

School District No. 73 (Kamloops-Thompson)

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**CUPE LOCAL 3500**

# 2019-2022

## COLLECTIVE AGREEMENT



SCHOOL DISTRICT NO. 73  
(Kamloops-Thompson)



THIS AGREEMENT  
MADE THIS 1<sup>st</sup> DAY  
OF JULY, 2019

BETWEEN:

**THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 73 (KAMLOOPS-THOMPSON)**

(Hereinafter called the "Employer")  
PARTY OF THE FIRST PART

**AND:**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL No. 3500,  
chartered by the  
Canadian Union of Public Employees  
and affiliated with the Canadian Labour Congress**

(Hereinafter called the "Union")  
PARTY OF THE SECOND PART

**July 1, 2019 – June 30, 2022**

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**ARTICLE 1: PREAMBLE**

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

1. To promote harmonious relations and settled conditions of employment between the Employer and the Union.
2. To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, hours of work, and scale of wages, etc.
3. To encourage efficiency in operation.
4. To promote the morale, well-being and security of all the 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:

Interpretations:

Spouse shall mean:

- a) the person to whom an employee is lawfully married through an ecclesiastical or civil ceremony;
- b) on designation in writing by an employee, filed with the Employer, a person who has been domiciled with the employee for at least one (1) year.

**ARTICLE 2: RECOGNITION AND NEGOTIATIONS AND EMPLOYER RIGHTS**

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(A) Recognition and Negotiations

The Employer recognizes the Union as the sole and exclusive bargaining agency for all employees covered by the Union's certificate of bargaining authority and hereby agrees to negotiate with the Union Bargaining Committee, and will recognize and meet with any of its authorized committees, concerning all matters affecting the relationship between parties, aiming towards a peaceful and amicable settlement of any differences that may arise between them.

(B) Employer Rights

The Union recognizes the right of the Board to operate and manage the schools in accordance with its commitments and responsibilities and to make and alter from time to time rules and regulations to be observed by employees, which rules and regulations shall not be contrary to any provisions of this Agreement. The Board shall always have the right to hire, assign, transfer, discipline, demote and discharge employees for proper cause subject to the provisions of this Agreement, and the Union's right to institute grievance procedure.

(C) No Other Agreement

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

### **ARTICLE 3: NO DISCRIMINATION**

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- (A) The Employer agrees that there shall be no discrimination exercised or practised with respect to any employee in the matter of hiring, assigning wage rate, training, upgrading, promotion, transfer, layoff, recall, discipline, classification, discharge or any other action by reason of age, race, creed, colour, ancestry, national origin, religion, political affiliation or activity, sexual orientation, sex, marital or parental status, family relationship, place of residence, handicap, nor by reason of their membership or activity in the Union or any other reason.
- (B) For the purpose of this Agreement, the term "handicap" shall be defined as follows:
- Any degree of medically diagnosed physical disability, infirmity, malformation or disfigurement, condition of mental retardation or impairment, learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language, or a psychological disorder.
- (C) The Employer and the Union recognize the right of employees to work in an environment free from all harassment and agree to cooperate in attempting to resolve, in a confidential manner, any complaints of harassment which may arise in the work place.

### **ARTICLE 4: UNION SECURITY**

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Every employee who is now or hereafter becomes a member of the Union shall maintain their membership in the Union as a condition of their employment, and every new employee whose employment commences hereafter shall, within thirty (30) days (excluding July and August) after the commencement of their employment, become a member of the Union as a condition of their employment.

### **ARTICLE 5: CHECK OFF OF UNION DUES**

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The Employer agrees to the compulsory check off of all Union dues and assessments as a condition of employment. Said dues and assessments to be paid and deducted each pay period and forwarded to the Union with a list of those paying dues, the amount each pays and the number of hours worked.

### **ARTICLE 6: THE EMPLOYER AND UNION SHALL ACQUAINT NEW EMPLOYEES...**

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- (A) The Employer agrees to acquaint new employees with the fact that an Agreement between the parties is in effect, and with the conditions of employment set out in Articles 4 and 5 dealing with the Union Security and Dues Check off.
- New employees shall be presented with a copy of the Agreement, a Union membership card and Union dues check off card, and a Union package. The dues check off is to be signed and turned back to the Employer immediately. The Union membership card is to be signed and turned over to the Union Treasurer within thirty (30) days.
- (B) On commencing employment, the employee's immediate supervisor shall introduce the new employee to their Union Steward or representative. An Officer of the Union, after informing the Building Supervisor, shall meet with all new employees for the purpose of an orientation meeting within regular working hours and without loss of pay for a period of time not to exceed thirty (30) minutes. This meeting shall be held within the first month of employment. The purpose of such meeting is to acquaint the new employee with the benefits and duties of union membership and their responsibilities and obligations to the Employer and the Union.



