

COLLECTIVE AGREEMENT

between

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

and

**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 411**

for the period

July 1, 2019 - June 30, 2022

Table of Contents

This Agreement made the 7th day of November 2019	1
ARTICLE 1 – DEFINITIONS	2
1.1 Employee	2
1.2 Probationary Employee	2
1.3 Regular Employee	2
1.4 School Term Employee	2
1.5 Supervision Assistant.....	2
1.6 Casual Employee.....	2
1.7 Temporary Assignments.....	3
1.8 <i>Apprenticeship</i>	3
ARTICLE 2 - MANAGEMENT RIGHTS.....	3
ARTICLE 3 - UNION RECOGNITION.....	3
3.1 Bargaining Agency.....	3
3.2 Negotiations.....	3
3.3 Employee Agreements.....	3
ARTICLE 4 - UNION SECURITY.....	4
4.1 Union Membership.....	4
4.2 Union Dues	4
4.3 Monthly Union Meetings	4
ARTICLE 5 - LABOUR MANAGEMENT RELATIONS.....	4
5.1 Representation	4
5.2 Local Bargaining Committee.....	4
5.3 Representative of Canadian Union.....	5
5.4 Labour/Management Committee.....	5
5.5 Time Off for Meeting.....	6
5.6 Bulletin Boards	6
5.7 Technical Information.....	6
ARTICLE 6 - GRIEVANCE PROCEDURE	7
6.1 Right to Have Shop Steward Present.....	7
6.2 Application.....	7
6.3 Procedure.....	7

6.4	Expedited Arbitration	9
ARTICLE 7 - SENIORITY		9
7.1	Seniority Defined.....	9
7.2	Casual Seniority	10
7.3	Mobility of Seniority.....	10
7.4	Probationary and Casual Employees	10
7.5	No Loss of Seniority	10
7.6	Loss of Seniority.....	10
7.7	Transfers Outside Bargaining Unit.....	11
7.8	Seniority List	11
7.9	Seniority Tie Breakers.....	11
ARTICLE 8 - STAFF CHANGES		11
8.1	Appointments.....	11
8.2	Layoffs and Recalls	13
8.3	Suspensions and Terminations	15
8.4	Notice of Staff Changes	15
ARTICLE 9 - HOURS OF WORK.....		16
9.1	Regular Full-Time Employees.....	16
9.2	Part-Time Employees.....	16
9.3	Education Assistant Consultation.....	16
9.4	Supervision Assistants	16
9.5	Bus Drivers.....	16
9.6	Shifts and Shift Differentials	18
9.7	Reporting.....	19
9.8	Rest Periods	19
9.9	Notice of Shift	19
9.10	Schedule Changes.....	19
9.11	School Closing.....	19
ARTICLE 10 - OVERTIME.....		20
10.1	Overtime Authorized	20
10.2	Overtime Rates	20
10.3	Overtime Saturdays/First Day of Rest.....	20
10.4	Overtime Sundays or Second Day of Rest	20
10.5	Overtime, Community Use of Schools - Custodial Staff.....	20

10.6	Overtime Allocation.....	21
10.7	Call-Out.....	21
ARTICLE 11 - GENERAL HOLIDAYS		21
11.1	Days Applicable.....	21
11.2	Regular and School Term Employees	21
11.3	Fall on Day of Rest.....	22
11.4	Holiday Pay	22
11.5	Holidays on Day Off.....	22
ARTICLE 12 - ANNUAL VACATIONS		22
12.1	Regular Full-Time Employees.....	22
12.2	Regular Part-Time and School Term Employees	23
12.3	Vacation Pay During School Closures.....	23
12.4	Vacation Schedules	23
12.5	Approved Leave of Absence During Vacation.....	24
12.6	Vacation Credit During Leave of Absence	24
ARTICLE 13 - SICK LEAVE PROVISIONS		24
13.1	Definition.....	24
13.2	Entitlement.....	24
13.3	Accumulation.....	24
13.4	Extension of Benefits.....	24
13.5	Responsibility to Report	25
13.6	Medical Certificate.....	25
13.7	"Red-Circled" Sick Leave Gratuity.....	25
13.8	Current Sick Leave Gratuity	25
13.9	Sick Leave Payout Upon Retirement.....	26
13.10	Records.....	26
13.11	Sick Leave During Leave of Absence.....	26
ARTICLE 14 - LEAVE OF ABSENCE.....		26
14.1	Union Business Leave.....	26
14.2	Leave for Public Duties	27
14.3	Bereavement Leave.....	27
14.4	Mourner's Leave.....	27
14.5	Jury or Court Witness Duty Leave.....	27
14.6	Maternity/Parenthood Leave	28

14.7	Supplemental Employment Benefits on Maternity Leave.....	28
14.8	Paternity Leave.....	28
14.9	Injury Leave.....	28
14.10	General Leave	29
14.11	<i>Domestic or Sexual Violence</i>	29
14.12	Retirement Counselling.....	29
ARTICLE 15 - PAYMENT OF WAGES AND ALLOWANCES.....		29
15.1	Pay Days	29
15.2	Regular Part-Time Employees.....	30
15.3	Pay Days - School Term Employees	30
15.4	Pay for Acting Employees.....	30
15.5	Overtime Meal Allowance	30
15.6	Educational Allowance	30
15.7	Professional Fees and Licences.....	31
15.8	Mileage Allowance	31
ARTICLE 16 - JOB CLASSIFICATION AND RECLASSIFICATION.....		31
16.1	Class Specifications.....	31
16.2	Abolition of Established Positions.....	31
16.3	Establishment of Salaries or Rates	31
16.4	Reclassification, Salary or Rate Changes.....	31
16.5	Processing Requests.....	31
16.6	Right to Appeal	32
16.7	Arbitration	32
16.8	Extension of Times.....	32
ARTICLE 17 - EMPLOYEE BENEFITS.....		32
17.1	Medical and Extended Health	32
17.2	Life Insurance	32
17.3	Municipal Pension	32
17.4	Death Benefits	33
17.5	Dental Plan.....	33
17.6	Carrier of Benefit Plans	33
17.7	Supplementation of Workers' Compensation Payments	33
17.8	Immunization/Communicable Diseases	33
17.9	Supervision Assistants	33

ARTICLE 18 - ACCIDENT PREVENTION.....	34
18.1 Cooperation in Safety.....	34
18.2 Health and Safety Committee.....	34
18.3 Meetings of Committee.....	34
18.4 Safety Measures.....	34
18.5 No Disciplinary Action.....	34
18.6 Investigation of Accidents.....	34
18.7 Transportation of Accident Victim.....	35
ARTICLE 19 - JOB SECURITY.....	35
19.1 Technological Change.....	35
19.2 Contracting Out.....	35
19.3 Sexual Harassment.....	35
19.4 Harassment.....	35
19.5 No Discrimination.....	36
19.6 Falsely Accused Employee Assistance.....	36
19.7 Volunteers.....	37
19.8 Amalgamation or Merger.....	37
ARTICLE 20 - GENERAL PROVISIONS.....	37
20.1 Accommodation.....	37
20.2 Clothing Entitlement.....	37
20.3 Tools.....	37
20.4 Fire and Theft Insurance.....	38
20.5 Picket Lines.....	38
20.6 Plural or Feminine Terms.....	38
20.7 Addenda.....	38
ARTICLE 21 – SERVICE IMPROVEMENT FUND.....	38
ARTICLE 22 – TERMS OF AGREEMENT.....	39
APPENDIX A GENERAL WAGE INCREASE.....	40
APPENDIX A.1 JOB EVALUATION - REPORT OF TOTAL POINTS.....	41
APPENDIX A.2 CUPE WAGE GRID – July 1, 2019.....	43
APPENDIX A.2 CUPE WAGE GRID – July 1, 2020.....	45
APPENDIX A.2 CUPE WAGE GRID – July 1, 2021.....	47
APPENDIX A.3 DIFFERENTIALS AND SUPERVISION PAY.....	49
APPENDIX B.....	52

EXCLUDED JOB TITLES IN ACCORDANCE WITH ARTICLE 3.1..... 52
LETTER OF UNDERSTANDING #1 53
LETTER OF UNDERSTANDING #2..... 54
LETTER OF UNDERSTANDING #3..... 56
LETTER OF UNDERSTANDING #4..... 58
LETTER OF UNDERSTANDING #5..... 60
LETTER OF UNDERSTANDING #6..... 61
LETTER OF UNDERSTANDING #7..... 62
LETTER OF UNDERSTANDING #8..... 63
LETTER OF UNDERSTANDING #9..... 64
LETTER OF UNDERSTANDING #10..... 65
Provincial Framework Agreement (“Framework”)..... 68
Local Memorandum of Agreement..... 82
ALPHABETICAL INDEX 84

This Agreement made the 7th day of November 2019.

BETWEEN:

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

AND:

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

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

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

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

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1 – DEFINITIONS

- 1.1 **“Employee”** shall mean a person who is an “Employee” as defined in the Statutes of the Province.
- 1.2 **“Probationary Employee”** shall mean an employee, full-time or part-time, who has successfully completed the probationary period and who is employed on a regular twelve (12)-month basis.
- 1.3 **“Regular Employee”** Shall mean an employee, full-time or part-time, who has successfully completed the probationary period and who is employed on a regular twelve (12) month basis.
- 1.4 **“School Term Employee”** Shall mean an employee, full-time or part-time, who has successfully completed the probationary period and who is employed for the school term. Spring Break and Christmas school closures shall not be considered normal working days for school term employees.
- 1.5 **“Supervision Assistant”** shall mean an employee who works, unless otherwise determined, for the school term, Monday through Friday, on days when students are in attendance during the regular school year.

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

- 1.6 **“Casual Employee”** Shall be defined as an employee other than Probationary, Regular or School Term Employee.

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

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

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

- 1.7 “Temporary Assignments”** Temporary assignments to positions resulting from extended leaves of absence such as maternity leave, long term illness, Workers’ Compensation or any other leave of absence granted under this Agreement where the duration of the leave is known to be longer than three (3) months, shall not be restricted to three (3) months but shall be for the duration of the leave granted. Such periods of time may be extended by mutual consent of the Parties.
- 1.8 “Apprenticeship”** All apprentices shall be employed in accordance with the provisions of the British Columbia Apprenticeship Act, and the Labour Relations Code, and the parties hereto agree to observe all provisions of said Acts. The minimum rates in Appendix A.3 shall apply.

ARTICLE 2 - MANAGEMENT RIGHTS

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

ARTICLE 3 - UNION RECOGNITION

3.1 Bargaining Agency

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

3.2 Negotiations

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

3.3 Employee Agreements

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

ARTICLE 4 - UNION SECURITY

4.1 Union Membership

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

4.2 Union Dues

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

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

4.3 Monthly Union Meetings

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

ARTICLE 5 - LABOUR MANAGEMENT RELATIONS

5.1 Representation

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

5.2 (a) Local Bargaining Committee

A local Bargaining Committee shall be appointed and consist of not more than *seven (7)* members appointed by the Employer, and not more than *five (5)* members appointed by the Union, *and paid for by the Employer. The Union's National Servicing*

Representative, and President or their designate may attend in addition at no cost to the Employer. The Union will advise the Employer of the Union nominees to the Committee. The parties agree that additional resource people may be brought in for meetings from time to time, as required.

(b) Function of Bargaining Committee

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

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

(c) Meeting of Committee

In the event either party wishes to call a meeting of the Bargaining Committee, the meeting shall be held at a time and place fixed by mutual agreement. However, such meeting must be held not later than six (6) calendar days after the request has been given, unless otherwise mutually agreed.

5.3 Representative of Canadian Union

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such representatives shall have access to the Employer's premises in order to investigate and assist in the settlement of a grievance. On all such occasions, the Employer shall be informed by the representative of his/her presence and the reason for it.

5.4 Labour/Management Committee

(a) Purpose of the Committee

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

(b) Composition of Committee

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

(c) Chair

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

(d) Meetings

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

(e) Minutes

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

(f) Scope of the Committee

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

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

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

5.5 Time Off for Meeting

Any representative of the Union on labour management joint Committees who is in the employ of the Employer, shall have the privilege of attending joint Committee meetings held within working hours without loss of remuneration.

5.6 Bulletin Boards

The Employer shall provide bulletin boards which shall be placed so that all employees will have access to them and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees.

5.7 Technical Information

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

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

ARTICLE 6 - GRIEVANCE PROCEDURE

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

6.1 Right to Have Shop Steward Present

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

(b) Lists

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

6.2 Application

Should any difference arise between the persons bound by the Agreement concerning its interpretation, application, operation, or any alleged violation thereof, including any questions governing the dismissal or suspension of an employee bound by the Agreement, and including any question as to whether any matter is arbitrable, such question or difference shall be final and conclusively settled without stoppage of work in accordance with the following steps:

6.3 Procedure

(a) Step 1

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

(b) Step 2

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

(c) Step 3

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

settlement is not reached within seven (7) working days of this meeting, the matter may be sent to arbitration.

(d) Arbitration

- (i)** A Board of Arbitration shall be formed to hear the grievance. Either party shall notify the other, in writing of the question(s) to be arbitrated and the name and address of its chosen representative on the Arbitration Board. After receiving such notice and statement, the other party shall within five (5) calendar days appoint its representative on the Arbitration Board and give notice in writing of such appointment to the other party. Such representatives shall endeavour to select a third member who shall be Chairman. Should the representatives fail to select such a third member within five (5) days from the appointment of the last representative, either party may request the Minister of Labour of the Province of British Columbia to appoint a Chairman. The expenses and compensation of the representatives selected by the parties shall be borne by the respective parties. The expenses and compensation of the Chairman shall be shared equally between the parties.
- (ii)** If there is mutual agreement between the Parties, a single arbitrator may be substituted for the Arbitration Board established in this Article. The expenses of the arbitrator shall be shared equally between the Parties.
- (iii)** Within fourteen (14) calendar days following the establishment of the Board of Arbitration, it shall report its decision on the grievance. The majority decision of the Board shall be final and binding on all persons bound by this Agreement.
- (iv)** In the event the Board of Arbitration finds that an employee has been dismissed or suspended for other than proper cause, the Board of Arbitration may direct the Employer to reinstate the employee and pay to the employee a sum equal to his/her wages or salary lost by reason of such suspension or discharge, or such lesser sum as in the opinion of the Board of Arbitration is fair and reasonable or make such other order as it considers fair and reasonable having regard to the terms of the Collective Agreement between the parties.

