COLLECTIVE AGREEMENT

BETWEEN

THE BOARD OF EDUCATION OF

SCHOOL DISTRICT NO. 84 (VANCOUVER ISLAND WEST)

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 2769

JULY 1, 2014 - JUNE 30, 2019
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THIS AGREEMENT MADE AND ENTERED INTO THIS 18th DAY OF June, 2014.

BETWEEN:

THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 84
(VANCOUVER ISLAND WEST)

(Hereinafter referred to as the "Employer")

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL NO. 2769

Representing those employees who are affected by this Agreement

(Hereinafter referred to as the "Union")

WHEREAS it is the responsibility of both parties to this Agreement to promote the effective and efficient operation of School District No. 84, recognizing meanwhile the parties' responsibilities and obligations each to the other;

AND WHEREAS both parties desire to maintain a harmonious relationship between the Employer and the employees, they have provided herein for all matters of mutual interest;

THEREFORE THIS AGREEMENT WITNESSETH that the parties AGREE TO THE FOLLOWING:

ARTICLE 1 - DEFINITIONS

1.01 Regular Employee

An employee who has successfully completed a probationary period under Clause 15.04 (Probation) of this Agreement, and has been notified in writing of his/her appointment to a position.
1.02 Temporary Employee

Temporary employees are employees hired to fill a position of an absent regular employee or an assignment which is anticipated to be of specific or limited duration in accordance with Article 16 (Promotions and Staff Changes). Temporary assignments, other than for absent regular employees, shall not exceed six (6) months without the mutual agreement of the Parties to this Agreement.

1.03 Probationary Employee

A person who is serving a probationary period in a position to determine his/her suitability as a regular employee.

1.04 Retirement

Retirement is the termination of employment in conformity with the provisions of the Municipal Pension Act.

1.05 Ten (10) and Ten and One-Half (10½) Month Employees

a) Ten (10) month employees who are employed as regular employees and who are required to work only during the period in which schools are in session. Ten (10) month employees shall be deemed to have worked a full year for the purpose of this Agreement.

b) Ten and one-half (10½) month employees who are employed as regular employees and who are required to work one week prior to school commencing, while schools are in session, and one week after the school year finishes. Ten and one-half (10½) month employees shall be deemed to have worked a full year for the purpose of this Agreement.

1.06 Termination

Occurs when an employee retires, is dismissed with cause, elects to receive severance pay in accordance with Article 17 (Layoffs and Recalls) or loses seniority in accordance with Clause 15.05 (Loss of Seniority) or, in the case of a temporary employee, at the expiry of the specific work assignment.
1.07 Secretary-Treasurer

Secretary-Treasurer is deemed to include the person designated to act on behalf of, or in lieu of, the Secretary-Treasurer.

1.08 Worksite Locations

Worksites locations are defined below:

- Gold River
- Kyuquot
- Tahsis
- Zeballos

1.09 Twelve (12) Month Employees

Individuals who are employed as regular employees and who are required to work twelve (12) months per year shall be deemed for have worked a full year for the purpose of this Agreement.

1.10 Committees

The following Committees shall be recognized by both the Employer and the Union:

- Labour Management Committee
- Grievance Committee
- Joint Job Evaluation Committee
- Bargaining Committee

ARTICLE 2 - RECOGNITION OF MANAGEMENT

2.01 Management Rights

The Union recognizes that the management of the operation of School District 84, including the determination of methods of operation and the direction and strength of the work force, is vested exclusively in the Employer and that the Employer may make and alter from time to time, rules, regulations and schedules to be observed by the employees, all of the above being subject to the terms of this Collective Agreement.
2.02 Not Discriminatory

The management rights shall be used to direct the working force in a fair and reasonable manner. The rights shall not be used in a manner which would deprive any present employee of his/her employment, except through just cause.

ARTICLE 3 - RECOGNITION OF THE UNION

3.01 Bargaining Unit

The Employer recognizes the Canadian Union of Public Employees, Local 2769, as the bargaining agent for all employees who fall within the scope of the bargaining unit.

3.02 Managerial or Confidential Employees

The incumbents of the following positions are mutually recognized to be excluded from the application of the provisions during the term of this Collective Agreement:

- Superintendent of Schools/Secretary-Treasurer
- Human Resources Administrator
- Operations Supervisor
- Principal and Vice-Principal

3.03 No Other Agreements

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

3.04 Work of the Bargaining Unit

a) Work assigned to employees within the bargaining unit shall not be undertaken by School District 84 employees outside the unit except for the work done by the Operations Supervisor and/or in cases mutually agreed to by both parties.

b) No employees shall lose their job or suffer a reduction in hours as a result of volunteers doing bargaining unit work.
ARTICLE 4 - DISCRIMINATION

4.01 Employer Shall Not Discriminate

The Employer, its servants and agents, agree that there be no discrimination, interference, restriction or coercion exercised or practiced with respect to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, layoff, discipline, discharge or otherwise by reason of race, creed, colour, national origin, political or religious affiliation, sex or marital status, nor by reason of their membership in a labour union or by any other reason as outlined in the Human Rights Act.

4.02 Harassment

a) Sexual Harassment

**Definition:** Sexual harassment shall be defined as any sexually oriented practice that undermines an employee's health, job performance, or workplace relationships or endangers an employee's employment status or potential.

Sexual harassment shall include, but not be limited to:

i. unnecessary touching or patting;
ii. suggestive remarks or other verbal abuse;
iii. leering at a person's body;
iv. demands of sexual favours;
v. compromising invitations;
vi. physical assault.

b) Personal Harassment

**Definition:** Personal harassment by either the employees, students or Employer representatives shall be defined as: repeated, intentional, offensive comments and/or actions deliberately designed to demean and belittle an individual or to cause personal humiliation.

c) All personnel have the right to work in a harassment-free work place.

d) The Employer agrees to develop, jointly with the Union, a policy against harassment and make all management personnel and employees aware
that violations of the policy shall be subject to disciplinary action. The Employer also agrees to include the subject of harassment in staff or management training sessions.

e) The first process utilized shall be as enumerated in j) iii below.

f) Cases of harassment shall be considered as discrimination and shall be eligible to be processed as grievances.

g) Where the alleged harasser is the person who would normally deal with the first step of such grievance, the grievance will automatically be sent forward to the next step.

h) No information relating to the grievor's personal background, lifestyle or mode of dress will be admissible during the Grievance or Arbitration process.

i) The Employer recognizes the principle that it is the Employer's responsibility to maintain a discrimination-free workplace.

j) Procedures for Reporting, Investigating and Remedy to Maintain Confidentiality

i. The commencement of these procedures will not prejudice an employee's right to access other remedies. Any time frames under the grievance procedures in an applicable contract will be held in abeyance, as required, if this procedure is followed.

ii. Employees who consider that they may have been subjected to harassment may verbally or in writing bring the complaint to the attention of the Union President who will speak directly to the Superintendent of Schools/Secretary-Treasurer for assistance and further information or to another management representative who is not involved in the situation.

iii. The Superintendent of Schools/Secretary-Treasurer or designate may conduct the investigation or immediately appoint an investigator; however, if either party requests, will immediately appoint an outside investigator. Such investigator will be mutually agreed upon. The investigator shall, within three (3) working days, or as soon as practical after receipt of the complaint:
A. confirm receipt of the complaint with the complainant;

B. notify the alleged harasser of the complaint and provide a copy of the Policy and Procedures;

C. any notifications required by the Collective Agreement will also occur at this time.

The costs of the investigation will be borne by the party requesting the investigation.

iv. The investigator will conduct interviews with relevant parties to obtain information and clarify details of the complaint. Both parties will have an opportunity to identify witnesses or others to be interviewed. All interviews will be conducted in a confidential manner that respects the nature of the work environment.

v. In conducting the investigation, the investigator may request the assistance of other staff or outside legal or expert professionals, as is considered necessary.

vi. At any time during the course of the investigation, the parties may reach resolution of settlement of the matter, in which case the investigator may propose that the investigation be discontinued. This may involve the use of mediation with the agreement of both parties. This agreement, if reached, shall be in writing and be signed by both parties.

vii. The following may be forms of action:

A. education and training of an employee or group of employees;

B. review and modification of related policies, procedures and/or practices in the workplace;

C. monitoring the behaviour of an employee or group of employees;

D. transfers, reassignments, changes in shifts or other changes in the workplace;

E. disciplinary action up to and including dismissal;
F. other strategies designed to eliminate and/or prevent harassment.

Where changes in the workplace are made necessary by demonstrated harassment, the burden of those changes shall be borne by the harasser.

4.03 Right to Refuse Unsafe Work

Under the Workers' Compensation Act, a person who believes that a work process, or operation of a tool or equipment presents an undue hazard to the health or safety of any person, has the legal right to refuse the unsafe work. The steps to refuse must be posted at each worksite location.

Workers cannot be disciplined for complying with the legislation. An employee has the legal right to a healthy and safe workplace.

ARTICLE 5 - UNION SECURITY

5.01 All Employees to be Members

All employees who are members of Local 2769 at the time of the signing of this Collective Agreement shall remain members in good standing of the Union.

5.02 Recognition of the Union

All new employees covered by the terms of this Agreement shall become and remain members in good standing of the Union.

