opportunity to choose a percentage of the work available beyond one's guaranteed hours, although the decision of the Employer will prevail. If no drivers are available, other transportation department staff may share the work.
- (f) Where School District transportation is used for extra-curricular trips on Saturdays and Sundays, the following applies instead of the overtime rates in Article 10.2:
  - (i) Time and one-half (1 ½) regular rate for driving to and from destination.
  - (ii) Upon arrival at destination, waiting time shall be paid at the regular rate of pay.
  - (iii) *No shift will be* paid less than four (4) hours.
  - (iv) Trips that are cancelled where the driver positions into departure point/school

shall be paid at two (2) hours at one and one half (1 ½) times the regular rate.

- (v) All work carried out in this sub paragraph 9.5(f) shall be on a volunteer basis and shared as equally as possible. All Transportation employees may participate and shall be paid at the Bus Driver rate of pay.
- (vi) An exception to 9.5 (f) (i) to (iv) above will apply to bus driving on ski trips. Bus drivers who drive on ski trips shall share those hours only with other registered ski trip drivers.
- (g) Work carried out on General Holidays shall be paid in accordance with the current contract rates.
- (h) At the end of each school year a review of school bus drivers' hours of work will be made to ensure minimum guarantee is met. Any shortages will be paid out.

## **9.6 Shifts and Shift Differentials**

Shift differentials do not apply to overtime hours.

### **(a) Second Shift**

Where the major portion of an employee's, other than bus drivers and custodians, shift occurs after fifteen hundred (1500) hours, the employee shall be paid a shift differential of three percent (3%) of their hourly rate per hour for the entire shift worked.

### **(b) Third Shift**

Where the major portion of an employee's, other than bus drivers and custodians, shift occurs after twenty three hundred (2300) hours, the employee shall be paid a shift differential of six percent (6%) of their hourly rate per hour for the entire shift worked.

### **(c) Differential - Custodial Staff**

Custodial hourly rates include shift differential for second, split, and with the exception of an additional two percent (2%), the third shift.

### **(d) Special Shift**

A special shift may include Saturdays, however, no employee will be required to work more than five (5) days in a seven (7) day period without the payment of overtime rates, and provided further that the employee shall be entitled to two (2) consecutive days off, one of which will be Sunday.

When and where a special shift occurs, and the hours of such shift are outlined in principle, in the sub-sections entitled "Second Shift" or "Third Shift" then the provisions of the said sub-sections are applicable to such special shift.

In the event of an extended school week being established, a regular shift may be



established consisting of five (5) consecutive days commencing Tuesday.

**(e) Temporary Shifts for Inside Clerical Workers**

We herein recognize that there may arise a temporary need for shift work among inside clerical employees during peak periods throughout the year and therefore set forth hereunder the principles which shall apply to implementing temporary shift work:

- (i) Adequate notice shall be given by the Employer to the Union which notice shall not be less than five (5) working days or one (1) clear calendar week.
- (ii) Temporary shifts for clerical employees may be in two (2) seven (7) hour non-broken shifts, meal time excluded, commencing not before seven hundred (700) hours and continuing not later than twenty-two hundred (2200) hours. Temporary shifts shall not exceed ten (10) working days in any one period.
- (ii) The date and plan of implementation and the allocation of employees shall be with the fullest consultation and cooperation of the Union to ensure adequate coverage by qualified employees.

**9.7 Reporting**

Where an employee reports for a shift and no work is available, such employee shall be paid for a minimum of two (2) hours regular rate of pay; and in the event the employee commences work, a minimum of four (4) hours regular rate of pay shall be paid.

**9.8 Rest Periods**

All employees shall be permitted a rest period of fifteen (15) consecutive minutes both in the first and second half of a normal work day or shift.

There shall be no rest periods during shifts of less than two (2) hours.

**9.9 Notice of Shift**

Except in circumstances beyond the control of the Employer, five (5) days notice shall be given before a change of the regular shift. At least eight (8) hours rest shall be provided between shifts.

**9.10 Schedule Changes**

Except in circumstances beyond the control of the Employer, all clerical and teaching assistant staff will be given forty-eight (48) hours notice in the case of a change in work days, start, or quit times.

**9.11 School Closing**

Unless school is in session, all School District operations will close *one and one half (1 ½) hours before the regular scheduled end of shift* on the working day prior to Christmas and New Years Day. This provision is for employees at work on those days. *Employees that work at distance*

*learning sites will also finish work one and one half (1 ½) hours before the end of the normal working day on those days.*

## **ARTICLE 10 - OVERTIME**

### **10.1 Overtime Authorized**

All overtime shall be pre-authorized by the employee's immediate Supervisor. All time worked beyond the normal full-time work day referred to in Article 9, the normal full-time work week, or on a holiday, shall be considered overtime.

Employees may choose to take time off in lieu of overtime *by mutual agreement with their supervisors*. Employees must indicate their choice *of pay or time off* on their time-sheet. Overtime necessitated by community use of schools shall be exempted from this option. Overtime in excess of eighty (80) hours in any one year necessitated by heating requirements shall also be exempted from this option.

### **10.2 Overtime Rates**

All hours worked in excess of those normally worked by a full-time employee in a day shall be paid for as follows:

- (a) one and one-half (1 ½) times the regular rate for the first three (3) hours of overtime in a normal working day.
- (b) double (2) time for all hours in excess of three (3) hours overtime in a normal working day.

Overtime shall be calculated to the next quarter (1/4) hour.

Custodial, Maintenance and Transportation employees (excluding bus drivers) based on eighty hours bi-weekly shall be paid double (2) time after forty-eight (48) hours per week.

Cafeteria employees based on seventy-five (75) hours bi-weekly shall be paid double (2) time after forty-five (45) hours per week.

Clerical employees based on seventy (70) hours bi-weekly shall be paid double (2) time after forty-two (42) hours per week.

### **10.3 Overtime Saturdays/First Day of Rest**

Any hours worked on a Saturday as on the first normal day of rest, shall be paid for at the rate of double (2) time.

### **10.4 Overtime Sundays or Second Day of Rest**

All hours worked on a Sunday, General Holiday or on the normal second day of rest, shall be paid for at double (2) time, in addition to any holiday pay which may be payable.

## **10.5 Overtime, Community Use of Schools - Custodial Staff**

All hours worked opening, closing, cleaning, setting up and taking down, shall be subject to the overtime provision of Article 10.

All hours worked providing on site supervision of Community Use shall be paid at regular rate.

Employees may accumulate a maximum of forty-eight (48) hours of time off in lieu of overtime, per calendar year, while working Community Use.

## **10.6 Overtime Allocation**

Overtime and weekend work shall be divided as equally as possible among the employees of the unit or building who are capable to perform the work available.

A current up-to-date duty roster shall be maintained by the non-bargaining unit supervisor and the employees shall have access to it.

## **10.7 Call-Out**

An employee who is called from his/her residence and subsequently returns to his/her residence, to work outside his/her regular working hours shall be paid for time worked at overtime rates of pay for time worked as provided in this Agreement, or a minimum of two (2) hours' pay at double time rate of pay, whichever is greater. Time worked shall be computed from the time the employee commences to work until he has completed the work for which he was called out or until he is instructed to cease work.

Call-out shall not apply if an employee has been notified of overtime while on his/her regular shift.

# **ARTICLE 11 - GENERAL HOLIDAYS**

## **11.1 Days Applicable**

The following are the general holidays which shall apply:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
British Columbia Day	Family Day

and any other general holiday proclaimed by the Federal, Provincial or Municipal Governments.

## **11.2 Regular and School Term Employees**

- (a) It is the purpose of this Article to guarantee a minimum of eleven (11) general holidays to all regular employees.

- (b) School Term employees will be paid for all general holidays falling within their period of employment, and/or all general holidays where the employee has worked or received pay for fifteen (15) working days in the prior thirty (30) calendar day period and/or all general holidays where the employee has received wages for the working day preceding or the working day following the holiday.
- (c) Employees who work less than full days or full weeks shall have general holidays prorated on the basis of hours of work per week relative to a full-time employee. Such employees shall be entitled to the prorated general holiday or the Employer shall pay the employees in lieu of such holiday at their regular rates of pay.
- (d) A newly appointed employee with work experience in the six (6) months preceding the general holiday, who has worked for the Employer for fifteen (15) days or more, shall be entitled to general holiday pay for a general holiday falling the day immediately preceding his/her date of hire.

**11.3 Fall on Day of Rest**

When any of the above noted general holidays fall on Saturday or Sunday and are not proclaimed as being observed some other day, the following Monday, when one day is involved, shall be deemed to be holidays unless other arrangements be made by mutual agreement.

**11.4 Holiday Pay**

Employees who are not required to work on the above holidays shall receive holiday pay equal to one (1) normal day's pay. Employees who are required to work shall be paid in accordance with the overtime provisions in Article 10 of this Agreement.

**11.5 Holidays on Day Off**

When any of the above noted holidays fall on an employee's scheduled day off for those employees who work other than the normal work week, Monday to Friday, inclusive, the employee shall receive another day off with pay at a time mutually agreed upon between the employee and the Employer.

**ARTICLE 12 - ANNUAL VACATIONS**

**12.1 Regular Full-Time Employees**

- (a) All regular full-time employees shall receive an annual vacation with pay, on the following basis:

<u>Length of Service</u>	<u>Vacation Entitlement</u>
During 1st year	1.25 working days per month to maximum 15 days or 6%, whichever is greater
1 year or more	15 working days

8 years or more	20 working days
12 years or more	25 working days
18 years or more	30 working days

plus one day for each year after 20 years.

- (b) For the purpose of this section, calendar year shall be the period of January 1st to December 31st, inclusive.
- (c) Employees who have been continuously employed for less than a twelve (12) month period, but are on the payroll at January 1st, shall be considered to have completed their first (1st) calendar year of service for vacation purposes, but unearned vacations taken will be deducted from the employee if he/she leaves employment prior to earning them.

**12.2 Regular Part-Time and School Term Employees**

All regular part-time and school term employees shall receive a vacation entitlement calculated as a percentage of gross annual straight time earnings determined in accordance with the provisions of Article 12.1; fifteen (15) working days equals six (6) percent, twenty (20) working days equals eight (8) percent, twenty-five (25) working days equals ten (10) percent, thirty (30) working days equals twelve (12) percent.

**12.3 Vacation Pay During School Closures**

*Until August 31, 2015*, school term employees (both part-time and full-time) shall receive vacation pay in accordance with the percentage provisions of Article 12.2. Employees will be informed of their vacation pay and may elect to schedule paid vacation time during the Christmas Break and Spring Break and will be paid for that time on a regularly scheduled pay date. Employees will not be allowed to use more vacation pay than exists in their vacation bank.

The balance of vacation pay will be paid out in the last payroll in May. Vacation entitlement earned in June will be carried forward to the following school year.

*Effective September 1, 2015*, school term employees (both part-time and full-time), including bus drivers, shall receive their vacation entitlement paid out each pay period. *Vacation pay will be provided in accordance with the percentage provisions of Article 12.2.*

**12.4 Vacation Schedules**

Vacations for regular employees shall be taken at a time mutually agreed upon by the employee and his/her Supervisor.

Vacation schedules for the summer months of July and August will be circulated within each work unit prior to February 1 each year. Employees will indicate summer vacation preferences by March 1 each year. The approved vacation schedule for each work unit will be returned to employees prior to April 15 each year.

Vacation at other times of the year will be requested through the normal leave of absence process with response being provided in a timely manner.

## **12.5 Approved Leave of Absence During Vacation**

Where an employee qualifies for sick leave, bereavement, or any other approved leave during his/her period of vacation, there shall be no deduction from vacation credits for such absence, provided written notice is given to the Employer as soon as the need arises. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date at the mutual agreement of the employee and his/her Supervisor.

## **12.6 Vacation Credit During Leave of Absence**

When an employee is given leave of absence without pay for any reason, or is laid off due to lack of work, for a cumulative period of four (4) weeks or greater during a calendar year, he/she shall not receive vacation credit for the period of such absence, but shall retain his/her cumulative credit.

# **ARTICLE 13 - SICK LEAVE PROVISIONS**

## **13.1 Definition**

Sick leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled, or under medical treatment, or because of an accident for which compensation is not payable under the Workers' Compensation Act.

## **13.2 Entitlement**

- (a) Regular full-time employees will be subject to the full sick leave provisions stated herein.
- (c) Regular part-time and school term employees shall receive sick leave prorated in accordance with hours of work per month relative to hours of work of a regular full-time employee.

## **13.3 Accumulation**

Employees shall be entitled to accumulate a maximum of eighteen (18) working days each year (calculated at the rate of one and one-half (1 ½) days per month up to a total maximum accumulation of one hundred fifty (150) working days at full pay.

Sick leave shall not accrue during unpaid leave of absence or layoff except maternity/parenthood leave (Article 14.6) but earned credits will be retained.

## **13.4 Extension of Benefits**

Notwithstanding the foregoing sections, the Employer may grant further periods of sick leave in special circumstances. Such periods shall not normally exceed eighteen (18) working days and shall be recovered by the Employer as the employee earns additional credits and moreover if not repaid shall be deducted from wages if or when the employee loses status as an employee for any reason.

### 13.5 Responsibility to Report

An employee shall be required to report in, by telephone, to his/her Supervisor prior to commencement of the shift unless the expected total period of absence has already been made known to the Employer. When such period has elapsed or is expected to be exceeded, however, the employee shall report before the first (1st) working day following the stated period, to his/her Supervisor. Failure to follow the reporting procedure may jeopardize the employee's right to sick pay unless proof of extenuating circumstances can be produced which made reporting impossible.

### 13.6 Medical Certificate

A medical certificate may be required by the Employer as proof of sickness. Such request will be made, where possible, when the employee reports sick, during his/her period of illness, or on his/her first (1st) day back. The Board will pay the cost upon presentation of the bill, of any such certificate that it requests.

Proven abuse of sick leave shall be deemed cause for suspension or dismissal.

All medical examinations required by virtue of an employee's job to be paid by the Employer.

### 13.7 "Red-Circled" Sick Leave Gratuity

(a) The sick leave days accumulated by an employee up to and including December 31, 1971 (maximum ninety (90) days), shall be red-circled for payment to the employee, upon retirement, at his/her then rate of pay. The employee may draw upon the red-circled balance for sick leave purposes but those days taken shall not be replaceable. The provisions of Section 4 above may apply for such days taken from the red-circled balance.

(b) Payment upon retirement shall be in accordance with the following schedule:

<u>Age on Date of Retirement</u>	<u>Percent of Unused Red-Circled Sick Leave</u>
60 - 65	100%
59	95%
58	90%
57	85%
56	80%
55	75%

(c) An employee retiring with thirty-five (35) years continuing service in the school district and age fifty-five plus (55+) will receive one hundred (100) percent of unused red-circled sick leave.

### 13.8 Current Sick Leave Gratuity

Upon completion of the third (3) calendar year of service, an employee shall be entitled, on a year by year basis, to a gratuity payment of one-third (1/3) of the unused current balance of sick leave at December 31st, at the rate of pay then in effect, providing the employee, other than a retiring employee, is on staff at December 31st. A retiring employee shall be paid any

sick leave gratuity owing to him/her on the date of retirement. If mutually agreed between the Employer and employee, the employee may choose time off in lieu of the payment, to be taken at a time mutually agreeable to both parties. It is understood that such leave shall not interfere with the efficient operation of the Board. However, every effort shall be made to grant time off, where requested. This option shall apply only to all full days accumulated with any remaining part days to be paid on payroll. Choice of time off must be declared prior to January 31st following the year that the leave is accumulated and must be taken in that following year. The employee may opt to maintain sick leave in their sick bank rather than take time off in lieu or the gratuity payment.

The gratuity will be paid in the following month of February, and the balance of unused sick leave, two-thirds (2/3) will be cumulative for sick leave purposes only to a maximum of one hundred fifty (150) days.

### **13.9 Sick Leave Payout Upon Retirement**

Effective May 1, 1998 the Employer shall pay to all those employees who retire from the District, an amount equal to 33 1/3% of the balance of what remains in their sick leave account at date of retirement. Retirement for the purpose of this section applies to anyone eligible to receive a pension or age 55 or better. This does not include layoff or termination for cause.

### **13.10 Records**

The Employer shall provide each employee with an annual statement of accumulated sick leave and details of red-circled sick leave for gratuity and for sick leave purposes as of December 31st.

### **13.11 Sick Leave During Leave of Absence**

When an employee is given leave of absence without pay for any reason, or is laid off due to lack of work, he/she shall not receive sick leave credit for the period of such absence, but shall retain his/her cumulative credit.

## **ARTICLE 14 - LEAVE OF ABSENCE**

### **14.1 Union Business Leave**

- (a) Representatives of the Union shall not suffer any loss of pay when required to leave their employment temporarily in order to carry on negotiations with the Employer with respect to a grievance or time off during working hours to complete Union financial transactions with the bank. During these times, every effort will be made to ensure replacement employees are used for the hours of absence.
- (b) Official representatives of the Union may be granted leave of absence without pay upon written request to attend Union Conventions or perform any other function on behalf of the Union and its affiliation, provided not more than four (4) Union representatives shall be away at any one time and for a period not to exceed five (5) working days. Such leave of absence shall not affect the employee's earned seniority and/or benefits contained in this Agreement. Such leave of absence shall not be withheld unjustly.



- (c) Any employee who is elected or selected for a full-time position with the Union or anybody with which the Union is affiliated may be granted leave of absence upon receipt of a written request, without pay and without loss of seniority by the Employer for a period up to one (1) year and shall be reviewed each year on request during his/her term of office. Such leave of absence shall not be withheld unjustly.

#### **14.2 Leave for Public Duties**

The Employer recognizes the right of an employee to participate in public affairs. Therefore, upon written request, the Employer may allow leave of absence with full cost of benefits to be borne by the employee, so that the employee may be a candidate in federal, provincial, or municipal elections. (Employee benefits as to Article 17). Such leave will not be withheld unjustly.

An employee who is granted leave without pay for public office shall be allowed such leave without loss of seniority during his/her term of office. Benefits may be maintained at full employee cost and the employee may return to the first job available for which he/she is qualified.

#### **14.3 Bereavement Leave**

An employee shall be granted up to five (5) consecutive working days' leave without loss of salary or wages in the case of death of a spouse, child, *step-child*, parent, grandchild, brother or sister. An employee shall be granted up to three (3) consecutive working days' leave without loss of salary or wages in the case of death of an aunt, uncle, mother-in-law, father-in-law, sister-in-law, brother-in-law, or grandparent. Such days will normally be consecutive working days. Where an employee is able to provide evidence of a service or celebration of the deceased that is not coincident with the death of the individual but that occurs within one year of the death, the employer may grant approval for non-consecutive bereavement leave. Where the burial occurs outside the Province, leave to travel shall be granted upon the request of the employee over and above the consecutive days granted. Such leave may not exceed seven (7) days total absence and travel time granted shall be without pay.

#### **14.4 Mourner's Leave**

One-half (1/2) day leave may be granted without loss of salary or wages to attend a funeral or memorial service, provided the employee has the approval for leave from his/her Supervisor.

#### **14.5 Jury or Court Witness Duty Leave**

The Employer shall grant leave of absence without loss of seniority to an employee who serves as a juror or Crown witness in any court. The Employer shall pay such an employee the difference between his/her normal earnings and the payment he/she receives for jury service or court witness, excluding payment for travelling, meals or other expenses. The employee shall present proof of service and the amount of pay received to the Employer.

#### **14.6 Maternity/Parenthood Leave**

The Employer shall apply the provisions of the Employment Standards Act and recognize the relevant provisions of the Employment Insurance Act.

While on maternity/parenthood leave an employee shall retain his/her full employment status and rights, and shall accumulate all benefits under this Collective Agreement.

The Employer shall continue to make all normal contributions towards the employee's benefits in the same manner as if the employee were not absent.

When an employee decides to return to work after maternity/parenthood leave, he/she shall provide the Employer with at least one (1) months' notice of his/her intention to return to work. Upon return from maternity/parenthood leave, the employee shall return to his/her former position. If the position is no longer established, he/she will be offered alternative employment without loss of seniority in a position at least comparable to his/her former position.

The current entitlements are available from the Human Resources Division.

#### **14.7 Supplemental Employment Benefits on Maternity Leave**

- (a) Effective May 1, 1998 when a pregnant employee takes the maternity leave to which she is entitled pursuant to the Employment Standards Act, the Board shall pay the employee:
  - (i) Ninety-five percent (95%) of her current salary for the first two (2) weeks of the leave, and, where the employee is eligible to receive EI maternity benefits;
  - (ii) the difference between seventy-five percent (75%) of her current salary and the amount of EI maternity benefits received by the employee, for a further fifteen (15) weeks.
- (b) The Board agrees to enter into the Supplemental Employment Benefit (SUB) Plan agreement required by the Employment Insurance Act in respect of such maternity payment.