(e) Time Limit

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

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

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

6.4 Expedited Arbitration

- (a) Either party may request a grievance be dealt with under the Expedited Arbitration Procedures. Such request shall be confirmed in writing. The party receiving such a request shall respond within five (5) working days and confirm their response in writing. A grievance shall not be considered for Expedited Arbitration until the grievance procedure under the Collective Agreement has been exhausted.
- (b) Those grievances agreed to be suitable for expedited arbitration shall be scheduled within one calendar month.
- (c) The location of the hearings is to be agreed by the parties.
- (d) All presentations are to be short and concise and are to include a comprehensive opening statement. The parties agree to make limited use of authorities during their presentations.
- (e) Prior to rendering a decision, the arbitrator may assist the parties in mediating a resolution to the grievance. If this occurs, the cost will be borne in accordance with Section 103 of the B.C. Labour Relations Code.
- (f) Where mediation fails, or is not appropriate, a decision shall be rendered as contemplated herein.
- (g) The decision of the arbitrator is to be completed and mailed to the parties within ten (10) working days of the hearing.
- (h) The parties shall equally share the costs of the fees and expenses of the arbitrator.
- (i) The Arbitrator shall have the power and authority to conclusively settle the dispute and his/her decision shall be binding on both parties. The Arbitrator shall not have the power to change this agreement or to alter, modify or amend any of its provisions. However, the Arbitrator shall have the power to dispose of a grievance by any agreement which it deems just and equitable.
- (j) The parties agree that it is not their intention to utilize Section 104 of the Labour Relations Code as long as the above noted provisions are in effect.

ARTICLE 7 - SENIORITY

7.1 Seniority Defined

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

7.2 Casual Seniority

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

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

7.3 Mobility of Seniority

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

7.4 Probationary and Casual Employees

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

7.5 No Loss of Seniority

An employee shall not lose seniority rights if he/she is absent from work because of sickness, accident, layoff or leave of absence approved by the Employer.

7.6 Loss of Seniority

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

- (a)** He/she is discharged for just cause and is not reinstated.
- (b)** He/she resigns.
- (c)** He/she is absent from work in excess of five (5) consecutive working days, without sufficient cause or without notifying the Employer, unless such notice was not reasonably possible.
- (d)** He/she fails to return to work following a lay-off within seven (7) calendar days after being notified by registered mail to do so, unless through sickness or other just cause. It shall be the responsibility of the employee to keep the Employer informed of his/her current address.
- (e)** Employees who are laid off and have less than one (1) year's continuous service shall retain their seniority rights for six (6) months. Employees who are laid off and have more than one (1) year's continuous service shall retain their seniority rights for one (1) year.

(f) Loss of seniority shall mean loss of all rights as an employee.

7.7 Transfers Outside Bargaining Unit

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

7.8 Seniority List

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

7.9 Seniority Tie Breakers

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

ARTICLE 8 - STAFF CHANGES

8.1 Appointments

(a) Job Posting

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

(ii) Leave of Absence Replacements

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

employee.

(b) Selection Criteria

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

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

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

(c) Trial Period

In the event an employee is promoted or transferred to a new position, he/she shall be considered to be on trial for a period of not more than forty-five (45) working days. If, at any time during the trial period the employee is not considered satisfactory in the new position, he/she shall be returned to his/her previous or similar position and shift without loss of seniority. If, at any time during the trial period the employee wishes to return to his/her previous or similar position, he/she shall be returned without loss of seniority if mutually agreed by all employees affected.

(d) Performance Reviews

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

The Employer will meet with two (2) members of C.U.P.E. Local 411, as determined by the local, to consult and consider recommendations with regards to best practices on Employee Performance Reviews.

(e) Discipline

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

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

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

(f) New Position Information

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

8.2 Layoffs and Recalls

(a) Definition

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

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

(b) Notice of Layoff

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

(c) Severance Pay

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

Less than 1 year service:	0.0%
After completion of 1 year service:	
- For each completed year of service up to 2 years	0.8%
- For each additional year of service up to a total of 5 years	1.6%
- For each additional year service	3.2%

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

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

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

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

(d) Layoff, Bumping, and Recall Procedure

- (i)** Both parties recognize that job security should increase in proportion to length of service. Therefore, in the event of a layoff, employees shall be laid off in the reverse order of their seniority and shall be recalled in order of their seniority, providing he/she is qualified to do the work he/she is recalled to and provided he/she has retained recall rights.
- (ii)** All employees laid off or displaced shall be entitled to bump other employees in accordance with their seniority. Any employee displaced by this procedure shall be entitled to the same bumping rights. The right to bump shall include the right to bump into an equivalent or lower classification. Employees wishing to utilize their rights under this clause shall notify the Employer within three (3) working days after receiving the notice of layoff in writing. In accordance with this Article, it shall be the Employer's choice as to the position each employee shall bump into with prior consultation with the Union.
- (iii)** All employees who are on the recall list shall be deemed to have applied for all posted positions within their Division and shall be deemed to be recalled when they are the senior applicant and qualified for the position. If the employee refuses two (2) positions for which he/she is qualified, the right of recall is lost

and he/she will be offered the option of terminating employment with the school district or reverting to casual status. Should a laid off employee elect to become casual, all conditions of employment will be as a casual employee except that his/her regular seniority will be returned if appointed to another regular position.

(e) Entitlement to Recall

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

(f) Emergencies

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

8.3 Suspensions and Terminations

(a) Suspension

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

(b) Dismissal

Any employee, may for proper cause, be dismissed without notice and subject to Statutory Regulations, may be deprived of benefits that he/she would otherwise receive on retirement, or, at the discretion of the Employer, such notice and benefits as the Employer may authorize, provided, however, that any employee so dismissed shall have the right to grieve (Article 6).

(c) Notice of Resignation

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

(d) Retirement

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

8.4 Notice of Staff Changes

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

ARTICLE 9 - HOURS OF WORK

9.1 Regular Full-Time Employees

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

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

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

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

9.2 Part-Time Employees

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

9.3 Education Assistant Consultation

If the Board requires an education assistant to engage in a consultation process with a teacher(s), administrator, or parent outside normal working hours, or to participate in the preparation of individual education plans, compensation will be provided by the Board consistent with the Collective Agreement.

9.4 Supervision Assistants

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

9.5 Bus Drivers

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

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

- (a) Regular shift is defined as the conveyance of passengers to school in the morning and home in the afternoon.
- (b) Extra shift is defined as the conveyance of passengers for extra-curricular activities.

- (c) Shifts shall be paid at a minimum of two (2) hours and drivers' time will be uninterrupted if less than one-half ($\frac{1}{2}$) hour remains between shifts.
 - (i) Drivers are entitled to one 15 minute rest period after two (2) hours of work and a second rest period after six (6) hours of work. Paid waiting times of 15 minutes or more will be construed as a paid rest period regardless of the length of time spent waiting.
- (d) All work after nineteen hundred (1900) hours on those days on which the regular shift has been worked shall be deemed to be overtime. After twelve (12) hours from the start of the regular shift, work will be deemed as overtime.
- (e) Hours of work consisting of regular and extra shifts and overtime are shared as equally as possible amongst drivers. Each driver has the opportunity to choose a percentage of the work available beyond one's guaranteed hours, although the decision of the Employer will prevail. If no drivers are available, other transportation department staff may share the work.
- (f) Where School District transportation is used for extra-curricular trips on Saturdays and Sundays, the following applies instead of the overtime rates in Article 10.2:

EFFECTIVE JULY 1, 2020:

- (i) Time and one-half ($1\frac{1}{2}$) of the regular rate shall be paid for the entire trip.
- (ii) No shift will be paid less than four (4) hours.
- (iii) Trips that are cancelled where the driver positions into departure point/school shall be paid at two (2) hours at one and half ($1\frac{1}{2}$) times the regular rate.
- (iv) All work carried out in this sub paragraph 9.5(f) shall be on a volunteer basis and shared as equally as possible. All Transportation employees may participate and shall be paid at the Bus Driver rate of pay.
- (v) An exception to 9.5(f)(i) and (iii) above will apply to bus driving on ski trips. Bus drivers who drive on ski trips shall share those hours only with other registered ski trip drivers.

EFFECTIVE JULY 1, 2019 TO JUNE 30, 2020:

- (i) Time and one-half ($1\frac{1}{2}$) regular rate for driving to and from destination.
- (ii) Upon arrival at destination, waiting time shall be paid at the regular rate of pay.
- (iii) *No shift will be paid less than four (4) hours.*
- (iv) Trips that are cancelled where the driver positions into departure point/school shall be paid at two (2) hours at one and one half ($1\frac{1}{2}$) times the regular rate.
- (v) All work carried out in this sub paragraph 9.5(f) shall be on a volunteer basis and

shared as equally as possible. All Transportation employees may participate and shall be paid at the Bus Driver rate of pay.

- (vi) An exception to 9.5 (f) (i) to (vi) above will apply to bus driving on ski trips. Bus drivers who drive on ski trips shall share those hours only with other registered ski trip drivers.
- (g) Work carried out on General Holidays shall be paid in accordance with the current contract rates.
- (h) At the end of each school year a review of school bus drivers' hours of work will be made to ensure minimum guarantee is met. Any shortages will be paid out.

9.6 Shifts and Shift Differentials

Shift differentials do not apply to overtime hours.

(a) Second Shift

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

(b) Third Shift

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

(c) Differential - Custodial Staff

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

(d) Special Shift

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

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

In the event of an extended school week being established, a regular shift may be established consisting of five (5) consecutive days commencing Tuesday.

(e) Temporary Shifts for Inside Clerical Workers

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

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

9.7 Reporting

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

9.8 Rest Periods

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

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

9.9 Notice of Shift

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

9.10 Schedule Changes

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

9.11 School Closing

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

ARTICLE 10 - OVERTIME

10.1 Overtime Authorized

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

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

10.2 Overtime Rates

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

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

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

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

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

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

10.3 Overtime Saturdays/First Day of Rest

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

10.4 Overtime Sundays or Second Day of Rest

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

10.5 Overtime, Community Use of Schools - Custodial Staff

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

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

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

10.6 Overtime Allocation

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

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

10.7 Call-Out

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

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

ARTICLE 11 - GENERAL HOLIDAYS

11.1 Days Applicable

The following are the general holidays which shall apply:

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

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

11.2 Regular and School Term Employees

- (a)** It is the purpose of this Article to guarantee a minimum of eleven (11) general holidays to all regular employees.
- (b)** School Term employees will be paid for all general holidays falling within their period of employment, and/or all general holidays where the employee has worked or received pay for fifteen (15) working days in the prior thirty (30) calendar day period and/or all general holidays where the employee has received wages for the working day preceding

or the working day following the holiday.

- (c) Employees who work less than full days or full weeks shall have general holidays prorated on the basis of hours of work per week relative to a full-time employee. Such employees shall be entitled to the prorated general holiday or the Employer shall pay the employees in lieu of such holiday at their regular rates of pay.
- (d) A newly appointed employee with work experience in the six (6) months preceding the general holiday, who has worked for the Employer for fifteen (15) days or more, shall be entitled to general holiday pay for a general holiday falling the day immediately preceding his/her date of hire.

11.3 Fall on Day of Rest

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

11.4 Holiday Pay

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

11.5 Holidays on Day Off

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

ARTICLE 12 - ANNUAL VACATIONS

12.1 Regular Full-Time Employees

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

<u>Length of Service</u>	<u>Vacation Entitlement</u>
During 1st year	1.25 working days per month to maximum 15 days or 6%, whichever is greater
1 year or more	15 working days
8 years or more	20 working days
12 years or more	25 working days
18 years or more	30 working days

plus one day for each year after 20 years.

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

12.2 Regular Part-Time and School Term Employees

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

12.3 Vacation Pay During School Closures

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

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

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

12.4 Vacation Schedules

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

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

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

12.5 Approved Leave of Absence During Vacation

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

12.6 Vacation Credit During Leave of Absence

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

ARTICLE 13 - SICK LEAVE PROVISIONS

13.1 Definition

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

13.2 Entitlement

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

13.3 Accumulation

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

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

13.4 Extension of Benefits

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

13.5 Responsibility to Report

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

13.6 Medical Certificate

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

Proven abuse of sick leave shall be deemed cause for suspension or dismissal.
All medical examinations required by virtue of an employee's job to be paid by the Employer.

13.7 "Red-Circled" Sick Leave Gratuity

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

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

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

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

13.8 Current Sick Leave Gratuity

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

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

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

13.9 Sick Leave Payout Upon Retirement

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

13.10 Records

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

13.11 Sick Leave During Leave of Absence

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

ARTICLE 14 - LEAVE OF ABSENCE

14.1 Union Business Leave

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

contained in this Agreement. Such leave of absence shall not be withheld unjustly.

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

14.2 Leave for Public Duties

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

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

14.3 Bereavement Leave

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

14.4 Mourner's Leave

One-half (1/2) day leave may be granted without loss of salary or wages to attend a funeral or memorial service. *An additional one-half (1/2) day of unpaid leave may be granted where travel time is required, provided the employee has the approval for both the half day (1/2) of leave and the half day (1/2) travel time from his/her Supervisor.*

14.5 Jury or Court Witness Duty Leave

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

14.6 Maternity/Parenthood Leave

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

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

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

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

The current entitlements are available from the Human Resources Division.