## **ARTICLE 7: LABOUR MANAGEMENT NEGOTIATIONS**

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(A) Bargaining Committee

A Bargaining Committee shall be appointed and consist of not more than six (6) members of the Employer as appointees of the Employer, and not more than six (6) members of the Union as appointees of the Union. Both parties will advise the other of their Committee members.

(B) Additional Representatives

Each party to this Agreement shall have the right to have the assistance of a representative when dealing or negotiating with the other party.

(C) Meeting of Committee

In the event of either party wishing to call a meeting of the full Committee, the meeting shall be held at a time and place fixed by mutual agreement. Meetings of the full Committee will be held no later than ten (10) days after request has been given unless varied by mutual consent.

(D) Function of Bargaining Committee

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

(E) Time Off for Meetings

Any representative of the Union on this Committee, or their alternate, who is in the employ of the Employer, shall have the privilege of attending meetings of the Committee held within working hours without loss of remuneration, provided that the work site Supervisor has reasonable notice.

(F) Technical Information

Within ten (10) days of a request by the Union, the Employer shall make available to the Union any information, as approved by the Board as public information, required by the Union for Collective Bargaining purposes.

## **ARTICLE 8: LABOUR MANAGEMENT LIAISON COMMITTEE**

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(A) A Labour/Management Liaison Committee shall consist of not more than seven (7) representatives of the Union, and not more than seven (7) representatives of the Employer, of which one (1) shall be a representative from the Educational Officers Committee and one (1) representative from the Board of Education. Both parties shall inform the other in writing of their members on the committee. The committee shall enjoy the full support of both parties to this Agreement in the interest of maximum services to the public.

(B) Functions of the Committee

The Committee shall concern itself with matters of the following general nature:

1. Formulating and implementing a program designed to ensure equal employment opportunity for all employees.
2. Reviewing all aspects of employment for evidence of differential treatment of employees and to recommend the necessary measures for eliminating such practices.
3. Considering constructive criticisms of all activities so that better relations shall exist between the Employer and the employee.
4. Increasing operating efficiency by promoting cooperation in effecting economic moves.

5. Improving service to the public.
6. Promoting safety and sanitary practices and the observance of safety rules.
7. Reviewing suggestions from employees, and Management questions or working conditions and service (but not grievances concerned with service).
8. Correcting conditions making for grievances and misunderstanding.
9. Promoting education and training of the staff.

(C) Chairperson of the Meetings

An Employer and Union representative shall be designated as Joint Chairperson, and shall alternate in presiding over monthly meetings.

(D) Jurisdiction of the Committee

The Committee shall not have jurisdiction over wages, or any other matter of collective bargaining, including the administration of this Agreement. The Committee shall not supersede the activities of any other Committee of the Union or the Employer, and does not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions. The Committee shall have the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.

The Employer agrees to provide the Committee with access to such personnel data and other documents as may be requested by it.

**ARTICLE 9: DEFINITION OF EMPLOYEES**

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(A) Category (1) Regular Employee

Occupy a posted position and have successfully completed a probationary period.

(B) Category (2) Regular Recall Employee

Regular employees who have in the past occupied a posted position [Category (1) regular employee] and through no fault of their own were placed on the recall list or who have chosen to be placed on the Relief/Recall list.

(C) Category (3) Relief Employee with Seniority

Employees who have in the past been a Category (4) relief employee and have served a probationary period.

(D) Category (4) Relief Employee

Employees who have been hired to relieve any employee for any duration of time.

(E) Trial Employee

Are Category (1) regular employees or Category (3) relief employees with seniority who are in a new and/or higher classification.

(F) Probationary Employee

An employee who is in their first regular or temporary posted position. Employees on probation do not have a seniority date.

## ARTICLE 10: SENIORITY

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### (A) Seniority List

Seniority is the length of service within the Bargaining Unit and with the Employer and shall operate on a bargaining-unit-wide basis. The seniority list agreed upon between the Union and former School District No. 24 June 2, 1982 shall be considered the recognized seniority date for employees on staff at that time. The seniority list agreed upon between the Union and the former School District No. 26 in the Memorandum of Agreement on Amalgamation (January 16, 1997) shall be considered the recognized seniority date for employees on staff at that time. The aforementioned seniority lists shall be integrated and considered the recognized seniority dates for School District No. 73 employees.