ARTICLE 6 - CHECK-OFF OF UNION DUES

6.01 Check-off of Payments

The Employer shall deduct from every employee any dues, initiation fees, or assessments levied by the Union on its members. The Union will advise the Employer, in writing, of any changes to dues or assessments at least thirty (30) days in advance of these changes coming into effect.
6.02 Deductions

Deductions shall be made from the payroll on a bi-weekly basis and shall be forwarded to CUPE National, whichever the Local directs, not later than the fifteenth (15th) day of the month following, accompanied by a list of names, hours worked and amount deducted for each employee. The Employer will provide the Union with both employees’ address changes and new employees’ addresses.

6.03 Dues Receipts

The Employer shall note the amount of Union dues paid by each Union member on the T-4 slips that are provided annually.

ARTICLE 7 - EMPLOYER AND UNION SHALL ACQUAINT NEW EMPLOYEES

7.01 New Employees

The Employer will acquaint new employees being hired of the existence of the Union and issue them with a copy of the Agreement.

ARTICLE 8 - CORRESPONDENCE

8.01 Correspondence

All Employer correspondence addressed to the Union shall be directed to the President of the Union. All Union correspondence addressed to the Employer shall be directed to the Superintendent of Schools/Secretary-Treasurer or designate.

ARTICLE 9 - LABOUR-MANAGEMENT COMMITTEE

9.01 Establishment of Committee

A Labour-Management Committee shall be established consisting of up to three (3) representatives of the Union and up to three (3) representatives of the Employer. Additional representatives may attend upon agreement by the Committee. The Committee shall enjoy the full support of both parties to this
Agreement in the interests of maximum service to the Employer and its employees.

9.02 Function of Committee

The primary purpose of this Committee is to foster a harmonious relationship between the Employer and its employees, and to this end, the Committee shall concern itself only with the following general matters:

- considering suggestions to improve relations between the Employer and its employees;
- improving services and promoting safety practices within School District No. 84;
- providing recommendations relating to improving services and maximizing efficiencies;
- dealing with matters that relate to the administration of the Collective Agreement.

9.03 Meetings of Committee

The Committee shall meet at least once quarterly, if requested by either party.

9.04 Jurisdiction of Committee

The Committee shall not have jurisdiction over wages, or any matter of collective bargaining. The Committee shall not supersede the activities of any other committee of the Union or the Employer. The Committee shall have the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.

9.05 Minutes of Meeting

All meetings shall be chaired by an Employer representative who shall be responsible for the generation and distribution of minutes.

9.06 Access to Facilities

The Union shall have the right to use school facilities and equipment for meetings and other Union activities, at no cost.
9.07 Bulletin Board

The Union shall have the right to post notices of activities and matters of Union concern on bulletin boards. These bulletin boards shall be provided in each staff room in each school and administration building.

9.08 Internal Mail

The Union shall have free access to the Employer’s mail service, employee mailboxes, and each worksite location’s email for communication purposes.

9.09 Access to Employer Information

The Employer, upon request by the Union, agrees to provide to the Union:

a) upon the provision of an employee release form by the Union, a list of Union members reflecting names, addresses and phone numbers;

b) notification of all Union job positions, transfers, hirings, resignations and suspensions.

ARTICLE 10 - LABOUR MANAGEMENT BARGAINING RELATIONS

10.01 Union and Employer Representatives

The Union will supply the Employer with the names of its Officers. Likewise, the Employer shall supply the Union with a list of its supervisory personnel with whom the Union may be required to transact business.

10.02 Union Bargaining Committee

A Union Bargaining Committee shall be elected or appointed and consist of not more than three (3) members of the Union. The Union will advise the Employer of the Union members of the Committee.
10.03 Representative of Canadian Union of Public Employees

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

10.04 Meeting of Committee

In the event either party wishes to call a bargaining meeting, the meeting shall be held at a time and place fixed by mutual agreement.

10.05 Technical Information

Within ten (10) days of a request by the Union, the Employer shall make available to the Union any information available to the public at large.

**ARTICLE 11 - BOARD MEETINGS**

11.01 Issues Affecting Working Conditions

The Employer agrees that all issues which affect working conditions of the employees covered by this Agreement shall be communicated to the Union before the Employer renders a final decision on the issues. This provision is intended to provide the Union with information and to afford the Union the opportunity of providing the Employer with data relevant to the issues which may assist in its deliberations. Board Policy shall not supersede the Collective Agreement.

11.02 Minutes of Meetings

The Employer agrees to send one (1) copy of minutes of regular Board Meetings to the Secretary of the Union.
ARTICLE 12 - GRIEVANCE PROCEDURE

12.01 Shop Stewards

a) Shop Stewards may be appointed by the Union. Stewards shall inform their Supervisors of the need to be absent from work in order to attempt to resolve problems during working hours without loss of pay, but shall do so with a minimum of interruption of a work production period. No Steward will leave their assigned duties without permission, which shall not be unreasonably withheld.

b) The Union shall notify the Employer in writing of the name of each Steward and the area(s) they represent and the name of the Chief Steward, before the Employer shall be required to recognize same.

12.02 Grievance Procedure

Any difference arising between the parties and/or an employee(s) and the Employer shall be resolved without work stoppage in the following manner:

Step 1:

The employee(s), accompanied by a Union representative, or a co-worker, shall first discuss the matter with their immediate Supervisor within fifteen (15) working days of the occurrence of the alleged grievance. A decision of the Supervisor shall be rendered, in writing, within five (5) working days of this meeting.

Step 2:

If the grievance is not resolved in Step 1, the employee(s) shall submit the grievance to the Union.

Step 3:

If the Union considers the grievance to be justified, the Union shall submit the grievance in writing to the Superintendent of Schools/Secretary-Treasurer or designate within ten (10) working days of the written decision of the Supervisor at Step 1. The Superintendent of Schools/Secretary-Treasurer or designate and the Supervisor shall meet with the grievor and a Shop Steward or other representative of the Union within ten (10) working days of receipt of the grievance in an attempt to resolve the grievance. A decision of the Superintendent of Schools/Secretary-Treasurer or designate shall be rendered, in writing, within five (5) working days.
Step 4:

If the grievance is not resolved in Step 3, the grievance shall be considered at a meeting between a Grievance Committee of the Board of Education consisting of three (3) representatives of the Board of Education (at least one (1) of whom shall be a Trustee), and the Union consisting of up to three (3) members of the Union, within fifteen (15) working days from the written decision of the Superintendent of Schools/Secretary-Treasurer or designate at Step 3. The decision of the Grievance Committee of the Board of Education shall be rendered, in writing, within five (5) working days.

12.03 If the grievance is not resolved at Step 4, either party may refer the grievance to Arbitration as outlined in Article 13 (Arbitration).

12.04 Union May Institute a Grievance

Where more than one (1) employee lodges a grievance on substantially the same matter, such grievance may be combined into one (1) grievance on behalf of all grievors.

Where an employee lodges a grievance by telephone, such grievance must be confirmed in writing and signed by the individual grievor prior to implementation of Step 3 in Clause 12.02 (Grievance Procedure) above.

12.05 Mutually Agreed Changes

Any mutually agreed changes to this Collective Agreement shall form part of this Collective Agreement and are subject to the Grievance and Arbitration Procedure.

ARTICLE 13 - ARBITRATION

13.01 Composition of the Board of Arbitration

When either party requests that a grievance be submitted to a Board of Arbitration, the request shall be made in writing to the other party of the Agreement indicating the name of its nominee on the Arbitration Board. Within five (5) days thereafter, the other party shall answer in writing indicating the name and address of its appointee to the Arbitration Board. The two (2) arbitrators shall then meet to select an impartial Chairperson.
13.02 Failure to Appoint

If the party receiving the notice fails to appoint an Arbitrator, or the two (2) appointees fail to agree upon a Chairperson within ten (10) days of their appointment, the appointment shall be made by the Minister of Labour upon request from either party.

13.03 Board of Arbitration Procedure

The Board of Arbitration shall determine its own procedure but shall give full opportunity to all parties to present evidence and make representations. It shall hear and determine the difference or allegation and render a decision within ten (10) days from the time the Chairperson is appointed or such other period of time the Board determines.

13.04 Decision of the Board of Arbitration

The decision of the majority shall be the decision of the Board of Arbitration. Where there is no majority decision, the decision of the Chairperson shall be the decision of the Board of Arbitration. The decision of the Board of Arbitration shall be final, binding and enforceable on all parties and may not be changed. The Board of Arbitration shall not have the power to change this Agreement or to alter, modify or amend any of its provisions. HOWEVER, the Board of Arbitration shall have the power to dispose of a grievance by any arrangement which it deems just and equitable and is in keeping with this Collective Agreement.

13.05 Disagreement on Decision

Should the parties disagree as to the meaning of the Board of Arbitration's decision, either party may apply to the Chairperson of the Board of Arbitration to reconvene the Board of Arbitration to clarify the decision, which it shall do within five (5) days of the request being made, or such other period as the Board deems appropriate.

13.06 Expenses of the Board of Arbitration

Each party shall pay:

a) the fees and expenses of the arbitrator it appoints;
b) one-half (1/2) of the fees and expenses of the Chairperson.