#### **14.8 Paternity Leave**

At the birth of a child, an employee shall be entitled to one (1) working days' leave of absence with pay.

#### **14.9 Injury Leave**

An employee who is injured at work during working hours and is required to leave for treatment or is sent home for such injury shall receive payment for the remainder of the shift at his/her regular rate of pay without deduction from sick leave, unless a doctor states that the employee is fit for further work on that shift.

#### **14.10 General Leave**

The Employer may grant leave of absence with or without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause, such request to be in writing

and approved by the Employer. Unpaid general leaves less than one (1) school year will not be granted to school term employees when students are in session except in cases of compelling circumstance.

School Term Employees on a leave of absence of one (1) year or more under the provisions of this Article shall provide the Employer with written notice of their intention to return to work the following September no later than May 15th.

#### **14.11 Retirement Counselling**

The Employer will provide one (1) day paid leave of absence to each employee during the five (5) year period prior to the eligible retirement age or age sixty (60) for the purpose of retirement counselling.

### **ARTICLE 15 - PAYMENT OF WAGES AND ALLOWANCES**

#### **15.1 Pay Days**

The Employer shall pay wages in accordance with Appendix A attached to this Agreement. Employees shall be paid bi-weekly on every other Friday.

#### **15.2 Regular Part-Time Employees**

Regular part-time and school term employees shall receive the wage rates, conditions of employment and prerequisites specified in this Agreement on a pro-rata basis according to their hours of work. Except for absence without pay, school term employees will be paid for the period between the date of commencement at the start of the school year and the date of layoff at the end of the school year.

#### **15.3 Pay Days - School Term Employees**

Commencing in July of 1998, school term employees will be paid on a bi-weekly basis on every other Friday, with a one week holdback of wages. Wages, conditions of employment and prerequisites specified in this Agreement shall be on a pro-rata basis according to their hours of work. Except for absence without pay, school term employees will be paid for the period between the date of commencement at the start of the school year and the date of layoff at the end of the school year.

#### **15.4 Pay for Acting Employees**

- (a) When an employee is temporarily assigned to the principal duties of a higher paying position at an hourly rate of pay, he/she shall receive immediately the rate for the job for a minimum of three (3) hours or for the actual time worked in the higher rated job, whichever is greater. When an employee is assigned to a position paying a lower rate, such employee shall incur no reduction in pay.
- (b) Employees temporarily assigned to positions outside the scope of this Collective Agreement shall be paid, from the beginning of the temporary assigned position, ten percent (10%) above the assigned employee's regular classification for the time worked in the temporary assignment. In each assignment, the employee shall be notified in

advance of the temporary assignment.

**15.5 (a) Overtime Meal Allowance**

An employee required to work in excess of two (2) hours after their regular shift shall be entitled to a meal cost reimbursement upon submission of receipts.

**(b) Out of Town Trip Meals**

*Bus Drivers* may claim dinner under 15.5(a), if working after 1830 hours.

On overnight trips, meals shall be provided in accordance with Board Travel Policy upon submission of receipts.

**15.6 Educational Allowance**

The Employer shall pay the tuition cost of any course of instruction required or approved by the Employer for an employee to better qualify himself/herself to perform his/her job. Payment shall be made on successful completion of the course.

**15.7 Professional Fees and Licences**

The Employer shall pay professional fees for any employee who is required by the Employer to be a member of a professional association, and licence for any employee who is required to be licensed, other than motor vehicle licence.

**15.8 Mileage Allowance**

Mileage rates paid to employees required to use personal automobiles for the Employer's business shall be paid in accordance with Board policy.

**ARTICLE 16 - JOB CLASSIFICATION AND RECLASSIFICATION**

**16.1 Class Specifications**

When a new classification is created, not listed in Appendix A, the Employer shall consult with the Union prior to drafting a job description for that position and shall provide to the Union a completed job description and its classification subject review by the Joint Job Evaluation Committee prior to posting. (See Letter of Understanding.)

**16.2 Abolition of Established Positions**

The Union shall be promptly notified of any new positions to be established and thirty (30) calendar days' notice of any established positions which are to be abolished.

**16.3 Establishment of Salaries or Rates**

The Employer has the right to establish salaries or rates for any new position or class of positions. Such salaries and rates shall be subject to negotiations between the parties. The new

rate shall become retroactive to the time the new position was first filled by an employee.

#### **16.4 Reclassification, Salary or Rate Changes**

Requests for reclassification, salary, or rate changes for a position or positions may be initiated by an employee, the Union on behalf of an employee or employees. A classification change involving a change in title or class due to a change in level of duties, responsibilities, and/or requirements of a position or positions, shall be termed a "reclassification" and a change involving only a salary or rate revision without any change in level of duties, responsibilities and/or requirements shall be termed a "salary or rate adjustment".

An employee may make application for a review of his/her position on the appropriate form and forward such request to the Superintendent of Schools or his/her designate, with a copy sent to the Union.

#### **16.5 Processing Requests**

Reclassification, salary and/or rate adjustment requests will be processed and reported on within thirty (30) calendar days by the Employer to the Union and employee(s) concerned.

#### **16.6 Right to Appeal**

The Union shall have the right to appeal to the local Bargaining Committee on items covered by the above paragraphs and such appeals shall be in written form and contain valid facts and submissions in contesting salaries, rates, Employer's classification and/or valuations. The Local Bargaining Committee (Article 5) will attempt to resolve all appeals on classification and valuations within thirty (30) calendar days of notification.

#### **16.7 Arbitration**

If the local Bargaining Committee is unable to reach agreement on reclassifications, salary adjustments, or rates of pay for new positions or classes, these issues shall then be subject to the Grievance Procedure (Article 6 of this Agreement). In such cases the Chairman of any arbitration board appointed should be experienced in job evaluation.

#### **16.8 Extension of Times**

Where times are mentioned in this Article, these may be shortened or lengthened by mutual agreement.

### **ARTICLE 17 - EMPLOYEE BENEFITS**

#### **17.1 Medical and Extended Health**

Employees who have completed their probationary period may participate in the approved Medical Plan and in the Extended Health Benefit Plan. The Extended Health Benefit Plan shall provide coverage to one hundred thousand dollars (\$100,000) and shall include a vision care provision of two hundred dollars (\$200) per two (2) calendar years and effective July 1, 2001, hearing aids to a maximum of one thousand (\$1,000) every five years. The costs of the

premium shall be shared 80/20 by the Employer and the employees respectively. Effective July 1, 1999 the cost of the Extended Health Benefit premiums shall be assumed by the Employer.

## **17.2 Life Insurance**

All eligible employees who are appointed following June 1, 1975 and who have completed their probationary period, will as a condition of employment, be covered under the terms of the Group Life Insurance Plan. The costs of the Premium payments shall be shared 80/20 by the Employer and the employees respectively. Insurance coverage is two (2) times annual salary with a minimum of fifty thousand dollars (\$50,000.00).

## **17.3 Municipal Pension**

- (a) All employees who qualify shall participate in the Municipal *Pension* Plan upon completion of the probationary period.
- (b) Employees not eligible to be covered by the Municipal *Pension* Plan shall receive one (1) month's wage at the rate paid at the last permanent position held upon retirement. Upon completion of ten (10) years of service such employees shall receive two (2) month's wage.
- (c) All full-time regular and school term employees and all regular and school term employees who work fifty percent (50%) or more in comparison to full time shall as a condition of continuing employment, participate in the Municipal *Pension* Plan, except those who opted not to be covered prior to July 1, 1990.

## **17.4 Death Benefits**

All benefits earned or accruing from the employee's period of employment with the Employer shall, in the event of his/her death while in the service of the Board be paid to his/her beneficiary, as defined under Group Life Insurance (Section 2).

## **17.5 Dental Plan**

All eligible employees shall as a condition of employment (subject to carrier exemptions) be covered under the terms of a group dental plan providing for one hundred (100) percent Plan A, sixty (60) percent Plan B, and fifty (50) percent Plan C (to a lifetime limit of two thousand five hundred dollars (\$2,500.00)). Effective May 1, 1998 the costs of the premium payments shall be the responsibility of the Employer.

## **17.6 Carrier of Benefit Plans**

It is understood that the Employer is a member of the Public Education Benefits Trust (PEBT) further to the Letter of Understanding between BCPSEA and signatories.

## **17.7 Supplementation of Workers' Compensation Payments**

An employee prevented from performing his/her regular work with the Employer on account of an occupational accident that is recognized by WorkSafeBC as compensable within the meaning

of the Compensation Act shall be able to access their sick leave bank in order to make up the difference between the amount payable by WorkSafeBC and his/her regular salary. Income Tax deductions will not be changed at source due to Workers' Compensation Benefit leaves.

### **17.8 Immunization/Communicable Diseases**

Where an employee has classroom contacts with persons who are known to have persistent hepatitis B antigenemia and who show aggressive behaviour and where the employee shows negative to surface antigen tests, the Employer will cover the cost of hepatitis B virus vaccination.

The Employer will also provide or fund an annual flu vaccination program subject to availability from Public Health.

### **17.9 Supervision Assistants**

The clauses of the Collective Agreement will pertain to the position of Supervision Assistants with the exception of:

Article 7.1	Seniority Defined
Article 17.1	Medical and Extended Health
Article 17.2	Life Insurance
Article 17.3	Superannuation
Article 17.4	Death Benefits
Article 17.5	Dental Plan

Note: Supervision Assistants hired after June 30, 2000 shall accrue casual seniority (see Article 7.2) for the purposes of Article 8.1(b) Selection Criteria.

## **ARTICLE 18 - ACCIDENT PREVENTION**

### **18.1 Cooperation in Safety**

The Union and the Employer shall cooperate in continuing and perfecting regulations which will afford adequate protection to employees engaged in hazardous work.

### **18.2 Health and Safety Committee**

A Health and Safety Committee shall be established and composed of a minimum of two (2) representatives appointed by the Employer and a minimum of two (2) representatives of the Union.

### **18.3 Meetings of Committee**

The Health and Safety Committee shall hold meetings at least once a month or more often as requested by the Union or by the Employer and all unsafe, hazardous or dangerous conditions shall be taken up and dealt with at such meetings. Minutes of all Health and Safety Committee meetings shall be kept and copies of such minutes shall be sent to the Employer, the Union and WorkSafeBC.

#### **18.4 Safety Measures**

Employees working in any unsanitary or dangerous jobs shall be supplied with all the necessary tools (other than those he/she is expected to have for his/her trade), safety equipment, and protective clothing when needed.

#### **18.5 No Disciplinary Action**

No employee shall be disciplined for refusal to work on a job which, in the opinion of the Health and Safety Committee, is not safe. No employee shall be subject to disciplinary action because he has acted in accordance with Workers' Compensation Regulations in effect at September 1986.

#### **18.6 Investigation of Accidents**

The Health and Safety Committee shall be notified immediately of each reportable accident or injury. Upon the request of an employee or the Union, the Committee shall investigate and report as soon as possible on the nature and causes of the accident or injury.

#### **18.7 Transportation of Accident Victim**

Transportation to the nearest physician or hospital for employees requiring medical care as a result of an accident shall be at the expense of the Employer.

#### **18.8 Video Display Terminals**

A pregnant employee working with video display terminals may request alternate employment.

Any change in employment shall be as selected by the Employer and paid at the classified rate for that position. Effort shall be made to maintain the employee's current hours and rate of pay.

If there is not sufficient work available to permit a reassignment, the employee will be considered to be on a leave of absence without pay until she qualifies for maternity leave.

The employer will provide time off with pay for annual eye examinations where employees have continuing contact with video display terminals.

### **ARTICLE 19 - JOB SECURITY**

#### **19.1 Technological Change**

A Technological Change shall be defined as a change through mechanization in a process (es) or to a procedure(s) which results in the redundancy of a regular or school term employee. The Employer agrees to notify the Union at least ninety (90) days prior to instituting a technological change together with details of change in duties to employees which are anticipated as a result.

The Employer agrees to offer alternative employment to an employee made redundant by such technological change provided a suitable alternative position is available, and moreover, shall



provide retraining for such employee, where required, provided said employee is re-trainable and/or is willing to be retrained. Every effort shall be made to ensure that the employee suffers no loss in pay.

Where new or greater skills are required than those already possessed by affected employees, where feasible such employees shall, at the expense of the Board, be given a reasonable period of time, during which they may perfect or acquire the skills necessitated by the technological change. There shall be no reduction in salary or benefits during the training period and no reduction in pay upon being reclassified in the new position.

A technological change committee shall be established and shall be comprised of two representatives appointed by the Employer and two representatives of the Union.

Meetings shall take place at the request of the Union or Employer with the view of making joint recommendations regarding the introduction of technological change and its anticipated impact.

## **19.2 Contracting Out**

Regular or school term employees shall not be laid off or denied recall rights as a result of contracting out work or services.

## **19.3 Sexual Harassment**

An employee shall have the right to work in an environment free from sexual harassment.

An employee alleging sexual harassment may initiate a grievance. Any such grievance which involves the Supervisor as party to the complaint, may be addressed to the Superintendent of Schools at Article 6, Section 3(b).

## **19.4 Harassment**

An employee shall have the right to work in an environment free from sexual harassment and other harassment as per the prohibited grounds under the Human Rights Act.

Harassment is improper behaviour that is intended to demean, belittle, humiliate or embarrass another employee.

The Board and Union are committed to a harassment free work environment. To this end, both parties commit to resolve and/or mediate complaints.

## **19.5 No Discrimination**

The Employer and the Union agree that there shall be no discrimination or coercion exercised or practised with respect to any employee in the administration of this Agreement.

## **19.6 Falsely Accused Employee Assistance**

When an employee has been accused of child abuse or sexual misconduct in the course of exercising their duties as employees of the Board, and

(a) an investigation has been undertaken by the Board and the Board has determined the

accusation is not true, or

- (b) an arbitrator finds the accusation to be false, or
- (c) a court acquittal is not followed by an arbitrator's decision upholding the accusation,

the employee shall be entitled to the following:

- (a) The employee and the employee's family shall be entitled to assistance provided through the Employee and Family Assistance Program to deal with any negative effects of the allegations.
- (b) When requested by the employee, the employee shall be assisted by the Board in assuring successful return to work. The assistance can include:
  - (i) any necessary short term leave of absence with pay, as determined by the Superintendent
  - (ii) priority for transfer to a vacant position
  - (iii) provision of factual information (approved by the employee and/or the employee's representative) to parents of the school community by the Board.

The employee may apply to the Board for indemnification of any costs associated with the allegations, arising out of the performance of his/her duties to the Board.

When the Board has concluded that the allegation is mischievous or malicious then it will consider consequential discipline where the accuser is a student of or an employee of the school district and will consider appropriate action where a parent is involved.

## **19.7 Volunteers**

The Union acknowledges that the Employer will continue the volunteer programme in the school district.

Volunteers will not be used to replace bargaining unit employees and the use of volunteers will not result in the layoff or reduction in hours for employees.

## **19.8 Amalgamation or Merger**

In the event that the school district is amalgamated, regionalized, or merges with any other body, the Board will undertake to encourage the new district and/or region to implement the working conditions and benefits of the current Collective Agreement, unless the terms of any agreement which the merging district and/or region has are superior to the working conditions and benefits in the current Collective Agreement. In such case the Board will endeavour to have the conditions of the merging Agreement apply.

The Board will also make every effort to have the seniority rights of employees protected at the time that the merger occurs.

## **ARTICLE 20 - GENERAL PROVISIONS**

### **20.1 Accommodation**

Proper accommodation shall be provided for employees to have their meals and keep and change their clothes.

### **20.2 Clothing Entitlement**

- (a) The Employer shall issue protective clothing where mutually deemed to be required by the Union and the Employer. Maintenance employees shall have the option of being provided shirt and pants or coveralls. Those employees mandated by WorkSafeBC to wear safety boots shall receive upon permanent hire one (1) pair of safety footwear and have them replaced as required to a maximum of one (1) pair per year to a maximum value equivalent to 100% of one day's pay for Carpenter effective May 1, 1998.
- (b) Drivers are required to wear a uniform when driving a bus. The Employer shall provide bus drivers with new uniforms as required on a replacement basis. The uniform shall consist of two (2) pair of pants, one (1) tunic, two (2) long sleeved shirts, two (2) short sleeved shirts, one (1) tie, one (1) cap and one (1) winter jacket (three year minimum). Lined winter coveralls shall be made available as required to mechanic/driver and mechanic helper in transportation.

### **20.3 Tools**

Employees required to furnish their own tools in the performance of their duties shall, upon producing a broken tool, have same replaced by one of equal quality and value by the Employer.

### **20.4 Fire and Theft Insurance**

The Employer shall provide fire and theft insurance or otherwise provide coverage for the tools and equipment, excluding motor vehicles, owned by employees and required by the Employer in the performance of their duties.

### **20.5 Picket Lines**

No employee will be required to enter any building or property where a picket line is in evidence when such picket line is established under either the Statutes of the Province of British Columbia or the Statutes of the Dominion of Canada excepting for the purpose of maintaining essential services or in cases of emergencies when requested by the Employer and his/her Union local.

Hours or part of an hour lost by an employee by not crossing a picket line shall be deducted from his/her wages at the hourly basic rate in accordance with the wage schedule.

### **20.6 Plural or Feminine Terms**

Wherever the singular or masculine is used in this Agreement it shall be considered as if the plural or feminine has been used.

**20.7 Addenda**

All Addenda, Appendices, Schedules or other attachments to this Agreement which have been signed and dated by the authorized representatives of the Employer and of the Union shall form part of this Agreement.

**ARTICLE 21 – TERMS OF AGREEMENT**

This agreement shall be for the period from and including July 1<sup>st</sup>, 2014 to and including June 30<sup>th</sup>, 2019 and from year to year thereafter subject to the right of either party to the Agreement, at any time within four (4) months immediately preceding the date of the expiry of this Agreement or immediately preceding the last day of June in any year thereafter, by written notice, to require the other party to the Agreement to commence collective bargaining.

Should either party give written notice aforesaid, this Agreement shall thereafter continue in full force and effect until all provisions of the prevailing labour statutes of the Province of British Columbia have been met.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals;

This 9<sup>th</sup> day of September, 2014.

**SIGNED FOR THE UNION**

“Rod Isaac”

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“Laura Dean”

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**SIGNED FOR THE EMPLOYER**

“Maureen Carradice”

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“Gerry Slykhuis”

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## APPENDIX A

### GENERAL WAGE INCREASE

1. July 1, 2015, 1%
2. May 1, 2016 – \* Economic Stability Dividend
3. July 1, 2016, 0.5%
4. May 1, 2017, 1.0 % plus \* Economic Stability Dividend
5. July 1, 2017, 0.5%
6. May 1, 2018, 1.0% plus \* Economic Stability Dividend
7. July 1, 2018, 0.5%
8. May 1, 2019, 1.0 % plus \* Economic Stability Dividend

\* Any Economic Stability Dividend (ESD) calculation made in accordance with Appendix A of the Provincial Framework Agreement will be applied as a percentage increase on the current collective agreement wage rates. All future wage increases will be based on the newly revised wage rate with ESD.