Seniority for employees not on the above list will be established as follows:

1. A seniority date shall be granted to an employee upon the successful completion of a probationary period.
2. The date on which a Category 1 regular employee or regular part-time employee, or a Category 3 relief employee with seniority was confirmed in their appointment shall be the date from which a calculation shall be made.
3. Total accumulated days worked prior to appointment in 2 above shall be used to establish an employee's seniority date by backdating the date in 2 above by the number of days worked.
4. In cases where no Category 1 regular employee and/or Category 2 regular recall employee has posted on a vacancy, Category 4 relief employees shall be entitled to use their total accumulated days worked when posting on a posted position. On request, Category 4 relief employees will be notified of their accumulated days worked before any posting meeting.

The Employer shall maintain an up-to-date seniority list for all employees denoting either seniority date or accumulated days worked. An electronic copy will be posted and available through the SD73 employee intranet site. The seniority list will be updated September 1, December 15, May 15, and following the June posting process. A copy shall be sent to the Union and posted on all bulletin boards.

### (B) Seniority During Absences

If an employee is absent from work because of sickness, accident, layoff, or leave of absence approved by the Employer, the employee shall not lose seniority rights.

An employee shall only lose their seniority in the event:

1. They are discharged for just cause and are not reinstated.
2. They resign.
3. They are absent from work in excess of one (1) working day without notifying their Employer, unless such notice was not reasonably possible.
4. After a layoff, they fail to return to work within five (5) 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 their current address.
5. An employee who is laid off shall not attain seniority recall rights if employed for less than three (3) months. If they are employed in excess of three (3) months, the employee shall not retain seniority rights if they are laid off and not reemployed within twelve (12) months after layoff.

(C) Seniority During Transfers to Supervisory Positions

If an employee is transferred to a Supervisory position or any other position not covered by this Agreement, the employee shall retain their seniority as per Article 22(H)(3).

**ARTICLE 11: LAYOFF, BUMPING AND RECALL**

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(A) Definition of Layoff

Except as described in 11(F) a layoff shall be defined as:

1. a reduction in the number of Category 1 regular employees,
2. a reduction in the regular hours of work of regular employees as defined in this Agreement, or
3. a result of school term closures or seasonal layoffs as per (B)4 of this Article.

(B) Intent to Layoff, Bumping, Layoff/Severance and Recall Procedure

Both parties recognize that job security should increase in proportion to length of service. Therefore, in the event of a layoff under Article 11(A) 1 or 2, Category 1 regular employees shall be laid off by classification in the reverse order of their seniority. The Board shall give intent to layoff letters only to those employees having positions eliminated.

1. Intent to Layoff

Those Category 1 regular employees receiving an intent to layoff letter will be able to choose to:

- (i) Accept the reduction in hours and remain in the amended position.
- (ii) Exercise their seniority to secure any position for which they are qualified.
- (iii) Elect to receive severance pay as noted in 11-B-2 (iii).

2. Bumping, Layoff/Severance

In the event an employee who receives an intent to layoff letter, or is displaced by bumping, is unable or unwilling to secure a position at the posting meeting, the employee will be able to exercise one of the following options:

- (i) Exercise their seniority to displace a junior employee in any position for which they are qualified.  
  
In the event an employee proves to be unsatisfactory within a four (4) week familiarization period, they will exercise seniority within their former classification or any equal or lower hourly rated classification and displace a junior employee within that classification or be placed on the relief roster.
- (ii) Elect to be placed on the relief/recall roster noted in C of this Article.
- (iii) Accept severance pay on the basis of one week's pay at the rate for the position last occupied for each year of completed service with the Employer.

3. Recall

All other Category 1 regular employees laid off as per Article 11(A)1 and 2 shall be recalled to their classification and position held prior to layoff in order of their seniority.

4. Category 1 regular employees laid off under Article 11(A)3 shall be laid off by classification in reverse order of seniority and recalled to their classification and position held prior to layoff in order of seniority.