13.07 Amending of Time Limits

The time limits fixed in both the Grievance and Arbitration Procedures may be extended, in writing, by consent of the parties to this Agreement.

13.08 Witnesses

At any stage of the Grievance or Arbitration Procedure, the parties shall have the assistance of any employees concerned as witnesses and any other witnesses. All reasonable arrangements will be made to permit the conferring parties or the Arbitrators to have access to the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.

13.09 Single Arbitrator

Notwithstanding the above, the parties may, by mutual agreement, refer the dispute to a single arbitrator, with each party paying one-half (1/2) of the cost of such single arbitrator. The single arbitrator shall have the same powers as an Arbitration Board.

13.10 Technical Error

It is the intent of both parties to this Agreement that no grievance shall be defeated merely because of a technical error in processing the grievance through the Grievance Procedure.

ARTICLE 14 - DISCHARGE, SUSPENSION, DISCIPLINE AND VOLUNTARY TERMINATION

14.01 Discipline and Dismissal

An employee may, for just and reasonable cause, be disciplined or dismissed without notice by the Employer.

14.02 Termination Notice

a) Except in the case of dismissal for just and reasonable cause, employees who have completed their probationary period shall be given
two (2) weeks’ notice of termination of employment or two (2) weeks pay in lieu thereof.

b) An employee voluntarily leaving the service of the Employer shall be required to give the Superintendent of Schools/Secretary-Treasurer or designate two (2) weeks’ notice of termination of employment.

14.03 Suspension

Any employee may be suspended for just and reasonable cause by his/her immediate Supervisor pending investigation by a Grievance Committee. Should just and reasonable cause not be justified, the employee shall be reinstated with full benefits and paid for the time lost.

14.04 Warnings

Whenever the Employer or its authorized agents deems it necessary to censure an employee in a manner indicating that dismissal may follow any further infraction, or may follow if such employee fails to bring his/her work up to a required standard by a given date, the employee as well as the Secretary of the Union, shall be given written notice of the action taken within five (5) days of such action taking place.

14.05 Access to Personnel File

a) An employee shall have the right to review their personnel file and shall have the right to respond in writing to any document contained therein. Such reply shall become part of the permanent record provided the reply has not resulted in the removal of the original document.

b) The employee, at their discretion, may be accompanied by a Union representative at no cost to the Employer.

c) There shall be only one (1) personnel file for each employee, which shall be maintained at the Board Office in the custody of the Superintendent of Schools/Secretary-Treasurer or designate.

d) An employee may apply to have adverse reports and/or suspension notices removed from their personnel file and may not be used against them after three (3) years from the filing provided that no further material has been subsequently filed.
14.06 Right to Have Steward Present

Where a Supervisor intends to interview an employee for disciplinary purposes, the Supervisor shall so notify the employee in advance of the purpose of the interview in order that the employee may contact a Steward to be present at the interview. A Steward or Local Union Officer shall have the right to consult with a CUPE Staff Representative and to have them present at any discussions with supervisory personnel. Supervisory representatives shall not exceed CUPE representatives.

14.07 Notification

The employee as well as the President of the Union shall be given written notice of the action taken under Clauses 14.01 (Discipline and Dismissal), 14.02 (Termination Notice), and 14.03 (Suspension) within five (5) days of such action taking place.

14.08 Crossing of Picket Lines During Strike

An employee covered by this Agreement shall have the right to refuse to cross a legal picket line where a strike or lockout is in effect. Failure to cross such a legal picket line, where a strike or lockout is in effect, by a member of this Union shall not be considered a violation of this Agreement nor shall it be grounds for disciplinary action, other than loss of pay for the period involved.

ARTICLE 15 - SENIORITY

15.01 Seniority Defined - Regular Employees

Seniority is defined as the length of service in the bargaining unit as a regular employee. Seniority shall be used in determining preference or priority for promotion, transfer, demotion, layoff, permanent reduction of the workforce, and recall, as set out in other provisions of this Agreement. After completion of the probationary period, seniority shall be effective from the commencement of the probationary employment. Seniority shall operate on a bargaining unit-wide basis.

15.02 Seniority Defined - Temporary Employees

a) Temporary employees shall accumulate secondary seniority in accordance with the number of days worked after the employee has worked fifteen (15) shifts in any six (6) month period.
b) Secondary seniority shall be used for the purpose of applying for posted vacancies.

c) Temporary employees who are subsequently hired to a regular position in accordance with Clause 16.01 (Job Postings) shall be accorded seniority retroactive equal to the total of the secondary seniority and probationary period(s).

15.03 Seniority List

A seniority list will be published by the Employer each year in the month of September and a copy will be sent to the President of the Union and will be posted on each worksite location’s bulletin boards.

A secondary seniority list will be published each year in the months of September and February. A copy will be sent to the President of the Union and will be posted on each worksite location’s bulletin boards.

15.04 Probation

a) Employees will be considered probationary for forty-five (45) worked days of employment from their initial date of appointment.

b) Employees whom the Employer feels may aspire to a position if given an extension of probation may be granted an extension of up to thirty (30) worked days of employment upon mutual agreement with the Union.

c) During the probationary period, an employee may be transferred or terminated, for just and reasonable cause.

15.05 Loss of Seniority

Employees shall not lose seniority rights nor have their continuous service record interrupted if they are absent from work as a result of sickness, accident, layoff, or leave of absence with pay approved by the Employer. Vacation leaves shall not accrue during layoff of thirty (30) calendar days or more. Employees shall only lose their seniority or continuous service in the event:

a) They are dismissed for just and reasonable cause and are not reinstated.
b) They resign.

c) Following a layoff they fail to return to work within seven (7) calendar
days after being notified by registered mail to do so, unless through
illness or other just cause. It shall be the responsibility of the
employee to keep the Employer informed of the employee's current
address.

d) They are laid off for a period longer than twenty-four (24) months.
However, the recall period will be extended by the number of days an
employee may work on a temporary assignment.

15.06 Ten (10) and Ten and One-Half (10½) Month Employees

For the purpose of seniority, ten (10) and ten and one-half (10½) month
employees will be considered full-time employees.

ARTICLE 16 - PROMOTIONS AND STAFF CHANGES

16.01 Job Postings

a) When a vacancy occurs which is in excess of one (1) month, or when a
new job is created within the bargaining unit, such vacancy or new job
must be posted on each worksite location’s bulletin board, advertised
on the District’s website and may be concurrently advertised outside.
No consideration shall be given to outside applications until the
applications received within the five (5) working days posting period of
present employees have been fully considered.

b)  i. Temporary assignments shall be offered firstly to regular
employees in each worksite location who apply under a) above, if
the regular employee is qualified. At the end of the temporary
assignment the employee shall return to their regular position.

ii. If there are no regular employees who accept a temporary
assignment then temporary employees within each community
shall be offered such assignments based on their secondary
seniority. It is understood that employees must be qualified for
the work offered.
c) Assignments Not Requiring a Job Posting

i. If a temporary assignment becomes available which is not less than five (5) working days and not more than one (1) month, such time will be offered to the senior qualified regular employee in the each worksite location.

ii. If a temporary position identified in (i.) above is not filled by a regular employee, such time will be offered to qualified temporary employees within each worksite location based on their secondary seniority.

16.02 Information on Posting

The posting shall include the nature of the position, location, qualifications, required knowledge, education, experience and skills, as specified in the recognized job description. The posting shall also include the hours of work and the rate of pay.

16.03 Promotions and Transfers

In making staff changes, transfers or promotions, all as a result of the posting process, the Employer shall choose the successful applicant based on the posted requirements outlined in Clause 16.02 (Information on Posting) and seniority. All appointments shall be made on the basis that the first three (3) months of continuous employment be a trial period. No evaluation shall be made of employees during the first two (2) weeks of the trial period while the employees orientate and familiarize themselves in the position. If, at the end of that period, the employee does not prove satisfactory, or if the employee so desires, then such employee shall be returned to the employee’s former position, without loss of seniority or wages in such former position, providing the original position has not been eliminated. If the original position has been eliminated, the employee may exercise their bumping rights in accordance with Article 17.

16.04 Notification

The Employer will notify the Union in writing within seven (7) working days of any hiring, promotions, transfers, terminations, layoffs, recalls, warnings, and suspensions. The Employer agrees to notify the Union of all Union applicants and their seniority dates.
16.05 Disabled Employees’ Preference

Employees covered by this Agreement who have given good, faithful and long service to the Employer and who, through advancing years or disablement, are unable to perform their regular duties satisfactorily, shall be given the preference of any light work available at the wage payable at the time for the position to which they are assigned.

16.06 Training

a) The Employer subscribes to Professional Development of employees within the bargaining unit and within the provisions of its operating budget. Provisions for this training will be made in consultation with the Union.

b) A minimum of three (3) Professional Development days for Education Assistants and one (1) Professional Development day for all other employees shall be provided by the Employer during each school year. All requests for Professional Development are to be submitted to the Supervisor, with a copy to the Union and the Superintendent of Schools/Secretary-Treasurer.

c) The Employer will continue to forward to the Union six thousand dollars ($6,000.00) per annum for Professional Development for employees covered by this Collective Agreement. A Union Professional Development Committee will determine spending guidelines and appropriate activities.

d) Employees who make application to take a course(s) that exceeds their annual allotment of Professional Development days shall be entitled to use personal business days to complete the said course(s).

e) At the discretion of the Superintendent of Schools/Secretary-Treasurer, an employee may use vacation days or leave without pay for training as described in this article.