## APPENDIX A.1

### JOB EVALUATION - REPORT OF TOTAL POINTS

Minimum Points: 127

Maximum Points: 475

Band Width: 25

Band	Points	Job No.	Job Title	Total Points
1	127-151	69	E.A. - EDUCATION	146
2	152-176			
3	177-201	01 17	CUSTODIAN 1 SEASONAL LABOURER	186 191
4	202-226			
5	227-251	20 19 78 73 63	UTILITY PERSON TRADES HELPER SECONDARY SCHOOL LIBRARY ASSISTANT ABORIGINAL EDUCATION ASSISTANT CHEF ASSISTANT B	228 230 242 249 251
6	252-276	67 36 07 66 02	E.A. – ACADEMIC UPGRADING CORRESPONDENCE SCHOOL SECRETARY B DISTANCE EDUCATION INVENTORY CLERK SUPERVISION ASSISTANT CUSTODIAN 2	255 259 261 268 270
7	277-301	83 48A 40 80 51 39 58 56 34 52 03	ABORIGINAL EDUCATION SECRETARY FACILITIES CLERK ELEMENTARY SCHOOL SECRETARY ADMINISTRATION OFFICE RECEPTIONIST/CLERK PRINT SHOP TECHNICIAN EDUCATION CENTRE SECRETARY B SECONDARY SECRETARY B SECONDARY SCHOOL ACCOUNTING CLERK CORRESPONDENCE SCHOOL ACCOUNTING CLERK RECEPTIONIST/ACCOUNTING CLERK CUSTODIAN 3	281 281 283 283 288 291 291 296 298 300 301
8	302-326	45 29 65 54 74 47 33 21 62 59 23 83	STUDENT SERVICES CENTRE SECRETARY ACCOUNTING CLERK SECONDARY SCHOOL CAREER ADVISOR REPLACEMENT STAFF FACILITATOR GARDENER MAINTENANCE CLERK A CHANGE SCHOOL SECRETARY WELDER CHEF ASSISTANT A SOFTWARE SUPPORT TECHNICIAN BUS DRIVER ASSISTANT BUYER	303 306 307 308 308 310 313 313 321 324 324 *
9	327-351	14 72 50A 26 61 28 30 41 35 38 57 45 70 71	PAINTER WORK EXPERIENCE FACILITATOR PAYROLL CLERK FLEET CUSTODIAN TRANSPORTATION CLERK MECHANIC HELPER ADMINISTRATION OFFICE SECRETARY HUMAN RESOURCES SECRETARY CORRESPONDENCE SCHOOL SECRETARY A EDUCATION CENTRE SECRETARY A SECONDARY SCHOOL SECRETARY A STUDENT SERVICES SECRETARY A E.A. – PHYSICAL NEEDS E.A. – SPECIAL NEEDS	327 328 329 329 331 334 337 337 341 342 342 342 342 344
10	352-376	79 73 11	JOURNEYPerson GARDENER JOURNEYPerson COOK ELECTRONICS TECHNICIAN	354 357 357

Band	Points	Job No.	Job Title	Total Points
		10	ELECTRONICS HEATING TECHNICIAN	365
		68	E.A. – CHANCE	372
		50	SENIOR PAYROLL CLERK	373
11	377-401	15	PLUMBER	382
		05	CARPENTER	389
		64	CHILD & YOUTH CARE WORKER	395
		09	ELECTRICIAN	395
12	402-426	77A	COMPUTER SERVICES TECHNICIAN (MAINTENANCE)	404
		77B	COMPUTER SERVICES TECHNICIAN (F.V.D.E.S.)	404
		77C	COMPUTER SERVICES TECHNICIAN (C.S.S.)	404
13	427-451	27	MECHANIC	437

\*Rating pending as at December 3, 2012

The parties agree to refer back to the original historic job descriptions and ratings that were in place at the expiry of the July 1, 2010 to June 30, 2012 collective agreement should the following positions be reinstated in future:

Relief Clerk  
Library Assistant  
Central Stores Shipper/Receiver  
Central Stores Purchasing Clerk  
Central Stores Stock Clerk

The parties further agree that these job descriptions will be reviewed and may be revised using the normal job evaluation/job description process should they be reinstated.

Agreed this 9<sup>th</sup> day of September, 2014.

For the Union:

“Rod Isaac”

\_\_\_\_\_

“Laura Dean”

\_\_\_\_\_

For the Employer:

“Maureen Carradice”

\_\_\_\_\_

“Gerry Slykhuis”

\_\_\_\_\_

**\*\*PLEASE NOTE:** An updated Appendix A.1 Job Evaluation – Report of Total Points will be issued at the completion of the Job Evaluation/Job Description (JE/JD) process.

**APPENDIX A.2 - JULY 1, 2015 - CUPE WAGE GRID**

Description	Band	Job No.	Total Points	May 1/14 Green Circled Rate	May 1/14 Banded Rate 0.5%	May 1/14 Actual Rate 0.5%	July 1/15 Green Circled Rate	July 1/15 Banded Rate 1.0%	July 1/15 Actual Rate 1.0%
ABORIGINAL EDUCATION SECRETARY	7	83	281		22.18	22.18		22.40	<b>22.40</b>
ABORIGINAL EDUCATION ASSISTANT	5	73	249		22.18	22.18		22.40	<b>22.40</b>
ACCOUNTING CLERK	8	29	306		22.86	22.86		23.09	<b>23.09</b>
ADMINISTRATION OFFICE RECEPTIONIST/CLERK	7	80	283		22.18	22.18		22.40	<b>22.40</b>
ADMINISTRATION OFFICE SECRETARY	9	30	337		23.55	23.55		23.79	<b>23.79</b>
ASSISTANT BUYER **	8	83	*		22.86	22.86		23.09	<b>23.09</b>
BUS DRIVER	8	23	324	22.31	22.86	22.31	22.53	23.09	<b>22.53</b>
CARPENTER	11	5	389		24.92	27.15		25.17	<b>27.42</b>
CARPENTER (Grandfathered)	11	5	389		24.92	27.50		25.17	<b>27.78</b>
CHANCE SCHOOL SECRETARY	8	33	313		22.86	22.86		23.09	<b>23.09</b>
CHEF ASSISTANT A	8	62	321		22.86	22.86		23.09	<b>23.09</b>
CHEF ASSISTANT B	5	63	251		20.80	20.80		21.01	<b>21.01</b>
CHILD AND YOUTH CARE WORKER	11	64	395		24.92	24.92		25.17	<b>25.17</b>
COMPUTER SERVICES TECHNICIAN (FVDES)	12	77B	404		25.59	25.59		25.85	<b>25.85</b>
COMPUTER SERVICES TECHNICIAN (MTCE)	12	77A	404		25.59	25.59		25.85	<b>25.85</b>
COMPUTER SERVICES TECHNICIAN (CSS)	12	77C	404		25.59	25.59		25.85	<b>25.85</b>
CORRESPONDENCE SCHOOL ACCOUNTING CLERK	7	34	298		22.18	22.18		22.40	<b>22.40</b>
CORRESPONDENCE SCHOOL SECRETARY A	9	35	341		23.55	23.55		23.79	<b>23.79</b>
CORRESPONDENCE SCHOOL SECRETARY B	6	36	259		21.49	21.49		21.70	<b>21.70</b>
CUSTODIAN 1	3	1	186		19.44	19.44		19.63	<b>19.63</b>
CUSTODIAN 2	6	2	270	21.35	21.49	21.35	21.56	21.70	<b>21.56</b>
CUSTODIAN 3	7	3	301	21.72	22.18	21.72	21.94	22.40	<b>21.94</b>
CUSTODIAN 3 (Grandfathered)					22.18	22.18		22.40	<b>22.40</b>
DISTANCE EDUCATION SCHOOL INVENTORY CLERK	6	7	261		21.49	21.49		21.70	<b>21.70</b>
EDUCATION ASSISTANT - ACADEMIC UPGRADING	6	67	255		21.49	21.49		21.70	<b>21.70</b>
EDUCATION ASSISTANT - CHANCE	10	68	372		24.23	24.23		24.47	<b>24.47</b>
EDUCATION ASSISTANT - EDUCATION	1	69	146		18.06	18.06		18.24	<b>18.24</b>
EDUCATION ASSISTANT - PHYSICAL NEEDS	9	70	342		23.55	23.55		23.79	<b>23.79</b>
EDUCATION ASSISTANT - SPECIAL NEEDS	9	71	344		23.55	23.55		23.79	<b>23.79</b>
EDUCATION ASSISTANT - SPECIAL NEEDS (Grandfathered)					24.92	24.92		25.17	<b>25.17</b>
EDUCATION CENTRE SECRETARY A	9	38	342		23.55	23.55		23.79	<b>23.79</b>
EDUCATION CENTRE SECRETARY B	7	39	291		22.18	22.18		22.40	<b>22.40</b>
ELECTRICIAN	11	9	395		24.92	27.15		25.17	<b>27.42</b>
ELECTRONICS TECHNICIAN	10	11	357		24.23	24.23		24.47	<b>24.47</b>
ELECTRONICS TECHNICIAN (Grandfathered)					24.23	25.26		24.47	<b>25.51</b>
ELECTRONICS/HEATING TECHNICIAN	10	10	365		24.23	26.47		24.47	<b>26.73</b>
ELECTRONICS/HEATING TECHNICIAN (Grandfathered)					24.23	27.50		24.47	<b>27.78</b>
ELEMENTARY SCHOOL SECRETARY	7	40	283		22.18	22.18		22.40	<b>22.40</b>
FACILITIES CLERK	7	48A	281		22.18	22.18		22.40	<b>22.40</b>
FLEET CUSTODIAN	9	26	329	22.33	23.55	22.33	22.55	23.79	<b>22.55</b>
GARDENER	8	74	309		22.86	25.09		23.09	<b>25.34</b>
HUMAN RESOURCES SECRETARY	9	41	337		23.55	23.55		23.79	<b>23.79</b>
JOURNEYPERSON COOK	10	73	357		24.23	26.47		24.47	<b>26.73</b>
JOURNEYPERSON GARDENER	10	79	354		24.23	26.47		24.47	<b>26.73</b>
MAINTENANCE CLERK A	9	47	327		23.55	23.55		23.79	<b>23.79</b>
MECHANIC	13	27	437		26.26	28.53		26.52	<b>28.82</b>
MECHANIC HELPER	9	28	334	22.92	23.55	22.92	23.15	23.79	<b>23.15</b>
PAINTER	9	14	327		23.55	25.79		23.79	<b>26.05</b>
PAINTER (Grandfathered)					23.55	27.50		23.79	<b>27.78</b>
PAYROLL CLERK	9	50	329		23.55	23.55		23.79	<b>23.79</b>
PLUMBER	11	15	382		24.92	27.15		25.17	<b>27.42</b>
PRINT SHOP TECHNICIAN	7	51	288		22.18	22.18		22.40	<b>22.40</b>
RECEPTIONIST/ACCOUNTS CLERK	7	52	300		22.18	22.18		22.40	<b>22.40</b>



APPENDIX A.2 - JULY 1, 2015 - CUPE WAGE GRID									
Description	Band	Job No.	Total Points	May 1/14 Green Circled Rate	May 1/14 Banded Rate 0.5%	May 1/14 Actual Rate 0.5%	July 1/15 Green Circled Rate	July 1/15 Banded Rate 1.0%	July 1/15 Actual Rate 1.0%
REPLACEMENT STAFF FACILITATOR	8	54	308		22.86	22.86		23.09	<b>23.09</b>
SEASONAL LABOURER	3	17	191		19.44	19.44		19.63	<b>19.63</b>
SECONDARY SCHOOL ACCOUNTING CLERK	7	56	296		22.18	22.18		22.40	<b>22.40</b>
SECONDARY SCHOOL CAREER ADVISOR	8	65	307		22.86	22.86		23.09	<b>23.09</b>
SECONDARY SCHOOL LIBRARY ASSISTANT	5	78	242		20.80	20.80		21.01	<b>21.01</b>
SECONDARY SCHOOL SECRETARY A	9	57	342		23.55	23.55		23.79	<b>23.79</b>
SECONDARY SCHOOL SECRETARY B	7	58	291		22.18	22.18		22.40	<b>22.40</b>
SENIOR PAYROLL CLERK	10	50	373		24.23	24.23		24.47	<b>24.47</b>
SOFTWARE SUPPORT TECHNICIAN	8	59	324		22.86	22.86		23.09	<b>23.09</b>
STUDENT SERVICES SECRETARY A	9	85	337		23.55	23.55		23.79	<b>23.79</b>
STUDENT SERVICES CENTRE SECRETARY	8	45	303		22.86	22.86		23.09	<b>23.09</b>
SUPERVISION ASSISTANT	6	66	268		21.49	21.49		21.70	<b>21.70</b>
TRADES HELPER	5	19	230		20.80	20.80		21.01	<b>21.01</b>
TRADES HELPER (Grandfathered)					20.80	21.37		21.01	<b>21.58</b>
TRANSPORTATION CLERK	9	61	331	22.70	23.55	22.70	22.93	23.79	<b>22.93</b>
UTILITY PERSON	5	20	228		20.80	20.80		21.01	<b>21.01</b>
UTILITY PERSON (Grandfathered)					20.80	20.87		21.01	<b>21.08</b>
WELDER	8	21	313		22.86	25.09		23.09	<b>25.34</b>
WORK EXPERIENCE FACILITATOR	9	72	328		23.55	23.55		23.79	<b>23.79</b>

\*Any Economic Stability Dividend (ESD) calculation made in accordance with Appendix A of the Provincial Framework Agreement will be applied as a percentage increase on the current collective agreement wage rates. All future wage increases will be based on the newly revised wage rate with ESD.

\*\* Rating points in progress.

APPENDIX A.2 - May 1, 2016 - CUPE WAGE GRID									
Description	Band	Job No.	Total Points	July 1/15 Green Circled Rate	July 1/15 Banded Rate 1.0%	July 1/15 Actual Rate 1.0%	May 1/16 Green Circled Rate	May 1/16 Banded Rate ESD	May 1/16 Actual Rate ESD
ABORIGINAL EDUCATION SECRETARY	7	83	281		22.40	22.40		22.40	22.40
ABORIGINAL EDUCATION ASSISTANT	5	73	249		22.40	22.40		22.40	22.40
ACCOUNTING CLERK	8	29	306		23.09	23.09		23.09	23.09
ADMINISTRATION OFFICE RECEPTIONIST/CLERK	7	80	283		22.40	22.40		22.40	22.40
ADMINISTRATION OFFICE SECRETARY	9	30	337		23.79	23.79		23.79	23.79
ASSISTANT BUYER **	8	83	*		23.09	23.09		23.09	23.09
BUS DRIVER	8	23	324	22.53	23.09	22.53	22.53	23.09	22.53
CARPENTER	11	5	389		25.17	27.42		25.17	27.42
CARPENTER (Grandfathered)					25.17	27.78		25.17	27.78
CHANCE SCHOOL SECRETARY	8	33	313		23.09	23.09		23.09	23.09
CHEF ASSISTANT A	8	62	321		23.09	23.09		23.09	23.09
CHEF ASSISTANT B	5	63	251		21.01	21.01		21.01	21.01
CHILD AND YOUTH CARE WORKER	11	64	395		25.17	25.17		25.17	25.17
COMPUTER SERVICES TECHNICIAN (FVDES)	12	77B	404		25.85	25.85		25.85	25.85
COMPUTER SERVICES TECHNICIAN (MTCE)	12	77A	404		25.85	25.85		25.85	25.85
COMPUTER SERVICES TECHNICIAN (CSS)	12	77C	404		25.85	25.85		25.85	25.85
CORRESPONDENCE SCHOOL ACCOUNTING CLERK	7	34	298		22.40	22.40		22.40	22.40
CORRESPONDENCE SCHOOL SECRETARY A	9	35	341		23.79	23.79		23.79	23.79
CORRESPONDENCE SCHOOL SECRETARY B	6	36	259		21.70	21.70		21.70	21.70
CUSTODIAN 1	3	1	186		19.63	19.63		19.63	19.63
CUSTODIAN 2	6	2	270	21.56	21.70	21.56	21.56	21.70	21.56
CUSTODIAN 3	7	3	301	21.94	22.40	21.94	21.94	22.40	21.94
CUSTODIAN 3 (Grandfathered)					22.40	22.40		22.40	22.40
DISTANCE EDUCATION SCHOOL INVENTORY CLERK	6	7	261		21.70	21.70		21.70	21.70
EDUCATION ASSISTANT - ACADEMIC UPGRADING	6	67	255		21.70	21.70		21.70	21.70
EDUCATION ASSISTANT - CHANCE	10	68	372		24.47	24.47		24.47	24.47
EDUCATION ASSISTANT - EDUCATION	1	69	146		18.24	18.24		18.24	18.24
EDUCATION ASSISTANT - PHYSICAL NEEDS	9	70	342		23.79	23.79		23.79	23.79
EDUCATION ASSISTANT - SPECIAL NEEDS	9	71	344		23.79	23.79		23.79	23.79
EDUCATION ASSISTANT - SPECIAL NEEDS (Grandfathered)					25.17	25.17		25.17	25.17
EDUCATION CENTRE SECRETARY A	9	38	342		23.79	23.79		23.79	23.79
EDUCATION CENTRE SECRETARY B	7	39	291		22.40	22.40		22.40	22.40
ELECTRICIAN	11	9	395		25.17	27.42		25.17	27.42
ELECTRONICS TECHNICIAN	10	11	357		24.47	24.47		24.47	24.47
ELECTRONICS TECHNICIAN (Grandfathered)					24.47	25.51		24.47	25.51
ELECTRONICS/HEATING TECHNICIAN	10	10	365		24.47	26.73		24.47	26.73
ELECTRONICS/HEATING TECHNICIAN (Grandfathered)					24.47	27.78		24.47	27.78
ELEMENTARY SCHOOL SECRETARY	7	40	283		22.40	22.40		22.40	22.40
FACILITIES CLERK	7	48A	281		22.40	22.40		22.40	22.40
FLEET CUSTODIAN	9	26	329	22.55	23.79	22.55		23.79	22.55
GARDENER	8	74	309		23.09	25.34		23.09	25.34
HUMAN RESOURCES SECRETARY	9	41	337		23.79	23.79		23.79	23.79
JOURNEYPerson COOK	10	73	357		24.47	26.73		24.47	26.73
JOURNEYPerson GARDENER	10	79	354		24.47	26.73		24.47	26.73
MAINTENANCE CLERK A	9	47	327		23.79	23.79		23.79	23.79
MECHANIC	13	27	437		26.52	28.82		26.52	28.82
MECHANIC HELPER	9	28	334	23.15	23.79	23.15	23.15	23.79	23.15
PAINTER	9	14	327		23.79	26.05		23.79	26.05
PAINTER (Grandfathered)					23.79	27.78		23.79	27.78
PAYROLL CLERK	9	50	329		23.79	23.79		23.79	23.79
PLUMBER	11	15	382		25.17	27.42		25.17	27.42
PRINT SHOP TECHNICIAN	7	51	288		22.40	22.40		22.40	22.40
RECEPTIONIST/ACCOUNTS CLERK	7	52	300		22.40	22.40		22.40	22.40

APPENDIX A.2 - May 1, 2016 - CUPE WAGE GRID									
Description	Band	Job No.	Total Points	July 1/15 Green Circled Rate	July 1/15 Banded Rate 1.0%	July 1/15 Actual Rate 1.0%	May 1/16 Green Circled Rate	May 1/16 Banded Rate ESD	May 1/16 Actual Rate ESD
REPLACEMENT STAFF FACILITATOR	8	54	308		23.09	23.09		23.09	<b>23.09</b>
SEASONAL LABOURER	3	17	191		19.63	19.63		19.63	<b>19.63</b>
SECONDARY SCHOOL ACCOUNTING CLERK	7	56	296		22.40	22.40		22.40	<b>22.40</b>
SECONDARY SCHOOL CAREER ADVISOR	8	65	307		23.09	23.09		23.09	<b>23.09</b>
SECONDARY SCHOOL LIBRARY ASSISTANT	5	78	242		21.01	21.01		21.01	<b>21.01</b>
SECONDARY SCHOOL SECRETARY A	9	57	342		23.79	23.79		23.79	<b>23.79</b>
SECONDARY SCHOOL SECRETARY B	7	58	291		22.40	22.40		22.40	<b>22.40</b>
SENIOR PAYROLL CLERK	10	50	373		24.47	24.47		24.47	<b>24.47</b>
SOFTWARE SUPPORT TECHNICIAN	8	59	324		23.09	23.09		23.09	<b>23.09</b>
STUDENT SERVICES SECRETARY A	9	85	337		23.79	23.79		23.79	<b>23.79</b>
STUDENT SERVICES CENTRE SECRETARY	8	45	303		23.09	23.09		23.09	<b>23.09</b>
SUPERVISION ASSISTANT	6	66	268		21.70	21.70		21.70	<b>21.70</b>
TRADES HELPER	5	19	230		21.01	21.01		21.01	<b>21.01</b>
TRADES HELPER (Grandfathered)					21.01	21.58		21.01	<b>21.58</b>
TRANSPORTATION CLERK	9	61	331	22.93	23.79	22.93	22.93	23.79	<b>22.93</b>
UTILITY PERSON	5	20	228		21.01	21.01		21.01	<b>21.01</b>
UTILITY PERSON (Grandfathered)					21.01	21.08		21.01	<b>21.08</b>
WELDER	8	21	313		23.09	25.34		23.09	<b>25.34</b>
WORK EXPERIENCE FACILITATOR	9	72	328		23.79	23.79		23.79	<b>23.79</b>

\*Any Economic Stability Dividend (ESD) calculation made in accordance with Appendix A of the Provincial Framework Agreement will be applied as a percentage increase on the current collective agreement wage rates. All future wage increases will be based on the newly revised wage rate with ESD.