- (i) Employees who are temporarily laid off as a condition of employment in the Seasonal Grounds, school-based Clerical, Certified Education Assistant and Bus Driving positions and are not recalled after their normal layoff period, shall be notified immediately, and all provisions of Article 11 shall apply. These employees shall not retain seniority rights if they are laid off and not re-employed within twelve (12) months after notification of permanent layoff.

- 5. All vacant or newly created relief and temporary assignments of a known duration of more than 20 days must be offered to Category 2 regular recall employees in order of seniority, prior to being filled by Category 4 relief employees.
- 6. In the event that an employee other than a Certified Education Assistant does not return from layoff to their classification or position, the vacancy shall be posted in accordance with provisions of Article 12.
- 7. In the event that a Certified Education Assistant does not return from layoff to their classification or position, it will be filled according to Article 12(B).

(C) Category 1 Regular Employees on Layoff and Retaining Recall Rights

- 1. Shall receive all job postings at their SD73 e-mail address.
- 2. Shall be permitted to retain benefit coverages as provided for in Article 28.
- 3. Shall be recalled by seniority for temporary assignments provided they are competent to do the work.
- 4. Shall be eligible for all benefits provided by this Agreement. Employees on layoff and working in long term relief assignments (more than 20 days) shall be eligible for benefits as provided for in Article 21 and Article 22.

Employees displaced will receive layoff notice of thirty (30) days.

(D) Notice of Layoff

The Employer shall notify Category 1 regular employees who have completed their probationary period, and who are to be laid off under 11 (A) 1 or 2, in writing thirty (30) calendar days if employed by the month, or seven (7) calendar days if employed by the hour, before layoff is to be effective. If the employee laid off has not had the opportunity to work the number of days for which notice of layoff was given, the employee shall nevertheless be paid for that period from the date of layoff notice. The Employer shall provide a record of employment (ROE) upon request to those individuals laid off.

(E) Continuation of Benefits

The Employer agrees to pay for Category 1 regular employees as defined in Article 9, the monthly premium up to four (4) months of the Medical and Extended Health Care Plans for the employee laid off who is currently covered by the Plans. In the event of a longer layoff, the employee so affected will be given the option to review coverage as per Article 28.

The onus to be on the employee to notify the Employer one month in advance of the expiration, together with advance payment for the ensuing month, and it will be their responsibility to submit payment in advance for any subsequent payments. Should such advance payment not be required, the employee shall be reimbursed.

(F) Mid-Year Elimination of Certified Education Assistant Positions

If the level of Certified Education Assistant support drops in a location as a result of a student changing schools or leaving the district, a consultative process will occur to determine which Certified Education Assistant will be relocated. If agreement is not reached, the most junior employee in that classification will be reassigned.

Certified Education Assistants who are affected in this way will choose to be either:

- 1. reassigned within the general geographic area and maintain economic status of the prior assignment, or

2. placed on the recall list under the definition of a Category 2 regular recall employee.

(G) Where a Certified Education Assistant is assigned student-specific, and the student is not in attendance at school for more than one (1) week the applicable support employee will be reassigned within the general geographic area to provide support as determined by the Board and will receive mileage as per Board policy if required to travel in excess of ten (10) kilometres extra to and from work.

## **ARTICLE 12: PROMOTIONS AND STAFF CHANGES**

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### **(A) Job Postings**

Assignments will be posted as follows:

- i. Newly created positions
- ii. When a vacancy occurs
- iii. A temporary assignment (defined as greater than 4 months in length)
- iv. Any recall assignments (as defined in Article 12.B.iii)
- v. Any position that is vacated and then altered (i.e. change to location, hours of work, or classification within a department) will be filled at a subsequent posting meeting.

The Employer shall post notice of the position within thirty (30) calendar days unless mutually agreed to otherwise on all bulletin boards, and electronically through the SD73 employee intranet site for a minimum of one week.

90% of the budgeted FTE Certified Education Assistant positions will either continue or be posted at the annual posting meeting to be held in June on a date mutually agreed upon prior to June 1<sup>st</sup>. Other positions will be filled as per B(1)(iv).

Such notice shall be open to both male and female applicants, and contain the following information: location, nature of position, qualifications, required knowledge and education, skills, shift, wage or salary rate or range.

No advertisement shall be placed until such notice has been completed, unless by mutual agreement.

### **(B) Method of Making Appointments**

1. (i) Except for those positions specifically excluded all appointments to Custodial, Clerical, Grounds and Bus Driving positions shall be made at a posting meeting convened by the Employer and jointly presided over by the Union and the Employer. Postings for all positions shall include all relevant data and details concerning the positions.