14.7 Supplemental Employment Benefits on Maternity Leave

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

14.8 Paternity Leave

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

14.9 Injury Leave

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

14.10 General Leave

(a) General Long-Term Leave of One Year:

The Employer may grant leave of absence with or without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause, such request to be in writing to the Human Resources Department by May 15th for the leave to commence the following school year in September or a minimum of four (4) months' notice for twelve (12) month employees and approved by the Employer and subject to operational requirements. School Term Employees on a leave of absence of one (1) year or more under the provisions of this Article shall provide the Employer with written notice of their intention to return to work the following September no later than May 15th.

General Long-Term Leave of Absences are unpaid, upon receipt of written requests from the employee, employees have the option to maintain benefits by paying one hundred percent (100%) of the premiums for MSP, Extended Health Benefits, Dental and Group Life. Accepting work with another employer is not an acceptable reason for requesting a General Long-Term Leave of Absence.

(b) School Term Employees seeking unpaid leave less than one (1) school year for compelling circumstances may be considered not withstanding 14.10(c).

(c) Discretionary Leave Without Pay

An employee with three (3) calendar years of service shall be entitled to take two (2) Discretionary Days per calendar year subject to operational requirements. The Leave shall be without pay and without loss of seniority. The request shall be submitted to the employee's supervisor seventy-two (72) hours in advance of the requested leave. The seventy-two (72) hours' notice will be waived to attend to a serious household or domestic emergency.

14.11 Domestic or Sexual Violence

Domestic or Sexual Violence leave of absence shall be provided in accordance with British Columbia Employment Standards Act, and any applicable legislation.

14.12 Retirement Counselling

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

ARTICLE 15 - PAYMENT OF WAGES AND ALLOWANCES

15.1 Pay Days

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

15.2 Regular Part-Time Employees

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

15.3 Pay Days - School Term Employees

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

15.4 Pay for Acting Employees

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

15.5 (a) Overtime Meal Allowance

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

(b) Out of Town Trip Meals

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

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

15.6 Educational Allowance

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

15.7 Professional Fees and Licences

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

15.8 Mileage Allowance

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

ARTICLE 16 - JOB CLASSIFICATION AND RECLASSIFICATION

16.1 Class Specifications

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

16.2 Abolition of Established Positions

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

16.3 Establishment of Salaries or Rates

The Employer has the right to establish salaries or rates for any new position or class of positions. Such salaries and rates shall be subject to negotiations between the parties. The new rate shall become retroactive to the time the new position was first filled by an employee.

16.4 Reclassification, Salary or Rate Changes

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

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

16.5 Processing Requests

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

16.6 Right to Appeal

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

16.7 Arbitration

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

16.8 Extension of Times

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

ARTICLE 17 - EMPLOYEE BENEFITS

17.1 Medical and Extended Health

Employees who have completed their probationary period may participate in the approved Medical Plan and in the Extended Health Benefit Plan. The Extended Health Benefit Plan shall provide coverage to one hundred thousand dollars (\$100,000) and shall include a vision care provision of two hundred dollars (\$200) per two (2) calendar years and effective July 1, 2001, hearing aids to a maximum of one thousand (\$1,000) every five years. The costs of the premium shall be shared 80/20 by the Employer and the employees respectively. Effective July 1, 1999 the cost of the Extended Health Benefit premiums shall be assumed by the Employer.

17.2 Life Insurance

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

17.3 Municipal Pension

- (a) All employees who qualify shall participate in the Municipal Pension Plan upon completion of the probationary period.
- (c) Employees not eligible to be covered by the Municipal Pension Plan shall receive one (1) month's wage at the rate paid at the last permanent position held upon retirement. Upon completion of ten (10) years of service such employees shall receive two (2) month's wage.

- (c) All full-time regular and school term employees and all regular and school term employees who work fifty percent (50%) or more in comparison to full time shall as a condition of continuing employment, participate in the Municipal Pension Plan, except those who opted not to be covered prior to July 1, 1990.

17.4 Death Benefits

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

17.5 Dental Plan

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

17.6 Carrier of Benefit Plans

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

17.7 Supplementation of Workers' Compensation Payments

An employee prevented from performing his/her regular work with the Employer on account of an occupational accident that is recognized by WorkSafeBC as compensable within the meaning of the Compensation Act shall be able to access their sick leave bank in order to make up the difference between the amount payable by WorkSafeBC and his/her regular salary. Income Tax deductions will not be changed at source due to Workers' Compensation Benefit leaves.

17.8 Immunization/Communicable Diseases

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

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

17.9 Supervision Assistants

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

- Article 7.1 Seniority Defined
- Article 17.1 Medical and Extended Health

Article 17.2	Life Insurance
Article 17.3	Superannuation
Article 17.4	Death Benefits
Article 17.5	Dental Plan

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

ARTICLE 18 - ACCIDENT PREVENTION

18.1 Cooperation in Safety

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

18.2 Health and Safety Committee

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

18.3 Meetings of Committee

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

18.4 Safety Measures

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

18.5 No Disciplinary Action

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

18.6 Investigation of Accidents

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

18.7 Transportation of Accident Victim

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

ARTICLE 19 - JOB SECURITY

19.1 Technological Change

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

The Employer agrees to offer alternative employment to an employee made redundant by such technological change provided a suitable alternative position is available, and moreover, shall provide retraining for such employee, where required, provided said employee is re-trainable and/or is willing to be retrained. Every effort shall be made to ensure that the employee suffers no loss in pay.

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

A technological change committee shall be established and shall be comprised of two representatives appointed by the Employer and two representatives of the Union. Meetings shall take place at the request of the Union or Employer with the view of making joint recommendations regarding the introduction of technological change and its anticipated impact.

19.2 Contracting Out

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

19.3 Sexual Harassment

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

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

19.4 Harassment

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

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

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

19.5 No Discrimination

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

19.6 Falsely Accused Employee Assistance

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

- (a) an investigation has been undertaken by the Board and the Board has determined the accusation is not true, or
- (b) an arbitrator finds the accusation to be false, or
- (c) a court acquittal is not followed by an arbitrator's decision upholding the accusation,

the employee shall be entitled to the following:

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

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

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

19.7 Volunteers

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

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

19.8 Amalgamation or Merger

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

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

ARTICLE 20 - GENERAL PROVISIONS

20.1 Accommodation

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

20.2 Clothing Entitlement

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

20.3 Tools

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

20.4 Fire and Theft Insurance

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

20.5 Picket Lines

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

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

20.6 Plural or Feminine Terms

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

20.7 Addenda

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

ARTICLE 21 – SERVICE IMPROVEMENT FUND

November 6, 2019

The parties agree that, effective July 1, 2020, \$170,000 of the total \$179, 944.00 Service Improvement Fund provided for in item 3 of the Provincial Framework Agreement will be allocated as follows:

- 1. \$40,000 to create a Skills, Training and Enhancement Fund,*
- 2. \$45,000 to create a Clerical Hours Fund, and*
- 3. \$85,000 to create an Additional EA Hours Fund.*

Skills, Training and Enhancement Fund

The Skills, Training and Enhancement Fund will be used for staff training and development that will enhance service to the district. All staff are eligible to apply for access to this fund. The fund may be used to cover costs for items such as training course, conference fees, speaker fees, costs associated with travel to attend training/conferences and pay for casuals to attend pro-d days or other training and development related costs as agreed to by the parties.

This fund will be administered by the Labour Management Committee and this Committee will

develop terms of reference for the management and disbursement of funds by no later than February 28, 2020.

Clerical Hours Fund

Additional Clerical hours will be used to improve and enhance front line services to students, parents and staff. Funds will be allocated to schools based on an average of four (4) hours per school per month and these hours will be scheduled in a way that best meets the needs of each individual school and the district overall.

EA Hours Fund

Additional EA hours may be used for activities such as: mentorship; attendance at IEP meetings; supporting students on school buses; attending EA team meetings; and Safety Plan Meetings; and updating the EAOC binders. Extra hours shall be in addition to regularly scheduled shifts and in normal circumstances these additional hours will not result in overtime being triggered. The Employer will endeavour to assign extra hours to regular employees before casual employees.

Any unused funds will be rolled over to the following year. The district is under no obligation to spend more than the Service Improvement Fund allocation of \$170,000 per year.

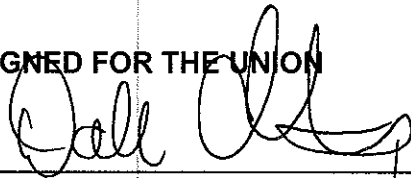
ARTICLE 22 – TERMS OF AGREEMENT

This agreement shall be for the period from and including July 1st, 2019 to and including June 30th, 2022 and from year to year thereafter subject to the right of either party to the Agreement, at any time within four (4) months immediately preceding the date of the expiry of this Agreement or immediately preceding the last day of June in any year thereafter, by written notice, to require the other party to the Agreement to commence collective bargaining. Should either party give written notice aforesaid, this Agreement shall thereafter continue in full force and effect until all provisions of the prevailing labour statutes of the Province of British Columbia have been met.

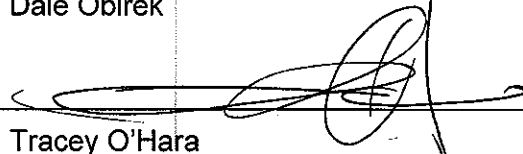
IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals;

This 6th day of November, 2019.

SIGNED FOR THE UNION



Dale Obirek

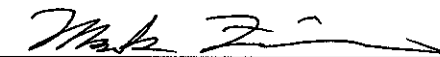


Tracey O'Hara

SIGNED FOR THE EMPLOYER



Tamara Ilersich



Mark Friesen

APPENDIX A GENERAL WAGE INCREASE

1. *July 1, 2019, 2%*
2. *July 1, 2020, 2%*
3. *July 1, 2021, 2%*

APPENDIX A.1 JOB EVALUATION - REPORT OF TOTAL POINTS

Minimum Points: 127

Maximum Points: 475

Band Width: 25

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

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

*Rating pending as at December 3, 2012

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

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

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

Effective July 1, 2019 see LOU #10.

Agreed this 6th day of November, 2019.

For the Union:

For the Employer:

“Jeanne Marr”

“Tamara Ilersich”

“Tracey O’Hara”

“Mark Friesen”

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

APPENDIX A.2 CUPE WAGE GRID – July 1, 2019

Description	Band	Job No. Total Points	Total Points	May 1/19 Green Circled Rate	May 1/19 Banded Rate 1.0% + .75% ESD	May 1/19 Actual Rate 1.0% + .75% ESD	July 1/19 Green Circled Rate	July 1/19 Banded Rate 2.0%	July 1/19 Actual Rate 2.0%
ABORIGINAL EDUCATION SECRETARY	7	83	281	-	23.88	23.88	-	24.36	24.36
ABORIGINAL EDUCATION ASSISTANT	7	73	249	-	23.88	23.88	-	24.36	24.36
ACCOUNTING CLERK	8	29	306	-	24.61	24.61	-	25.10	25.10
ADMINISTRATION OFFICE RECEPTIONIST/CLERK	7	80	283	-	23.88	23.88	-	24.36	24.36
ADMINISTRATION OFFICE SECRETARY	9	30	337	-	25.36	25.36	-	25.87	25.87
ASSISTANT BUYER **	8	83	*	-	24.61	24.61	-	25.10	25.10
BUS DRIVER	8	23	324	23.76	24.61	24.02	24.24	25.10	24.50
CARPENTER	11	5	389	-	26.83	29.22	-	27.37	29.80
CARPENTER (Grandfathered)	11	5	389	-	26.83	29.62	-	27.37	30.21
CHANCE SCHOOL SECRETARY	8	33	313	-	24.61	24.61	-	25.10	25.10
CHEF ASSISTANT A	8	62	321	-	24.61	24.61	-	25.10	25.10
CHEF ASSISTANT B	5	63	251	-	22.41	22.41	-	22.86	22.86
CHILD AND YOUTH CARE WORKER	11	64	395	-	26.83	26.83	-	27.37	27.37
COMPUTER SERVICES TECHNICIAN (FVDES)	12	77B	404	-	27.55	27.55	-	28.10	28.10
COMPUTER SERVICES TECHNICIAN (MTCE)	12	77A	404	-	27.55	27.55	-	28.10	28.10
COMPUTER SERVICES TECHNICIAN (CSS)	12	77C	404	-	27.55	27.55	-	28.10	28.10
CORRESPONDENCE SCHOOL ACCOUNTING CLERK	7	34	298	-	23.88	23.88	-	24.36	24.36
CORRESPONDENCE SCHOOL SECRETARY A	9	35	341	-	25.36	25.36	-	25.87	25.87
CORRESPONDENCE SCHOOL SECRETARY B	6	36	259	-	23.14	23.14	-	23.60	23.60
CUSTODIAN 1	3	1	186	-	20.93	20.93	-	21.35	21.35
CUSTODIAN 2	6	2	270	22.73	23.14	22.99	23.18	23.60	23.45
CUSTODIAN 3	7	3	301	23.13	23.88	23.39	23.59	24.36	23.86
CUSTODIAN 3 (Grandfathered)				-	23.88	23.88	-	24.36	24.36
DISTANCE EDUCATION SCHOOL INVENTORY CLERK	6	7	261	-	23.14	23.14	-	23.60	23.60
EDUCATION ASSISTANT - ACADEMIC UPGRADING	6	67	255	-	23.14	23.14	-	23.60	23.60
EDUCATION ASSISTANT - CHANCE	10	68	372	-	26.09	26.09	-	26.61	26.61
EDUCATION ASSISTANT - EDUCATION	1	69	146	-	19.44	19.44	-	19.83	19.83
EDUCATION ASSISTANT - PHYSICAL NEEDS	9	70	342	-	25.36	25.36	-	25.87	25.87
EDUCATION ASSISTANT - SPECIAL NEEDS	9	71	344	-	25.36	25.36	-	25.87	25.87
EDUCATION ASSISTANT - SPECIAL NEEDS (Grandfathered)	11			-	26.83	26.83	-	27.37	27.37
EDUCATION CENTRE SECRETARY A	9	38	342	-	25.36	25.36	-	25.87	25.87
EDUCATION CENTRE SECRETARY B	7	39	291	-	23.88	23.88	-	24.36	24.36
ELECTRICIAN	11	9	395	-	26.83	29.22	-	27.37	29.80
ELECTRONICS TECHNICIAN	10	11	357	-	26.09	26.09	-	26.61	26.61
ELECTRONICS TECHNICIAN (Grandfathered)	10	11	357	-	26.09	27.20	-	26.61	27.74
ELECTRONICS/HEATING TECHNICIAN	10	10	365	-	26.09	28.49	-	26.61	29.06
ELECTRONICS/HEATING TECHNICIAN (Grandfathered)	10	10	365	-	26.09	29.62	-	26.61	30.21
ELEMENTARY SCHOOL SECRETARY	7	40	283	-	23.88	23.88	-	24.36	24.36
Description	Band	Job No.	Total Points	May 1/19	May 1/19	May 1/19	July 1/19	July 1/19	July 1/19