\*\* Rating points in progress.

**APPENDIX A.2 - July 1, 2016 - CUPE WAGE GRID**

Description	Band	Job No.	Total Points	May 1/16 Green Circled Rate	May 1/16 Banded Rate ESD	May 1/16 Actual Rate ESD	July 1/16 Green Circled Rate	July 1/16 Banded Rate 0.50%	July 1/16 Actual Rate 0.50%
ABORIGINAL EDUCATION SECRETARY	7	83	281		22.40	22.40		22.51	<b>22.51</b>
ABORIGINAL EDUCATION ASSISTANT	5	73	249		22.40	22.40		22.51	<b>22.51</b>
ACCOUNTING CLERK	8	29	306		23.09	23.09		23.21	<b>23.21</b>
ADMINISTRATION OFFICE RECEPTIONIST/CLERK	7	80	283		22.40	22.40		22.51	<b>22.51</b>
ADMINISTRATION OFFICE SECRETARY	9	30	337		23.79	23.79		23.91	<b>23.91</b>
ASSISTANT BUYER **	8	83	*		23.09	23.09		23.21	<b>23.21</b>
BUS DRIVER	8	23	324	22.53	23.09	22.53	22.64	23.21	<b>22.64</b>
CARPENTER	11	5	389		25.17	27.42		25.30	<b>27.56</b>
CARPENTER (Grandfathered)					25.17	27.78		25.30	<b>27.92</b>
CHANCE SCHOOL SECRETARY	8	33	313		23.09	23.09		23.21	<b>23.21</b>
CHEF ASSISTANT A	8	62	321		23.09	23.09		23.21	<b>23.21</b>
CHEF ASSISTANT B	5	63	251		21.01	21.01		21.12	<b>21.12</b>
CHILD AND YOUTH CARE WORKER	11	64	395		25.17	25.17		25.30	<b>25.30</b>
COMPUTER SERVICES TECHNICIAN (FVDES)	12	77B	404		25.85	25.85		25.98	<b>25.98</b>
COMPUTER SERVICES TECHNICIAN (MTCE)	12	77A	404		25.85	25.85		25.98	<b>25.98</b>
COMPUTER SERVICES TECHNICIAN (CSS)	12	77C	404		25.85	25.85		25.98	<b>25.98</b>
CORRESPONDENCE SCHOOL ACCOUNTING CLERK	7	34	298		22.40	22.40		22.51	<b>22.51</b>
CORRESPONDENCE SCHOOL SECRETARY A	9	35	341		23.79	23.79		23.91	<b>23.91</b>
CORRESPONDENCE SCHOOL SECRETARY B	6	36	259		21.70	21.70		21.81	<b>21.81</b>
CUSTODIAN 1	3	1	186		19.63	19.63		19.73	<b>19.73</b>
CUSTODIAN 2	6	2	270	<b>21.56</b>	21.70	21.56	21.67	21.81	<b>21.67</b>
CUSTODIAN 3	7	3	301	21.94	22.40	21.94	22.05	22.51	<b>22.05</b>
CUSTODIAN 3 (Grandfathered)					22.40	22.40		22.51	<b>22.51</b>
DISTANCE EDUCATION SCHOOL INVENTORY CLERK	6	7	261		21.70	21.70		21.81	<b>21.81</b>
EDUCATION ASSISTANT - ACADEMIC UPGRADING	6	67	255		21.70	21.70		21.81	<b>21.81</b>
EDUCATION ASSISTANT - CHANCE	10	68	372		24.47	24.47		24.59	<b>24.59</b>
EDUCATION ASSISTANT - EDUCATION	1	69	146		18.24	18.24		18.33	<b>18.33</b>
EDUCATION ASSISTANT - PHYSICAL NEEDS	9	70	342		23.79	23.79		23.91	<b>23.91</b>
EDUCATION ASSISTANT - SPECIAL NEEDS	9	71	344		23.79	23.79		23.91	<b>23.91</b>
EDUCATION ASSISTANT - SPECIAL NEEDS (Grandfathered)					25.17	25.17		25.30	<b>25.30</b>
EDUCATION CENTRE SECRETARY A	9	38	342		23.79	23.79		23.91	<b>23.91</b>
EDUCATION CENTRE SECRETARY B	7	39	291		22.40	22.40		22.51	<b>22.51</b>
ELECTRICIAN	11	9	395		25.17	27.42		25.30	<b>27.56</b>
ELECTRONICS TECHNICIAN	10	11	357		24.47	24.47		24.59	<b>24.59</b>
ELECTRONICS TECHNICIAN (Grandfathered)					24.47	25.51		24.59	<b>25.64</b>
ELECTRONICS/HEATING TECHNICIAN	10	10	365		24.47	26.73		24.59	<b>26.86</b>
ELECTRONICS/HEATING TECHNICIAN (Grandfathered)					24.47	27.78		24.59	<b>27.92</b>
ELEMENTARY SCHOOL SECRETARY	7	40	283		22.40	22.40		22.51	<b>22.51</b>
FACILITIES CLERK	7	48A	281		22.40	22.40		22.51	<b>22.51</b>
FLEET CUSTODIAN	9	26	329	22.55	23.79	22.55	22.66	23.91	<b>22.66</b>
GARDENER	8	74	309		23.09	25.34		23.21	<b>25.47</b>
HUMAN RESOURCES SECRETARY	9	41	337		23.79	23.79		23.91	<b>23.91</b>
JOURNEYPERSON COOK	10	73	357		24.47	26.73		24.59	<b>26.86</b>
JOURNEYPERSON GARDENER	10	79	354		24.47	26.73		24.59	<b>26.86</b>
MAINTENANCE CLERK A	9	47	327		23.79	23.79		23.91	<b>23.91</b>
MECHANIC	13	27	437		26.52	28.82		26.65	<b>28.96</b>
MECHANIC HELPER	9	28	334	23.15	23.79	23.15	23.27	23.91	<b>23.27</b>
PAINTER	9	14	327		23.79	26.05		23.91	<b>26.18</b>
PAINTER (Grandfathered)	9	14	327		23.79	27.78		23.91	<b>27.92</b>
PAYROLL CLERK	9	50	329		23.79	23.79		23.91	<b>23.91</b>
PLUMBER	11	15	382		25.17	27.42		25.30	<b>27.56</b>
PRINT SHOP TECHNICIAN	7	51	288		22.40	22.40		22.51	<b>22.51</b>
RECEPTIONIST/ACCOUNTS CLERK	7	52	300		22.40	22.40		22.51	<b>22.51</b>

APPENDIX A.2 - July 1, 2016 - CUPE WAGE GRID									
Description	Band	Job No.	Total Points	May 1/16 Green Circled Rate	May 1/16 Banded Rate ESD	May 1/16 Actual Rate ESD	July 1/16 Green Circled Rate	July 1/16 Banded Rate 0.50%	July 1/16 Actual Rate 0.50%
REPLACEMENT STAFF FACILITATOR	8	54	308		23.09	23.09		23.21	<b>23.21</b>
SEASONAL LABOURER	3	17	191		19.63	19.63		19.73	<b>19.73</b>
SECONDARY SCHOOL ACCOUNTING CLERK	7	56	296		22.40	22.40		22.51	<b>22.51</b>
SECONDARY SCHOOL CAREER ADVISOR	8	65	307		23.09	23.09		23.21	<b>23.21</b>
SECONDARY SCHOOL LIBRARY ASSISTANT	5	78	242		21.01	21.01		21.12	<b>21.12</b>
SECONDARY SCHOOL SECRETARY A	9	57	342		23.79	23.79		23.91	<b>23.91</b>
SECONDARY SCHOOL SECRETARY B	7	58	291		22.40	22.40		22.51	<b>22.51</b>
SENIOR PAYROLL CLERK	10	50	373		24.47	24.47		24.59	<b>24.59</b>
SOFTWARE SUPPORT TECHNICIAN	8	59	324		23.09	23.09		23.21	<b>23.21</b>
STUDENT SERVICES SECRETARY A	9	85	337		23.79	23.79		23.91	<b>23.91</b>
STUDENT SERVICES CENTRE SECRETARY	8	45	303		23.09	23.09		23.21	<b>23.21</b>
SUPERVISION ASSISTANT	6	66	268		21.70	21.70		21.81	<b>21.81</b>
TRADES HELPER	5	19	230		21.01	21.01		21.12	<b>21.12</b>
TRADES HELPER (Grandfathered)					21.01	21.58		21.12	<b>21.69</b>
TRANSPORTATION CLERK	9	61	331	22.93	23.79	22.93	23.04	23.91	<b>23.04</b>
UTILITY PERSON	5	20	228		21.01	21.01		21.12	<b>21.12</b>
UTILITY PERSON (Grandfathered)					21.01	21.08		21.12	<b>21.19</b>
WELDER	8	21	313		23.09	25.34		23.21	<b>25.47</b>
WORK EXPERIENCE FACILITATOR	9	72	328		23.79	23.79		23.91	<b>23.91</b>

\*Any Economic Stability Dividend (ESD) calculation made in accordance with Appendix A of the Provincial Framework Agreement will be applied as a percentage increase on the current collective agreement wage rates. All future wage increases will be based on the newly revised wage rate with ESD.

\*\* Rating points in progress.

**APPENDIX A.2 - May 1, 2017 - CUPE WAGE GRID**

Description	Band	Job No.	Total Points	July 1/16 Green Circled Rate	July 1/16 Banded Rate 0.5%	July 1/16 Actual Rate 0.5%	May 1/17 Green Circled Rate	May 1/17 Banded Rate 1.0% + ESD	May 1/17 Actual Rate 1.0% + ESD
ABORIGINAL EDUCATION SECRETARY	7	83	281		22.51	22.51		22.74	<b>22.74</b>
ABORIGINAL EDUCATION ASSISTANT	5	73	249		22.51	22.51		22.74	<b>22.74</b>
ACCOUNTING CLERK	8	29	306		23.21	23.21		23.44	<b>23.44</b>
ADMINISTRATION OFFICE RECEPTIONIST/CLERK	7	80	283		22.51	22.51		22.74	<b>22.74</b>
ADMINISTRATION OFFICE SECRETARY	9	30	337		23.91	23.91		24.15	<b>24.15</b>
ASSISTANT BUYER **	8	83	*		23.21	23.21		23.44	<b>23.44</b>
BUS DRIVER	8	23	324	22.64	23.21	22.64	22.87	23.44	<b>22.87</b>
CARPENTER	11	5	389		25.30	27.56		25.55	<b>27.84</b>
CARPENTER (Grandfathered)					25.30	27.92		25.55	<b>28.20</b>
CHANCE SCHOOL SECRETARY	8	33	313		23.21	23.21		23.44	<b>23.44</b>
CHEF ASSISTANT A	8	62	321		23.21	23.21		23.44	<b>23.44</b>
CHEF ASSISTANT B	5	63	251		21.12	21.12		21.33	<b>21.33</b>
CHILD AND YOUTH CARE WORKER	11	64	395		25.30	25.30		25.55	<b>25.55</b>
COMPUTER SERVICES TECHNICIAN (FVDES)	12	77B	404		25.98	25.98		26.24	<b>26.24</b>
COMPUTER SERVICES TECHNICIAN (MTCE)	12	77A	404		25.98	25.98		26.24	<b>26.24</b>
COMPUTER SERVICES TECHNICIAN (CSS)	12	77C	404		25.98	25.98		26.24	<b>26.24</b>
CORRESPONDENCE SCHOOL ACCOUNTING CLERK	7	34	298		22.51	22.51		22.74	<b>22.74</b>
CORRESPONDENCE SCHOOL SECRETARY A	9	35	341		23.91	23.91		24.15	<b>24.15</b>
CORRESPONDENCE SCHOOL SECRETARY B	6	36	259		21.81	21.81		22.03	<b>22.03</b>
CUSTODIAN 1	3	1	186		19.73	19.73		19.93	<b>19.93</b>
CUSTODIAN 2	6	2	270	21.67	21.81	21.67	21.89	22.03	<b>21.89</b>
CUSTODIAN 3	7	3	301	22.05	22.51	22.05	22.27	22.74	<b>22.27</b>
CUSTODIAN 3 (Grandfathered)					22.51	22.51		22.74	<b>22.74</b>
DISTANCE EDUCATION SCHOOL INVENTORY CLERK	6	7	261		21.81	21.81		22.03	<b>22.03</b>
EDUCATION ASSISTANT - ACADEMIC UPGRADING	6	67	255		21.81	21.81		22.03	<b>22.03</b>
EDUCATION ASSISTANT - CHANCE	10	68	372		24.59	24.59		24.84	<b>24.84</b>
EDUCATION ASSISTANT - EDUCATION	1	69	146		18.33	18.33		18.51	<b>18.51</b>
EDUCATION ASSISTANT - PHYSICAL NEEDS	9	70	342		23.91	23.91		24.15	<b>24.15</b>
EDUCATION ASSISTANT - SPECIAL NEEDS	9	71	344		23.91	23.91		24.15	<b>24.15</b>
EDUCATION ASSISTANT - SPECIAL NEEDS (Grandfathered)					25.30	25.30		25.55	<b>25.55</b>
EDUCATION CENTRE SECRETARY A	9	38	342		23.91	23.91		24.15	<b>24.15</b>
EDUCATION CENTRE SECRETARY B	7	39	291		22.51	22.51		22.74	<b>22.74</b>
ELECTRICIAN	11	9	395		25.30	27.56		25.55	<b>27.84</b>
ELECTRONICS TECHNICIAN	10	11	357		24.59	24.59		24.84	<b>24.84</b>
ELECTRONICS TECHNICIAN (Grandfathered)					24.59	25.64		24.84	<b>25.90</b>
ELECTRONICS/HEATING TECHNICIAN	10	10	365		24.59	26.86		24.84	<b>27.13</b>
ELECTRONICS/HEATING TECHNICIAN (Grandfathered)	10	10	365		24.59	27.92		24.84	<b>28.20</b>
ELEMENTARY SCHOOL SECRETARY	7	40	283		22.51	22.51		22.74	<b>22.74</b>
FACILITIES CLERK	7	48A	281		22.51	22.51		22.74	<b>22.74</b>
FLEET CUSTODIAN	9	26	329	22.66	23.91	22.66	22.89	24.15	<b>22.89</b>
GARDENER	8	74	309		23.21	25.47		23.44	<b>25.72</b>
HUMAN RESOURCES SECRETARY	9	41	337		23.91	23.91		24.15	<b>24.15</b>
JOURNEYPerson COOK	10	73	357		24.59	26.86		24.84	<b>27.13</b>
JOURNEYPerson GARDENER	10	79	354		24.59	26.86		24.84	<b>27.13</b>
MAINTENANCE CLERK A	9	47	327		23.91	23.91		24.15	<b>24.15</b>
MECHANIC	13	27	437		26.65	28.96		26.92	<b>29.25</b>
MECHANIC HELPER	9	28	334	23.27	23.91	23.27	23.50	24.15	<b>23.50</b>
PAINTER	9	14	327		23.91	26.18		24.15	<b>26.44</b>
PAINTER (Grandfathered)					23.91	27.92		24.15	<b>28.20</b>
PAYROLL CLERK	9	50	329		23.91	23.91		24.15	<b>24.15</b>
PLUMBER	11	15	382		25.30	27.56		25.55	<b>27.84</b>
PRINT SHOP TECHNICIAN	7	51	288		22.51	22.51		22.74	<b>22.74</b>

APPENDIX A.2 - May 1, 2017 - CUPE WAGE GRID									
Description	Band	Job No.	Total Points	July 1/16 Green Circled Rate	July 1/16 Banded Rate 0.5%	July 1/16 Actual Rate 0.5%	May 1/17 Green Circled Rate	May 1/17 Banded Rate 1.0% + ESD	May 1/17 Actual Rate 1.0% + ESD
RECEPTIONIST/ACCOUNTS CLERK	7	52	300		22.51	22.51		22.74	<b>22.74</b>
REPLACEMENT STAFF FACILITATOR	8	54	308		23.21	23.21		23.44	<b>23.44</b>
SEASONAL LABOURER	3	17	191		19.73	19.73		19.93	<b>19.93</b>
SECONDARY SCHOOL ACCOUNTING CLERK	7	56	296		22.51	22.51		22.74	<b>22.74</b>
SECONDARY SCHOOL CAREER ADVISOR	8	65	307		23.21	23.21		23.44	<b>23.44</b>
SECONDARY SCHOOL LIBRARY ASSISTANT	5	78	242		21.12	21.12		21.33	<b>21.33</b>
SECONDARY SCHOOL SECRETARY A	9	57	342		23.91	23.91		24.15	<b>24.15</b>
SECONDARY SCHOOL SECRETARY B	7	58	291		22.51	22.51		22.74	<b>22.74</b>
SENIOR PAYROLL CLERK	10	50	373		24.59	24.59		24.84	<b>24.84</b>
SOFTWARE SUPPORT TECHNICIAN	8	59	324		23.21	23.21		23.44	<b>23.44</b>
STUDENT SERVICES SECRETARY A	9	85	337		23.91	23.91		24.15	<b>24.15</b>
STUDENT SERVICES CENTRE SECRETARY	8	45	303		23.21	23.21		23.44	<b>23.44</b>
SUPERVISION ASSISTANT	6	66	268		21.81	21.81		22.03	<b>22.03</b>
TRADES HELPER	5	19	230		21.12	21.12		21.33	<b>21.33</b>
TRADES HELPER (Grandfathered)					21.12	21.69		21.33	<b>21.91</b>
TRANSPORTATION CLERK	9	61	331	23.04	23.91	23.04	23.27	24.15	<b>23.27</b>
UTILITY PERSON	5	20	228		21.12	21.12		21.33	<b>21.33</b>
UTILITY PERSON (Grandfathered)					21.12	21.19		21.33	<b>21.40</b>
WELDER	8	21	313		23.21	25.47		23.44	<b>25.72</b>
WORK EXPERIENCE FACILITATOR	9	72	328		23.91	23.91		24.15	<b>24.15</b>

\*Any Economic Stability Dividend (ESD) calculation made in accordance with Appendix A of the Provincial Framework Agreement will be applied as a percentage increase on the current collective agreement wage rates. All future wage increases will be based on the newly revised wage rate with ESD.

\*\* Rating points in progress.