Appointments to the posted position(s) and any other position(s) that may become vacant as a result of any rearrangement necessitated by the original appointment(s) shall be made at this meeting in accordance with Article 12(B) 2 and 3.

All other positions not listed above shall be posted and filled by written application rather than at a posting meeting.

- (ii) All employees looking to change classifications will be required to pre-qualify with the appropriate department manager.
- (iii) Certified Education Assistants who secure positions of 20 hours per week or less at the June posting meeting will be offered, in order of seniority, the opportunity to fill a full-time position, should one become available between September and December. For the initial recall of Certified Education Assistants in September the Employer will post notice of the positions for a minimum of 24 hours prior to the recall process. An electronic copy will be posted and available through the SD73 employee intranet site.

(iv) The remaining Certified Education Assistant positions will be filled for the duration of that school year, in order of seniority, from the recall list first, and then from the relief list by date hired cluster.

2. Both parties recognize that job opportunity should increase in proportion to length of service. Therefore, in making staff changes, appointments shall be made of the applicant senior in the service, and having the required qualifications. In the event seniority dates are equal, the original date of the application form will be used to break the tie.
3. Employees that may not be able to attend such meetings may submit written application for the posted position(s) or those position(s) that may become vacant as a result of a re-arrangement necessitated by the original appointment(s).

(C) Trial/Probationary Period

The successful applicant shall serve either a twelve (12) week trial or probationary period as defined in Article 9. If this period includes the summer breaks, then this period shall be extended by up to four (4) weeks. Conditional on satisfactory service, such trial or probationary promotion shall become permanent after the period of twelve (12) weeks.

1. Trial Employees

In the event the successful applicant serving a trial period proves unsatisfactory in the position during the aforementioned trial period, the employee shall displace the most junior person within the general geographic area having the same number of shift hours per week in what was their previous classification.

If the above noted applicant was appointed from the recall list that individual will return to the recall list.

2. Probationary Employees

In the event the successful Category 4 relief employee serving a probationary period proves unsatisfactory in the position during the aforementioned probationary period the employee will be placed back on the relief roster.

(D) Union Notification

The Employer shall notify the Union when it occurs of all appointments, hirings, layoffs, re-hirings, terminations, maternity leaves, long term sick leaves and general leaves of absence of any duration. Such notice shall include the current addresses of newly hired or re-hired employees, and any changes of address of present employees.

(E) Promotions Requiring Higher Qualifications

In cases of promotion requiring higher qualifications or certification, the Employer shall give consideration to employees who do not possess the required formal qualifications, but are preparing for qualifications prior to filling a vacancy. Such employees will be given an opportunity to qualify within a specified length of time, as mutually agreed between the parties to the Agreement, and to revert to their former position if the required qualifications are not met within such time.

(F) Transfers

An employee may be transferred from one position to another in the same classification within the School District:

1. if it is considered by mutual agreement between the parties that the employee can better serve their Employer in the new situation.
2. by mutual agreement an employee may be temporarily transferred for appropriate training in any department within the School District.

(G) Date Hired Clusters

Date Hired Clusters are groups of Category 4 relief employees hired within six-month periods. Employees within a cluster will be called for positions for which they are qualified as provided for in Article 12 (H).

For the term of this Agreement date hired clusters are as follows:

Those with Seniority Date	0
July 1, 2010 – December 31, 2010	35
January 1, 2011 – June 30, 2011	36
July 1, 2011 – December 31, 2011	37
January 1, 2012 – June 30, 2012	38
July 1, 2012 – December 31, 2012	39
January 1, 2013 – June 30, 2013	40
July 1, 2013 – December 31, 2013	41
January 1, 2014 – June 30, 2014	42
July 1, 2014 – December 31, 2014	43
January 1, 2015 – June 30, 2015	44
July 1, 2015 – December 31, 2015	45
January 1, 2016 – June 30, 2016	46
July 1, 2016 – December 31, 2016	47
January 1, 2017 – June 30, 2017	48
July 1, 2017 – December 31, 2017	49
January 1, 2018 – June 30, 2018	50
July 1, 2018 – December 31, 2018	51
January 1, 2019 – June 30, 2019	52
July 1, 2019 – December 31, 2019	53
January 1, 2020 – June 30, 2020	54
July 1, 2020 – December 31, 2020	55
January 1, 2021- June 30, 2021	56
July 1, 2021 – December 31, 2021	57
January 1, 2022 – June 30, 2022	58
July 1, 2022 – December 31, 2022	59
January 1, 2023 – June 30, 2023	60
July 1, 2023 – December 31, 2023	61
January 1, 2024 – June 30, 2024	62
Date Hire Cluster 99	99

Employees who have retired from the School District may apply to work on a relief basis and will be placed in Date Hired Cluster 99. Date Hired Cluster 99 relief employees will only be dispatched after all other available relief employees have been dispatched.

