



Chilliwack  
School District

July 10, 2019

To All 10 Month CUPE Members:

A Letter of Understanding has been finalized concerning the makeup of working time lost by 10-month staff as a result of the extended spring break in March 2020. The LOU is attached.

Also attached is a Frequently Asked Questions document that is intended to provide complete information about this issue.

Yours truly,

A handwritten signature in black ink, appearing to read "Nadine Clattenburg".

Nadine Clattenburg  
for Tamara Ilersich  
Director of Human Resources

A handwritten signature in black ink, appearing to read "Dale Obirek".

Dale Obirek  
President, CUPE, Local 41 1

# Letter of Understanding

Between

**School District No.33 (Chilliwack)**

And

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

For the 2019-2020 school year, the Board of Education for School District No.33 (Chilliwack) has adopted a local school calendar that provides for a two (2) week Spring Break. All Schools will be closed for students from March 16 to 27, 2020 for Spring Break. Schools will re-open for classes, on Monday, March 30, 2020. March 23 to 27, 2020 will be unpaid for all ten (10) month CUPE staff.

For the 2019-2020 school year an additional eight (8) minutes of time will be added to the daily schedules of all ten (10) month CUPE staff who have less than seven (7) hours of work per day, with the exception of Supervision Assistants.

All other ten (10) month CUPE staff, will work twenty-four (24) hours through the following choices:

- Weeks of August 19 to 30, 2019, or
- Weeks of March 23 to 27, 2020, or
- June 26, 2020 (Administrative Day), or
- By a combination of the above dates.

As well, these employees may choose not to work these days. Those days will be scheduled with approval of their supervisors on specific dates through the time sheet process as casual work.

Bus Drivers will continue to be guaranteed a base of one thousand and ninety (1090) hours per school year in accordance with Article 9.5 of the Collective Agreement.

Casual employees will not be entitled to additional pay outside of the school year or payment during the extended Spring Break.

For twelve (12) month employees, Spring Break days will be considered normal working days and employees may choose, in consultation with their supervisor, to work or to take vacation, sick leave gratuity or banked time off.

Ten (10) month CUPE employees who work seven (7) hours per day **AND** work directly with students (the following positions have been agreed to; Aboriginal Education Assistants, Child & Youth Care Workers, Career Advisors, Work Experience Coordinators, Chef Assistants, and those Education Assistants that are seven {7} hours).

These employees will have the option of;

- a) Working the extra days as stated in this Letter of Understanding, **OR**
- b) Logging the extra hours up to a MAXIMUM of twenty (25) hours and work the additional time at their sites by attending school staff meetings to attending special staff meetings organized and approved by their supervisor. The decision for how additional time will be worked by a particular employee will be made by the individual's supervisor in consideration of student needs. There are approximately thirty (30) affected employees and each of these employees and their supervisor will receive an email explaining this information. **This EXTRA TIME worked will not be subjected to "Article 10 – Overtime" provisions of the collective agreement.** Extra time must be logged in the appropriate system during the pay period in which it is worked.

Agreed to this 10<sup>th</sup> day of July, 2019.

For SCHOOL DISTRICT NO.33 (CHILLIWACK)

Nadine Clattenburg  
Signature

Nadine Clattenburg / District Principal  
Print Name/Position

[Signature]  
Signature

Kirk Savage / Assistant Superintendent  
Print Name/Position

For C.U.P.E., Local 411

Dale Obirek  
Signature

DALE OBIREK / PRESIDENT CUPE 411  
Print Name/Position

[Signature]  
Signature

Tracey Ahara / Vice-President  
Print Name/Position