		Total Points		Green Circled Rate	Banded Rate 1.0% + .75% ESD	Actual Rate 1.0% + .75% ESD	Green Circled Rate	Banded Rate 2.0%	Actual Rate 2.0%
FACILITIES CLERK	7	48A	281	-	23.88	23.88	-	24.36	24.36
FLEET CUSTODIAN	9	26	329	23.78	25.36	24.04	24.26	25.87	24.52
GARDENER	8	74	309	-	24.61	27.01	-	25.10	27.55
HUMAN RESOURCES SECRETARY	9	41	337	-	25.36	25.36	-	25.87	25.87
JOURNEYPerson COOK	10	73	357	-	26.09	28.49	-	26.61	29.06
JOURNEYPerson GARDENER	10	79	354	-	26.09	28.49	-	26.61	29.06
MAINTENANCE CLERK A	9	47	327	-	25.36	25.36	-	25.87	25.87
MECHANIC	13	27	437	-	28.28	30.72	-	28.85	31.33
MECHANIC HELPER	9	28	334	24.41	25.36	24.68	24.90	25.87	25.17
PAINTER	9	14	327	-	25.36	27.79	-	25.87	28.35
PAINTER (Grandfathered)	9	14	327	-	25.36	29.62	-	25.87	30.21
PAYROLL CLERK	9	50	329	-	25.36	25.36	-	25.87	25.87
PLUMBER	11	15	382	-	26.83	29.22	-	27.37	29.80
PRINT SHOP TECHNICIAN	7	51	288	-	23.88	23.88	-	24.36	24.36
RECEPTIONIST/ACCOUNTS CLERK	7	52	300	-	23.88	23.88	-	24.36	24.36
REPLACEMENT STAFF FACILITATOR	8	54	308	-	24.61	24.61	-	25.10	25.10
SEASONAL LABOURER	3	17	191	-	20.93	20.93	-	21.35	21.35
SECONDARY SCHOOL ACCOUNTING CLERK	7	56	296	-	23.88	23.88	-	24.36	24.36
SECONDARY SCHOOL CAREER ADVISOR	8	65	307	-	24.61	24.61	-	25.10	25.10
SECONDARY SCHOOL LIBRARY ASSISTANT	5	78	242	-	22.41	22.41	-	22.86	22.86
SECONDARY SCHOOL SECRETARY A	9	57	342	-	25.36	25.36	-	25.87	25.87
SECONDARY SCHOOL SECRETARY B	7	58	291	-	23.88	23.88	-	24.36	24.36
SENIOR PAYROLL CLERK	10	50	373	-	26.09	26.09	-	26.61	26.61
SOFTWARE SUPPORT TECHNICIAN	8	59	324	-	24.61	24.61	-	25.10	25.10
STUDENT SERVICES SECRETARY A				-	25.36	25.36	-	25.87	25.87
STUDENT SERVICES CENTRE SECRETARY	8	45	303	-	24.61	24.61	-	25.10	25.10
SUPERVISION ASSISTANT	6	66	268	-	23.14	23.14	-	23.60	23.60
TRADES HELPER	5	19	230	-	22.41	22.41	-	22.86	22.86
TRADES HELPER (Grandfathered)	5	19	230	-	22.41	23.01	-	22.86	23.47
TRANSPORTATION CLERK	9	61	331	24.18	25.36	24.45	24.66	25.87	24.94
UTILITYPERSON	5	20	228	-	22.41	22.41	-	22.86	22.86
UTILITYPERSON (Grandfathered)	5	20	228	-	22.41	22.48	-	22.86	22.93
WELDER	8	21	313	-	24.61	27.01	-	25.10	27.55
WORK EXPERIENCE FACILITATOR	9	72	328	-	25.36	25.36	-	25.87	25.87

* Rating points in progress

Effective July 1, 2019 see LOU #10.

APPENDIX A.2 CUPE WAGE GRID – July 1, 2020

Description	Band	Job No. Total Points	Total Points	July 1/19 Green Circled Rate	July 1/19 Banded Rate	July 1/19 Actual Rate	July 1/20 Green Circled Rate	July 1/20 Banded Rate	July 1/20 Actual Rate
ABORIGINAL EDUCATION SECRETARY	7	83	281	-	24.36	24.36	-	24.85	24.85
ABORIGINAL EDUCATION ASSISTANT	7	73	249	-	24.36	24.36	-	24.85	24.85
ACCOUNTING CLERK	8	29	306	-	25.10	25.10	-	25.60	25.60
ADMINISTRATION OFFICE RECEPTIONIST/CLERK	7	80	283	-	24.36	24.36	-	24.85	24.85
ADMINISTRATION OFFICE SECRETARY	9	30	337	-	25.87	25.87	-	26.39	26.39
ASSISTANT BUYER *	8	83	*	-	25.10	25.10	-	25.60	25.60
BUS DRIVER	8	23	324	24.24	25.10	24.50	24.72	25.60	24.99
CARPENTER	11	5	389	-	27.37	29.80	-	27.92	30.40
CARPENTER (Grandfathered)	11	5	389	-	27.37	30.21	-	27.92	30.81
CHANCE SCHOOL SECRETARY	8	33	313	-	25.10	25.10	-	25.60	25.60
CHEF ASSISTANT A	8	62	321	-	25.10	25.10	-	25.60	25.60
CHEF ASSISTANT B	5	63	251	-	22.86	22.86	-	23.32	23.32
CHILD AND YOUTH CARE WORKER	11	64	395	-	27.37	27.37	-	27.92	27.92
COMPUTER SERVICES TECHNICIAN (FVDES)	12	77B	404	-	28.10	28.10	-	28.66	28.66
COMPUTER SERVICES TECHNICIAN (MTCE)	12	77A	404	-	28.10	28.10	-	28.66	28.66
COMPUTER SERVICES TECHNICIAN (CSS)	12	77C	404	-	28.10	28.10	-	28.66	28.66
CORRESPONDENCE SCHOOL ACCOUNTING CLERK	7	34	298	-	24.36	24.36	-	24.85	24.85
CORRESPONDENCE SCHOOL SECRETARY A	9	35	341	-	25.87	25.87	-	26.39	26.39
CORRESPONDENCE SCHOOL SECRETARY B	6	36	259	-	23.60	23.60	-	24.07	24.07
CUSTODIAN 1	3	1	186	-	21.35	21.35	-	21.78	21.78
CUSTODIAN 2	6	2	270	23.18	23.60	23.45	23.64	24.07	23.92
CUSTODIAN 3	7	3	301	23.59	24.36	23.86	24.06	24.85	24.34
CUSTODIAN 3 (Grandfathered)				-	24.36	24.36	-	24.85	24.85
DISTANCE EDUCATION SCHOOL INVENTORY CLERK	6	7	261	-	23.60	23.60	-	24.07	24.07
EDUCATION ASSISTANT - ACADEMIC UPGRADING	6	67	255	-	23.60	23.60	-	24.07	24.07
EDUCATION ASSISTANT - CHANCE	10	68	372	-	26.61	26.61	-	27.14	27.14
EDUCATION ASSISTANT - EDUCATION	1	69	146	-	19.83	19.83	-	20.23	20.23
EDUCATION ASSISTANT - PHYSICAL NEEDS	9	70	342	-	25.87	25.87	-	26.39	26.39
EDUCATION ASSISTANT - SPECIAL NEEDS	9	71	344	-	25.87	25.87	-	26.39	26.39
EDUCATION ASSISTANT - SPECIAL NEEDS (Grandfathered)	11			-	27.37	27.37	-	27.92	27.92
EDUCATION CENTRE SECRETARY A	9	38	342	-	25.87	25.87	-	26.39	26.39
EDUCATION CENTRE SECRETARY B	7	39	291	-	24.36	24.36	-	24.85	24.85
ELECTRICIAN	11	9	395	-	27.37	29.80	-	27.92	30.40
ELECTRONICS TECHNICIAN	10	11	357	-	26.61	26.61	-	27.14	27.14
ELECTRONICS TECHNICIAN (Grandfathered)	10	11	357	-	26.61	27.74	-	27.14	28.29
ELECTRONICS/HEATING TECHNICIAN	10	10	365	-	26.61	29.06	-	27.14	29.64
ELECTRONICS/HEATING TECHNICIAN (Grandfathered)	10	10	365	-	26.61	30.21	-	27.14	30.81
ELEMENTARY SCHOOL SECRETARY	7	40	283	-	24.36	24.36	-	24.85	24.85
FACILITIES CLERK	7	48A	281	-	24.36	24.36	-	24.85	24.85
FLEET CUSTODIAN	9	26	329	24.26	25.87	24.52	24.75	26.39	25.01
GARDENER	8	74	309	-	25.10	27.55	-	25.60	28.10
HUMAN RESOURCES SECRETARY	9	41	337	-	25.87	25.87	-	26.39	26.39
JOURNEYPERSON COOK	10	73	357	-	26.61	29.06	-	27.14	29.64
JOURNEYPERSON GARDENER	10	79	354	-	26.61	29.06	-	27.14	29.64
MAINTENANCE CLERK A	9	47	327	-	25.87	25.87	-	26.39	26.39
MECHANIC	13	27	437	-	28.85	31.33	-	29.43	31.96

Description	Band	Job No. Total Points	Total Points	July 1/19 Green Circled Rate	July 1/19 Banded Rate	July 1/19 Actual Rate 2.0%	July 1/20 Green Circled Rate	July 1/20 Banded Rate 2.0%	July 1/20 Actual Rate 2.0%
MECHANIC HELPER	9	28	334	24.90	25.87	25.17	25.40	26.39	25.67
PAINTER	9	14	327	-	25.87	28.35	-	26.39	28.92
PAINTER (Grandfathered)	9	14	327	-	25.87	30.21	-	26.39	30.81
PAYROLL CLERK	9	50	329	-	25.87	25.87	-	26.39	26.39
PLUMBER	11	15	382	-	27.37	29.80	-	27.92	30.40
PRINT SHOP TECHNICIAN	7	51	288	-	24.36	24.36	-	24.85	24.85
RECEPTIONIST/ACCOUNTS CLERK	7	52	300	-	24.36	24.36	-	24.85	24.85
REPLACEMENT STAFF FACILITATOR	8	54	308	-	25.10	25.10	-	25.60	25.60
SEASONAL LABOURER	3	17	191	-	21.35	21.35	-	21.78	21.78
SECONDARY SCHOOL ACCOUNTING CLERK	7	56	296	-	24.36	24.36	-	24.85	24.85
SECONDARY SCHOOL CAREER ADVISOR	8	65	307	-	25.10	25.10	-	25.60	25.60
SECONDARY SCHOOL LIBRARY ASSISTANT	5	78	242	-	22.86	22.86	-	23.32	23.32
SECONDARY SCHOOL SECRETARY A	9	57	342	-	25.87	25.87	-	26.39	26.39
SECONDARY SCHOOL SECRETARY B	7	58	291	-	24.36	24.36	-	24.85	24.85
SENIOR PAYROLL CLERK	10	50	373	-	26.61	26.61	-	27.14	27.14
SOFTWARE SUPPORT TECHNICIAN	8	59	324	-	25.10	25.10	-	25.60	25.60
STUDENT SERVICES SECRETARY A				-	25.87	25.87	-	26.39	26.39
STUDENT SERVICES CENTRE SECRETARY	8	45	303	-	25.10	25.10	-	25.60	25.60
SUPERVISION ASSISTANT	6	66	268	-	23.60	23.60	-	24.07	24.07

* Rating points in progress.

Effective July 1, 2019 see LOU #10.