16.07 Orientation

Orientation of replacement employees may be done by the incumbent of the position, where possible. The orientation shall be a minimum of one (1) shift.
ARTICLE 17 - LAYOFFS AND RECALLS

17.01 Definition of Layoff

a) A layoff shall be defined as a reduction in the work force or a reduction in the regular hours of work as defined in this Agreement. In case of layoff, seniority shall be the determining factor, if required.

b) Layoff

Should the Employer deem it necessary to layoff or reduce hours of work for members of the Union, they shall consult with the Union no less than twenty-two (22) working days prior to the proposed layoff/reduction.

17.02 Advance Notice of Layoff

The Employer shall notify regular employees who are to be laid off twenty (20) working days prior to the effective date of layoff. If the regular employee has not had the opportunity to work the days as provided in this provision, he/she shall be paid for the days for which work was not made available. This Clause does not apply to a temporary layoff which is a result of emergency conditions beyond the control of the Employer, such as fire or natural disaster.

17.03 Role of Seniority in Layoff – Regular Employees

a) In the event of a layoff, employees shall be laid off in the reverse order of their bargaining unit-wide seniority. An employee who has received layoff notice may bump any employee with less seniority providing the employee exercising the right has the ability and is qualified to perform the work of the less senior employee. The right to bump shall include the right to bump up.

b) Where two (2) or more employees have the same seniority date, the posting number will determine the order of seniority. If the posting number is the same, then the date and time of receipt of the letter of application will determine the order of seniority.

c) Regular employees who have received layoff notice may exercise bumping rights under the following conditions:
i. An employee may bump a less senior employee providing the employee has the necessary qualifications and ability to fill the position. The right to bump shall include the right to bump up.

ii. An employee shall notify the Employer in writing within five (5) working days of receiving layoff notice, whether bumping rights will be exercised or whether the employee opts for layoff.

iii. These provisions do not apply to a temporary layoff of ten (10) working days or less as a result of emergency conditions beyond the control of the Employer such as a fire or natural disaster.

Additionally, ten (10) month employees shall not have the right to bump during the Winter break, Spring break, the Summer closure period and for four (4) out of the number of non-instructional days as set out in the School Act Regulations.

d) Employees who receive layoff notice and who possess bumping rights shall be permitted to opt for layoff.

e) Those employees laid off during Winter break, Spring break and the Summer closure period and/or employees who are on the recall list shall have the first option for all available work, except for work traditionally done by student labourers. Employees interested in this work, shall provide the Employer with a letter by the end of September of each year indicating their interest to work and such positions they are qualified to do.

f) Role of Seniority in Layoff-Regular Employees

The Employer reserves the right to deny an employee to bump into a StrongStart Facilitator position between the months of September and June of any year.

17.04 Recall Procedure

a) Recall shall be in reverse order of layoffs providing the regular employee has the necessary qualifications and ability to fill the position. Those employees who are laid off and subsequently recalled to fill a position for a specific period of short duration shall be exempted from the notice provision contained in Clause 17.02 (Advance Notice of Layoff).
b) New employees shall not be hired until those employees on layoff have been given an opportunity of recall pursuant to Section (a) above.

c) Employees on the recall list shall notify the Employer of their current phone number, current residence and availability for employment.

d) Employees on the recall list who refuse three (3) consecutive requests to work within a six (6) month period (without just cause) shall forfeit their recall rights and shall be terminated. Severance pay will be issued as per Clause 17.06.

17.05 Grievance on Layoffs and Recalls

Grievances concerning layoffs and recalls shall be initiated at Step 3 of the Grievance Procedure.

17.06 Severance Pay

a) An employee who is laid off may elect to receive severance pay at any time during the term of his/her recall period. The recall period is the period as defined in Section 15.05(d) (Loss of Seniority) immediately following the date of issue of notice of layoff.

b) Severance pay shall be calculated at the rate of five percent (5%) of the employee's calculated annual earnings, based on the rate of pay and hours of work in effect at the time of layoff, for each year of service or portion thereof, to a maximum of one (1) year's pay.

c) An employee who receives severance pay pursuant to this Agreement and is subsequently rehired by the Employer, shall retain any payment made under the terms of this Agreement, and in such case, for purposes only of Section (b) above, years of service shall begin with the date of such rehiring.

ARTICLE 18 - HOURS OF WORK

18.01 Hours of Work

a) The regular work day for all employees covered by Schedule "A" attached hereto and forming part of this Agreement, shall be eight (8) hours, exclusive of meal times. The regular work day for all employees
covered by Schedule "B" attached hereto and forming part of this Agreement shall be seven (7) hours, exclusive of meal times.

b) The regular work week for all employees covered by Schedule "A" attached hereto and forming part of this Agreement shall be forty (40) hours per week, exclusive of meal times. The regular work week for all employees covered by Schedule "B" attached hereto and forming part of this Agreement shall be thirty-five (35) hours, exclusive of meal times.

18.02 Regular Work Week

The regular work week shall not exceed five (5) consecutive work days, Monday to Friday, according to posting.

18.03 Split Shifts

It is recognized and accepted by the Union that in order to provide full employment for individual employees, situations will occur which necessitate split shifts. Split shifts for other than custodial staff will require consultation and agreement between the Employer and the Union.

18.04 Reporting Pay Guarantee

Employees starting work on any day and being sent home before they have completed four (4) hours work shall be paid for four (4) hours at their regular rate of pay. In the event that employees report for work but are sent home before commencing work, they shall be paid for two (2) hours at regular rate, unless they were advised by the Employer not to report for work as per Article 17.02.

18.05 Rest Periods

An employee shall be permitted a rest period of fifteen (15) consecutive minutes in each half of their respective shifts, if the shift duration exceeds four (4) hours. If the shift does not exceed four (4) hours, a single rest period shall be permitted.

18.06 Four (4) Hour Minimum Work Day

a) The Employer is committed to providing a minimum of four (4) hours of work for a regular or temporary employee reporting for work and for a
temporary employee reporting for work who has posted into the position.

b) Exemptions from the four (4) hour minimum:

   i. student labourer;

   ii. noon hour supervisors

   iii. crossing guards;

   iv. small schools with fewer than seventy-five (75) students, in which case a two (2) hour minimum will apply;

   v. StrongStart Facilitators;

   vi. other positions by mutual agreement.

c) The four (4) hours shall be consecutive but may exclude a lunch period up to one (1) hour or a shorter period as defined elsewhere in the Collective Agreement.

d) Bus drivers are exempt from the requirement for consecutive hours. The daily hours for bus drivers shall be completed within a period of twelve (12) consecutive hours.

e) Where posting of additional hours is required, additional hours of less than four (4) hours may be posted as “additional hours” and are available to employees who are able to accept the hours, in addition to their current assignment. Where posting of additional hours is not required, additional hours shall be assigned as per the Collective Agreement.

f) The parties shall refer the rate of pay for any combined job arising out of the implementation of the four (4) hour minimum to the Job Evaluation Maintenance Agreement between the parties.

18.07 Meetings

   a) Employees required, in writing by their Supervisor, to attend meetings concerning their assigned student and/or case during lunch, rest breaks or after school shall be paid for such time at the prevailing rate.
b) When employees are required to attend staff meetings, the Employer will notify the employees in writing, and the employees will be compensated accordingly. If attendance at such meetings periodically result in a Split Shift, consultation and mutual agreement with the Union pursuant to Article 18.03 will not be necessary.

ARTICLE 19 - OVERTIME

19.01 Overtime

All hours worked in excess of eight (8) hours per day in the case of Schedule “A” workers and seven (7) hours per day in the case of Schedule “B” workers shall be deemed as overtime, and all hours worked in excess of forty (40) hours per week in the case of Schedule “A” workers and all hours worked in excess of thirty-five (35) hours per week in the case of Schedule “B” workers shall be deemed to be overtime.

19.02 Time Off in Lieu of Wages

For the term of this Agreement, overtime shall normally be compensated through the granting of compensatory time off in lieu of wages. Such time off shall be at the appropriate rate. Compensatory time off shall be taken at a mutually agreeable time and shall not be unreasonably withheld.

19.03 Authorization of Overtime Compensation

All overtime must be authorized in advance by the Superintendent of Schools/Secretary-Treasurer or designate, and shall be paid as follows:

Schedule “A” Employees

a) Time and one-half (1½x) the employee’s regular hourly rate of pay for each of the first three (3) hours worked in excess of eight (8) hours in any one (1) day, and double (2x) the employee’s regular hourly rate of pay for each hour worked in excess of eleven (11) hours in any one (1) day.

b) Time and one-half (1½x) the employee’s regular hourly rate of pay for each of the first eight (8) hours worked in excess of forty (40) hours in any one (1) week, and double (2x) the employee’s regular hourly rate of pay for each hour worked in excess of forty-eight (48) hours in any
one (1) week, excluding hours worked in excess of eight (8) hours in any one (1) day.

