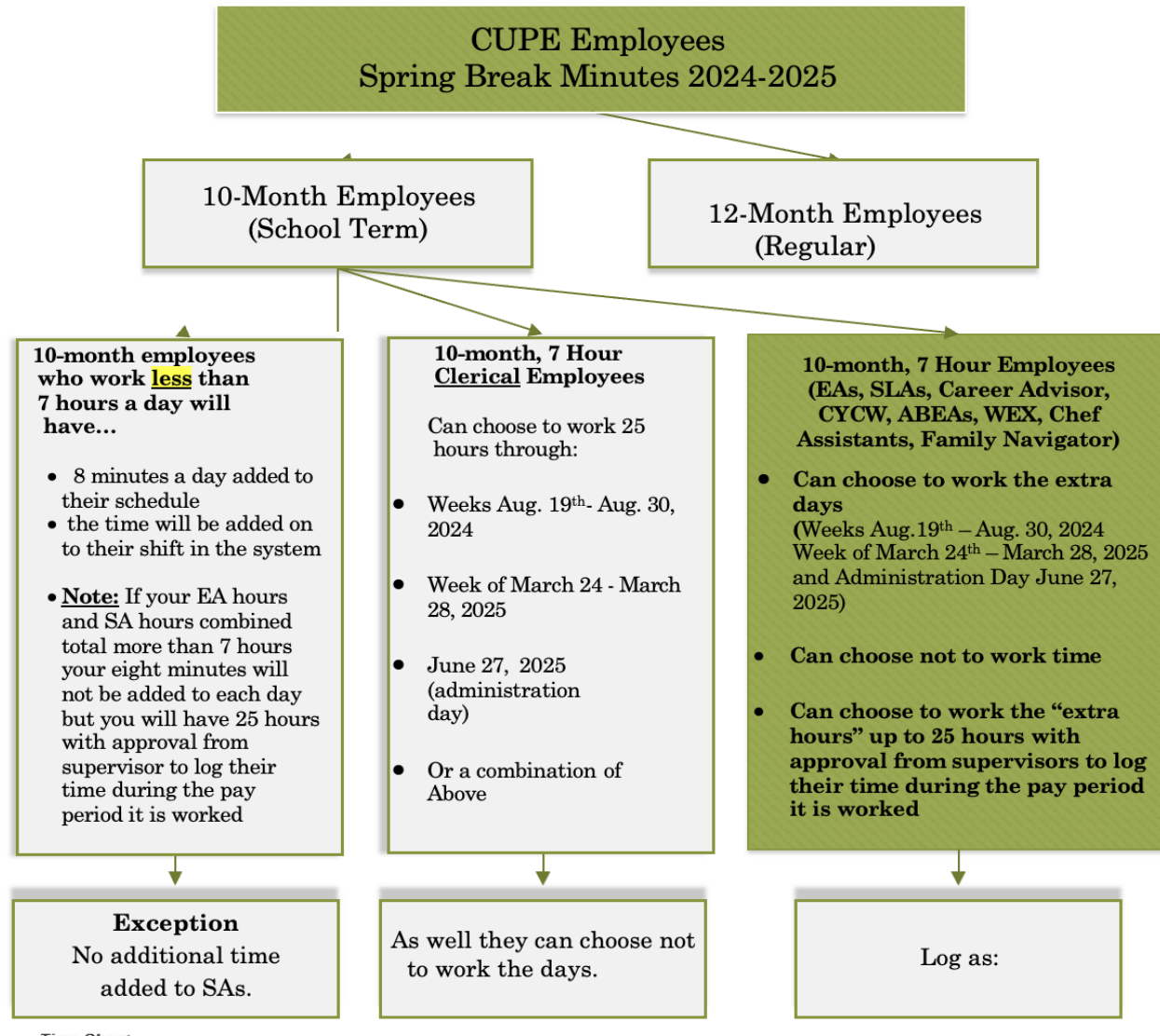


Spring Break Minutes/LIF/SIF

(all time is for PERMANENT EAS ONLY)

(Casual EAs or Casuals in **temp** assignments who are asked to work on Professional Days or work **EXTRA** hours - the PVP need to contact Harpreet to enter the added time and provide an account code.)

Spring Break Minutes:



Learning Improvement Funds (LIF) – There are no additional LIF funds for the 2024-2025 school year.

Service Improvement Funds (SIF)

- 1) Each Permanent Education Assistant will have a bank of **six (6) additional hours** for the 2024 - 2025 school year that they can use either at the beginning of their shift or at the end of their shift. This EXTRA TIME worked will not be subject to “Article 10 – Overtime” provisions of the collective agreement. The additional hours must be logged in the system during the appropriate pay period in which it is worked. **Prior to working the additional hours EAs need to meet and discuss their intentions with their supervisor on how they will utilize the six (6) additional hours.**

These hours are additional hours and will not carry over to the next school year. Employees **may choose not** to work these additional hours.

Additional hours may be used to attend or review minutes from:

- a) Individual Education Plan (IEP) meetings
- b) Safety Plan Meetings
- c) School Based Team (SBT) meetings
- d) Care Team meetings
- e) Attend EA meetings.
- f) Attend Staff Meetings if information is relevant to Education Assistants.
- g) Meet to collaborate with other EAs or Teacher(s).
- h) Additional Training - NOT training that is a requirement in their job description, like First Aid, but is related to your work as an Education Assistant and adds value to their role.
- i) Updating EAOC Binders over and above the Professional day listed below. This time CANNOT be used in place of the day below. Binders can also be updated as new students arrive or IEPs change or adjust.

2) **EAOC Binders/Professional Day:**

The School District and the Union recognize the importance of maintaining and updating the EAOC binders, on a regular and consistent basis. The School District and the Union have agreed that on the Professional Day that occurs on Friday, October 20, 2024 no Leave without pays will be granted so that the EAOC binders can be completed on that day.

3) **EAs on Buses**

4) **Mentoring Program** – HR/Student Services/CUPE commit to working together to plan and participate in an annual Mentoring Program. \$5000.00 will be set aside for this commitment. This money will be used for the participants in the Mentoring Program to access additional hours to meet together as well as monies for the three(3) formal Mentoring Sessions.

5) **Professional Development Day** - money for EAs on a day in April 2025 - \$5000.00.

2024 – 2025 Standardized Hours

Permanent EAs Elementary + Middle:

5.25	+	0.33	+	0.13	=	5.71 Paid
5 Hours 15 Minutes (base)		20 Minutes (LIF)		8 Minutes (spring break)		5 Hours and 43 Minutes per Day + 30 Minutes Unpaid Lunch Break
						6.21 On Site
						6 Hours and 13 Minutes On Site

Scheduling Examples:

5.71 EA Hours (Elem/Middle)	Schedule:	Total Paid Time:
	Start Time	5 hours and 43 minutes = 5.71
	End Time	Total Time On Site:
EA	8:20am	6 hours and 13 minutes = 6.21
	2:33pm	
*includes 30 minute unpaid lunch break		