APPENDIX A.2 CUPE WAGE GRID – July 1, 2021

Description	Band	Job No. Total Points	Total Points	July 1/20 Green Circled Rate	July 1/20 Banded Rate 2.0%	July 1/20 Actual Rate 2.0%	July 1/21 Green Circled Rate	July 1/21 Banded Rate 2.0%	July 1/21 Actual Rate 2.0%
ABORIGINAL EDUCATION SECRETARY	7	83	281	-	24.85	24.85	-	25.35	25.35
ABORIGINAL EDUCATION ASSISTANT	7	73	249	-	24.85	24.85	-	25.35	25.35
ACCOUNTING CLERK	8	29	306	-	25.60	25.60	-	26.11	26.11
ADMINISTRATION OFFICE RECEPTIONIST/CLERK	7	80	283	-	24.85	24.85	-	25.35	25.35
ADMINISTRATION OFFICE SECRETARY	9	30	337	-	26.39	26.39	-	26.92	26.92
ASSISTANT BUYER **	8	83	*	-	25.60	25.60	-	26.11	26.11
BUS DRIVER	8	23	324	24.72	25.60	24.99	25.21	26.11	25.49
CARPENTER	11	5	389	-	27.92	30.40	-	28.48	31.01
CARPENTER (Grandfathered)	11	5	389	-	27.92	30.81	-	28.48	31.43
CHANCE SCHOOL SECRETARY	8	33	313	-	25.60	25.60	-	26.11	26.11
CHEF ASSISTANT A	8	62	321	-	25.60	25.60	-	26.11	26.11
CHEF ASSISTANT B	5	63	251	-	23.32	23.32	-	23.79	23.79
CHILD AND YOUTH CARE WORKER	11	64	395	-	27.92	27.92	-	28.48	28.48
COMPUTER SERVICES TECHNICIAN (FVDES)	12	77B	404	-	28.66	28.66	-	29.23	29.23
COMPUTER SERVICES TECHNICIAN (MTCE)	12	77A	404	-	28.66	28.66	-	29.23	29.23
COMPUTER SERVICES TECHNICIAN (CSS)	12	77C	404	-	28.66	28.66	-	29.23	29.23
CORRESPONDENCE SCHOOL ACCOUNTING CLERK	7	34	298	-	24.85	24.85	-	25.35	25.35
CORRESPONDENCE SCHOOL SECRETARY A	9	35	341	-	26.39	26.39	-	26.92	26.92
CORRESPONDENCE SCHOOL SECRETARY B	6	36	259	-	24.07	24.07	-	24.55	24.55
CUSTODIAN 1	3	1	186	-	21.78	21.78	-	22.22	22.22
CUSTODIAN 2	6	2	270	23.64	24.07	23.92	24.11	24.55	24.40
CUSTODIAN 3	7	3	301	24.06	24.85	24.34	24.54	25.35	24.83
CUSTODIAN 3 (Grandfathered)				-	24.85	24.85	-	25.35	25.35
DISTANCE EDUCATION SCHOOL INVENTORY CLERK	6	7	261	-	24.07	24.07	-	24.55	24.55
EDUCATION ASSISTANT - ACADEMIC UPGRADING	6	67	255	-	24.07	24.07	-	24.55	24.55
EDUCATION ASSISTANT - CHANCE	10	68	372	-	27.14	27.14	-	27.68	27.68
EDUCATION ASSISTANT - EDUCATION	1	69	146	-	20.23	20.23	-	20.63	20.63
EDUCATION ASSISTANT - PHYSICAL NEEDS	9	70	342	-	26.39	26.39	-	26.92	26.92
EDUCATION ASSISTANT - SPECIAL NEEDS	9	71	344	-	26.39	26.39	-	26.92	26.92
EDUCATION ASSISTANT - SPECIAL NEEDS (Grandfathered)	11			-	27.92	27.92	-	28.48	28.48
EDUCATION CENTRE SECRETARY A	9	38	342	-	26.39	26.39	-	26.92	26.92
EDUCATION CENTRE SECRETARY B	7	39	291	-	24.85	24.85	-	25.35	25.35
ELECTRICIAN	11	9	395	-	27.92	30.40	-	28.48	31.01
ELECTRONICS TECHNICIAN	10	11	357	-	27.14	27.14	-	27.68	27.68
ELECTRONICS TECHNICIAN (Grandfathered)	10	11	357	-	27.14	28.29	-	27.68	28.86
ELECTRONICS/HEATING TECHNICIAN	10	10	365	-	27.14	29.64	-	27.68	30.23
ELECTRONICS/HEATING TECHNICIAN (Grandfathered)	10	10	365	-	27.14	30.81	-	27.68	31.43
ELEMENTARY SCHOOL SECRETARY	7	40	283	-	24.85	24.85	-	25.35	25.35
FACILITIES CLERK	7	48A	281	-	24.85	24.85	-	25.35	25.35
FLEET CUSTODIAN	9	26	329	24.75	26.39	25.01	25.25	26.92	25.51
GARDENER	8	74	309	-	25.60	28.10	-	26.11	28.66
HUMAN RESOURCES SECRETARY	9	41	337	-	26.39	26.39	-	26.92	26.92
JOURNEYPerson COOK	10	73	357	-	27.14	29.64	-	27.68	30.23
JOURNEYPerson GARDENER	10	79	354	-	27.14	29.64	-	27.68	30.23
MAINTENANCE CLERK A	9	47	327	-	26.39	26.39	-	26.92	26.92
MECHANIC	13	27	437	-	29.43	31.96	-	30.02	32.60

Description	Band	Job No. Total Points	Total Points	July 1/20 Green Circled Rate	July 1/20 Banded Rate 2.0%	July 1/20 Actual Rate 2.0%	July 1/21 Green Circled Rate	July 1/21 Banded Rate 2.0%	July 1/21 Actual Rate 2.0%
MECHANIC HELPER	9	28	334	25.40	26.39	25.67	25.91	26.92	26.18
PAINTER	9	14	327	-	26.39	28.92	-	26.92	29.50
PAINTER (Grandfathered)	9	14	327	-	26.39	30.81	-	26.92	31.43
PAYROLL CLERK	9	50	329	-	26.39	26.39	-	26.92	26.92
PLUMBER	11	15	382	-	27.92	30.40	-	28.48	31.01
PRINT SHOP TECHNICIAN	7	51	288	-	24.85	24.85	-	25.35	25.35
RECEPTIONIST/ACCOUNTS CLERK	7	52	300	-	24.85	24.85	-	25.35	25.35
REPLACEMENT STAFF FACILITATOR	8	54	308	-	25.60	25.60	-	26.11	26.11
SEASONAL LABOURER	3	17	191	-	21.78	21.78	-	22.22	22.22
SECONDARY SCHOOL ACCOUNTING CLERK	7	56	296	-	24.85	24.85	-	25.35	25.35
SECONDARY SCHOOL CAREER ADVISOR	8	65	307	-	25.60	25.60	-	26.11	26.11
SECONDARY SCHOOL LIBRARY ASSISTANT	5	78	242	-	23.32	23.32	-	23.79	23.79
SECONDARY SCHOOL SECRETARY A	9	57	342	-	26.39	26.39	-	26.92	26.92
SECONDARY SCHOOL SECRETARY B	7	58	291	-	24.85	24.85	-	25.35	25.35
SENIOR PAYROLL CLERK	10	50	373	-	27.14	27.14	-	27.68	27.68
SOFTWARE SUPPORT TECHNICIAN	8	59	324	-	25.60	25.60	-	26.11	26.11
STUDENT SERVICES SECRETARY A				-	26.39	26.39	-	26.92	26.92
STUDENT SERVICES CENTRE SECRETARY	8	45	303	-	25.60	25.60	-	26.11	26.11
SUPERVISION ASSISTANT	6	66	268	-	24.07	24.07	-	24.55	24.55
TRADES HELPER	5	19	230	-	23.32	23.32	-	23.79	23.79
TRADES HELPER (Grandfathered)	5	19	230	-	23.32	23.94	-	23.79	24.42
TRANSPORTATION CLERK	9	61	331	25.15	26.39	25.44	25.65	26.92	25.95
UTILITYPERSON	5	20	228	-	23.32	23.32	-	23.79	23.79
UTILITYPERSON (Grandfathered)	5	20	228	-	23.32	23.39	-	23.79	23.86
WELDER	8	21	313	-	25.60	28.10	-	26.11	28.66
WORK EXPERIENCE FACILITATOR	9	72	328	-	26.39	26.39	-	26.92	26.92

* Rating points in progress.

Effective July 1, 2019 see LOU#10

APPENDIX A.3 DIFFERENTIALS AND SUPERVISION PAY

1. **EFFECTIVE JULY 1, 2020:**

- (a) Sub-Foreman will receive an additional 5.75% of the Carpenter rate of pay.

EFFECTIVE JULY 1, 2019 TO JUNE 30, 2020

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

EFFECTIVE JULY 1, 2020:

- (a) *Custodial*
- | | |
|---------|------------------------|
| Up to 2 | 2% of Custodian 2 rate |
| 3 - 5 | 3% of Custodian 2 rate |
| 6 - 10 | 4% of Custodian 2 rate |
| 11 - 15 | 5% of Custodian 2 rate |

EFFECTIVE JULY 1, 2019 TO JUNE 30, 2020:

- (a) *Custodial*
- | | |
|---------|------------------------|
| up to 2 | 2% of Custodian 1 rate |
| 3 - 5 | 3% of Custodian 1 rate |
| 6 - 10 | 4% of Custodian 1 rate |
| 11-15 | 5% of Custodian 1 rate |
| 16+ | 7% of Custodian 1 rate |

EFFECTIVE JULY 1, 2020:

(b) Maintenance/Transportation

Foreman will receive an additional 6.01% of the Carpenter rate of pay for supervision of three (3) or more tradespersons in a work cell (plus self).*

EFFECTIVE JULY 1, 2019 TO JUNE 30, 2020:

(b) Maintenance/Transportation

Foreman: for supervision of 3 or more tradespersons* in a work cell (plus self)
Trade Rate + \$1.75 per hour.

Note: Ground Foreman rate will be Journeyperson Gardener plus \$1.75 per hour.

* British Columbia Trade Certification or Registered Apprentice

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

6. *Apprenticeship Rates*

3 Year (36 months) Apprentice:

First Year

- *1st six months of indenture 70% of journeyman's rate*
- *2nd six months of indenture 75% of journeyman's rate*

Second Year

- *3rd six months of indenture 80% of journeyman's rate*
- *4th six months of indenture 80% of journeyman's rate*

Third Year

- *5th six months of indenture 85% of journeyman's rate*
- *6th six months of indenture 90% of journeyman's rate*

4 Year (48 months) Apprentice:

First Year

- *1st six months of indenture 70% of journeyman's rate*
- *2nd six months of indenture 70% of journeyman's rate*

Second Year

- *3rd six months of indenture 75% of journeyman's rate*
- *4th six months of indenture 75% of journeyman's rate*

Third Year

- *5th six months of indenture 80% of journeyman's rate*
- *6th six months of indenture 80% of journeyman's rate*

Fourth Year

- *7th six months of indenture 85% of journeyman's rate*
- *8th six months of indenture 90% of journeyman's rate*

APPENDIX B

EXCLUDED JOB TITLES IN ACCORDANCE WITH ARTICLE 3.1

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

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

LETTER OF UNDERSTANDING #1

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

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

Re: JOB EVALUATION

The Parties agree as follows:

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

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

Effective July 1, 2019 see LOU#10.

This 6th day of November, 2019.

SIGNED FOR THE UNION SIGNED FOR THE EMPLOYER

"Jeanne Marr"

"Tamara Ilersich"

"Tracey O'Hara"

"Mark Friesen"

Date of Origin: January 23, 1989
Date Revised: June 20, 1995
Dates Renewed: June 30, 2006, June 30, 2010, June 30, 2012, September 8, 2014
Date Revised: November 6, 2019

LETTER OF UNDERSTANDING #2

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

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

Re: JOB EVALUATION – TERMS OF REFERENCE

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

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

positions are those which are above the targeted rate.

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

Effective July 1, 2019 see LOU#10.

This 6th day of November, 2019.

SIGNED FOR THE UNION SIGNED FOR THE EMPLOYER

“Jeanne Marr”

“Tamara Ilersich”

“Tracey O’Hara”

“Mark Friesen”

Date of Origin: January 11, 2005
Date Revised: June 30, 2010
Date Renewed: June 30, 2006, June 30, 2010, June 30, 2012, September 8, 2014,
Date Revised: November 6, 2019

LETTER OF UNDERSTANDING #3

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

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

Re: EDUCATION ASSISTANT TRANSFERS

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

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

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

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

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

Procedure:

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

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

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

5. September Adjustments

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

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

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

This 6th day of November, 2019.

SIGNED FOR THE UNION SIGNED FOR THE EMPLOYER

“Jeanne Marr”

“Tamara Ilersich”

“Tracey O’Hara”

“Mark Friesen”

Date of Origin: January 23, 1989
Date Revised: December 9, 1998
 June 30, 2012
Dates Renewed: June 30, 2006, June 30, 2010, June 30, 2012, September 8, 2014,
 November 6, 2019

LETTER OF UNDERSTANDING #4

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

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

Re: TEMPORARY MAINTENANCE POSITIONS

Introduction

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

Aim

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

Temporary Staffing

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

Frequency of Staffing

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

Selection of Temporary Staff

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

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

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

Rate of Pay

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

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

Mobility and Notice

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

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

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

This 6th day of November, 2019.

SIGNED FOR THE UNION SIGNED FOR THE EMPLOYER

“Jeanne Marr”

“Tamara Ilersich”

“Tracey O’Hara”

“Mark Friesen”

Date of Origin: February 21, 1992
Date Revised: June 20, 1995
 June 30, 2012
Dates Renewed: June 30, 2006, June 30, 2010, June 30, 2012, September 8, 2014,
 November 6, 2019

LETTER OF UNDERSTANDING #5

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

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

Re: SUMMER EMPLOYMENT REGISTERS

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

This 6th day of November, 2019.

SIGNED FOR THE UNION SIGNED FOR THE EMPLOYER

"Jeanne Marr"

"Tamara Ilersich"

"Tracey O'Hara"

"Mark Friesen"

Date of Origin: February 21, 1992
Dates Renewed: June 30, 2006, June 30, 2010, June 30, 2012, September 8, 2014,
November 6, 2019

LETTER OF UNDERSTANDING #6

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

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

Re: PAY EQUITY

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

This 6th day of November, 2019.

SIGNED FOR THE UNION SIGNED FOR THE EMPLOYER

"Jeanne Marr"

"Tamara Ilersich"

"Tracey O'Hara"

"Mark Friesen"

Date of Origin: June 20, 1995
Date Revised: December 9, 1998
Date Renewed: June 30, 2006, June 30, 2010, June 30, 2012, September 8, 2014,
November 6, 2019

LETTER OF UNDERSTANDING #7

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

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

Re: BUMPING PROCEDURE

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

In accordance with the terms of the collective agreement:

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

This 6th day of November, 2019.