Schedule “B” Employees

c) Time and one-half (1½x) the employee's regular hourly rate of pay for each of the first three (3) hours worked in excess of seven (7) hours in any one (1) day, and double (2x) the employee's regular hourly rate of pay for each hour worked in excess of ten (10) hours in any one (1) day.

d) Time and one-half (1½x) the employee's regular hourly rate of pay for each of the first seven (7) hours worked in excess of thirty-five (35) hours in any one (1) week and double (2x) the employee's regular hourly rate of pay for each hour worked in excess of forty-two (42) hours in any one (1) week, excluding hours worked in excess of seven (7) hours in any one (1) day.

19.04 Call Out

Employees called out for special or emergency work outside the hours of a regular shift or on the first (1st) or second (2nd) days of rest will be paid a minimum of three (3) hours pay at overtime rates.

19.05 Work on a Statutory Holiday

Any time worked on a Statutory Holiday shall be paid overtime rates in accordance with Sections 19.03 (a) and (c) (Authorization of Overtime Compensation). In addition, the employee shall have a day off with pay at a mutually agreeable time.

19.06 Work During Vacation

a) No employee shall be required to work during his/her vacation period.

b) If the Employer requests an employee to work during his/her vacation, and the employee accepts, they will be compensated:

i. at their regular rate for hours worked; and

ii. vacation time equivalent to the hours worked will be returned to the employee's vacation entitlement at a rate of time and one half (1 ½)
19.07 Overtime for Part-time Employees

Part-time employees shall not be paid overtime rates unless they have worked more than seven (7) hours (Schedule "B" employees) or eight (8) hours (Schedule "A" employees) in any one (1) day.

ARTICLE 20 - HOLIDAYS

20.01 Statutory Holidays

After thirty (30) days of continuous employment, employees shall be granted a day off, at the employee's regular daily rate of pay, for the following Statutory Holidays:

New Year's Day  Victoria Day  Thanksgiving Day
Family Day  Canada Day  Remembrance Day
Good Friday  B.C. Day  Christmas Day
Easter Monday  Labour Day  Boxing Day

and any other day proclaimed by the Federal or Provincial Governments, providing employees have earned wages in fifteen (15) of thirty (30) calendar days before or after a Statutory Holiday. If a Statutory Holiday occurs within an employee's annual vacation, an extra day of vacation will be allowed in lieu thereof to be taken at a mutually agreeable time. Part-time employees shall be granted a day off on a pro-rata basis.

20.02 Scheduled Day Off

When any of the above-mentioned holidays fall on an employee's scheduled day off, the employee shall receive another day off with pay at a time mutually agreed upon between the employee and the Employer.

ARTICLE 21 - VACATIONS

21.01 Working Year

For ten (10) month employees, the working year for the purpose of calculating annual vacation entitlement shall be the period from September 1st to June 30th of the school year. Gross earnings shall be calculated during the above-
noted time. WorkSafe BC benefits will be included in the calculation of gross earnings.

For ten and one-half (10 ½) month employees, the working year for the purpose of calculating annual vacation entitlement shall be the period from one (1) week before the first day of school in September to one (1) week after the last day of school in June of the school year. Gross earnings shall be calculated during the above-noted time. WorkSafe BC benefits will be included in the calculation of gross earnings.

For twelve (12) month employees, the working year for the purpose of calculating annual vacation entitlement shall be the period January 1st to December 31st of a given year. Gross earnings shall be calculated during the above-noted time. WorkSafe BC benefits will be included in the calculation of gross earnings.

21.02 Less than One (1) Year of Service

An employee who will have completed less than one (1) year of continuous service by December 31st in any calendar year shall receive one (1) day's vacation per month during the following calendar year. Pay in respect of this vacation shall be four percent (4%) of gross earnings from the Employer during that working year.

21.03 One (1) to Six (6) Years of Service

An employee who will have completed more than one (1) but fewer than seven (7) continuous years of service by December 31st of any calendar year shall receive fifteen (15) days of vacation during the following calendar year. Pay in respect of this vacation shall be six percent (6%) of gross earnings from the Employer during that working year.

21.04 Seven (7) to Fourteen (14) Years of Service

An employee who will have completed seven (7) years or more but less than fifteen (15) continuous years of service by December 31st in any calendar year shall receive twenty (20) days of vacation during the following calendar year. Pay in respect of this vacation shall be eight percent (8%) of gross earnings from the Employer during that working year.
21.05 Fifteen (15) to Twenty-One (21) Years of Service

An employee who will have completed fifteen (15) years or more but less than twenty-two (22) continuous years of service by December 31st in any calendar year shall receive twenty-five (25) days of vacation during the following calendar year. Pay in respect of this vacation shall be ten percent (10%) of gross earnings from the Employer during that working year.

21.06 Twenty-Two (22) or More Years of Service

An employee who will have completed twenty-two (22) or more years of continuous service by December 31st in any calendar year shall receive thirty (30) days vacation during the following calendar year. Pay in respect of this vacation shall be twelve percent (12%) of gross earnings from the Employer during that working year.

21.07 Vacation List

A vacation list for twelve (12) month employees will be prepared no later than January 31st of each year indicating their vacation entitlement as of December 31st of the previous year. A copy of this list will be supplied to the Union. The Employer will provide, to all other employees, information regarding their vacation entitlement upon request.

21.08 Vacation Schedule

A blank employees’ vacation planner will be prepared by the Employer and posted on the bulletin board on or before January 15th.

a) Twelve (12) Month Employees

Employees who are employed on a twelve (12) month basis shall schedule their vacation during the calendar year. In order to exercise their seniority for vacation preference, employees shall make known their vacation date by March 15th. All vacation requests made after March 15th shall be approved on a "first-come, first-served" basis.

b) Ten (10) and Ten and One-Half (10½) Month Employees

Employees who are employed on a ten (10) and ten and one-half (10½) month basis shall schedule their vacation during Winter or
Spring break periods. Any remaining vacation with pay entitlement may be taken at any other time during the school year, provided such request is approved by the Employer.

c) Any remaining vacation allotment at the end of the school year shall be paid out to the employee on the next regularly scheduled pay day, and the Employer shall contribute to the employee’s pensionable earnings, accordingly.

The Employer shall notify employees as to their decision on all vacation requests within fourteen (14) days.

21.09 Carry Over

Employees shall be allowed to bank up to one (1) week of vacation with pay per year. This banked time must be taken within a three (3) year period.

21.10 Vacation Pay - Temporary Employees

Temporary employees shall be paid four percent (4%) in addition to their regular hourly rate of pay in lieu of vacation pay entitlement.

21.11 Sick Leave While on Vacation

Employees on vacation who become ill or injured and are hospitalized for a minimum of three (3) days, shall be entitled to convert their vacation time to sick leave for the days while in hospital, and subsequent home care if needed, as confirmed by a medical certificate.

ARTICLE 22 - SICK LEAVE PROVISIONS

22.01 Sick Leave Entitlement

Employees shall be entitled to sick leave accumulated at a rate of one and one-half (1 1/2) days per month to a total of one hundred and eighty (180) work days. One (1) day of sick leave shall be equal to an employee’s daily regular rate on hours worked.

22.02 Reasonable Notice

Employees will notify the Employer as soon as possible if they are to be absent from duty because of sickness or health reasons and are expected to
give the Employer reasonable notice of their anticipated return to work, otherwise an additional day of sick leave will be charged.

22.03 Proof of Illness

Sick leave with pay will only be granted because of sickness, health reasons or injury. An employee may be required to provide proof of sickness or medical appointments necessitating sick leave, which shall include benefits arising from Clause 23.09 (Illness Leave).

22.04 Workers' Compensation

Sick leave shall be paid from the first day of injury for days not covered by the Workers' Compensation Act when the employee has accumulated sick leave.

22.05 Medical Examination

The Employer may require an employee to undergo a medical examination based on the advice of the school medical officer.

22.06 Sick Leave Records

Each employee shall receive, by September 30th, an annual accounting of his/her accumulated sick leave.

ARTICLE 23 - LEAVE OF ABSENCE

23.01 Leave for Union Business

Time off with pay will be granted for Union members authorized to act on Committees arising out of the administration of this Collective Agreement. The Employer will make every effort to schedule Committee meetings during normal working hours.

23.02 Leave for Union Functions

Official representatives of the Union, to a maximum of three (3), will be granted leave of absence without pay to attend Union conventions or perform any other function on behalf of the Union and its affiliates providing not more than one (1) Union representative in each category by work area shall be away at the same time. No leave under this Clause shall exceed five (5)
working days plus reasonable travel time if necessary. Such leaves of absence shall not affect an employee's benefits contained within this Agreement.

23.03 Leave for Full-time Union Duties

Any employee who is elected or selected to any position with the Union or any body with which the Union is affiliated may be granted a leave of absence without pay for a period of up to one (1) year and such leave may be renewed each year upon request.

23.04 Notification of Leave for Union Business

Two (2) weeks’ notice shall be given by the Union to the Employer for leaves of absence granted under Clause 23.02 (Leave for Union Functions) and two (2) months’ notice shall be given by the Union for leaves of absence granted under Clause 23.03 (Leave for Full-time Union Duties).

As much notice as is possible shall be given by the Union to the Employer for leave of absences granted under Clause 23.01 (Leave for Union Business). It will be the responsibility of each affected employee to notify directly the Superintendent of Schools/Secretary-Treasurer or designate prior to the leave being taken.