**APPENDIX A.2 - July 1, 2017 - CUPE WAGE GRID**

Description	Band	Job No. Total Points	Total Points	May 1/17 Green Circled Rate	May 1/17 Banded Rate 1.0% + ESD	May 1/17 Actual Rate 1.0% + ESD	July 1/17 Green Circled Rate	July 1/17 Banded Rate 0.50%	July 1/17 Actual Rate 0.50%
ABORIGINAL EDUCATION SECRETARY	7	83	281		22.74	22.74		22.85	<b>22.85</b>
ABORIGINAL EDUCATION ASSISTANT	5	73	249		22.74	22.74		22.85	<b>22.85</b>
ACCOUNTING CLERK	8	29	306		23.44	23.44		23.56	<b>23.56</b>
ADMINISTRATION OFFICE RECEPTIONIST/CLERK	7	80	283		22.74	22.74		22.85	<b>22.85</b>
ADMINISTRATION OFFICE SECRETARY	9	30	337		24.15	24.15		24.27	<b>24.27</b>
ASSISTANT BUYER **	8	83	*		23.44	23.44		23.56	<b>23.56</b>
BUS DRIVER	8	23	324	22.87	23.44	22.87	22.98	23.56	<b>22.98</b>
CARPENTER	11	5	389		25.55	27.84		25.68	<b>27.98</b>
CARPENTER (Grandfathered)					25.55	28.20		25.68	<b>28.34</b>
CHANCE SCHOOL SECRETARY	8	33	313		23.44	23.44		23.56	<b>23.56</b>
CHEF ASSISTANT A	8	62	321		23.44	23.44		23.56	<b>23.56</b>
CHEF ASSISTANT B	5	63	251		21.33	21.33		21.44	<b>21.44</b>
CHILD AND YOUTH CARE WORKER	11	64	395		25.55	25.55		25.68	<b>25.68</b>
COMPUTER SERVICES TECHNICIAN (FVDES)	12	77B	404		26.24	26.24		26.37	<b>26.37</b>
COMPUTER SERVICES TECHNICIAN (MTCE)	12	77A	404		26.24	26.24		26.37	<b>26.37</b>
COMPUTER SERVICES TECHNICIAN (CSS)	12	77C	404		26.24	26.24		26.37	<b>26.37</b>
CORRESPONDENCE SCHOOL ACCOUNTING CLERK	7	34	298		22.74	22.74		22.85	<b>22.85</b>
CORRESPONDENCE SCHOOL SECRETARY A	9	35	341		24.15	24.15		24.27	<b>24.27</b>
CORRESPONDENCE SCHOOL SECRETARY B	6	36	259		22.03	22.03		22.14	<b>22.14</b>
CUSTODIAN 1	3	1	186		19.93	19.93		20.03	<b>20.03</b>
CUSTODIAN 2	6	2	270	21.89	22.03	21.89	22.00	22.14	<b>22.00</b>
CUSTODIAN 3	7	3	301	22.27	22.74	22.27	22.38	22.85	<b>22.38</b>
CUSTODIAN 3 (Grandfathered)					22.74	22.74		22.85	<b>22.85</b>
DISTANCE EDUCATION SCHOOL INVENTORY CLERK	6	7	261		22.03	22.03		22.14	<b>22.14</b>
EDUCATION ASSISTANT - ACADEMIC UPGRADING	6	67	255		22.03	22.03		22.14	<b>22.14</b>
EDUCATION ASSISTANT - CHANCE	10	68	372		24.84	24.84		24.96	<b>24.96</b>
EDUCATION ASSISTANT - EDUCATION	1	69	146		18.51	18.51		18.60	<b>18.60</b>
EDUCATION ASSISTANT - PHYSICAL NEEDS	9	70	342		24.15	24.15		24.27	<b>24.27</b>
EDUCATION ASSISTANT - SPECIAL NEEDS	9	71	344		24.15	24.15		24.27	<b>24.27</b>
EDUCATION ASSISTANT - SPECIAL NEEDS (Grandfathered)					25.55	25.55		25.68	<b>25.68</b>
EDUCATION CENTRE SECRETARY A	9	38	342		24.15	24.15		24.27	<b>24.27</b>
EDUCATION CENTRE SECRETARY B	7	39	291		22.74	22.74		22.85	<b>22.85</b>
ELECTRICIAN	11	9	395		25.55	27.84		25.68	<b>27.98</b>
ELECTRONICS TECHNICIAN	10	11	357		24.84	24.84		24.96	<b>24.96</b>
ELECTRONICS TECHNICIAN (Grandfathered)					24.84	25.90		24.96	<b>26.03</b>
ELECTRONICS/HEATING TECHNICIAN	10	10	365		24.84	27.13		24.96	<b>27.27</b>
ELECTRONICS/HEATING TECHNICIAN (Grandfathered)					24.84	28.20		24.96	<b>28.34</b>
ELEMENTARY SCHOOL SECRETARY	7	40	283		22.74	22.74		22.85	<b>22.85</b>
FACILITIES CLERK	7	48A	281		22.74	22.74		22.85	<b>22.85</b>
FLEET CUSTODIAN	9	26	329	22.89	24.15	22.89	23.00	24.27	<b>23.00</b>
GARDENER	8	74	309		23.44	25.72		23.56	<b>25.85</b>
HUMAN RESOURCES SECRETARY	9	41	337		24.15	24.15		24.27	<b>24.27</b>
JOURNEYPerson COOK	10	73	357		24.84	27.13		24.96	<b>27.27</b>
JOURNEYPerson GARDENER	10	79	354		24.84	27.13		24.96	<b>27.27</b>
MAINTENANCE CLERK A	9	47	327		24.15	24.15		24.27	<b>24.27</b>
MECHANIC	13	27	437		26.92	29.25		27.05	<b>29.40</b>
MECHANIC HELPER	9	28	334	23.50	24.15	23.50	23.62	24.27	<b>23.62</b>
PAINTER	9	14	327		24.15	26.44		24.27	<b>26.57</b>
PAINTER (Grandfathered)					24.15	28.20		24.27	<b>28.34</b>
PAYROLL CLERK	9	50	329		24.15	24.15		24.27	<b>24.27</b>
PLUMBER	11	15	382		25.55	27.84		25.68	<b>27.98</b>
PRINT SHOP TECHNICIAN	7	51	288		22.74	22.74		22.85	<b>22.85</b>



APPENDIX A.2 - July 1, 2017 - CUPE WAGE GRID									
Description	Band	Job No. Total Points	Total Points	May 1/17 Green Circled Rate	May 1/17 Banded Rate 1.0% + ESD	May 1/17 Actual Rate 1.0% + ESD	July 1/17 Green Circled Rate	July 1/17 Banded Rate 0.50%	July 1/17 Actual Rate 0.50%
RECEPTIONIST/ACCOUNTS CLERK	7	52	300		22.74	22.74		22.85	<b>22.85</b>
REPLACEMENT STAFF FACILITATOR	8	54	308		23.44	23.44		23.56	<b>23.56</b>
SEASONAL LABOURER	3	17	191		19.93	19.93		20.03	<b>20.03</b>
SECONDARY SCHOOL ACCOUNTING CLERK	7	56	296		22.74	22.74		22.85	<b>22.85</b>
SECONDARY SCHOOL CAREER ADVISOR	8	65	307		23.44	23.44		23.56	<b>23.56</b>
SECONDARY SCHOOL LIBRARY ASSISTANT	5	78	242		21.33	21.33		21.44	<b>21.44</b>
SECONDARY SCHOOL SECRETARY A	9	57	342		24.15	24.15		24.27	<b>24.27</b>
SECONDARY SCHOOL SECRETARY B	7	58	291		22.74	22.74		22.85	<b>22.85</b>
SENIOR PAYROLL CLERK	10	50	373		24.84	24.84		24.96	<b>24.96</b>
SOFTWARE SUPPORT TECHNICIAN	8	59	324		23.44	23.44		23.56	<b>23.56</b>
STUDENT SERVICES SECRETARY A	9	85	337		24.15	24.15		24.27	<b>24.27</b>
STUDENT SERVICES CENTRE SECRETARY	8	45	303		23.44	23.44		23.56	<b>23.56</b>
SUPERVISION ASSISTANT	6	66	268		22.03	22.03		22.14	<b>22.14</b>
TRADES HELPER	5	19	230		21.33	21.33		21.44	<b>21.44</b>
TRADES HELPER (Grandfathered)					21.33	21.91		21.44	<b>22.02</b>
TRANSPORTATION CLERK	9	61	331	23.27	24.15	23.27	23.39	24.27	<b>23.39</b>
UTILITY PERSON	5	20	228		21.33	21.33		21.44	<b>21.44</b>
UTILITY PERSON (Grandfathered)					21.33	21.40		21.44	<b>21.51</b>
WELDER	8	21	313		23.44	25.72		23.56	<b>25.85</b>
WORK EXPERIENCE FACILITATOR	9	72	328		24.15	24.15		24.27	<b>24.27</b>

\*Any Economic Stability Dividend (ESD) calculation made in accordance with Appendix A of the Provincial Framework Agreement will be applied as a percentage increase on the current collective agreement wage rates. All future wage increases will be based on the newly revised wage rate with ESD.

\*\* Rating points in progress.

**APPENDIX A.2 - May 1, 2018 - CUPE WAGE GRID**

Description	Band	Job No. Total Points	Total Points	July 1/17 Green Circled Rate	July 1/17 Banded Rate 0.5%	July 1/17 Actual Rate 0.5%	May 1/18 Green Circled Rate	May 1/18 Banded Rate 1.0% + ESD	May 1/18 Actual Rate 1.0% + ESD
ABORIGINAL EDUCATION SECRETARY	7	83	281		22.85	22.85		23.08	<b>23.08</b>
ABORIGINAL EDUCATION ASSISTANT	5	73	249		22.85	22.85		23.08	<b>23.08</b>
ACCOUNTING CLERK	8	29	306		23.56	23.56		23.80	<b>23.80</b>
ADMINISTRATION OFFICE RECEPTIONIST/CLERK	7	80	283		22.85	22.85		23.08	<b>23.08</b>
ADMINISTRATION OFFICE SECRETARY	9	30	337		24.27	24.27		24.51	<b>24.51</b>
ASSISTANT BUYER **	8	83	*		23.56	23.56		23.80	<b>23.80</b>
BUS DRIVER	8	23	324	22.98	23.56	22.98	23.21	23.80	<b>23.21</b>
CARPENTER	11	5	389		25.68	27.98		25.94	<b>28.26</b>
CARPENTER (Grandfathered)					25.68	28.34		25.94	<b>28.62</b>
CHANCE SCHOOL SECRETARY	8	33	313		23.56	23.56		23.80	<b>23.80</b>
CHEF ASSISTANT A	8	62	321		23.56	23.56		23.80	<b>23.80</b>
CHEF ASSISTANT B	5	63	251		21.44	21.44		21.65	<b>21.65</b>
CHILD AND YOUTH CARE WORKER	11	64	395		25.68	25.68		25.94	<b>25.94</b>
COMPUTER SERVICES TECHNICIAN (FVDES)	12	77B	404		26.37	26.37		26.63	<b>26.63</b>
COMPUTER SERVICES TECHNICIAN (MTCE)	12	77A	404		26.37	26.37		26.63	<b>26.63</b>
COMPUTER SERVICES TECHNICIAN (CSS)	12	77C	404		26.37	26.37		26.63	<b>26.63</b>
CORRESPONDENCE SCHOOL ACCOUNTING CLERK	7	34	298		22.85	22.85		23.08	<b>23.08</b>
CORRESPONDENCE SCHOOL SECRETARY A	9	35	341		24.27	24.27		24.51	<b>24.51</b>
CORRESPONDENCE SCHOOL SECRETARY B	6	36	259		22.14	22.14		22.36	<b>22.36</b>
CUSTODIAN 1	3	1	186		20.03	20.03		20.23	<b>20.23</b>
CUSTODIAN 2	6	2	270	22.00	22.14	22.00	22.22	22.36	<b>22.22</b>
CUSTODIAN 3	7	3	301	22.38	22.85	22.38	22.60	23.08	<b>22.60</b>
CUSTODIAN 3 (Grandfathered)					22.85	22.85		23.08	<b>23.08</b>
DISTANCE EDUCATION SCHOOL INVENTORY CLERK	6	7	261		22.14	22.14		22.36	<b>22.36</b>
EDUCATION ASSISTANT - ACADEMIC UPGRADING	6	67	255		22.14	22.14		22.36	<b>22.36</b>
EDUCATION ASSISTANT - CHANCE	10	68	372		24.96	24.96		25.21	<b>25.21</b>
EDUCATION ASSISTANT - EDUCATION	1	69	146		18.60	18.60		18.79	<b>18.79</b>
EDUCATION ASSISTANT - PHYSICAL NEEDS	9	70	342		24.27	24.27		24.51	<b>24.51</b>
EDUCATION ASSISTANT - SPECIAL NEEDS	9	71	344		24.27	24.27		24.51	<b>24.51</b>
EDUCATION ASSISTANT - SPECIAL NEEDS (Grandfathered)					25.68	25.68		25.94	<b>25.94</b>
EDUCATION CENTRE SECRETARY A	9	38	342		24.27	24.27		24.51	<b>24.51</b>
EDUCATION CENTRE SECRETARY B	7	39	291		22.85	22.85		23.08	<b>23.08</b>
ELECTRICIAN	11	9	395		25.68	27.98		25.94	<b>28.26</b>
ELECTRONICS TECHNICIAN	10	11	357		24.96	24.96		25.21	<b>25.21</b>
ELECTRONICS TECHNICIAN (Grandfathered)					24.96	26.03		25.21	<b>26.29</b>
ELECTRONICS/HEATING TECHNICIAN	10	10	365		24.96	27.27		25.21	<b>27.54</b>
ELECTRONICS/HEATING TECHNICIAN (Grandfathered)					24.96	28.34		25.21	<b>28.62</b>
ELEMENTARY SCHOOL SECRETARY	7	40	283		22.85	22.85		23.08	<b>23.08</b>
FACILITIES CLERK	7	48A	281		22.85	22.85		23.08	<b>23.08</b>
FLEET CUSTODIAN	9	26	329	23.00	24.27	23.00	23.23	24.51	<b>23.23</b>
GARDENER	8	74	309		23.56	25.85		23.80	<b>26.11</b>
HUMAN RESOURCES SECRETARY	9	41	337		24.27	24.27		24.51	<b>24.51</b>
JOURNEYPerson COOK	10	73	357		24.96	27.27		25.21	<b>27.54</b>
JOURNEYPerson GARDENER	10	79	354		24.96	27.27		25.21	<b>27.54</b>
MAINTENANCE CLERK A	9	47	327		24.27	24.27		24.51	<b>24.51</b>
MECHANIC	13	27	437		27.05	29.40		27.32	<b>29.69</b>
MECHANIC HELPER	9	28	334	23.62	24.27	23.62	23.86	24.51	<b>23.86</b>
PAINTER	9	14	327		24.27	26.57		24.51	<b>26.84</b>
PAINTER (Grandfathered)	9	14	327		24.27	28.34		24.51	<b>28.62</b>
PAYROLL CLERK	9	50	329		24.27	24.27		24.51	<b>24.51</b>
PLUMBER	11	15	382		25.68	27.98		25.94	<b>28.26</b>
PRINT SHOP TECHNICIAN	7	51	288		22.85	22.85		23.08	<b>23.08</b>
RECEPTIONIST/ACCOUNTS CLERK	7	52	300		22.85	22.85		23.08	<b>23.08</b>

APPENDIX A.2 - May 1, 2018 - CUPE WAGE GRID									
Description	Band	Job No. Total Points	Total Points	July 1/17 Green Circled Rate	July 1/17 Banded Rate 0.5%	July 1/17 Actual Rate 0.5%	May 1/18 Green Circled Rate	May 1/18 Banded Rate 1.0% + ESD	May 1/18 Actual Rate 1.0% + ESD
REPLACEMENT STAFF FACILITATOR	8	54	308		23.56	23.56		23.80	<b>23.80</b>
SEASONAL LABOURER	3	17	191		20.03	20.03		20.23	<b>20.23</b>
SECONDARY SCHOOL ACCOUNTING CLERK	7	56	296		22.85	22.85		23.08	<b>23.08</b>
SECONDARY SCHOOL CAREER ADVISOR	8	65	307		23.56	23.56		23.80	<b>23.80</b>
SECONDARY SCHOOL LIBRARY ASSISTANT	5	78	242		21.44	21.44		21.65	<b>21.65</b>
SECONDARY SCHOOL SECRETARY A	9	57	342		24.27	24.27		24.51	<b>24.51</b>
SECONDARY SCHOOL SECRETARY B	7	58	291		22.85	22.85		23.08	<b>23.08</b>
SENIOR PAYROLL CLERK	10	50	373		24.96	24.96		25.21	<b>25.21</b>
SOFTWARE SUPPORT TECHNICIAN	8	59	324		23.56	23.56		23.80	<b>23.80</b>
STUDENT SERVICES SECRETARY A	9	85	337		24.27	24.27		24.51	<b>24.51</b>
STUDENT SERVICES CENTRE SECRETARY	8	45	303		23.56	23.56		23.80	<b>23.80</b>
SUPERVISION ASSISTANT	6	66	268		22.14	22.14		22.36	<b>22.36</b>
TRADES HELPER	5	19	230		21.44	21.44		21.65	<b>21.65</b>
TRADES HELPER (Grandfathered)					21.44	22.02		21.65	<b>22.24</b>
TRANSPORTATION CLERK	9	61	331	23.39	24.27	23.39	23.62	24.51	<b>23.62</b>
UTILITY PERSON	5	20	228		21.44	21.44		21.65	<b>21.65</b>
UTILITY PERSON (Grandfathered)					21.44	21.51		21.65	<b>21.73</b>
WELDER	8	21	313		23.56	25.85		23.80	<b>26.11</b>
WORK EXPERIENCE FACILITATOR	9	72	328		24.27	24.27		24.51	<b>24.51</b>

\*Any Economic Stability Dividend (ESD) calculation made in accordance with Appendix A of the Provincial Framework Agreement will be applied as a percentage increase on the current collective agreement wage rates. All future wage increases will be based on the newly revised wage rate with ESD.

\*\* Rating points in progress.

**APPENDIX A.2 - July 1, 2018 - CUPE WAGE GRID**

Description	Band	Job No. Total Points	Total Points	May 1/18 Green Circled Rate	May 1/18 Banded Rate 1.0% + ESD	May 1/18 Actual Rate 1.0% + ESD	July 1/18 Green Circled Rate	July 1/18 Banded Rate 0.50%	July 1/18 Actual Rate 0.50%
ABORIGINAL EDUCATION SECRETARY	7	83	281		23.08	23.08		23.20	<b>23.20</b>
ABORIGINAL EDUCATION ASSISTANT	5	73	249		23.08	23.08		23.20	<b>23.20</b>
ACCOUNTING CLERK	8	29	306		23.80	23.80		23.92	<b>23.92</b>
ADMINISTRATION OFFICE RECEPTIONIST/CLERK	7	80	283		23.08	23.08		23.20	<b>23.20</b>
ADMINISTRATION OFFICE SECRETARY	9	30	337		24.51	24.51		24.63	<b>24.63</b>
ASSISTANT BUYER **	8	83	*		23.80	23.80		23.92	<b>23.92</b>
BUS DRIVER	8	23	324	23.21	23.80	23.21	23.33	23.92	<b>23.33</b>
CARPENTER	11	5	389		25.94	28.26		26.07	<b>28.40</b>
CARPENTER (Grandfathered)					25.94	28.62		26.07	<b>28.76</b>
CHANCE SCHOOL SECRETARY	8	33	313		23.80	23.80		23.92	<b>23.92</b>
CHEF ASSISTANT A	8	62	321		23.80	23.80		23.92	<b>23.92</b>
CHEF ASSISTANT B	5	63	251		21.65	21.65		21.76	<b>21.76</b>
CHILD AND YOUTH CARE WORKER	11	64	395		25.94	25.94		26.07	<b>26.07</b>
COMPUTER SERVICES TECHNICIAN (FVDES)	12	77B	404		26.63	26.63		26.76	<b>26.76</b>
COMPUTER SERVICES TECHNICIAN (MTCE)	12	77A	404		26.63	26.63		26.76	<b>26.76</b>
COMPUTER SERVICES TECHNICIAN (CSS)	12	77C	404		26.63	26.63		26.76	<b>26.76</b>
CORRESPONDENCE SCHOOL ACCOUNTING CLERK	7	34	298		23.08	23.08		23.20	<b>23.20</b>
CORRESPONDENCE SCHOOL SECRETARY A	9	35	341		24.51	24.51		24.63	<b>24.63</b>
CORRESPONDENCE SCHOOL SECRETARY B	6	36	259		22.36	22.36		22.47	<b>22.47</b>
CUSTODIAN 1	3	1	186		20.23	20.23		20.33	<b>20.33</b>
CUSTODIAN 2	6	2	270	22.22	22.36	22.22	22.33	22.47	<b>22.33</b>
CUSTODIAN 3	7	3	301	22.60	23.08	22.60	22.71	23.20	<b>22.71</b>
CUSTODIAN 3 (Grandfathered)					23.08	23.08		23.20	<b>23.20</b>
DISTANCE EDUCATION SCHOOL INVENTORY CLERK	6	7	261		22.36	22.36		22.47	<b>22.47</b>
EDUCATION ASSISTANT - ACADEMIC UPGRADING	6	67	255		22.36	22.36		22.47	<b>22.47</b>
EDUCATION ASSISTANT - CHANCE	10	68	372		25.21	25.21		25.34	<b>25.34</b>
EDUCATION ASSISTANT - EDUCATION	1	69	146		18.79	18.79		18.88	<b>18.88</b>
EDUCATION ASSISTANT - PHYSICAL NEEDS	9	70	342		24.51	24.51		24.63	<b>24.63</b>
EDUCATION ASSISTANT - SPECIAL NEEDS	9	71	344		24.51	24.51		24.63	<b>24.63</b>
EDUCATION ASSISTANT - SPECIAL NEEDS (Grandfathered)					25.94	25.94		26.07	<b>26.07</b>
EDUCATION CENTRE SECRETARY A	9	38	342		24.51	24.51		24.63	<b>24.63</b>
EDUCATION CENTRE SECRETARY B	7	39	291		23.08	23.08		23.20	<b>23.20</b>
ELECTRICIAN	11	9	395		25.94	28.26		26.07	<b>28.40</b>
ELECTRONICS TECHNICIAN	10	11	357		25.21	25.21		25.34	<b>25.34</b>
ELECTRONICS TECHNICIAN (Grandfathered)					25.21	26.29		25.34	<b>26.42</b>
ELECTRONICS/HEATING TECHNICIAN	10	10	365		25.21	27.54		25.34	<b>27.68</b>
ELECTRONICS/HEATING TECHNICIAN (Grandfathered)					25.21	28.62		25.34	<b>28.76</b>
ELEMENTARY SCHOOL SECRETARY	7	40	283		23.08	23.08		23.20	<b>23.20</b>
FACILITIES CLERK	7	48A	281		23.08	23.08		23.20	<b>23.20</b>
FLEET CUSTODIAN	9	26	329	23.23	24.51	23.23	23.35	24.63	<b>23.35</b>
GARDENER	8	74	309		23.80	26.11		23.92	<b>26.24</b>
HUMAN RESOURCES SECRETARY	9	41	337		24.51	24.51		24.63	<b>24.63</b>
JOURNEYPerson COOK	10	73	357		25.21	27.54		25.34	<b>27.68</b>
JOURNEYPerson GARDENER	10	79	354		25.21	27.54		25.34	<b>27.68</b>
MAINTENANCE CLERK A	9	47	327		24.51	24.51		24.63	<b>24.63</b>
MECHANIC	13	27	437		27.32	29.69		27.46	<b>29.84</b>
MECHANIC HELPER	9	28	334	23.86	24.51	23.86	23.98	24.63	<b>23.98</b>
PAINTER	9	14	327		24.51	26.84		24.63	<b>26.97</b>
PAINTER (Grandfathered)					24.51	28.62		24.63	<b>28.76</b>
PAYROLL CLERK	9	50	329		24.51	24.51		24.63	<b>24.63</b>
PLUMBER	11	15	382		25.94	28.26		26.07	<b>28.40</b>
PRINT SHOP TECHNICIAN	7	51	288		23.08	23.08		23.20	<b>23.20</b>