SIGNED FOR THE UNION SIGNED FOR THE EMPLOYER

“Jeanne Marr”

“Tamara Ilersich”

“Tracey O’Hara”

“Mark Friesen”

Date of Origin: June 20, 1995
Date Revised: July 17, 2001
Date Renewed: June 30, 2006, June 30, 2010, June 30, 2012, September 8, 2014,
 November 6, 2019

LETTER OF UNDERSTANDING #8

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

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

**Re: *Support Staff Education Committee (SSEC) and Staff Initiative for
Recruitment and Retention Enhancement (SSIRRE)***

The Parties agree to jointly apply to the *Support Staff Education Committee and Support Staff Initiative for Replacement and Retention Enhancement* for any funds that are available.

This 6th day of November, 2019.

SIGNED FOR THE UNION SIGNED FOR THE EMPLOYER

“Jeanne Marr”

“Tamara Ilersich”

“Tracey O’Hara”

“Mark Friesen”

Date of Origin: June 30, 2006
Date Renewed: June 30, 2010
June 30, 2012
September 8, 2014
Date Revised: *November 6, 2019*

LETTER OF UNDERSTANDING #9

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

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

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

The Parties agree as follows:

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

The Committee will prepare terms of reference that will be submitted to the parties on or before August 31, 2021, for ratification.

The Committee is to comprise an equal number of employer and union representatives as agreed between the parties. The Committee is advisory only and has no authority except to make recommendations or observations to the respective parties on or before August 31, 2021, for consideration in preparation for collective bargaining. Such recommendations are to remain confidential and are non-binding.

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

This *6th* day of *November*, 2019.

SIGNED FOR THE UNION SIGNED FOR THE EMPLOYER

"Jeanne Marr"

"Tamara Ilersich"

"Tracey O'Hara"

"Mark Friesen"

Date of Origin: June 30, 2012
Date Renewed: September 8, 2014
Date Revised: November 6, 2019

LETTER OF UNDERSTANDING #10

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

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

Re: JOB EVALUATION AND JOB DESCRIPTION PLAN

The Parties agree as follows:

Whereas the parties have entered the arbitration process with regard to the Job Evaluation Job Description Plan, commencing on June 5th, 2019 and the Parties hereto have been working towards full Implementation of the Plan, it is recognized that the following Letters of Understanding and Appendices may be impacted based on the decisions reached in the arbitration.

Appendix A.1 Job Evaluation – Report of Total Points, pg. 47

Appendix A.2 CUPE Wage Grid, pg. 49

Letter of Understanding Re: Job Evaluation, pg. 59

Letter of Understanding Re: Job Evaluation – Terms of Reference, pg. 60-61

The terms and conditions of the above noted Letters of Understanding and appendices continue in full force and effect unless changed as a result of this arbitration. This Letter of Understanding remains in effect pending the decision of the arbitration.

This 6th day of November, 2019.

SIGNED FOR THE UNION

SIGNED FOR THE EMPLOYER

“Jeanne Marr”

“Tamara Ilersich”

“Tracey O’Hara”

“Mark Friesen”

Date of Origin: November 6, 2019

**MEMORANDUM OF AGREEMENT
“MoA”**

Between

**BOARD OF EDUCATION of SCHOOL DISTRICT NO. 33 (Chilliwack)
“Employer”**

And

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

The parties to this Memorandum of Agreement (MoA) 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 MoA, the terms and conditions of the collective agreement between the Employer and the Union that expired on June 30, 2019 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 MoA.

Changes to the Revised Collective Agreement

The July 1, 2014 – June 30, 2019 Collective Agreement will continue in force and effect until June 30, 2022 except as modified by the following:

Appendix A – 2019 Provincial Framework Agreement

Appendix B – Local Memorandum of Agreement between the Board of Education of School District 33 (*Chilliwack*) and the Canadian Union of Public Employees Local 411, November 7, 2019, which sets out all other agreed changes to the Collective Agreement.

Ratification

This MoA is subject to ratification by the Board of Education of School District No. 33 (Chilliwack), the British Columbia Public School Employers' Association, and the membership of CUPE Local 411.

AGREED November 7, 2019.

CUPE Local411

Board of Education of School District No. 33
(Chilliwack)

"Dale Obirek"

"Tamara Ilersich"

"Tracey O'Hara"

"Gerry Slykhuis"

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.

1. Term

July 1, 2019 to June 30, 2022

2. Wages Increases

General wage increases as follows:

Year one: 2.0% - July 1, 2019

Year two: 2.0% - July 1, 2020

Year three: 2.0% - July 1, 2021

3. Local Bargaining

Provide funding to the local support staff tables for service enhancements that are beneficial to students and as otherwise consistent with the 2019 Sustainable Services Negotiating Mandate in the amount of:

Year	Amount
2019/2020	\$0
2020/2021	\$7,000,000
2021/2022	\$7,000,000

The \$7 million is an ongoing annual amount.

This money will be prorated according to student FTE providing that each district receives a minimum of \$15,000 annually.

4. Benefits

Provide annual ongoing funding to explore and implement enhancements to the Standardized Extended Health Plan including consideration of an addiction treatment support program as below:

Year	Amount
2019/2020	\$1,000,000
2020/2021	\$3,000,000
2021/2022	\$3,000,000

A one-time joint committee of up to four (4) representatives appointed by BCPSEA and up to four (4) representatives appointed by the support staff unions.

Any residual from the 2019-2022 for benefits standardization will be allocated to training initiatives under the Support Staff Education Committee.

Further, the Parties agree that the existing funds held in the Support Staff Education and Adjustment Committee as set out below will be transferred to the PEPT and utilized for addiction treatment support programs. The PEPT will determine appropriate terms of use for accessing the funds which will include, but not be limited to: priority access for support staff employees (vs. School Districts), treatment cost consideration, and relapse response.

- a. 2010-2012 FLOU – remaining balance of \$477,379
- b. Work Force Adjustment – remaining balance of \$646,724

5. Safety in the Workplace

The Parties agree that, in accordance with WorkSafe BC regulations, safety in the workplace is an employee right and is paramount. The Parties commit to providing a healthy and safe working environment which includes procedures to eliminate or minimize the risk of workplace violence. The Parties will work collaboratively to support local districts and unions to comply with all WorkSafe BC requirements.

Information relating to refusing unsafe work, and workers' rights and responsibilities, and employer responsibilities, as provided by WorkSafeBC is attached to this PFA for information purposes.

The Parties will establish a Joint Health and Safety Taskforce of not more than five (5) members appointed by CUPE and five (5) members appointed by BCPSEA. Each Party will consider the appointment of subject matter experts in occupational health and safety, and special education.

Either Party may bring resource people as required, with advanced notice to the other party. These resource people will be non-voting and at no added cost to the committee.

The work of this joint taskforce will be completed by January 1, 2020 and will include:

- Developing a joint communication to school districts and local unions on the obligation to report and investigate incidents including incidents of workplace violence.

- Reviewing and developing a Joint Health and Safety Evaluation Tool for the K-12 sector to ensure compliance with WorkSafe BC regulations.
- Identifying and developing appropriate training. This may include use of the evaluation tool, non-violent crisis intervention, ABA, incident reporting and investigations, and employee rights and responsibilities under WorkSafe BC regulations including the right to refuse unsafe work. Training implementation will fall under the mandate of the SSEC.

Utilizing the developed Health and Safety Evaluation Tool for K-12 sector, a joint evaluation shall be performed by a union member appointed by the local union and a representative appointed by the employer. This evaluation shall be on paid time (up to a maximum of three and a half (3.5) hours) and to be completed by March 31, 2021. The union agrees to cover any other costs incurred for the union member.

Copies of completed evaluations shall be provided to local presidents and employers as outlined on the evaluation tool.

The parties agree to commence the work of this taskforce upon approval of the Provincial Framework Agreement by both parties prior to the commencement of this PFA. Costs associated with this committee will be provided from existing SSEAC funds. These funds will be reimbursed with the funds provided under Section 9 Committee Funding.

6. Support Staff Education Committee (SSEC)

Structure:

The committee shall comprise of not more than five (5) members appointed by CUPE and five (5) members appointed by BCPSEA. One of the CUPE appointees will be from the Non-CUPE Unions.

Either Party may bring resource people as required, with advanced notice to the other party. These resource people will be non-voting and at no added cost to the committee.

Mandate:

The mandate of the committee is to manage the distribution of education funds for the following:

- a. Implementation of best practices to integrate skill development for support staff employees with district goals and student needs;
- b. Developing and delivering education opportunities to enhance service delivery to students;
- c. Identifying, developing and delivering education opportunities to enhance and support employee health and safety, including non-violent crisis intervention;
- d. Skills enhancement for support staff
- e. EA curriculum module development and delivery

- f. These funds shall not be used to pay for education that Districts are required to provide under Occupational Health and Safety Regulations

Terms of Reference:

The SSEC shall develop, not later than December 31, 2019, terms of reference for the committee. If no such agreement can be reached the SSEC shall make recommendations to the Provincial Parties.

Funding:

There will be a total of \$1 million of annual funding allocated for the purposes set out above commencing July 1, 2019 for the term of this agreement.

7. Job Evaluation (JE) Committee

The Parties will continue and conclude the work of the provincial job evaluation steering committee (the JE Committee) during the term of this Framework Agreement. The objectives of the JE Committee for phase two are as follows:

- Review the results of the phase one pilot and outcomes of the committee work. Address any anomalies identified with the JE tool, process, or benchmarks.
- Expand the pilot to an additional ten (10) districts including at least two (2) non-CUPE locals to confirm the validity of the tool and the benchmarks.
- Rate the provincial benchmarks and create a job hierarchy for the provincial benchmarks.
- Identify the job hierarchy for local job descriptions for all school districts.
- Compare the local job hierarchy to the benchmark-matched hierarchy.
- Identify training requirements to support implementation of the JE plan and develop training resources as required.

It is recognized that the work of the committee is potentially lengthy and onerous. To accomplish the objectives expeditiously the Parties agree that existing JE funds can be accessed by the JE committee to engage consultant(s) on a fulltime basis if necessary to complete this work.

It is further recognized that this process does not impact the established management right of employers to determine local job requirements and job descriptions nor does this process alter any existing collective agreement rights or established practices.

Once the objectives outlined above are completed, the JE Committee will mutually determine whether a local, regional or provincial approach to the steps outlined below is appropriate.

The committee, together with consultant(s) if required, will develop a method to convert points into pay bands. The confirmed method must be supported by current compensation best practices.

The disbursement of available JE funds shall commence by January 2, 2020 or as mutually agreed.

The committee will utilize available funds to provide 50% of the wage differential for the position

falling the furthest below the wage rate established by the provincial JE process and will continue this process until all JE fund monies at the time has been disbursed. The committee will follow compensation best practices to avoid problems such as inversion.

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

The parties confirm that the \$900,000 of ongoing annual funds established under the 2014-2019 Provincial Framework Agreement will be used to implement the Job Evaluation Plan. An additional \$3 million of ongoing annual funds will commence on July 1, 2021.

8. Provincial Labour Management Committee (PLMC)

The Parties agree to establish a PLMC to discuss and problem solve issues of mutual provincial interest. The purpose of the committee is to promote the cooperative resolution of workplace issues, to respond and adapt to changes in the economy, to foster the development of work-related skills and to promote workplace productivity.

The PLMC shall not discuss specific grievances or have the power to bind either Party to any decision or conclusion. This committee will not replace the existing local grievance/arbitration processes.

The parties agree that the PLMC will consist of up to four (4) representatives appointed by BCPSEA and up to four (4) representatives appointed by the Support Staff Unions. Either Party may bring resource people as required, with advanced notice to the other party and at no added cost to the committee.

The PLMC will meet quarterly or as mutually agreed to for the life of the agreement and agree to include Workplace Health and Safety as a standing agenda item.

9. Committee Funding

There will be a total of \$100,000 of annual funding allocated for the purposes of the Support Staff Education Committee and the Provincial Labour Management Committee. There will be a one-time \$50,000 allocation for the purposes of the Joint Health and Safety Taskforce.

10. Support Staff Initiative for Recruitment & Retention Enhancement (SSIRRE)

The Parties commit to a Support Staff Initiative for Recruitment & Retention Enhancement (SSIRRE) with the following objectives:

- a. Gathering data of existing support staff recruitment and retention challenges and projected demand in the sector
- b. Gathering data of existing offerings for applicable post-secondary programs, vocational programs and identify potential gaps in program offerings to meet projected demands
- c. Partnering with post-secondary schools and vocational training providers to promote support staff positions in school districts
- d. Marketing the support staff opportunities within the sector (e.g. Make a Future)

- e. Targeted support for hard to fill positions

The representatives of the PLMC will mutually select a consultant to perform the work of the initiative. The consultant will report to the PLMC on key milestones and as otherwise requested. During the term of the agreement \$300,000 will be allocated for the purposes set out above.

11. Early Care and Learning Plan

In support of the Province's Early Care and Learning (ECL) Plan, the parties will pursue collaborative opportunities for the K-12 sector to support effective transitions for care and learning from the early years to kindergarten e.g. before and after school care.

12. Unpaid Work

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

13. Employee Family Assistance Program (EFAP) services and the PEBT

The Parties request that the PEBT Board undertake a review to assess the administering of all support staff Employee Family Assistance Program (EFAP) plans.

14. 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.

15. Public Education Benefits Trust

- a. PEBT Annual Funding Date: The established ongoing annual funding payment of \$19,428,240 provided by the Ministry of Education will continue to be made each April 1. This payment shall be made each April 1 of the calendar year to provide LTD and JEIS benefits in accordance with the Settlers Statement On Accepted and Policy Practices of the PEBT.
- b. The Parties agree that decisions of the Public Education Benefits Trust medical appeal panel are final and binding. The Parties further agree that administrative review processes and the medical appeal panel will not be subject to the grievance procedure in each collective agreement.
- c. Sick leave and JEIS eligibility for sick leave or indemnity payments requires participation in the Joint Early Intervention Service (JEIS) according to the JEIS policies of the PEBT.