23.05 Recoverable Pay and Benefit Costs

Employees shall receive their regular pay and benefits provided for in this Agreement when on an unpaid leave of absence defined in this section, and the Employer shall be reimbursed by the Union for those costs.

23.06 Leave for Public Duties

a) The Employer shall grant a leave of absence without pay, for up to eight (8) weeks, to an Employee campaigning for Federal, Provincial or Municipal office. The Employee shall provide twenty (20) calendar days written notice unless the need for leave could not be reasonably foreseen. If a full time leave of absence is not required, the Employee shall provide the Employer with the dates required at the time they submit their written notice of leave. Should unanticipated dates subsequently arise, the Employee shall provide reasonable notice to the Employer.

b) Employees elected or appointed to Federal, Provincial, Municipal or Regional office shall be granted as much leave without pay as
necessary during their term. If a full time leave of absence is not required, the Employee shall provide the Employer with a list of required dates two (2) weeks prior to each six (6) month portion of their term. Should unanticipated dates subsequently arise, the Employee shall provide reasonable notice to the Employer.

c) Employees shall continue to accrue seniority or secondary seniority, depending on which the Employee was otherwise entitled, while on an unpaid leave of absence for Public Duties.

23.07 Seniority While on Union Leave

Employees shall accrue seniority or secondary seniority, depending on which the Employee was otherwise entitled, while on any leave of absence for Union Duties contained in this Agreement.

23.08 Bereavement Leave

a) A regular employee shall be granted absence from duties without deduction in wages for a maximum of five (5) days in the case of death in the immediate family. Additional time off may be granted without pay.

b) Unused bereavement days may be used within a year of the death to attend a memorial or celebration of life ceremony.

c) Where an employee qualifies for bereavement leave during a period of paid vacation, there shall be no deduction from vacation credits for such absence.

23.09 Illness Leave

A regular employee may be granted absence from duties for a maximum of five (5) days in any one (1) calendar year, charged to the employee's accumulated sick leave, to care for a member of their immediate family.

23.10 Definition of Immediate Family

Immediate family, as used in Clauses 23.08 (Bereavement Leave) and 23.09 (Illness Leave) means parent, wife, husband, common-law spouse, brother, sister, child, mother-in-law, father-in-law, brother-in-law, sister-in-law,
grandparent-in-law, grandparent, grandchildren, former legal guardian and legal ward.

The Employer acknowledges that it observes the requirements of the Employment Standards Act.

23.11 Notification to the Employer

Employees are required to inform the Employer in writing of the dates for bereavement or illness leave. In the case of illness leave, a statement of the attending physician must be submitted to the Employer. Such notification and statements must be submitted as soon as possible, but no later than two days following the employee's return to work.

23.12 Pregnancy and Parental Leave

Pregnancy and parental leave shall be granted in accordance with the provisions of the Employment Standards Act.

In addition to any other leave, on the birth of a child, the mother may apply for and be granted leave with pay up to a maximum of two (2) days (four [4] days in Kyuquot).

23.13 Paternity and Adoption Leave

On the birth of a child the father, or in cases of adoption, the adoptive parent(s) may apply for and be granted paternity leave with pay up to a maximum of two (2) days (four [4] days in Kyuquot).

23.14 Leave of Absence

Periods of leave of absence without pay in excess of thirty (30) cumulative days in a calendar year shall not be used for the calculation of vacation entitlements or employee benefits during the period of leave. This excludes leaves taken under Clause 23.12 (Pregnancy and Parental Leave), or where a leave defined in the Collective Agreement specifies something contrary to the above.
23.15 Jury Duty

Employees who are subpoenaed for jury duty or to act as a court witness shall continue to receive full pay while so engaged provided they turn over to the Employer any monies they receive for serving as a juror or witness during the time they would normally be working. Any employees so subpoenaed shall notify the Superintendent of Schools/Secretary-Treasurer or designate as soon as is reasonably possible prior to the date of required attendance.

23.16 Unpaid General Leave

The Employer may grant leave of absence without pay to any employee requesting such leave, in writing, for good and sufficient cause. Such leave will not be unreasonably withheld.

23.17 Personal Business Leave

An employee may take up to three (3) days each year, without loss of wages, to attend to personal business. Such leave shall not be taken as vacation or to extend a vacation. Reasonable prior notification should be given through the Supervisor to the Superintendent of Schools/Secretary-Treasurer or designate.

ARTICLE 24 - PAYMENT OF WAGES AND ALLOWANCES

24.01 Pay Days

Pay days will be every second Thursday with cut off to be the previous Wednesday. Each employee shall be provided with an itemized statement of his/her wages, overtime and other supplementary pay and deductions each pay period. Each employee shall execute a form authorizing the Employer to deposit all payment of wages and allowances to the credit of the employee's account in a banking or similar savings institution.

24.02 Promotion

An employee promoted to a higher paying position carrying a single rate of pay shall receive the rate of pay and benefits for the position for the time he/she performs that job.
24.03 Pay on Temporary Transfer to Higher-Rated Position

An employee temporarily assigned to a higher paying position shall receive the rate for that job.

24.04 Pay on Temporary Transfer to Lower-Rated Position

When an employee is temporarily assigned to a position paying a lower rate, his/her rate shall not be reduced.

24.05 Automobile Allowance

Travel rates paid to an employee using his/her own automobile for the Employer's business shall be as follows:

a) As a condition of employment the Employer shall not require an employee to own an automobile. If an employee does not elect to use his/her own automobile, the Employer shall, when necessary, provide appropriate transportation.

b) It shall be the responsibility of the employee to provide his/her own transportation to and from his/her place of residence to his/her normal place of work.

c) The Employer shall pay an employee mileage allowance as established by School Board Policy as amended from time to time if the Employer requests, and the employee agrees, to use his/her own vehicle.

24.06 Leadhand Allowance

A leadhand employee is required to supervise other employees in addition to his/her regular duties. An employee assigned to a leadhand position shall receive an allowance of one dollar ($1.00) per hour in addition to his/her regular rate of pay.

24.07 Training Allowance

When employees are required to train other employees in addition to their regular duties, they shall receive one dollar ($1.00) per hour for the duration of the training period.
ARTICLE 25 - JOB CLASSIFICATION AND JOB DESCRIPTIONS

25.01 Job Classification, Reclassification and Declassification

a) Changes in Classification

When any position not covered by this Contract is established during the life of this Agreement, the rate of pay shall be subject to negotiation between the Employer or its representative and the Union.

b) Reclassification

When the duties of any job are changed or increased or when the Union and/or an employee feels a job is unfairly or incorrectly classified the rate of pay shall be subject to negotiations between the Employer and the Union. If the parties are unable to agree on a reclassification and/or rate of pay for the job in question, such disputes shall be submitted to Grievance and Arbitration for determination.

c) Job Descriptions

The Employer agrees to draw up job descriptions for all positions for which the Union is bargaining agent and to prepare a new job description whenever a new job is created or whenever the duties of a job change.

All job descriptions will be discussed with the Union. If such agreement on descriptions cannot be reached the issue may be subject to Grievance and Arbitration.

d) Declassification

Employees whose classification is reduced by a substantial change in duties shall have their wages maintained at their existing level for a period not to exceed one year, at which time it will be reduced accordingly.
e) Retroactivity

Requests for upward reclassification of existing positions shall not be retroactive beyond the date of the written reclassification request. The rate for new positions shall be retroactive to the time the new position was first filled by the employee.

f) Dispute Resolution

A dispute arising from the Employer's evaluation of a position shall be referred to Step 2 of the Grievance Procedure within ten (10) work days of receipt of the written notification regarding the reclassification.

ARTICLE 26 - EMPLOYEE BENEFITS

26.01 Employee Benefit Program

Regular employees, appointed for fifteen (15) hours per week or more are eligible, upon completion of the necessary application forms and upon acceptance by the insurer, to participate in the following benefit plans:

a) Basic Medical

*B.C. Medical Services*
- Premium cost to be borne by the Employer.

b) Dental

*The Public Education Benefits Trust*
- Plan “A” pays eighty percent (80%) of costs.
- Plan “B” pays fifty percent (50%) of costs.
- Premium cost to be borne by the Employer.
- Plan “C” pays fifty percent (50%) of the costs to a lifetime maximum of one thousand five hundred dollars ($1,500.00) per eligible family member.
c) Extended Health Benefits

*The Public Education Benefits Trust*

- Plan pays eighty percent (80%) of eligible costs after twenty-five dollars ($25.00) annual deduction.
- Premium cost to be borne by the Employer.
- Coverage for the purchase of eyeglasses and contact lenses once every two (2) years to a maximum of one hundred fifty dollars ($150.00) per eligible family member.

d) Group Life

*The Public Education Benefits Trust*

- Coverage of one (1) year's earnings with a minimum of twenty-five thousand dollars ($25,000.00).
- Premium cost to be borne by the Employer.

e) Municipal Pension Plan

All members shall be enrolled pursuant to the rules of the Municipal Pension.

f) Long Term Disability Plan

The Parties have further agreed to participate in the government funded "Core" long-term disability plan and the Joint Early Intervention Service provided through the PEBT.

g) In addition to the core Long Term Disability (LTD) Plan provided by the Public Education Benefits Trust (PEBT), the Employer agrees to administer and collect premiums from members for the Top Up Plan to bring the Long Term Disability (LTD) benefits to the previous level of coverage.
26.02 Temporary Employee Benefits

Temporary employees, not qualified for benefits pursuant to Clause 26.01 (Employee Benefit Program), shall receive a payment in lieu of benefits, equal to five percent (5%) of earnings.