APPENDIX A.2 - July 1, 2018 - CUPE WAGE GRID									
Description	Band	Job No. Total Points	Total Points	May 1/18 Green Circled Rate	May 1/18 Banded Rate 1.0% + ESD	May 1/18 Actual Rate 1.0% + ESD	July 1/18 Green Circled Rate	July 1/18 Banded Rate 0.50%	July 1/18 Actual Rate 0.50%
RECEPTIONIST/ACCOUNTS CLERK	7	52	300		23.08	23.08		23.20	<b>23.20</b>
REPLACEMENT STAFF FACILITATOR	8	54	308		23.80	23.80		23.92	<b>23.92</b>
SEASONAL LABOURER	3	17	191		20.23	20.23		20.33	<b>20.33</b>
SECONDARY SCHOOL ACCOUNTING CLERK	7	56	296		23.08	23.08		23.20	<b>23.20</b>
SECONDARY SCHOOL CAREER ADVISOR	8	65	307		23.80	23.80		23.92	<b>23.92</b>
SECONDARY SCHOOL LIBRARY ASSISTANT	5	78	242		21.65	21.65		21.76	<b>21.76</b>
SECONDARY SCHOOL SECRETARY A	9	57	342		24.51	24.51		24.63	<b>24.63</b>
SECONDARY SCHOOL SECRETARY B	7	58	291		23.08	23.08		23.20	<b>23.20</b>
SENIOR PAYROLL CLERK	10	50	373		25.21	25.21		25.34	<b>25.34</b>
SOFTWARE SUPPORT TECHNICIAN	8	59	324		23.80	23.80		23.92	<b>23.92</b>
STUDENT SERVICES SECRETARY A	9	85	337		24.51	24.51		24.63	<b>24.63</b>
STUDENT SERVICES CENTRE SECRETARY	8	45	303		23.80	23.80		23.92	<b>23.92</b>
SUPERVISION ASSISTANT	6	66	268		22.36	22.36		22.47	<b>22.47</b>
TRADES HELPER	5	19	230		21.65	21.65		21.76	<b>21.76</b>
TRADES HELPER (Grandfathered)					21.65	22.24		21.76	<b>22.35</b>
TRANSPORTATION CLERK	9	61	331	23.62	24.51	23.62	23.74	24.63	<b>23.74</b>
UTILITY PERSON	5	20	228		21.65	21.65		21.76	<b>21.76</b>
UTILITY PERSON (Grandfathered)					21.65	21.73		21.76	<b>21.84</b>
WELDER	8	21	313		23.80	26.11		23.92	<b>26.24</b>
WORK EXPERIENCE FACILITATOR	9	72	328		24.51	24.51		24.63	<b>24.63</b>

\*Any Economic Stability Dividend (ESD) calculation made in accordance with Appendix A of the Provincial Framework Agreement will be applied as a percentage increase on the current collective agreement wage rates. All future wage increases will be based on the newly revised wage rate with ESD.

\*\* Rating points in progress.

**APPENDIX A.2 - May 1, 2019 - CUPE WAGE GRID**

Description	Band	Job No. Total Points	Total Points	July 1/18 Green Circled Rate	July 1/18 Banded Rate 0.5%	July 1/18 Actual Rate 0.5%	May 1/19 Green Circled Rate	May 1/19 Banded Rate 1.0% + ESD	May 1/19 Actual Rate 1.0% + ESD
ABORIGINAL EDUCATION SECRETARY	7	83	281		23.20	23.20		23.43	<b>23.43</b>
ABORIGINAL EDUCATION ASSISTANT	5	73	249		23.20	23.20		23.43	<b>23.43</b>
ACCOUNTING CLERK	8	29	306		23.92	23.92		24.16	<b>24.16</b>
ADMINISTRATION OFFICE RECEPTIONIST/CLERK	7	80	283		23.20	23.20		23.43	<b>23.43</b>
ADMINISTRATION OFFICE SECRETARY	9	30	337		24.63	24.63		24.88	<b>24.88</b>
ASSISTANT BUYER **	8	83	*		23.92	23.92		24.16	<b>24.16</b>
BUS DRIVER	8	23	324	23.33	23.92	23.33	23.56	24.16	<b>23.56</b>
CARPENTER	11	5	389		26.07	28.40		26.33	<b>28.68</b>
CARPENTER (Grandfathered)					26.07	28.76		26.33	<b>29.05</b>
CHANCE SCHOOL SECRETARY	8	33	313		23.92	23.92		24.16	<b>24.16</b>
CHEF ASSISTANT A	8	62	321		23.92	23.92		24.16	<b>24.16</b>
CHEF ASSISTANT B	5	63	251		21.76	21.76		21.98	<b>21.98</b>
CHILD AND YOUTH CARE WORKER	11	64	395		26.07	26.07		26.33	<b>26.33</b>
COMPUTER SERVICES TECHNICIAN (FVDES)	12	77B	404		26.76	26.76		27.03	<b>27.03</b>
COMPUTER SERVICES TECHNICIAN (MTCE)	12	77A	404		26.76	26.76		27.03	<b>27.03</b>
COMPUTER SERVICES TECHNICIAN (CSS)	12	77C	404		26.76	26.76		27.03	<b>27.03</b>
CORRESPONDENCE SCHOOL ACCOUNTING CLERK	7	34	298		23.20	23.20		23.43	<b>23.43</b>
CORRESPONDENCE SCHOOL SECRETARY A	9	35	341		24.63	24.63		24.88	<b>24.88</b>
CORRESPONDENCE SCHOOL SECRETARY B	6	36	259		22.47	22.47		22.69	<b>22.69</b>
CUSTODIAN 1	3	1	186		20.33	20.33		20.53	<b>20.53</b>
CUSTODIAN 2	6	2	270	22.33	22.47	22.33	22.55	22.69	<b>22.55</b>
CUSTODIAN 3	7	3	301	22.71	23.20	22.71	22.94	23.43	<b>22.94</b>
CUSTODIAN 3 (Grandfathered)					23.20	23.20		23.43	<b>23.43</b>
DISTANCE EDUCATION SCHOOL INVENTORY CLERK	6	7	261		22.47	22.47		22.69	<b>22.69</b>
EDUCATION ASSISTANT - ACADEMIC UPGRADING	6	67	255		22.47	22.47		22.69	<b>22.69</b>
EDUCATION ASSISTANT - CHANCE	10	68	372		25.34	25.34		25.59	<b>25.59</b>
EDUCATION ASSISTANT - EDUCATION	1	69	146		18.88	18.88		19.07	<b>19.07</b>
EDUCATION ASSISTANT - PHYSICAL NEEDS	9	70	342		24.63	24.63		24.88	<b>24.88</b>
EDUCATION ASSISTANT - SPECIAL NEEDS	9	71	344		24.63	24.63		24.88	<b>24.88</b>
EDUCATION ASSISTANT - SPECIAL NEEDS (Grandfathered)					26.07	26.07		26.33	<b>26.33</b>
EDUCATION CENTRE SECRETARY A	9	38	342		24.63	24.63		24.88	<b>24.88</b>
EDUCATION CENTRE SECRETARY B	7	39	291		23.20	23.20		23.43	<b>23.43</b>
ELECTRICIAN	11	9	395		26.07	28.40		26.33	<b>28.68</b>
ELECTRONICS TECHNICIAN	10	11	357		25.34	25.34		25.59	<b>25.59</b>
ELECTRONICS TECHNICIAN (Grandfathered)					25.34	26.42		25.59	<b>26.68</b>
ELECTRONICS/HEATING TECHNICIAN	10	10	365		25.34	27.68		25.59	<b>27.96</b>
ELECTRONICS/HEATING TECHNICIAN (Grandfathered)					25.34	28.76		25.59	<b>29.05</b>
ELEMENTARY SCHOOL SECRETARY	7	40	283		23.20	23.20		23.43	<b>23.43</b>
FACILITIES CLERK	7	48A	281		23.20	23.20		23.43	<b>23.43</b>
FLEET CUSTODIAN	9	26	329	23.35	24.63	23.35	23.58	24.88	<b>23.58</b>
GARDENER	8	74	309		23.92	26.24		24.16	<b>26.50</b>
HUMAN RESOURCES SECRETARY	9	41	337		24.63	24.63		24.88	<b>24.88</b>
JOURNEYPerson COOK	10	73	357		25.34	27.68		25.59	<b>27.96</b>
JOURNEYPerson GARDENER	10	79	354		25.34	27.68		25.59	<b>27.96</b>
MAINTENANCE CLERK A	9	47	327		24.63	24.63		24.88	<b>24.88</b>
MECHANIC	13	27	437		27.46	29.84		27.73	<b>30.14</b>
MECHANIC HELPER	9	28	334	23.98	24.63	23.98	24.22	24.88	<b>24.22</b>
PAINTER	9	14	327		24.63	26.97		24.88	<b>27.24</b>
PAINTER (Grandfathered)					24.63	28.76		24.88	<b>29.05</b>
PAYROLL CLERK	9	50	329		24.63	24.63		24.88	<b>24.88</b>
PLUMBER	11	15	382		26.07	28.40		26.33	<b>28.68</b>
PRINT SHOP TECHNICIAN	7	51	288		23.20	23.20		23.43	<b>23.43</b>

APPENDIX A.2 - May 1, 2019 - CUPE WAGE GRID									
Description	Band	Job No. Total Points	Total Points	July 1/18 Green Circled Rate	July 1/18 Banded Rate 0.5%	July 1/18 Actual Rate 0.5%	May 1/19 Green Circled Rate	May 1/19 Banded Rate 1.0% + ESD	May 1/19 Actual Rate 1.0% + ESD
RECEPTIONIST/ACCOUNTS CLERK	7	52	300		23.20	23.20		23.43	<b>23.43</b>
REPLACEMENT STAFF FACILITATOR	8	54	308		23.92	23.92		24.16	<b>24.16</b>
SEASONAL LABOURER	3	17	191		20.33	20.33		20.53	<b>20.53</b>
SECONDARY SCHOOL ACCOUNTING CLERK	7	56	296		23.20	23.20		23.43	<b>23.43</b>
SECONDARY SCHOOL CAREER ADVISOR	8	65	307		23.92	23.92		24.16	<b>24.16</b>
SECONDARY SCHOOL LIBRARY ASSISTANT	5	78	242		21.76	21.76		21.98	<b>21.98</b>
SECONDARY SCHOOL SECRETARY A	9	57	342		24.63	24.63		24.88	<b>24.88</b>
SECONDARY SCHOOL SECRETARY B	7	58	291		23.20	23.20		23.43	<b>23.43</b>
SENIOR PAYROLL CLERK	10	50	373		25.34	25.34		25.59	<b>25.59</b>
SOFTWARE SUPPORT TECHNICIAN	8	59	324		23.92	23.92		24.16	<b>24.16</b>
STUDENT SERVICES SECRETARY A	9	85	337		24.63	24.63		24.88	<b>24.88</b>
STUDENT SERVICES CENTRE SECRETARY	8	45	303		23.92	23.92		24.16	<b>24.16</b>
SUPERVISION ASSISTANT	6	66	268		22.47	22.47		22.69	<b>22.69</b>
TRADES HELPER	5	19	230		21.76	21.76		21.98	<b>21.98</b>
TRADES HELPER (Grandfathered)					21.76	22.35		21.98	<b>22.57</b>
TRANSPORTATION CLERK	9	61	331	23.74	24.63	23.74	23.98	24.88	<b>23.98</b>
UTILITY PERSON	5	20	228		21.76	21.76		21.98	<b>21.98</b>
UTILITY PERSON (Grandfathered)					21.76	21.84		21.98	<b>22.06</b>
WELDER	8	21	313		23.92	26.24		24.16	<b>26.50</b>
WORK EXPERIENCE FACILITATOR	9	72	328		24.63	24.63		24.88	<b>24.88</b>

\*Any Economic Stability Dividend (ESD) calculation made in accordance with Appendix A of the Provincial Framework Agreement will be applied as a percentage increase on the current collective agreement wage rates. All future wage increases will be based on the newly revised wage rate with ESD.

\*\* Rating points in progress.

## APPENDIX A.3

### DIFFERENTIALS AND SUPERVISION PAY

1. (a) Maintenance - the Project Crew Chief will receive ten (10) cents per hour less than the Crew Chief Foreman.  
(b) Employees licenced for herbicide/pesticide application shall be paid at the Carpenter rate of pay during periods designated for use.  
(c) Equipment Operators - Utility Persons who operate the following pieces of equipment shall receive a premium of five percent (5%) of the Utility Person rate for a minimum of three (3) hours while operating:
  - Toro Park Master Mower
  - Tractor with Back Hoe
  - Tractor with Float (Levels)
  - Trimming Machine
2. Transportation - A Bus Driver/Instructor shall be paid an additional five percent (5%) of Bus Driver rate when instructing staff. Differential does not apply to a Section Head or Foreman.
3. *Education* Assistant Special Needs - A Braille and Sign Language Specialist shall be paid an additional five percent (5%) when assigned to a student for this purpose.
4. Supervision Pay
  - (a) Custodial

up to 2	2% of Custodian 1 rate
3 - 5	3% of Custodian 1 rate
6 - 10	4% of Custodian 1 rate
11 - 15	5% of Custodian 1 rate
16+	7% of Custodian 1 rate
  - (b) Maintenance/Transportation

Section Head: for supervision of up to 2 tradespersons\* in a work cell (plus self)  
- Trade Rate + \$1.25 per hour.

Foreman: for supervision of 3 or more tradespersons\* in a work cell (plus self)  
- Trade Rate + \$1.75 per hour.  
Note: Ground Foreman rate will be Journeyperson Gardener plus \$1.75 per hour.

\* British Columbia Trade Certification or Registered Apprentice
5. In event that a member of the bargaining unit is required by the Board to sign the annual electrical permit, such employee shall receive an allowance of two thousand dollars (\$2,000) annually.



## APPENDIX B

### EXCLUDED JOB TITLES IN ACCORDANCE WITH ARTICLE 3.1

In accordance with Article 3.1 Bargaining Agency, the following list of job titles are excluded from the CUPE Local 411 bargaining jurisdiction by mutual consent:

Aboriginal Education Coordinator  
Administrative and Communications Coordinator  
Business Manager  
Community Relations Officer  
*Director of Facilities and Transportation*  
Director of Finance  
Director of Human Resources  
Energy Manager  
Executive Assistant  
Human Resources Assistant  
Human Resources Officer  
Manager of Custodial Services  
*Manager of Human Resources*  
Manager of Information Technology  
*Manager of Facilities*  
Manager of Finance  
Manager of Labour Relations  
Manager of Purchasing  
Manager of Student Records  
Manager of Transportation  
Network Systems Supervisor  
Project Coordinator  
*Project Manager – Student Information Systems*  
Work Experience Coordinator

## LETTER OF UNDERSTANDING

**Between: BOARD OF SCHOOL TRUSTEES  
SCHOOL DISTRICT NO. 33 (CHILLIWACK)**

**And: CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 411**

**Re: JOB EVALUATION**

The Parties agree as follows:

Whereas the Joint Job Evaluation Plan has been implemented in part, commencing on January 1, 1994, and the Parties hereto have been working towards full implementation of the Plan, it is recognized that due to wage controls and the employer's ability to pay, the Plan is not yet fully implemented.

The terms and conditions of the "Terms of Reference" signed by the Parties continues in full force and effect.

This 8<sup>th</sup> day of September, 2014.

**SIGNED FOR THE UNION**

**SIGNED FOR THE EMPLOYER**

"Rod Isaac"  
\_\_\_\_\_

"Maureen Carradice"  
\_\_\_\_\_

"Laura Dean"  
\_\_\_\_\_

"Gerry Slykhuis"  
\_\_\_\_\_

Date of Origin: January 23, 1989  
Date Revised: June 20, 1995  
Dates Renewed: June 30, 2006  
June 30, 2010  
June 30, 2012  
September 8, 2014

## LETTER OF UNDERSTANDING

**Between: BOARD OF SCHOOL TRUSTEES  
SCHOOL DISTRICT NO. 33 (CHILLIWACK)**

**And: CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 411**

**Re: JOB EVALUATION – TERMS OF REFERENCE**

The terms of reference of the Job Evaluation Plan signed June 25, 1992 were to establish wage rates to reflect the relative value of the work performed, “equal pay for work of equal value”. The parties acknowledge and agree that:

- In the past, the parties have mutually failed to maintain representatives who are trained in job evaluation and, consequently, job descriptions and ratings have not been maintained with currency.
- The parties will identify three CUPE 411 representatives and three management representatives who will be trained in job evaluation by a mutually satisfactory job evaluation consultant. Wherever possible both CUPE and management reps will be trained together. Training will occur no later than June 30, 2012.
- Management or CUPE may request training be made available every three years.
- CUPE and management may submit names of additional members to be trained in job evaluation. These individuals will be accepted on the basis of space and resource availability.
- A committee of one CUPE 411 representative and one management representative, selected from those individuals who have received training above, will be formed to meet on a regular basis to review existing job descriptions and ratings and to evaluate reclassification requests.
- When the committee reaches impasse a trained member from management and a trained member of CUPE will join the committee to review the progress and assist in resolving the impasse. If the committee continues to be at impasse the process outlined in Article 7 – Settlement of Disagreement of the Job Evaluation Plan Terms of Reference shall be used to resolve the disagreement.
- The parties agree that the joint committee will review a minimum of 10% of existing job descriptions annually.
- In order to ensure that the committee progresses in a timely manner through the review of all job descriptions and the evaluation of reclassification requests received, the two person committee will meet for four (4) hours each month, excepting the months of July and August, for the purpose described above. The committee will use this time to complete as many evaluations and reclassifications as possible each year.
- Any changes that arise out of the job evaluation process will become green or red circled

positions. Green circled positions are those which fall below the targeted rate and red circled positions are those which are above the targeted rate.

- New green circled positions identified after July 1, 2004 will move to targeted rates July 1, 2006. There will be no retroactivity for those positions.
- New red circled positions identified after July 1, 2004 will retain their current rate but will receive no increases until the targeted rate for the position reaches the red circled rate. When a red circled position is filled it will be filled at the targeted rate. This procedure will be in compliance with Article 6.3(e) of the Job Evaluation Plan Terms of Reference.
- Existing green circled positions will be addressed through future negotiated increases or other mutually agreed to means. No retroactive pay will be applied during the implementation of the plan (all positions reach targeted rates).

This 8th day of September, 2014.

**SIGNED FOR THE UNION**

**SIGNED FOR THE EMPLOYER**

“Rod Isaac”

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“Maureen Carradice”

---

“Laura Dean”

---

“Gerry Slykhuis”

---

Date of Origin: January 11, 2005  
Date Revised: June 30, 2010  
Date Renewed: June 30, 2006  
June 30, 2010  
June 30, 2012  
September 8, 2014

## LETTER OF UNDERSTANDING

**Between:** BOARD OF SCHOOL TRUSTEES  
SCHOOL DISTRICT NO. 33 (CHILLIWACK)

**And:** CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 411

**Re:** EDUCATION ASSISTANT TRANSFERS

This Letter of Understanding only applies to *Education* Assistants.