Once a Date Hired Cluster 99 relief employee is dispatched to a relief assignment, they will continue in that assignment until a relief employee becomes available. Once a relief employee becomes available the Cluster 99 relief employee will be removed.

(H) Filling of Relief Assignments

In order to provide senior relief employees and those employees on lay-off with long-term assignments:

1. All short-term assignments will be filled within a geographic area on a rotational basis by date hired clusters within each specific geographic area.
2. All assignments of a known duration of more than twenty (20) working days will be considered long-term and will be offered to those relief employees not already in a long-term assignment, based on a system rotational basis within the date hired cluster and not on a geographic basis.



3. Mileage will be paid as per Article 23(e) to any relief employee who is required to travel outside of their designated geographic area for a short-term assignment for the first twenty (20) days only.
4. Mileage will not be paid to relief employees when they accept a known long-term assignment based on date hired cluster(s) as in (2) above.
5. In the event an absence becomes known as long-term within the first ten (10) days of an assignment, the relief employee assigned on a rotational basis within a geographic area will be removed and replaced with a relief employee in an earlier date hired cluster. In the event it may be necessary to remove a relief employee who has been in an assignment for more than ten (10) days, the parties will discuss this matter at that time. Neither party will unreasonably withhold their agreement.
6. The relief roster in various occupational groups shall be kept to the minimum number of employees necessary to cover relief work and the relief work shall be allocated in a manner that will equalize as close as reasonably possible the monies earned by the employees on their respective rosters.

The Employer is committed not to use relief employees where it is feasible to establish a regular position.

(I) Assignments or Assignment Changes

Assignments or assignment changes will be determined through a consultative process at the school level or work location.

In the event an individual has a concern with the specific assignment and has legitimate grounds for appeal, the affected employee may appeal to a committee comprised of representatives from the Employer and the Union.

(J) Information on Students with Diverse Learning Abilities

The District agrees to provide Certified Education Assistants with access to appropriate information regarding the student, the Inclusive Education Plan (IEP), as well as techniques and strategies necessary to carry out the respective responsibilities of each in relation to students' programs. The District will also provide Certified Education Assistants with appropriate in-service on instructional and behavioural techniques and strategies.

## **ARTICLE 13: GRIEVANCE PROCEDURE**

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A grievance shall be defined as any difference arising out of the interpretation, application, administration, or alleged violation of the Collective Agreement.

- (A) In order to provide an orderly procedure for the settling of grievances, the Employer acknowledges the right of the Union to appoint, or otherwise select a Grievance Committee of five (5) members, who shall process any grievance in their department in accordance with the Grievance Procedure.
- (B) The Employer shall recognize the Shop Stewards selected by the Union. Shop Stewards shall investigate and attempt to settle disputes before reaching the Grievance Committee.
- (C) The Union shall notify the Employer in writing of the name of each Grievance Committee member and Shop Steward before the Employer shall be required to recognize them.
- (D) In order that the work of the Employer shall not be unreasonably interrupted, Shop Stewards are required to advise their Supervisor of their time of departure and return to their regular duties when acting as Shop Stewards.
- (E) Should a dispute arise between the Employer and any employee(s) or the Union an earnest effort shall be made to settle the dispute fairly and promptly in the following manner:

Step 1: Within fifteen (15) working days from the date the employee became aware of the alleged violation of the Collective Agreement, the employee shall discuss the matter with their immediate supervisor with a view to resolving the issue. Failing settlement at this stage, all grievances and replies shall be put in writing in all further stages of the grievance procedure.

Step 2: If the Shop Steward and/or the grievance committee consider the grievance to be justified, a written grievance form will be submitted and the grievor along with the Steward will seek to settle the dispute with the employee's work site excluded supervisor/Department Head, with a copy to the District Principal of Human Resources within ten (10) working days.

