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| **2012-06** | **August 30, 2012** | **By E-mail: Four Pages** |
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**Local Matters Agreements**

The purpose of this bulletin is to remind school districts of the process to finalize Local Matters Agreements with the local teachers’ association.

Your Local Matters Agreement should be concluded at this point. Additional time may be required to complete the Memorandum of Agreement (MoA); however, there should be no further bargaining at this point and any items that are at impasse are to be considered withdrawn. Appended to this bulletin is a template MoA to assist if needed.

MoAs should be signed and ratified by both local parties. Once the MoA has been ratified, it should be sent to BCPSEA for ratification pursuant to BCPSEA Policy 95-05. The BCPSEA Board of Directors will ratify on the basis that all of the items in the MoA are Appendix 2 local matters. If you would like BCPSEA to review your MoA before ratification please send a draft copy for review to Renzo Del Negro at [renzod@bcpsea.bc.ca](mailto:renzod@bcpsea.bc.ca).

Once your district’s MoA has been ratified, BCPSEA will work with you to incorporate the local amendments and the provincial amendments into your local working document.

**Questions**

If you require further information or discussion, please contact Renzo Del Negro at [renzod@bcpsea.bc.ca](mailto:renzod@bcpsea.bc.ca) or 604 730 4511.

Attachment

**LOCAL MATTERS AGREEMENT**

**“Agreement”**

**Between**

**BOARD OF EDUCATION of SCHOOL DISTRICT No. \_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) *(insert SD name)***

**“Employer”**

**And**

***(insert name of local teachers’ association)***

**“Local”**

The parties hereby agree to recommend to their respective principals that the following amendments be made to the 2011-2013 Collective Agreement:

Each signed off item is attached for reference.

***SAMPLE ONLY:* Example of Amendment:**

Article Item

12 Grievance Procedure: Amended language to reflect current practice of recognizing the role of the shop steward in the grievance process.

Agreed *INSERT MONTH DAY, YEAR*.

Local Teachers Association \_\_\_\_\_\_\_\_ Board of Education for School District \_\_\_\_\_\_

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***SAMPLE ONLY:* Example of Amendment:**

NOTE: All changes to the collective agreement are shown in **bold** print. Any language removed from the collective agreement is shown as ~~struck through~~.

The following clauses/articles have been reviewed and agreed to by both parties. Once the collective agreement has been finalized, these clauses/articles will form part of the new collective agreement.

**ARTICLE 12: GRIEVANCE PROCEDURE**

~~(a) In order to provide an orderly procedure for the settling of grievances the Employer acknowledges the right of the Union to appoint, or otherwise select a Grievance Committee of four (4) members, whose duties shall be to process any grievance in accordance with the Grievance Procedure.~~

~~(b)~~ **a)** The Employer shall recognize Shop Stewards **and Union executive members** appointed or otherwise selected by the Union, whose duties shall be to investigate and to attempt to settle disputes **and process any grievance in accordance with the grievance procedure.** ~~before reaching the Grievance Committee~~

~~(c)~~ **b)** The Union shall notify the Employer in writing of the name of each ~~Grievance Committee member and~~ Shop Steward before the Employer shall be required to recognize ~~him~~ **any shop steward.**

~~(d)~~ **c)** The ~~Grievance Committee and~~ Shop Steward selected according to (a) ~~and (b)~~ hereof, shall not change so long as they remain employees or until their successors are chosen.

~~(e)~~ **d)** In order that the work of the Employer shall not be unreasonably interrupted, the Shop Steward shall not leave ~~his/her~~ work without obtaining permission of ~~his/her~~ **their** supervisor, which permission shall **not be unreasonably withheld.** ~~be given before the end of his/her shift.~~