16. Employee Support Grant (ESG)

The Parties 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 a BCTF strike/BCPSEA lockout will be compensated in accordance with the letter of agreement in Appendix A.

17. Adoption of Provincial Framework Agreement (PFA)

The rights and obligation of the local parties under this Provincial Framework Agreement (PFA) are of no force or effect unless the collective agreement has been ratified by both parties no later than November 30, 2019.

18. Funding

Funding for the Provincial Framework Agreement will be included in operating grants to Boards of Education.

19. Provincial Bargaining

The parties agree to amend and renew the December 14, 2011 Letter of Understanding for dedicated funding to the K-12 Presidents' Council to facilitate the next round of provincial bargaining. \$200,000 will be allocated as of July 1, 2020.

Dated this 12th day of July, 2018.

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

K-12 Presidents' Council and Support Staff Unions

BC Public School Employers' Association & Boards of Education

Warren Williams (Local 15 - Metro)

Leanne Bowes, BCPSEA

Tracey Mathieson

Renzo del Negro, BCPSEA

Rob Hewitt

Tammy Sowinski, OLRC

Leslie Franklin (Local 703 - Fraser Valley)

Kyle Uno, SD36 Surrey

Nicole Edmondson (Local 3500 - Okanagan)

Robert Weston, SD40 New Westminster

Paul Simpson (Local 379 - Metro)

Jason Reid, SD63 Saanich

Marcey Campbell (Local 728 - Metro)

Marcy VanKoughnett, SD20 Kootenay-Columbia

Sylvia Lindgren (Local 523 - Okanagan)

Alan Chell, BCPSEA Board of Directors

Rolanda Lavallee (Local 2145 – North)

Ken Dawson, PSEC

Len Hanson. (Local 2298 – North)

Elisha Tran (Minute Taker)

Joanne (Jody) Welch. (Local 401- North Island)

Fred Schmidt (Local 382 - South Island)
Jane Massy (Local 947 - South Island)
Michelle Bennett (Local 748 – Kootenays)
Brent Boyd. (Local 407 - Metro)
Patti Price (Local 1091 – Metro)
Rod Isaac (Local 411 - Fraser Valley)
Marcel Marsolais (Local 409 – Metro)
Anne Purvis (Local 440 – Kootneys)
Rob Zver (Local 606- North Island)
Bruce Scott (WVMEA)
Tim DeVivo. (IUOE Local 963)
Corey Thomas
Loree Wilcox
Corinne Iwata (minute taker)

Letter of Agreement (“Letter”)

Between:

BC Public School Employers Association (“BCPSEA”)

And:

The CUPE K - 12 Presidents’ Council and Support Staff Unions (“the Unions”)

Re: Employee Support Grant (ESG) after June 30, 2019

This Employee Support Grant (ESG) establishes a process under which employees covered by collective agreements between Boards of Education and the Unions shall 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, 2019.

1. The ESG will be available provided that:
 - a. A board and local union have a collective agreement which has been ratified by both parties no later than November 30, 2019 and,
 - b. There has been no successful strike vote by the BCTF or local support staff union prior to local union ratification.
2. Employees are expected to attend their worksite if there is no lawful BCTF picket line.
3. Employees who have lost wages as a result of not crossing lawful picket lines during full days of a BCTF strike/BCPSEA lockout shall be compensated. This compensation shall be in accordance with the following:
 - a. In the event that employees are prevented from attending work due to a lawful picket line, employees will be paid for all scheduled hours that the employee would have otherwise worked but for the labour dispute. Their pay will be 75% of their base wage rate.
 - b. The residual 25% of the employees’ base wage rate will be placed in a district fund to provide professional development to support staff employees. Funds will be dispersed by the district following agreement between the district and the local union.
4. Within forty-five (45) days of the conclusion of the labour dispute between BCPSEA and the BCTF, boards will reimburse each employee for all scheduled hours for which the employee has not otherwise been paid as a result of strike or lockout.
5. If the employee disputes a payment received from the board, the union may submit the dispute with particulars on the employee’s behalf to a committee comprised of an equal number of representatives appointed by BCPSEA and the Unions.

6. If the joint committee is unable to resolve the employee's claim it will submit the dispute to a mutually agreed upon arbitrator who must resolve the dispute within ten (10) days of hearing the differences between the board and the union.

Original signed on _____ by:

"Leanne Bowes"

BCPSEA
Leanne Bowes

"Warren Williams"

K-12 Presidents' Council
Warren Williams

Letter of Agreement (“Letter”)

Between:

BC Public School Employers Association (“BCPSEA”)

And:

The CUPE K - 12 Presidents’ Council and Support Staff Unions (“the Unions”)

Re: Public Sector General Wage Increases

1. If a public sector employer as defined in s. 1 of the Public Sector Employers Act enters into a collective agreement with an effective date after December 31, 2018 and the first three years of the collective agreement includes a cumulative nominal (not compounded) general wage increase of more than 6%, the general wage increase in the 2019-2022 Provincial Framework Agreement will be adjusted on the third anniversary of the 2019-2022 Provincial Framework Agreement so the cumulative nominal (not compounded) general wage increases are equivalent. This Letter of Agreement is not triggered by any general wage increase awarded as a result of binding interest arbitration.
2. A general wage increase and its magnitude in any agreement is as defined by the PSEC Secretariat and reported by the Secretariat to the Minister of Finance.
3. For certainty, a general wage increase is one that applies to all members of a bargaining unit and does not include wage comparability adjustments, targeted lower wage redress adjustments, labour market adjustments, service improvement allocations, and is net of the value of any changes agreed to by a bargaining agent for public sector employees to obtain a compensation adjustment.
4. This Letter of Agreement will be effective during the term of the 2019-2022 Provincial Framework Agreement.

This information is provided for reference only and is current as of the date of drafting. Please visit www.worksafebc.com for current information.



Refusing unsafe work

Workers have the right to refuse unsafe work. If you have reasonable cause to believe that performing a job or task puts you or someone else at risk, you must not perform the job or task. You must immediately notify your supervisor or employer, who will then take the appropriate steps to determine if the work is unsafe and remedy the situation.

As an employer, workers are your eyes and ears on the front line of workplace health and safety. When workers refuse work because they believe it's unsafe, consider it an opportunity to investigate and correct a situation that could have caused harm.

If a worker refuses work because it's unsafe, workplace procedures will allow the issue to be properly understood and corrected. As a worker, you have the right to refuse to perform a specific job or task you believe is unsafe without being disciplined by your employer. Your employer or supervisor may temporarily assign a new task to you, at no loss in pay.

Steps to follow when work might be unsafe:

1. Report the unsafe condition or procedure

As a worker, you must immediately report the unsafe condition to a supervisor or employer.

As a supervisor or employer, you must investigate the matter and fix it if possible. If you decide the worker's concern is not valid, report back to the worker.

2. If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform a job or task

As a supervisor or employer, you must investigate the problem and ensure any unsafe condition is fixed.

This investigation must take place in the presence of the worker and a worker representative of the joint health and safety committee or a worker chosen by the worker's trade union. If there is no safety committee or representing trade union at the workplace, the worker who first reported the unsafe condition can choose to have another worker present at the investigation.

3. If a worker still views work as unsafe, notify WorkSafeBC

If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution.

<https://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities/refusing-unsafe-work?origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3Dunsafe%2520work%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D>

Note: WorkSafeBC establishes a range of employer and employee rights and responsibilities. Please visit www.worksafebc.com for current information.

Worker Rights and Responsibilities:

On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. If you're a worker, you also have three key rights.

Your rights

- The right to know about hazards in the workplace
- The right to participate in health and safety activities in the workplace
- The right to refuse unsafe work without getting punished or fired

Your responsibilities

As a worker, you play an important role in making sure you — and your fellow workers — stay healthy and safe on the job. As a worker, you must:

- Be alert to hazards. Report them immediately to your supervisor or employer.
- Follow safe work procedures and act safely in the workplace at all times.
- Use the protective clothing, devices, and equipment provided. Be sure to wear them properly.
- Co-operate with joint occupational health and safety committees, worker health and safety representatives, WorkSafeBC prevention officers, and anybody with health and safety duties.
- Get treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related.
- Follow the treatment advice of health care providers.
- Return to work safely after an injury by modifying your duties and not immediately starting with your full, regular responsibilities.
- Never work under the influence of alcohol, drugs or any other substance, or if you're overly tired.

Employer Responsibilities:

Whether a business is large or small, the law requires that it be a safe and healthy place to work. If you are an employer, it is your responsibility to ensure a healthy and safe workplace.

Your responsibilities

- Establish a valid occupational health and safety program.
- Train your employees to do their work safely and provide proper supervision.

- Provide supervisors with the necessary support and training to carry out health and safety responsibilities.
- Ensure adequate first aid equipment, supplies, and trained attendants are on site to handle injuries.
- Regularly inspect your workplace to make sure everything is working properly.
- Fix problems reported by workers.
- Transport injured workers to the nearest location for medical treatment.
- Report all injuries to WorkSafeBC that required medical attention.
- Investigate incidents where workers are injured or equipment is damaged.
- Submit the necessary forms to WorkSafeBC.

Supervisor Responsibilities:

Supervisors play a key role with very specific health and safety responsibilities that need to be understood.

A supervisor is a person who instructs, directs, and controls workers in the performance of their duties. A supervisor can be any worker — management or staff — who meets this definition, whether or not he or she has the supervisor title. If someone in the workplace has a supervisor's responsibilities, that person is responsible for worker health and safety.

Your responsibilities

- Ensure the health and safety of all workers under your direct supervision.
- Know the WorkSafeBC requirements that apply to the work under your supervision and make sure those requirements are met.
- Ensure workers under your supervision are aware of all known hazards.
- Ensure workers under your supervision have the appropriate personal protective equipment, which is being used properly, regularly inspected, and maintained.

<https://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities>

Appendix B

Local Memorandum of Agreement

The parties agree to the following changes to the July 1, 2014 – June 30, 2019 local Collective Agreement between the Board of Education of School District No. 33 (Chilliwack) and CUPE Local 411.

Each signed off item is attached for reference.

<u>Article</u>	<u>Item</u>
1.8	Apprenticeship: New Definition added
5.2(a)	Labour Management Relations – Local Bargaining Committee: Increase number on committee to include Union National Service Rep and President at no cost to employer.
8.1(a)(i)	Staff Changes – Appointments – Job Posting: Posting period changed to five (5) working days.
8.1(d)	Performance Reviews: Employer to consult with Local on best practice
9.5	Hours of Work – Bus Drivers: Rate adjusted for extra-curricular trips on the weekend (adjustment effective July 1, 2020).
12.4	Vacation Schedules: Dates when vacation schedules are circulated and confirmed adjusted.
14.4	Mourner's Leave: unpaid ½ day for travel time may be granted.
14.10(a)(b)	Leave of Absence – General Leave – General Long Term Leave of One Year: Deadline for leave requests added; Employees on General Long-Term leave may pay to maintain benefits; leaves for compelling circumstances may be considered.
14.10(c)	Leave of Absence – Discretionary Leave Without Pay: New Language. After third year of employment, employee entitled to take two (2) discretionary days per calendar year.
14.11	Domestic or Sexual Violence: New language
18.8	Accident Prevention – Video Display Terminals: removed language
22	Service Improvement Fund: New language, allocation of Service Improvement Fund.

Appendix A.1 Job Evaluation – Report of Total Points

Appendix A.2 CUPE Wage Grid

Appendix A.3 Differentials and Supervision Pay: Adjustment to rates and Housekeeping

Appendix A.3 Differentials and Supervision Pay: Add Apprenticeship Rates

LOU#1 Job Evaluation

LOU#2 Job Evaluation – Terms of Reference

LOU#8 Public Education Support Staff Skills, Enhancement, Apprenticeship and Workforce Adjustment Committee: Committee name change.

LOU#9 Working Group for Layoffs, Bumping, Recalls and EA Transfers: Housekeeping, date change.

LOU#10 Job Evaluation and Job Description Plan

Remove all Historical Provincial Agreements from the body of the collective agreement including the current Provincial Framework Agreement from July 1, 2014 – June 30, 2019 and store these on an electronic site mutually agreeable to both parties.