26.03 Death Benefits

The Employer shall continue to provide the medical, extended health and dental benefits to dependents on the death of an employee for three (3) months. The dependents shall be notified in writing of the terms of these provisions.

26.04 Benefits Trust

The parties have agreed to participate in a jointly trusteed benefits trust and shall place their dental, extended health, group life insurance benefit coverage specified in this Article as soon as the trust is able to take on that responsibility.

Once the trust is able to take on that responsibility, 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 benefits carrier(s)/consultant(s), as soon as possible; or

b) If there is a penalty clause, the benefits will be transferred when the current contract(s) expires.

Participation in the benefits trust will be in accordance with the Industrial Inquiry Commissioners’ Reports made by Irene Holden and Vince Ready dated May 30, 2000 and June 7, 2000, which specify the basis upon which school districts participate in the trust and as clarified in their Recommendations Regarding Outstanding Accord Matters dated March 21, 2001.

The parties further agree to participate in a government funded long-term disability plan and early return to work program in accordance with the Industrial Inquiry Commission Report(s) identified in the preceding paragraph.

The parties agree that any references to specific benefit carriers providing benefits identified above will be effective until the date of participation in the benefits trust.
ARTICLE 27 - HEALTH AND SAFETY

27.01 WorkSafe BC Occupational Health & Safety Regulations

The WorkSafe BC Occupational Health and Safety Regulations shall be deemed to be incorporated into this Collective Agreement.

27.02 WorkSafe BC Occupational Health and Safety Committee

A WorkSafe BC Occupational Health and Safety Committee shall be established for the purpose of jointly considering and improving health and safety conditions and practices. The Committee shall be composed of an equal number of Union and Employer representatives, but with a minimum of two (2) Union and two (2) Employer members. The Health and Safety Committee shall hold meetings when requested by the Union or the Employer. Minutes shall be taken of all meetings and copies shall be given to the Union and the Employer.

ARTICLE 28 - TECHNOLOGICAL CHANGES

28.01 Advance Notice

The Employer shall endeavour to notify the Union at least three (3) months before the introduction of any technological change which would adversely affect regular full-time employees' rates of pay, hours of work or other working conditions.

28.02 Consultation

Within fourteen (14) days of notification, the Union and the Employer or its representatives shall commence meetings for the purpose of determining what, if any, effects the proposed change may have on employees and further, after full effects have been determined, to negotiate terms and conditions that would be implemented in order that such effects be minimized.

28.03 Arbitration

If the Employer and the Union fail to agree, the matter shall be referred to the Grievance and Arbitration Procedure for the purpose of determining such matters.
28.04 Displaced Employees

An employee who is rendered redundant or displaced from his/her job as a result of technological change shall be given an opportunity to fill any vacancy for which he/she has seniority and which he/she is able to perform. If there is no vacancy he/she shall have the right to displace employees with less seniority consistent with the procedure outlined in Article 15 (Seniority).

28.05 Training Benefits

Where new or greater skills are required than are already possessed by affected employees under present methods of operation, such employee shall, at the expense of the Employer, be given a reasonable period of time to acquire the skills and knowledge necessitated by the new method of operation. There shall be no reduction in wages or salary rates during the training period.

ARTICLE 29 - JOB SECURITY

29.01 Contracting-Out

No existing employees of the Employer shall lose their job or suffer a reduction in hours or income as a result of contracting-out or failure to recall employees on layoff pursuant to Clause 17.04 (Recall Procedure).

ARTICLE 30 - PROTECTIVE CLOTHING AND TOOLS

30.01 Protective Clothing

The Employer will supply safety boots to each maintenance employee. The Employer will supply safety gear to all employees as required (e.g. coveralls or smocks, gloves, hard hats, etc.).

30.02 Tools

Regular maintenance employees will supply small tools in order to perform assigned work. The Employer will reimburse employees for the cost of damaged or worn-out tools. The Employer will replace all such tools which are lost or damaged as a result of fire or theft.
ARTICLE 31 - PRESENT CONDITIONS AND BENEFITS

31.01 Present Conditions

No employee presently employed by the Employer shall suffer a reduction in compensation and/or privileges because of implementation of this Agreement.

ARTICLE 32 - COPIES OF AGREEMENT

32.01 Copies of Agreement

The Union and the Employer desire every employee to be familiar with the provisions of this Agreement and his/her rights and obligations under it. For this reason the Employer shall place the Agreement on the Employer's website and shall print, at its own cost, sufficient copies within thirty (30) days of signing.

ARTICLE 33 - GENERAL

33.01 Plural or Feminine Terms May Apply

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

33.02 Employee Vehicles

The Employer shall reimburse employees for acts of vandalism to their vehicles while on school property during working hours of the employee, including overtime. Such reimbursement shall be the least of the deductible for the vehicle's comprehensive insurance coverage or the actual cost of repairs. If the employee's vehicle does not have comprehensive insurance coverage, reimbursement for the actual cost of repairs shall be to a maximum of five hundred dollars ($500.00).

33.03 Personal Professional Materials

The Employer shall reimburse an employee for the loss by theft, fire or malicious damage to personal professional materials stored on Employer property, providing the Supervisor was informed in writing of the intended use
of the materials. Such reimbursement shall be the least of the deductible for
the employee's insurance coverage or the actual cost of repairs.

ARTICLE 34 - TERM OF AGREEMENT

34.01 Duration

This Agreement shall be binding and remain in full force and effect from the
first (1st) day of July, 2014 to the June 30, 2019, and shall continue from year
to year thereafter, unless either party exercises its rights to commence
collective bargaining as provided for in the Statutes of the Province of British
Columbia.

34.02 Changes in Agreement

Any changes deemed necessary in this Agreement may be made by mutual
agreement at any time during the existence of this Agreement.

34.03 Notice of Changes

Either party desiring to propose changes to this Agreement shall, between the
period of thirty (30) and ninety (90) days prior to the termination date, give
notice in writing to the other party of the changes proposed. Within five (5)
working days of receipt of such notice by one (1) party, the other party is
required to enter into negotiations for a new Agreement.

ARTICLE 35 - RETIREMENT

35.01 Vacation Payout

The retirement age for employees shall be as contained in the Municipal
Pension Plan. Employees who so desire may complete the year in which their
retirement age is reached, provided they advise the Board in writing. As per
current practice, any vacation and banked pay owing to employees on
retirement shall be paid to the employee.
IN WITNESS WHEREOF the parties have caused this Agreement to be executed this day of  
, by affixing the signatures of their Officers thereunto lawfully authorized in that behalf.

SIGNED FOR THE BOARD
OF EDUCATION
SCHOOL DISTRICT NO. 84
(VANCOUVER ISLAND WEST)

SIGNED FOR THE CANADIAN
UNION OF PUBLIC
EMPLOYEES, LOCAL NO. 2769

[Signatures]

Copet91
# APPENDIX “A” – SCHEDULE OF WAGE RATES

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*ESD: Any 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.
LETTER OF UNDERSTANDING #1

Between

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 84
(VANCOUVER ISLAND WEST)

And

THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 2769

RE: JOB EVALUATION

The parties agree that the Maintenance Manual dated March 2013, Terms of Reference dated February 26, 1997, the appendices, the Gender Neutral Job Evaluation Plan, and the job descriptions, and any other documents agreed to by the J.J.E.C. shall be deemed to be included in the Collective Agreement. Any other documents recommended by the Maintenance Committee to be included in the Collective Agreement, must be signed by the President of the Union, and the Superintendent/Secretary Treasurer, and once signed shall be deemed to be included in the Collective Agreement.

AGREED-TO ON: 21st of March, 2013

[Signatures]

SIGNED FOR THE EMPLOYER

[Signatures]

SIGNED FOR THE UNION

[Signatures]

SIGNED FOR THE EMPLOYER

[Signatures]

SIGNED FOR THE UNION
LETTER OF UNDERSTANDING #2

School District #84 – CUPE 2769
Collective Bargaining 2012

Letter of Understanding
Between
Board of Education for School District #84-
(Vancouver Island West)
“Employer”

And
Canadian Union of Public Employees, Local 2769
“Union”
Re: Committee for School Calendar and EA Assignments

The parties agree to form a committee with two (2) Union representatives and two (2) Employer representatives to discuss:

1) Student relationships and the professional needs of Education Assistants and Youth and Childcare Workers; and

2) Implications of a modified school calendar for support staff.

The committee shall meet within eight (8) weeks of ratification of the 2011-2013 Collective Agreement and thereafter as agreed by the parties.

This letter of understanding is for the term of the Collective Agreement expiring June 30, 2013.