This Letter of Understanding is intended to address aspects of service delivery requirements specific to the "Special Needs" employees of the bargaining unit which have evolved as a result of the "integrated school system" now in place.

It is recognized the process has not yet stabilized and the "student specific" service relationships as well as "special needs programs" are not paralleled in other areas of the bargaining unit.

This letter is entered on a provisional basis for the term of this Collective Agreement in effort to address or alleviate potential differences in interpretation of provisions of the Collective Agreement generated by the unique demands of administration of the "Special Needs" programs.

This letter will be reviewed on the anniversary of the date of signing or at the end of the period of this Collective Agreement, whichever is sooner, and will be extended only by mutual agreement of the Parties. (Union and Employer.)

Procedure:

1. The Employer will determine known *Education* Assistant or other "Special" needs program employees' positions available for the following September, on or before May 15th and will notify the Union by May 15th.
2. Employees of the Program willing or wishing to transfer to another position within the program shall identify their desire or intent by or prior to May 15th, for the following September.

Such indication will not be interpreted as intent to "bump".

3. Representatives of the Employer and Canadian Union of Public Employees shall meet during the week immediately after May 15th to review the list of current positions (*Education* Assistants, etc.) and the September list of such positions. The representatives shall consider transfer requests as part of the process.
4. All "Special Needs" employees whose assignments are changed in any way will be notified by or before June 15<sup>th</sup>. Seniority in the bargaining unit and seniority in specific programs will be recognized during the transfer/reassignment process. After the transfer/reassignment process is complete, any remaining positions will be posted. If there are fewer positions available than qualified "special needs" employees available, then lay-off notice will be given.

5. September Adjustments

If it is determined by the Employer that a new position is required, it will be posted in accordance with Article 8.1(a), as will any resulting vacancies.

If a position is eliminated during the previous transfer/reassignment process is reinstated prior to October 15<sup>th</sup>, the displaced employee shall have the opportunity to return to that position before it is filled.

If there are further adjustments needed, a shortened version of the transfer/reassignment process will be used in order to complete any reassignment by October 15<sup>th</sup>.

This 8th day of September, 2014.

**SIGNED FOR THE UNION**

**SIGNED FOR THE EMPLOYER**

“Rod Isaac”  
\_\_\_\_\_

“Maureen Carradice”  
\_\_\_\_\_

“Laura Dean”  
\_\_\_\_\_

“Gerry Slykhuis”  
\_\_\_\_\_

Date of Origin:            January 23, 1989  
Date Revised:            December 9, 1998  
                                      June 30, 2012  
Dates Renewed:          June 30, 2006  
                                      June 30, 2010  
                                      June 30, 2012  
                                      September 8, 2014

# LETTER OF UNDERSTANDING

**Between:** BOARD OF SCHOOL TRUSTEES  
SCHOOL DISTRICT NO. 33 (CHILLIWACK)

**And:** CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 411

**Re:** TEMPORARY MAINTENANCE POSITIONS

## **Introduction**

To create a degree of continuity and allow various members of CUPE Local 411 varied maintenance work exposure, it is proposed that some temporary staffing *may* be conducted from within the Union.

## **Aim**

To outline in proposal form, guidelines for temporary maintenance positions available to members of CUPE Local 411.

## **Temporary Staffing**

All areas of Maintenance, including Utilityperson and Tradesperson positions, where a need for temporary staffing in excess of thirty (30) calendar days occurs, *may* be considered. These temporary positions may be created by crew project work, Workers' Compensation situations, or other normal staffing action.

## **Frequency of Staffing**

The number of temporary positions to be filled from within the Union at any one time shall be at the discretion of the Employer.

## **Selection of Temporary Staff**

Selection of CUPE Local 411 staff for the specific temporary maintenance positions will be at the discretion of the Manager of Operations with final approval being provided by the Secretary-Treasurer.

Criteria to be considered during selection will be past experience, compatibility, and interest. For staffing of temporary positions, seniority will not be considered. This Agreement on seniority shall not set a precedent.

Temporary positions will be staffed from the summer eligibility list or by an offer of temporary employment to be made by the Manager of Operations.

## **Rate of Pay**

Temporary Maintenance positions shall be paid at the applicable rate for the period of

employment. Qualified tradespersons appointed to temporary tradespersons positions shall be paid at the Tradesperson rate on producing a qualified trades ticket.

**Mobility and Notice**

Because of the nature of temporary staffing, little notice will be given as positions become available. It is not intended to post any temporary positions for the usual eight day period.

CUPE Local 411 employees are to be returned to their previous position and location without loss of seniority after a term of temporary employment.

Staffing a position from temporary to permanent will be done as per Article 8, Section 1 of the Collective Agreement.

This 8th day of September, 2014.

**SIGNED FOR THE UNION**

**SIGNED FOR THE EMPLOYER**

“Rod Isaac”  
\_\_\_\_\_

“Maureen Carradice”  
\_\_\_\_\_

“Laura Dean”  
\_\_\_\_\_

“Gerry Slykhuis”  
\_\_\_\_\_

Date of Origin: February 21, 1992  
Date Revised: June 20, 1995  
June 30, 2012  
Dates Renewed: June 30, 2006  
June 30, 2010  
June 30, 2012  
September 8, 2014



## LETTER OF UNDERSTANDING

**Between: BOARD OF SCHOOL TRUSTEES  
SCHOOL DISTRICT NO. 33 (CHILLIWACK)**

**And: CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 411**

**Re: SUMMER EMPLOYMENT REGISTERS**

1. There shall be maintained in the School District Administration Office, a register for employees who wish to indicate interest prior to their holidays with respect to vacancies which may occur during July and August. The onus is upon the employee to register for possible vacancies and the employee must be available at the appropriate interview time when applications are processed.
2. Where it is possible and where individuals are qualified, school term employees shall be given the first opportunity for additional temporary staffing requirements during the summer months. The onus is upon employees to register with the School District Administration Office prior to the end of June if it is their wish to be considered for any temporary summer positions.

This 8th day of September, 2014.

**SIGNED FOR THE UNION**

**SIGNED FOR THE EMPLOYER**

“Rod Isaac”  
\_\_\_\_\_

“Maureen Carradice”  
\_\_\_\_\_

“Laura Dean”  
\_\_\_\_\_

“Gerry Slykhuis”  
\_\_\_\_\_

Date of Origin: February 21, 1992  
Dates Renewed: June 30, 2006  
June 30, 2010  
June 30, 2012  
September 8, 2014

## LETTER OF UNDERSTANDING

**Between: BOARD OF SCHOOL TRUSTEES  
SCHOOL DISTRICT NO. 33 (CHILLIWACK)**

**And: CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 411**

**Re: PAY EQUITY**

The Board agrees to apply to the appropriate Ministry for funds made available for an approved Job Evaluation Programme. The Board agrees to disburse any funds granted in accordance with the Job Evaluation Programme guidelines established by the Government.

This 8th day of September, 2014.

**SIGNED FOR THE UNION**

**SIGNED FOR THE EMPLOYER**

“Rod Isaac”

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“Maureen Carradice”

---

“Laura Dean”

---

“Gerry Slykhuis”

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Date of Origin: June 20, 1995  
Date Revised: December 9, 1998  
Date Renewed: June 30, 2006  
June 30, 2010  
June 30, 2012  
September 8, 2014

**LETTER OF UNDERSTANDING**

**Between: BOARD OF SCHOOL TRUSTEES  
SCHOOL DISTRICT NO. 33 (CHILLIWACK)**

**And: CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 411**

**Re: BUMPING PROCEDURE**

The Parties have reached the following understanding with regard to the bumping procedure as outlined in Article 8.2 (d) Layoff, Bumping and Recall Procedure.

In accordance with the terms of the collective agreement:

1. No C.U.P.E. position will be protected under the bumping procedure.
2. No laid-off employee can choose to take another assignment on a temporary basis or bump any employee in accordance with their seniority (Article 8.2.d.ii). Note: Education Assistants electing a temporary assignment also have the right to exercise their options in accordance with Appendix E.
3. An employee may bump into any equivalent or lower paid position and can increase the hours of work up to 20%.
4. Orientation will be provided where required.
5. If an employee is in two (2) part-time positions and both these positions have been terminated, the employee bumps as if he/she has been in one position.
6. If an employee has two part-time positions and only one is terminated, the employee has two options:
  - (a) the employee can bump into another part-time position that is compatible with their remaining part-time position, or
  - (b) the employee can bump into an equivalent position to both part-time positions and resign from the remaining position provided the new position does not exceed by 20% or more the aggregate hours of the two former positions.

This 8th day of September, 2014.

**SIGNED FOR THE UNION**

**SIGNED FOR THE EMPLOYER**

“Rod Isaac”  
\_\_\_\_\_

“Maureen Carradice”  
\_\_\_\_\_

“Laura Dean”  
\_\_\_\_\_

“Gerry Slykhuis”  
\_\_\_\_\_

Date of Origin: June 20, 1995  
Date Revised: July 17, 2001  
Date Renewed: June 30, 2006  
June 30, 2010  
June 30, 2012  
September 8, 2014

**LETTER OF UNDERSTANDING**

**Between: BOARD OF SCHOOL TRUSTEES  
SCHOOL DISTRICT NO. 33 (CHILLIWACK)**

**And: CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 411**

**Re: PUBLIC EDUCATION SUPPORT STAFF SKILL ENHANCEMENT,  
APPRENTICESHIP AND WORKFORCE ADJUSTMENT COMMITTEE**

The Parties agree to jointly apply to the Public Education Support Staff Skills Enhancement, Apprenticeship and Workforce Adjustment Committee for any funds that are available.

This 8th day of September, 2014.

**SIGNED FOR THE UNION**

**SIGNED FOR THE EMPLOYER**

“Rod Isaac”  
\_\_\_\_\_

“Maureen Carradice”  
\_\_\_\_\_

“Laura Dean”  
\_\_\_\_\_

“Gerry Slykhuis”  
\_\_\_\_\_

Date of Origin: June 30, 2006  
Date Renewed: June 30, 2010  
June 30, 2012  
September 8, 2014

**LETTER OF UNDERSTANDING**

**Between: BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 33 (CHILLIWACK)**

**And: CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 411**

**Re: WORKING GROUPS FOR LAYOFFS, BUMPING, RECALLS  
AND EDUCATION ASSISTANT TRANSFERS**

The Parties agree as follows:

It is understood and agreed that many issues relating to employer's and employees' rights and obligations in the areas of layoffs, recalls and bumping (particularly Article 8.2, (a), (b), and (d) as well as the Letter of Understanding relating to the Bumping Procedure and Education Assistant Transfers) are of mutual concern and interest as between the union and the employer. Accordingly the union and employer agree to the forming of a working group (the Committee) to examine improvements to, and a better integration of, the provisions so related.

The Committee will prepare terms of reference that will be submitted to the parties on or before August 31, 2015, for ratification.

The Committee is to comprise an equal number of employer and union representatives as agreed between the parties. The Committee is advisory only and has no authority except to make recommendations or observations to the respective parties on or before August 31, 2015, for consideration in preparation for collective bargaining. Such recommendations are to remain confidential and are non-binding.

This agreement is not intended to, nor may it, interfere with any and all other processes that the parties may be involved.

This 8th day of September, 2014.

**SIGNED FOR THE UNION**

**SIGNED FOR THE EMPLOYER**

“Rod Isaac”  
\_\_\_\_\_

“Maureen Carradice”  
\_\_\_\_\_

“Laura Dean”  
\_\_\_\_\_

“Gerry Slykhuis”  
\_\_\_\_\_

Date of Origin: June 30, 2012  
Date Renewed: September 8, 2014

**MEMORANDUM OF SETTLEMENT  
“Memorandum”**

**Between**

**BOARD OF EDUCATION for SCHOOL DISTRICT 33  
(Chilliwack)  
“Employer”**

**And**

**CANADIAN UNION OF PUBLIC EMPLOYEES, Local 411  
“Union”**

---

The parties to this Memorandum of Settlement agree to recommend to their respective principals the ratification of a revised collective agreement incorporating the changes outlined below.

**Continuing Provisions of the Current Collective Agreement**

Except as provided by this Memorandum, the terms and conditions of the collective agreement between the Employer and the Union that expired on June 30, 2014, will be incorporated in their entirety into the revised collective agreement between the parties.

**Effective Date**

Unless otherwise specifically noted, all agreed changes to the collective agreement between the Employer and the Union shall take effect on the Parties duly ratifying this Memorandum.

**Changes to the Revised Collective Agreement**

The July 1, 2012 – June 30, 2014 Collective Agreement will continue in force and effect except as modified by the following:

Appendix “A” – Local Memorandum of Agreement between the Board of Education for School District 33 (Chilliwack) and the Canadian Union of Public Employees Local 411, dated September 9, 2014, which sets out all other agreed changes to the Collective Agreement.

Appendix “B” – Provincial Framework Agreement between BC Public School Employers’ Association & CUPE BC K-12 Presidents’ Council & Support Staff Unions dated June 7, 2014.

These changes shall be included in the 2014 – 2019 Collective Agreement.

**Ratification**

This memorandum is subject to ratification by the Board of Education for School District 33 (Chilliwack), the BC Public School Employers’ Association and the membership of CUPE Local 411.

AGREED September 9, 2014.

**Board of Education for School  
District 33 (Chilliwack)**

**CUPE Local 411**

“Maureen Carradice”  
\_\_\_\_\_

“Rod Isaac”  
\_\_\_\_\_

“Gerry Slykhuis”  
\_\_\_\_\_

“Laura Dean”  
\_\_\_\_\_

## Appendix "A"

### Local Memorandum of Agreement

Between

**the Board of Education for School District 33 (Chilliwack)**

and

**the Canadian Union of Public Employees Local 411**

**The parties hereby agree to the following amendments to the 2012-2014 Collective Agreement:**

Each signed off item is attached for reference.

<u>Article</u>	<u>Item</u>
6	Grievance Procedure
7.2	Seniority – Casual Seniority
8.1(a)(i)	Staff Changes – Job Postings
8.1(b)	Staff Changes – Appointments – Selection Criteria
8.2(d)(iii)	Staff Changes – Layoffs and Recalls – Layoff, Bumping, and Recall Procedure
8.2(e)	Staff Changes – Layoffs and Recalls – Entitlement to Recall Change (Title change)
9.5(b) and (f)	Hours of Work – Bus Drivers
9.11	Hours of Work – School Closing
10.1	Overtime – Overtime Authorized
12.3	Annual Vacations – Vacation Pay During School Closures
12.5	Annual Vacations – Vacation Pay Date
14.3	Leave of Absence – Bereavement Leave
17	Employee Benefits – Municipal Pension (Title Change)
Appendix A.1	Job Evaluation – Report of Total Points (Correction of typographical errors)
Appendix B	Excluded Job Titles
LOU	Job Evaluation
LOU	Job Evaluation – Terms of Reference
LOU	Education Assistant Transfers
LOU	Temporary Maintenance Positions
LOU	Summer Employment Registers
LOU	Pay Equity
LOU	Bumping Procedure
LOU	Public Education Support Staff Skill Enhancement, Apprenticeship and Workforce Adjustment Committee
LOU	Working Forup for Layoffs, Bumping, Recalls and Education Assistant Transfers (Title Change)

Dated the 9<sup>th</sup> of September, 2014



**Board of Education for School  
District 33 (Chilliwack)**

“Maureen Carradice”

---

“Gerry Slykhuis”

---

**CUPE Local 411**

“Rod Isaac”

---

“Laura Dean”

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## **Appendix “B”**

### **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]*

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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.

**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.
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]*

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BCPSEA

*[Original signed by Marcel Marsolais]*

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K-12 Presidents' Council

*[Original signed by Paige MacFarlane]*

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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.
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]*

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BCPSEA

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K-12 Presidents' Council

*[Original signed by Paige MacFarlane]*

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

**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.
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.

**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]*

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BCPSEA

*[Original signed by Marcel Marsolais]*

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Support Staff Unions

*[Original signed by Paige MacFarlane]*

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Ministry of Education



# **HISTORICAL PROVINCIAL AGREEMENTS**

**MEMORANDUM OF SETTLEMENT  
“Memorandum”**

**Between**

**BOARD OF EDUCATION for SCHOOL DISTRICT 33  
(Chilliwack)  
“Employer”**

**And**

**CANADIAN UNION OF PUBLIC EMPLOYEES, Local 411  
“Union”**

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The parties to this Memorandum of Settlement agree to recommend to their respective principals the ratification of a revised collective agreement incorporating the changes outlined below.

**Continuing Provisions of the Current Collective Agreement**

Except as provided by this Memorandum, the terms and conditions of the collective agreement between the Employer and the Union that expired on June 30, 2012 will be incorporated in their entirety into the revised collective agreement between the parties.

**Matters Pursued During Collective Bargaining By the Employer or Union**

All matters pursued during collective bargaining by the Employer or the Union and not expressly included in this Memorandum are considered to be introduced and withdrawn on a “without prejudice” basis.

**Effective Date**

Unless otherwise specifically noted, all agreed changes to the collective agreement between the Employer and the Union shall take effect on the Parties duly ratifying this Memorandum.

## **Changes to the Revised Collective Agreement**

The July 1, 2010 – June 30, 2012 Collective Agreement will continue in force and effect until June 30, 2012 except as modified by the following:

Appendix “A” – Provincial Framework Agreement between BC Public School Employers’ Association & CUPE BC K-12 Presidents' Council & Support Staff Unions dated September 18, 2013.

Appendix “B” – Local Memorandum of Agreement between the Board of Education for School District 33 (Chilliwack) and the Canadian Union of Public Employees Local 411, dated October 31, 2013 which sets out all other agreed changes to the Collective Agreement.

These changes shall be included in the 2012 – 2014 Collective Agreement.

### **Ratification**

This memorandum is subject to ratification by the Board of Education for School District 33 (Chilliwack), the BC Public School Employers’ Association and the membership of CUPE Local 411.

This 30th day of June, 2012.

#### **SIGNED FOR THE UNION**

“Rod Isaac”

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“Laura Dean”

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#### **SIGNED FOR THE EMPLOYER**

“Walt Krahn”

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“Gerry Slykhuis”

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## **Provincial Framework Agreement (“Framework”)**

**between**

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

**and**

**The CUPE BC 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 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 Dec. 20, 2013.

### **1. Term**

July 1, 2012 to June 30, 2014.

### **2. Wage Increases**

Wages will increase by 3.5%. Increases will be effective on the following dates:

- July 1, 2013 – 1.0%
- February 1, 2014 – 2.0%
- May 1, 2014 – 0.5%

### **3. 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:

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

### **4. Recognition & Respect for Education Assistants**

- a) The Parties agree to establish a 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 implementation of a system of recognized credentials and qualifications to regulate the employment of Education Assistants.
- c) The Parties agree the Committee will convene its initial meeting within six weeks of the ratification of support staff collective agreements.
- d) The Parties agree the Committee will be resourced with a fixed budget drawn from SSEAC funds to accomplish its work.
- e) The Parties agree that the Committee will complete its work in time to report back to the Parties for the next round of support staff bargaining.

Items previously agreed to (see attached):

Agreed Understanding of the term Education Assistant

Letter to the Ministry of Education requesting term Education Assistant be made applicable to legislation and regulations.

## **5. Illness and Injury Leave, Costs and Replacement Policies**

Eligibility for sick leave or indemnity payments requires participation in the Joint Early Intervention Service (JEIS) according to the JEIS policies of the PEBT.

The provincial and local parties agree to investigate the use and cost of sick leave and Board staff replacement policies with a view to recommending best practices to the parties and the PEBT.

## **6. Drug Plan**

- (a) The prescription drug provisions of the PEBT extended health plans will be amended, subject to paragraph (b), to provide coverage in accordance with the BlueRX Formulary and implementation of the BlueNet pay direct card.
- (b) Bargaining units with existing drug card coverage and/or those using the Pharmacare formulary are not covered by (a). The provincial parties urge the local parties to seek ways, through local negotiations, to move towards this new provincial standard.

## **7. Letter of Understanding**

The parties agree to amend and renew the December 14, 2011 Letter of Understanding, including:

### **a. Dedicated Funding**

Dedicated funding in the amount \$100,000 to facilitate the next round of provincial bargaining.

### **b. PEBT**

The Parties agree to include the Settlors Statement on Accepted Policy and Practices of the PEBT as contained in the 2011 Letter of Understanding as an attachment to their local collective agreements.