Agreed *November 7, 2019.*

CUPE Local 411

Board of Education of School District No. 33
(Chilliwack)

"Dale Obirek"

"Tamara Ilersich"

"Tracey O'Hara"

"Gerry Slykhuis"

ALPHABETICAL INDEX

Abolition of Established Positions, Job Classification/Reclassification	31
ACCIDENT PREVENTION	34,35
- Committee	34
- Cooperation in Safety	34
- Investigation of Accidents	34
- Meetings of Committee	34
- No Disciplinary Action	34
- Safety Measures	34
- Transportation of Accident Victims	35
Accommodation, General Provisions	37
Accumulation, Sick Leave Provisions	24
Addenda, General Provisions	38
Agreement, Terms of	39
Amalgamation or Merger, Job Security	37
Annual Electrical Permit	50
ANNUAL VACATIONS	22,23,24
- Approved Leave of Absence During Vacation	24
- Regular Full-time Employees	22
- Regular Part-time and School Term Employees	23
- Vacation Credit During Leave of Absence	24
- Vacation Pay During School Closures	23
- Vacation Schedules	23
Appeal, Right to - Job Classification/Reclassification	32
Application, Grievance Procedure	7
Appointments, Staff Changes	11
Approved Leave of Absence During Vacation, Annual Vacations	24
Arbitration, Job Classification/Reclassification	32
Arbitration, Grievance Procedure	7
Bargaining Agency, Union Recognition	3
Bargaining Committee/Local, Labour Management Relations	5
Bargaining Committee/Function of, Labour Management Relations	5
Bereavement Leave, Leave of Absence	27
Braille and Sign Language Specialist	49
Bulletin Boards, Labour Management Relations	6
Bumping Procedure (LOU)	62
Bus Driver/Instructor	49
Bus Drivers, Hours of Work	16
Cafeteria, Hours of Work	16
Call-Out, Overtime	21
Carrier of Benefit Plans, Employee Benefits	33
Casual Employee, Definitions	2
Casual Seniority	10
Class Specifications, Job Classifications/Reclassification	31
Clerical and Education Assistants, Hours of Work	16
Clerical Hours Fund	38
Clothing Entitlement, General Provisions	37
Committee, Accident Prevention	34
Community Use of Schools, Overtime	20

Contracting Out, Job Security	35
Cooperation in Safety, Accident Prevention	34
Current Sick Leave Gratuity	25
Custodial/Maintenance/Transportation, Hours Work	16
Custodial/Shift Differential, Hours of Work	18
Days Applicable, General Holidays	22
Death Benefits, Employee Benefits	33
DEFINITIONS	33
- "Employee"	2
- "Probationary Employee"	2
- "Regular Employee"	2
- "School Term Employee"	2
- "Supervision Assistant"	2
- "Casual Employee"	2
- Temporary Assignments	3
- Apprenticeship	3
Dental Plan, Employee Benefits	33
Discipline, Appointments, Staff Changes	15
Differentials	49
Dismissal/Suspension & Termination, Staff Changes	15
Domestic or Sexual Violence, Leave of Absence	29
Education Assistant Consultation, Hours of Work	16
Education Assistant Hours Fund	38
Education Assistant Special Needs, Braille & Sign Language Specialist	49
Education Assistant Transfers (LOU)	56,57
Educational Allowance, Payments of Wages/Allowances	30
Employee Agreements, Union Recognition	3
EMPLOYEE BENEFITS	32,33,34
- Carrier of Benefit Plans	33
- Death Benefits	33
- Dental Plan	33
- Immunization, Communicable Diseases	33
- Life Insurance	32
- Medical & Extended Health	32
- Municipal Pension	32
- Supervision Assistants	33
- Supplementation of Workers' Compensation Payments	33
Employee, Definitions	2
Entitlement, Sick Leave Provisions	24
Establishment of Salaries or Rates, Job Classification/Reclassification	31
Excluded Job Titles in Accordance with Article 3.1	52
Expedited Arbitration, Grievance Procedure	9
Extension of Benefits, Sick Leave Provisions	24
Extension of Times, Job Classification/Reclassification	32
Fall on Day of Rest, General Holidays	22
Falsely Accused Employee Assistance, Job Security	36
Fire and Theft Insurance, General Provisions	38
Function of Bargaining Committee, Labour Management Relations	5
GENERAL HOLIDAYS	21,22
- Days Applicable	21

- Fall on Day of Rest	22
- Holiday Pay.....	22
- Holidays on Day Off.....	22
- Regular and School Term Employees.....	21
General Leave, Leave of Absence	29
GENERAL PROVISIONS.....	37,38
- Accommodation	37
- Addenda	38
- Clothing Entitlement.....	37
- Fire and Theft Insurance.....	38
- Picket Lines	38
- Plural or Feminine Terms.....	38
- Tools.....	37
General Wage Increase	40
Gratuity/Red Circled, Sick Leave Provisions	25
GRIEVANCE PROCEDURE	7,8,9
- Application	7
- Arbitration	8
- Expedited Arbitration.....	9
- Procedure.....	7
- Right to Have Shop Steward Present.....	7
- Time Limit.....	8
Harassment, Job Security	35
Hearing Aids, E.H.B.....	32
Herbicide/Pesticide Application.....	49
Holiday Pay, General Holidays	22
Holidays On Day Off, General Holidays	22
HOURS OF WORK	16,17,18,19
- Bus Drivers	16
- Notice of Shift	19
- Part-time Employees.....	16
- Regular Full-Time Employees.....	16
- Reporting	19
- Rest Periods	19
- Schedule Changes.....	19
- School Closing.....	19
- Shifts and Shift Differentials	18
- Special Shift.....	18
- Supervision Assistants	16
- Education Assistant Consultation.....	16
- Temporary Shifts for Inside Clerical Workers	19
Immunization/Communicable Diseases, Employee Benefits	33
Injury Leave, Leave of Absence	28
Investigation of Accidents, Accident Prevention	34
JOB CLASSIFICATION & RECLASSIFICATION	31,32
- Abolition of Established Positions	31
- Arbitration	32
- Class Specifications.....	31
- Establishment of Salaries or Rates	31
- Extension of Times	32

- Processing Requests	31
- Reclassification, Salary or Rate Changes	31
- Right to Appeal	32
Job Evaluation (LOU)	53
Job Evaluation and Job Description Plan (LOU)	65
Job Evaluation - Report of Total Points	41
Job Evaluation – Terms of Reference (LOU)	54,55
Job Posting/Appointments, Staff Changes	11
Job Posting/Education Assistant Transfers (LOU)	56
JOB SECURITY	35,36,37
- Amalgamation or Merger	37
- Contracting Out	35
- Falsely Accused Employee Assistance	36
- Harassment	35
- No Discrimination	36
- Sexual Harassment	35
- Technological Change	35
- Volunteers	37
Jury or Court Witness Duty Leave, Leave of Absence	27
Labour/Management Committee, Labour Management Relations	5
LABOUR MANAGEMENT RELATIONS	4,5,6
- Bulletin Boards	6
- Function of Bargaining Committee	5
- Labour Management Committee	5
- Local Bargaining Committee	4
- Meeting of Committee	5
- Representation	4
- Representative of Canadian Union	5
- Technical Information	6
- Time Off for Meeting	6
Layoffs & Recalls, Staff Changes	13,14,15
- Definition	13
- Emergencies	15
- Entitlement to Recall	15
- Notice of	13
- Procedure	14
- Severance Pay	13
LEAVE OF ABSENCE	26,27,28,29
- Bereavement Leave	27
- Domestic or Sexual Violence	29
- General	29
- Injury	28
- Jury or Court Witness Duty	27
- Maternity/Parenthood Leave	28
- Mourner's Leave	27
- Paternity Leave	28
- Public Duties/Benefits/Seniority	27
- Retirement Counselling	29
- Supplemental Unemployment Benefits on Maternity Leave	28
- Union Business Leave	26

- Vacation Credit During Leave of Absence.....	24
Life Insurance, Employee Benefits.....	32
Local Bargaining Committee, Labour Management Relations.....	4
Loss of Seniority, Seniority.....	10
Maintenance, Hours of Work.....	16
MANAGEMENT RIGHTS.....	3
Maternity Leave, Supplemental Unemployment Benefits.....	28
Maternity/Parenthood Leave, Leave of Absence.....	28
Meal Allowance/Overtime, Payment of Wages and Allowances.....	30
Medical Certificate, Sick Leave Provisions.....	25
Medical and Extended Health, Employee Benefits.....	32
Meetings of Committee, Accident Prevention.....	34
Meeting of Committee, Labour Management Relations.....	5
Meetings, Monthly Union, Union Security.....	4
Mileage Allowance, Payment of Wages and Allowances.....	31
Mobility of Seniority, Seniority.....	10
Mourner's Leave, Leave of Absence.....	27
Negotiations, Union Recognition.....	3
New Employees, General Holidays.....	21
New Position Information/Appointments, Staff Changes.....	13
No Disciplinary Action, Accident Prevention.....	34
No Discrimination, Job Security.....	36
No Loss of Seniority, Seniority.....	10
Notice of Resignation/Suspensions and Terminations, Staff Changes.....	15
Notice of Shift, Hours of Work.....	19
Notice of Staff Changes.....	15
OVERTIME.....	20,21
- Allocation.....	21
- Authorized (Compensatory Time).....	20
- Call-Out.....	21
- Community Use - Custodial Staff.....	20
- Meal Allowance, Payment of Wages and Allowances.....	30
- Rates.....	20
- Saturdays/First Day of Rest.....	20
- Sundays/General Holiday/Second Day of Rest.....	20
Part-time Employees, Hours of Work.....	16
Paternity Leave, Leave of Absence.....	28
Pay Days, Payment of Wages and Allowances.....	29
Pay For Acting Employees, Payment of Wages and Allowances.....	30
Pay Equity (LOU).....	61
PAYMENT OF WAGES AND ALLOWANCES.....	29,30,31
- Educational Allowance.....	30
- Mileage Allowance.....	31
- Overtime Meal Allowance.....	30
- Out of Town Trip Meals.....	30
- Pay Days.....	29
- Pay For Acting Employees.....	30
- Professional Fees and Licenses.....	31
- Regular Part-time Employees.....	30
- School Term Employees.....	30

Performance Reviews/Appointments, Staff Changes	11
Picket Lines, General Provisions.....	38
Plural or Feminine Terms, General Provisions	38
Preamble	1
Probationary Employee, Definitions	2
Probationary and Casual Employees, Seniority	10
Procedure, Grievance Procedure.....	7
Processing Requests, Job Classification/Reclassification	31
Professional Fees and Licences, Payment of Wages and Allowances	31
Provincial Framework Agreement	68
Public Duties/Benefits/Seniority, Leave of Absence	27
Rates, Overtime.....	20
Reclassification, Salary or Rate Changes, Job Classification/Reclassification	31
Records, Sick Leave Provisions.....	26
"Red Circled" Sick Leave Gratuity, Sick Leave Provisions	25
Regular Employee, Definition of.....	2
Regular and School Term Employees, General Holidays.....	21
Regular Full-Time Employees, Annual Vacations	22
Regular Full-Time Employees, Hours of Work	16
Regular Part-Time Employees, Payment of Wages & Allowances	30
Regular Part-Time and School Term Employees, Annual Vacation.....	23
Reporting, Hours of Work.....	19
Representation, Labour Management Relations	4
Representative of Canadian Union, Labour Management Relations	5
Resignation/Notice of, Staff Changes	15
Responsibility to Report, Sick Leave Provisions.....	25
Rest Periods, Hours of Work.....	19
Retirement, Staff Changes.....	15
Retirement Counselling, Leave of Absence	29
Retirement/in Lieu of Municipal Pension, Employee Benefits.....	32
Right to Appeal, Job Classification/Reclassification	32
Right to Have Shop Steward Present, Grievance Procedure	7
Safety Measures, Accident Prevention.....	34
Saturday/First Day of Rest, Overtime.....	20
Schedule Changes, Hours of Work.....	19
School Closing, Hours of Work - Prior to Christmas & New Years	19
School Closures, Annual Vacations	24
School Term Employee, Definitions	2
School Term Employee - Pay Days, Payment of Wages & Allowances.....	30
Selection Criteria/Appointments, Staff Changes.....	11
Seniority Defined, Seniority.....	9
SENIORITY	9,10,11
- Casual	10
- Defined	9
- List.....	11
- Loss of	10
- Mobility of	10
- No Loss of.....	10
- Probationary and Casual Employees	10
- Tie Breakers	11

- Transfers Outside Bargaining Unit	11
Service Improvement Fund	38
Severance Pay/Layoffs & Recalls, Staff Changes	13
Sexual Harassment, Job Security	35
Sexual Violence, Leave of Absence	29
Shift/Notice of, Hours of Work	19
Shifts and Shift Differentials, Hours of Work	18
Shifts, Special, Temporary, Reporting, Hours of Work	19
Shop Steward/Right to Have Present, Grievance Procedure	7
SICK LEAVE PROVISIONS	24,25,26
- Accumulation	24
- Current Sick Leave Gratuity	25
- Definition	24
- Entitlement	24
- Extension of Benefits	24
- Gratuity, Red Circled	25
- Medical Certificate	25
- Records	26
- Responsibility to Report	25
- Sick Leave During Leave of Absence	26
- Sick Leave Payout Upon Retirement	26
STAFF CHANGES	11,12,13,14,15
- Appointments	11
- Layoffs and Recalls	13
- Notice of Staff Changes	15
- Suspensions and Terminations	15
STATUTORY HOLIDAYS, (see General Holidays)	22
Summer Employment Registers (LOU)	60
Sundays or Second Day of Rest, Overtime	20
Municipal Pension, Employee Benefits	32
Supervision Assistant, Definitions	2
Supervision Assistants, Employee Benefits	33
Supervision Assistants, Hours of Work	16
Supervision Assistants, Seniority	10
Supplementation of Workers' Compensation Payments, Employee Benefits	33
Support Staff Education Committee (SSEC) and Staff Initiative for Recruitment and Retention Enhancement (SIRRE)	63
Suspensions and Terminations, Staff Changes	15
Technical Information, Labour Management Relations	6
Technological Change, Job Security	35
Temporary Assignments, Definitions	3
Temporary Shifts For Inside Clerical Workers, Hours of Work	19
Temporary Maintenance Positions (LOU)	58,59
Termination/Suspensions, Staff Changes	15
TERMS OF AGREEMENT, Article 22	39
Time Off for Meeting, Labour Management Relations	6
Tools, General Provisions	40
Transfers Outside Bargaining Unit, Seniority	11
Transportation, Hours of Work	16
Transportation of Accident Victim, Accident Prevention	35

Trial Period/Appointments, Staff Changes	11
Union Business Leave, Leave of Absence	26
Union Dues, Union Security	4
Union Membership, Union Security	4
UNION RECOGNITION	3
- Bargaining Agency	3
- Employee Agreements	3
- Negotiations	3
UNION SECURITY	4
- Monthly Union Meetings	4
- Union Dues	4
- Union Membership	4
Utility Person	49
Vacations, Annual	22,23,24
- Approved Leave of Absence During Vacation	24
- Regular Full Time Employees	22
- Regular Part-Time & School Term Employees	23
- Vacation Credit During Leave of Absence	24
- Vacation Pay Date	23
- Vacation Pay During School Closures	23
- Vacation Schedules	23
Vision Care/Medical and Extended Health, Employee Benefits	32
Volunteers, Job Security	37
WAGE GRID – July 1, 2019	43
WAGE GRID – July 1, 2020	45
WAGE GRID – July 1, 2021	47
Workers' Compensation Payments/Supplementation of, Employee Benefits	32
Working Groups for Layoffs, Bumping, Recalls and Education Assistant Transfers	64