Agreed to on __12__ December, 2013

[Signatures]

SIGNED FOR THE EMPLOYER

SIGNED FOR THE UNION

[Signatures]
MEMORANDUM OF SETTLEMENT 2014-2019

MEMORANDUM OF SETTLEMENT
"Memorandum"

Between

BOARD OF EDUCATION for SCHOOL DISTRICT 84
(VANCOUVER ISLAND WEST)
"Employer"

And

CANADIAN UNION OF PUBLIC EMPLOYEES, Local 2769
"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 until June 30, 2014 except as modified by the following:
Appendix "A" – Local Memorandum of Agreement between the Board of Education for School District 84 (Vancouver Island West) and the Canadian Union of Public Employees Local 2769, dated June 28, 2014, which sets out all other agreed changes to the Collective Agreement.


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 84 (Vancouver Island West), the BC Public School Employers’ Association and the membership of CUPE Local 2769.

AGREED June 18, 2014

Board of Education for School District 84 (Vancouver Island West)

______________________________

AGREED

______________________________

CUPE Local 2769

______________________________

Chair
Appendix "A"

Local Memorandum of Agreement
between
the Board of Education for School District 84
(Vancouver Island West)
and
the Canadian Union of Public Employees Local 2769

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

Each signed off item is attached for reference.

Article       Item

NO CHANGES

Dated the 18th of June, 2014

[Signatures]

School District #84
(Vancouver Island West)

CUPE Local 2769
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.
Appendix "B" - Provincial Framework Agreement 2014

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.
Appendix “B” – Provincial Framework Agreement 2014

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 BCSEA.

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.
Appendix "B" – Provincial Framework Agreement 2014

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 SSBC.

To facilitate the implementation of the provincial job evaluation plan a fund will be established within SSBC 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 7th 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

[Original signed by Bargaining Committees]

BC Public School Employers' Association & Boards of Education

______________________________

______________________________

______________________________

______________________________

9
APPENDIX A

LETTER OF AGREEMENT

BETWEEN:
BRITISH COLUMBIA PUBLIC SCHOOL EMPLOYERS' ASSOCIATION
AND
K-12 PRESIDENT'S 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.


"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 1st and ending December 31st 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 (11th) 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...
Appendix "B" – Provincial Framework Agreement 2014

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 \( \frac{1}{2} \) 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;

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Appendix "B" – Provincial Framework Agreement 2014

(iv) Direction from the PSEC Secretariat to employers' associations, employers and unions of the percentage allowable General Wage Increase, if any, for each bargaining unit or group with authorization to employers to implement the Economic Growth Dividend

(v) Payment will be made concurrent with the General Wage Increases on the first pay period after respectively May 1, 2016, May 1, 2017, May 1, 2018 and May 1, 2019.

Availability of the Economic Stability Dividend

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

Allowable Method of Payment of the Economic Stability Dividend

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

Letter of Agreement ("Letter")

Between:

BC Public School Employers Association ("BCPSEA")

And:

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

And:

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

Re: Employee Support Grant for May/June 2014

1. BCPSEA, the Unions and the Government agree that employees covered by collective agreements between Boards of Education and the Unions may recover wages lost as a result of legal strike activity by the BC Teachers’ Federation ("BCTF") or lockout by BCPSEA during May and June 2014 as set out in this Letter.

2. Subject to the terms of this Letter:

(a) Within thirty (30) days of ratification of a new collective agreement by a board of education, the local union and BCPSEA, the board will reimburse each employee covered by that collective agreement between the board and the local union for all scheduled hours that the employee would have worked and for which the employee has not otherwise been paid in May and/or June 2014, but for the labour dispute between BCPSEA and the BCTF.

(b) If the employee disputes a payment received from the board, the union may submit the dispute on the employee's behalf to a committee comprised of an equal number of representatives appointed by BCPSEA and the Unions.

(c) If the joint committee is unable to resolve the employee's claim it will submit the dispute to (NAMED ARBITRATOR) who must resolve the dispute within ten (10) days of hearing the differences between the board and the union.
Appendix "B" - Provincial Framework Agreement 2014

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

Original signed on June 7, 2014 by:

[Original signed by Ronzo Del Negro]          [Original signed by Marcel Marsolais]
BCPSEA                                          K-12 Presidents' Council

[Original signed by Paige MacFarlane]

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

BCPSEA  K-12 Presidents' Council

[Original signed by Paige MacFarlane]

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

Provincial Support Staff Extended Health Benefit Plan

TERMS OF REFERENCE

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

Re: Exploration of a Greater Standardization of Benefits Plans

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

Terms of Reference:

1. The committee will consist of no more than 4 members of the K-12 Presidents’ Council and no more than 4 members of the BCPSBA bargaining teams. Each party will identify its representatives by June 10th, 2014.

2. The parties agree that 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 13th, 2014 or a mutually agreed upon day.
APPENDIX D

LETTER OF AGREEMENT

BETWEEN:
BCPSEA
AND
K-12 SUPPORT STAFF UNIONS
AND
HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BC AS REPRESENTED BY THE MINISTRY OF EDUCATION

RE: LEARNING IMPROVEMENT FUND: Support Staff Priorities

WHEREAS:

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

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

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

THEREFORE:

The parties hereby agree as follows:

1. Funding for addressing the above matters as it relates to employees covered by this collective agreement between BCPSEA and the K-12 Support Staff Unions will be in the greater amount of $10 million or 20% of any annual amounts established by government in the Learning Improvement Fund.
2. The allocation of the LIF to school districts is established annually by the Ministry of Education and will provide this information to school districts including the portion of the LIF to be allocated to education assistants.

3. In the event of a dispute arising from the interpretation, application or alleged violation of this agreement there will be a meeting of the parties, and failing agreement, the parties will submit the concern to a mutually agreed arbitrator.

4. This letter replaces the letter between the parties signed December 14th, 2011 titled "CLASS ORGANIZATION FUND: Support Staff Priorities".

Original signed on June 7, 2014 by:

[Original signed by Ilenzo Del Negro] [Original signed by Marcel Marsolais]

BCPSEA

Support Staff Unions

[Original signed by Paige MacFarlane]

Ministry of Education
MEMORANDUM OF SETTLEMENT 2010-2012

MEMORANDUM OF SETTLEMENT
"Memorandum"

Between

BOARD OF EDUCATION for SCHOOL DISTRICT (84)
(Vancouver Island West)
"Employer"

And

CANADIAN UNION OF PUBLIC EMPLOYEES, Local 2769
"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, 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 "B" – Local Memorandum of Agreement between the Board of Education for School District 84 (Vancouver Island West) and the Canadian Union of Public Employees Local 2769, dated December, 12th, 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 84 (Vancouver Island West), the BC Public School Employers’ Association and the membership of CUPE Local 2769.

AGREED December 13, 2013

Board of Education for School District 84

[Signatures]

CUPE Local 2769

[Signatures]
Appendix "A"

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:

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
Appendix "A"

e) a review of practices in districts having modified school calendars and the resulting
impact on support staff

f) 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.
Appendix A

(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 Settlement 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 18th day of September, 2013.

For BCPSEA [Original signed by Bargaining Committee]

For the Unions [Original signed by Bargaining Committee]

Support Staff: Provincial Discussion Agreed Upon Language

Add the following letter of understanding to each collective agreement where the parties are signatory to this agreement:
Appendix "A"

LETTER OF UNDERSTANDING No. ___

BETWEEN:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. ___
("The Board")

AND

[INSERT NAME AND LOCAL OF THE UNION]
("The Union")

Re: Agreed Understanding of the Term Education Assistant

For the purposes of this collective agreement, where applicable, the term Education Assistant (EA) has the same meaning as ________ (Position Titles agreed to by the parties to be filled in by the employer and union local) as found in the 2010-2012 Collective Agreement and is not intended to alter or amend any terms or conditions of employment.

The parties will meet to review existing position titles and develop a schedule of position[s] that require the incorporation of the position title Education Assistant (EA).

Signed this ____ day of __________, 2013.

____________________________  __________________________
For The Board                  For The Union

Signed this 18th day of September, 2013.

[Original signed by Peter Cameron]  [Original signed by Bill Pegler]
Peter Cameron  Bill Pegler
BCFSEA  CUPE
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  
BCFSEA

[Original signed by Bill Pegler]  
Bill Pegler  
CUPE
Appendix "A"

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 Jacque Griffiths]

Jacque Griffiths
Associate Executive Director
BCPSEA
Appendix “A”

Attachment 2

Memorandum To All Member School Districts and Support Staff Unions

Settlers 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). The Settlers agree to work with and encourage their respective parties to adhere to the policies and procedures of the PEBT.

For further clarification please contact your BCPSEA or CUPE representative.
Appendix "B"

Local Memorandum of Agreement
between
the Board of Education for School District 84
(Vancouver Island West)
and
the Canadian Union of Public Employees Local 2769

The parties hereby agree to the following amendments to the 2010-2012 Collective Agreement:

Each signed off item is attached for reference.

<table>
<thead>
<tr>
<th>Article</th>
<th>Item</th>
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<tbody>
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<td>8.01</td>
<td>Correspondence</td>
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<td>14.07</td>
<td>Notification</td>
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<tr>
<td>15.03/15.04</td>
<td>Seniority and Probation</td>
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<td>Definition of Immediate Family</td>
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<td>Notification to the Employer</td>
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Dated the 12th of December, 2013

Leanne Bruce  
School District #84  
(Vancouver Island West)

Alex  
CUPE Local 2769

School District #84  
(Vancouver Island West)

CUPE Local 2769
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