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

The undertakings with respect to providing information contained in the 2011 Letter of Understanding are renewed.

### **8. Enabling Shared Services**

The Parties and representatives of the Ministry of Education will examine and discuss any impediments arising from, and the options to facilitate, the introduction of shared services.

**Signed this 18<sup>th</sup> day of September, 2013.**

**For BCPSEA**

**For the Unions**

*[Original signed by Bargaining Committee]*

*[Original signed by Bargaining Committee]*

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\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

September 18, 2013

Claire Avison  
Assistant Deputy Minister, Governance, Legislation and Regulation  
Ministry of Education

Dear Ms. Avison:

As part of the framework discussions between the K-12 Support Staff Unions and BCPSEA, the parties have agreed that it is desirable to facilitate a transition from the term “Teacher’s Assistant” to “Education Assistant”.

The parties agree that “Education Assistant” more accurately describes the nature of the work in the current context and into the future. We respectfully request that consideration be given to the possibility that a similar change could be made to applicable legislation and regulations.

Yours truly,

*[Original signed by Peter Cameron]*  
Peter Cameron  
BCPSEA

*[Original signed by Bill Pegler]*  
Bill Pegler  
CUPE

Bill Pegler  
K-12 Coordinator  
Canadian Union of Public Employees (CUPE)

#### Letter of Commitment

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.

#### **Original signed on December 14, 2011 by:**

*[Original signed by Jacquie Griffiths]*

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Jacquie Griffiths

Associate Executive Director

BCPSEA



## **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.

**Letter of Understanding (LOU)**  
**Between**  
**BC Public School Employers' Association**  
**And**  
**School Boards who are Signatories to this LOU**  
**And**  
**Support Staff Unions who are Signatories to this LOU**

The following items will form the basis of a framework for settlement between Support Staff Unions and Boards of Education in the K-12 Public Education Sector. This framework in its entirety will be incorporated into memorandum of agreement achieved between Support Staff Unions and Boards of Education no later than February 29, 2012.

**Term**

July 1, 2010 to June 30, 2012

**Wage Re-opener**

This memorandum of agreement is being negotiated in accordance with the PSEC Mandate established by Government for the current round of collective bargaining.

The employer agrees that in the event that Government decides to modify the PSEC Mandate, as it applies to the entire Public Service and Public Sector, during the term of the collective agreement, the school district and the local support staff union will have the opportunity to renegotiate the total compensation for the balance of the term of the collective agreement.

This opportunity to renegotiate will relate to total compensation only and such negotiations will be governed by the revised PSEC Mandate. This renegotiation will not result in the early termination of the collective agreement.

**The Support Staff Education and Adjustment Committee**

1. The parties agree to continue and expand the scope of the Support Staff Education and Adjustment Committee (SSEAC) to include the following.
  - m) an examination and discussion of any impediments arising from and the options to facilitate the introduction of shared services
  - n) a focus on best practices to integrate skill development for support staff employees with district goals and student needs
  - o) a study of the potential for regionalization of wages and benefits

- p) an investigation of benefit standardization for the purpose of additional efficiencies during the life of the collective agreement
- q) recommendations to address issues associated with hours of work and service delivery
- r) a review of practices in districts having modified school calendars and the resulting impact on support staff
- s) skills enhancement for support staff

There will be a total of \$550,000 allocated for the purposes set out above. The parties agree that work plans to address the above and any resulting recommendations will require mutual agreement.

2. The funds stipulated in Item 1 of the LOA – Class Organization Fund will be allocated in accordance with the following principles:

- a) The SSEAC will provide advice to the Ministry of Education regarding the allocations of the above funds to Boards of Education.
- b) This advice will include recommendations that be directed to expanding services for students. Examples of initiatives include enhancing incremental EA hours for initiatives such as consultations, collaborative planning meetings, student coverage and innovative practices for existing EA positions working more than 10 hours per week and less than 35 hours per week.
- c) Support staff local unions and Boards of Education will formulate a plan for the above funds.
- d) SSEAC will review such plans and provide input to the Ministry of Education.

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

The employer will, subject to the availability of the data, provide the following information.

Every October 1<sup>st</sup>, the union will be provided with detailed bargaining unit demographic, earnings and job classification information for all reported bargaining unit members from the previous school year in Microsoft Excel spreadsheet format. This information will comprise the following data elements.

- School District employer
- Years of age (at the time of data submission)
- Gender
- Position code
- Current wage level
- Status (Permanent/Temporary/Casual)
- Annual hours of work
- Years of work experience with the current employer

BCPSEA will provide a Letter of Commitment regarding data as found in Attachment 1.

**PEBT**

The employer agrees to append the letter found in Attachment 2 to support staff collective agreements re: Public Education Benefits Trust for information purposes.

The parties agree that decisions of the Public Education Benefits Trust medical appeal panel are final and binding. The parties further agree that administrative review processes and the medical appeal panel will not be subject to the grievance procedure in each collective agreement.

**Provincial Bargaining**

At least six (6) months prior to the expiry of collective agreements between K-12 employers and support staff unions, representatives of employers and support staff unions shall meet to discuss the process of provincial bargaining for the next round of collective bargaining.

There will be a total of \$200,000 allocated for the costs associated with provincial discussions related to bargaining.

This 30th day of June, 2012.

**SIGNED FOR THE UNION**

**SIGNED FOR THE EMPLOYER**

“Rod Isaac”  
\_\_\_\_\_

“Maureen Carradice”  
\_\_\_\_\_

“Rob Jandric”  
\_\_\_\_\_

“Janet Carroll”  
\_\_\_\_\_

Date of Origin: June 30, 2010  
Date Renewed: June 30, 2012

## LETTER OF UNDERSTANDING

**Between:** BOARD OF SCHOOL TRUSTEES  
SCHOOL DISTRICT NO. 33 (CHILLIWACK)

**And:** CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 411

**Re:** BC PUBLIC EMPLOYERS' AND SCHOOL BOARDS WHO ARE SIGNATORIES AND SUPPORT STAFF UNIONS WHO ARE SIGNATORIES

The parties to this Letter of Understanding are the BC Public School Employers' Association (BCPSEA), school boards who are signatories to this LOU, and the support staff unions who are Signatories to this LOU.

The terms set out below represent a full and final settlement of all outstanding cost issues between the parties who are signatories to this LOU. All outstanding cost demands not specifically addressed below are deemed to be withdrawn.

Subsequent to the execution of this document, the local parties will prepare and execute a Memorandum of Agreement incorporating the terms set out herein, together with any other non-cost issues agreed to between the parties.

It is understood and agreed that the obligations of school districts set out in this Letter of Understanding shall be of no force and effect unless a collective agreement has been reached by the affected local parties prior to June 30, 2006, and subsequently ratified.

### **Term**

July 1, 2006 to June 30, 2010

### **General Wage Increase**

July 1, 2006	2%
July 1, 2007	2%
July 1, 2008	2%
July 1, 2009	2%

### **Incentive Payment**

Should the parties conclude an agreement by June 30, 2006 and the settlement is subsequently ratified, each bargaining unit member who is an employee of the School District at the earlier of the date of ratification or June 30, 2006 shall be eligible to receive a one time lump sum incentive payment.

The following principles for distribution shall guide the parties in the distribution of this one-time funding:

- The incentive payment shall be up to \$ 3,700 for each full-time equivalent employee and shall be pro-rated for part-time employees.
- For the purpose of the determination of the amount of the incentive payment, a full-time equivalent employee is an employee who worked on a full-time basis for the period of July 1, 2005 to June 30, 2006. For the purposes of this payment, “full-time” means the greater of 35 hours per week or the definition of “full-time” employee set out in the collective agreement. If ratification occurs prior to June 30, 2006, the incentive payment would be based from September 1 2005 to the date of ratification. The incentive payment for an employee who worked less than full-time over this period shall be pro-rated for the fraction of full-time work over this period that the employee worked.
- The one-time payment is subject to normal statutory deductions.
- Time spent by employees on the following leaves shall be considered as time worked for the purpose of calculating the amount of an employee’s incentive payment:
  - maternity or parental
  - short-term disability
  - long-term disability that commenced within the twelve (12)-month period ending on the incentive eligibility date
  - leaves granted to employees in receipt of workers’ compensation benefits

The incentive payment shall be paid to employees as soon after the date of ratification as is practicable for the institution to determine and pay the payment amounts to employees. The employer shall make every reasonable effort to make the incentive payment to employees no later than June 30, 2006.

Subject to the allocated funding above, the local and the district may also choose to allocate the funds in a manner consistent with the district’s staffing structure.

### **Public Education Support Staff Skills Enhancement, Apprenticeship and Workforce Adjustment Committee**

1. The parties agree to establish a Support Staff Skills Enhancement, Apprenticeship and Workforce Adjustment Committee which shall consist of four (4) representatives of support staff unions who are signatories to this LOU, and four (4) representatives of BCPSEA.
2. By no later than September 30, 2006, the Committee shall develop specific criteria to be used in allocating the funds provided to it under this Letter of Understanding, including the processes and deadlines under which Districts and local unions may jointly seek to access funds held by the Committee. These processes will include a requirement that Districts and local unions seeking to access the funds provide the Committee with:
  - a. an employee demographic analysis; and
  - b. a human resource plan which provides for the development and maintenance of a qualified and sustainable support staff workforce.

In the event the Committee cannot agree on any of the matters within its jurisdiction, these matters will be referred to Mark Brown for mediation and, if, necessary final adjudication.

### **Skills Enhancement and Retraining Funding**

3. The Committee will be provided with a one-time payment equal to a province-wide maximum of \$3,000,000, pro-rated based on the support staff salary expenditures reported in the 2005-2006 audited financial statements of Districts whose support staff unions which become signatories to this Letter of Understanding (for example if unions representing 50% of support staff salary expenditures in the Province become signatories to this LOU, the Committee will be provided with \$1.5 million). These monies will be used to support skills training, retraining, or professional enhancement for support staff employees.
4. The funding will be available to all support staff employees whose support staff unions become signatories to this Letter of Understanding.
5. Upon request, the Committee shall provide to the Ministry of Education a report in the form and manner prescribed by the Ministry, showing the expenditures made to date and the estimated future expenditures from the funding provided.

### **Apprenticeship Opportunities Funding**

6. The Committee will be provided with a one-time payment equal to a maximum of \$3,000,000, pro-rated based on the support staff salary expenditures reported in the 2005-2006 audited financial statements of Districts whose support staff unions which become signatories to this Letter of Understanding (for example if unions representing 50% of support staff salary expenditures in the Province become signatories to this LOU, the Committee will be provided with \$1.5 million). These monies will be used to facilitate and support apprenticeship opportunities in British Columbia school districts.
7. The funding will be available to all support staff employees whose bargaining agents become signatories to this Letter of Understanding.
8. Upon request, the Committee shall provide to the Ministry of Education a report in the form and manner prescribed by the Ministry, showing the expenditures made to date and the estimated future expenditures from the funding provided.

### **Apprentice Sponsor Funding**

9. The Committee shall be provided with funding in the following maximum amounts, pro-rated based on the support staff salary expenditures reported in the 2005-2006 audited financial statements of Districts whose support staff unions which become signatories to this Letter of Understanding (for example if unions representing 50% of support staff salary expenditures in the Province become signatories to this LOU, the Committee will be provided with 50% of the funding set out below), to provide a wage increase to all employees with Trades Qualifications:

July 1, 2007	\$828,000
July 1, 2008	\$828,000
July 1, 2009	\$828,000

10. It is understood that employees with Trade Qualifications will provide guidance and support to apprentice employees as directed by their employer.
11. The funding will be available to all support staff employees whose bargaining agents becomes

signatories to a Letter of Understanding containing the terms and conditions outlined herein.

12. The amount of the wage increase shall be determined by dividing the available monies in each year equally between employees with Trades Qualifications in signatory bargaining units.
13. Upon request, the Committee shall provide to the Ministry of Education a report in the form and manner as prescribed by the Ministry, showing the expenditures made to date and the estimated future expenditures from the funding provided.

### **Workforce Adjustment Committee Funding**

14. The Committee will be provided with a one-time payment equal to a maximum of \$4,000,000, pro-rated based on the support staff salary expenditures reported in the 2005-2006 audited financial statements of Districts whose support staff unions which become signatories to this Letter of Understanding (for example if unions representing 50% of support staff salary expenditures in the Province become signatories to this LOU, the Committee will be provided with \$2 million). These monies will be used to facilitate and support workforce adjustment issues arising from non-routine and fundamental restructuring within a given school district, including shared services and regionalization. Any unused portion of the money from this fund will be reallocated (in the discretion of the Committee) to either the Skills Enhancement and Retraining Fund and/or the Apprenticeship Opportunities Fund.
15. The funding will be available to all support staff employees whose bargaining agents become signatories to this Letter of Understanding.
16. Upon request, the Committee shall provide to the Ministry of Education a report in the form and manner prescribed by the Ministry, showing the expenditures made to date and the estimated future expenditures from the funding provided.

### **Labour Market Adjustment Fund**

17. Subject to the approval of the Committee, a district may address demonstrated recruitment or retention issues that can be objectively determined with reference to specific criteria, including:
  - i) Demonstrating evidence of recruitment or retention difficulties;
  - ii) Providing relevant market data that specifically includes employers likely to recruit from the public sector employer and employers that the public sector employer has recruited from;
  - iii) Identifying which occupations and the number of employees that will be affected by the adjustment;
  - iv) Identifying options for the size of the market adjustments, and identify the risks associated with each of the options; i.e. collective bargaining;
  - v) Demonstrating that the employer has provided significant training to employees in an occupation, and that a business case can be made for an adjustment.

Adjustments proposed under this paragraph must be funded through demonstrable cost neutral trade-offs.

18. In addition, the Committee shall be provided with Labour Market Adjustment funding in the



following maximum amounts, pro-rated based on the support staff salary expenditures reported in the 2005-2006 audited financial statements of Districts whose support staff unions which become signatories to this Letter of Understanding (for example if unions representing 50% of support staff salary expenditures in the Province become signatories to this LOU, the Committee will be provided with 50% of the funding set out below):

July 1, 2007	\$1,656,000
July 1, 2008	\$828,000
July 1, 2009	\$828,000

19. The funding will be available to all support staff employees whose bargaining agents become signatories to this Letter of Understanding.
20. In order to access the funding set out in paragraph 18 above, districts and locals must make joint application to the Committee and must demonstrate that the funding sought will be used to address recruitment and retention issues on the basis of the criteria set out in paragraph 17 above. The provision of this funding will be subject to the approval of PSEC.
21. Upon request, the Committee shall provide to the Ministry of Education a report in the form and manner prescribed by the Ministry, showing the expenditures made to date and the estimated future expenditures from the funding provided.
22. The continuation of the Labour Market Adjustment Fund beyond July 1, 2009 shall be determined during the next round of collective bargaining between the parties.

### **Trades Adjustment**

23. The Committee shall be provided with funding in the following maximum amounts, pro-rated based on the support staff salary expenditures reported in the 2005-2006 audited financial statements of Districts whose support staff unions which become signatories to this Letter of Understanding (for example if unions representing 50% of support staff salary expenditures in the Province become signatories to this LOU, the Committee will be provided with 50% of the funding set out below), to provide a wage increase to all employees with Trades Qualifications:

July 1, 2006	\$1,656,000
July 1, 2007	\$828,000
July 1, 2008	\$828,000

24. The amount of the wage increase shall be determined by dividing the available monies in each year equally between employees with Trades Qualifications in signatory bargaining units.
25. Upon request, the Committee shall provide to the Ministry of Education a report in the form and manner prescribed by the Ministry, showing the expenditures made to date and the estimated future expenditures from the funding provided.

### **Liaison on Education Policy Matters**

26. The Minister of Education will establish scheduled opportunities for representatives of support staff unions to discuss education policy matters that have employment implications for their bargaining unit members.

### **Education Assistants Committee**

27. During this round of collective bargaining, representatives of the support staff unions raised concerns with educational assistants working hours and not being paid.
28. The parties agree to establish an Educational Assistants Committee which shall consist of two (2) representatives of support staff unions who are signatories to this LOU and two (2) representatives of BCPSEA by no later than July 1, 2006. The committee shall investigate and make recommendations concerning this issue, including directions for resolution to Districts and locals.

### **Long Term Disability and Joint Early Intervention**

29. Employers whose bargaining units become signatories to this LOU and who are not currently members of the Public Education Benefits Trust (PEBT) shall become members of the PEBT (including the operation of the Joint Early Intervention Service).
30. It is understood that Government will provide the PEBT with funding in the maximum amount of \$7.9 million dollars annually for this purpose, pro-rated based on the support staff salary expenditures reported in the 2005-2006 audited financial statements of Districts whose support staff unions which become signatories to this Letter of Understanding (for example if unions representing 50% of support staff salary expenditures in the Province become signatories to this LOU, the maximum financial commitment of Government shall be \$3.95 million). Subject to the above, funding will be provided on the first business day after July 1, 2006, and on the first business day after January 1 in each calendar year commencing January 1, 2007. The parties further agree that in order to access the government funded LTD plan and the Joint Early Intervention Service they shall place their dental, extended health, group life insurance and, where applicable, accidental death and dismemberment benefit coverage as soon as the PEBT is able to take on this responsibility.
31. Once the PEBT is able to do so, the parties agree that they will participate on the following conditions:
  - a. If there is no penalty clause in the current contract(s) with existing benefit carrier(s)/consultants, as soon as possible; or
  - b. If there is a penalty clause, the benefits will be transferred when the current contract(s) expires.
32. The Parties agree that any references to specific benefit carriers providing the benefits identified above will be effective only until the date of participation in the benefits trust.

### **Fiscal Dividend**

33. Each Memorandum of Agreement shall include a Letter of Agreement for a Fiscal Dividend Bonus.

#### **THE PARTIES AGREE AS FOLLOWS:**

Having agreed the term of the Collective Agreement to be from July 1, 2006 to June 30, 2010 a Fiscal Dividend Bonus may be paid from a one-time fund (the "Fund") generated out of monies, in excess of \$150 million, surplus to the BC government, as defined in the Province's audited

financial statements, for the fiscal year 2009-10.

1.0 Fiscal Dividend:

- a) If fiscal dividend funds are determined to be available, upon receipt of funding from the government, a fiscal dividend will be paid to employees as soon as practicable for the school district to calculate the individual payment amounts and distribute the funds.
- b) The quantum of the Fund accessible for the parties to this agreement will be based on the Province's audited financial statements as at March 31 2010.

The Fund will be determined as follows:

- i. The calculations will be based on the surplus, as calculated before deduction of any expense associated with the Fiscal Dividend Bonus, achieved in fiscal 2009-10, as published in the audited financial statements for that fiscal year, provided that the surplus is in excess of \$150 million.
- ii. Only final surplus monies in excess of \$150 million will be part of the Fund, and the total quantum of the Fund for the entire public sector (including all categories of employees) will not exceed \$300 million.
- iii. The quantum of the Fund will be constrained by the proportion of the public sector that is eligible to participate in the Fiscal Dividend Bonus; i.e., 100% of the Fund will be available if 100% of all categories of employees in the public sector under the purview of the Public Sector Employers' Council participate, but if a lesser number participate, a proportionately lesser amount of the Fund will be available.
- iv. Additionally, the Fund will be proportioned among all groups of public sector employees by ratio of group population to total population participating.

1.2 Each bargaining unit member who is a regular employee of the School District on March 31, 2010 shall be eligible to receive the Fiscal Dividend Bonus.

1.3 The fiscal dividend payment shall be an amount as described in clause 1.2 above for each regular full time equivalent employee and shall be pro-rated for regular part time employees. For the purpose of the determination of the amount of the fiscal dividend payment, a full time equivalent employee is a regular employee who worked on a full time basis for the period September 1, 2009 – June 30, 2010. The fiscal dividend payment for a regular employee who worked less than full time over this period of time shall be pro-rated based on the actual straight-time hours worked as a percentage of full time hours. Time spent by employees on the following leaves shall be considered as time worked for the purpose of calculating the amount of an employee's dividend payment:

- All leaves with pay
- Maternity and parental leave
- All unpaid medical leaves that commenced between July 1, 2009 and June 30, 2010

This 30th day of June, 2012.

**SIGNED FOR THE UNION**

“Rod Isaac”

---

“Rob Jandric”

---

Date of Origin: June 30, 2006  
Date Renewed: June 30, 2010  
June 30, 2012

**SIGNED FOR THE EMPLOYER**

“Maureen Carradice”

---

“Janet Carroll”

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