Step 3: If the grievance is not resolved within ten (10) working days of the meeting referred to in Step 2, the grievance may be presented in written form to the Associate Superintendent - Human Resources. The Associate Superintendent - Human Resources will meet with the grievor along with their Union representative in an attempt to resolve the dispute.

Step 4: If the grievance is not resolved within ten (10) working days of the meeting referred to in Step 3, the Union may within ten (10) working days of receipt of the written decision under Step 3, refer the matter to the Step 4 Hearing Committee composed of two (2) appointees from the Union and two appointees from the Employer. Union appointees will be at no cost to the Board.

Step 5: Failing agreement being reached at Step 4, the Union may refer the dispute to Arbitration as per Article 14.

The Union shall receive replies at each step within ten (10) working days and will proceed to the succeeding step within ten (10) working days if applicable unless mutually agreed to otherwise.

- (F) The grievant shall have the right to be present at any step of the aforementioned procedure.
- (G) The Employer agrees that, after a grievance has been initiated by the Union, the Employer's representative will not enter into discussion or negotiation with respect to the grievance, either directly or indirectly, with the aggrieved employee(s) without the consent of the Union.
- (H) Where a dispute involves a question of general application of interpretation or where a dispute involves five (5) or more employees, or dismissal of an employee, Steps 1 and 2 may be bypassed.
- (I) Replies to written grievances shall be in writing at all stages.
- (J) Grievances settled satisfactorily within the time allowed shall date from the time that the grievance was filed.
- (K) The Employer shall supply the necessary facilities for the grievance meetings.
- (L) Employees together with their Shop Stewards shall have access to all information in their personnel file.
- (M) If the grievant, Union or Management fails to process a grievance to the next step in the grievance procedure within the time limits specified they shall request an extension of the time limits in writing. Such requests shall not be unreasonably denied by the other party.

## **ARTICLE 14: ARBITRATION**

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### **(A) Composition of Board of Arbitration**

When either party requests that a grievance be submitted to Arbitration, the request shall be made in writing addressed to the other party of the Agreement. Either party may proceed to expedited arbitration as per Section 104 of the Labour Relations Code. If there is no request to proceed to expedited arbitration, a full arbitration hearing shall be held. Each party shall name an arbitrator to an Arbitration Board within five (5) days thereafter and shall notify the other party of the name and address of its appointee.

If the recipient of the notice fails to appoint an arbitrator, or if the two (2) appointees fail to agree upon a Chairman within five (5) days, the appointment shall be made by the Minister of Labour upon the request of either party. The parties may, by mutual agreement appoint a single arbitrator.

### **(B) Arbitrator Exclusions**

No person shall be selected as a member of an Arbitration Board who:

1. Is acting, or has within a period of six (6) months preceding the date of their appointment acted in the capacity of solicitor, legal advisor, counsel, or a paid agent of either of the parties.
2. Has any pecuniary interest in the matters referred to the Arbitration Board.

(C) Arbitration Board Procedure

The Board may determine its own procedure, but shall give full opportunity to all parties to present evidence and make representations to it. The decision of a majority shall be the decision of the Board.

(D) Decisions of the Board

Should the Board of Arbitration find that an employee has been suspended or dismissed for other than just cause, the Board of Arbitration may direct the School Board to reinstate the employee and pay the employee a sum equal to the wages or salary lost by such suspension or discharge, or such lesser sum as in the opinion of the Board is fair and reasonable, or make such other order as it considers fair and reasonable. Provided always that any order relative to lost wages shall be less any wages or salary earned by an employee during a period of suspension or dismissal.

The decision of the Board of Arbitration shall be final and binding on all parties, but in no event shall the Board of Arbitration have the power to alter, modify, or amend this Agreement in any respect. Should the parties disagree as to the meaning of the decision, either party may apply to the Chairman of the Board of Arbitration to reconvene the Board to clarify the decision, which it shall do within three (3) days.

(E) Expenses of the Board

Each party shall pay:

1. The fees and expenses of the arbitrator it appoints.
2. One-half the fees and expenses of the Chairman.

(F) Amending of Time Limits

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

(G) Witnesses

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

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**ARTICLE 15: RESIGNATION, DISCHARGE OR SUSPENSION**

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(A) Warnings

Whenever the Employer or a Deputy deems it necessary to censure an employee in a manner indicating that dismissal may follow any repetition of the act complained of, or omission referred to, or may follow if such employee fails to bring their work up to a required standard by a given date, the Employer shall, within five (5) days thereafter, give written particulars of such censure to the employee and the Union.

(B) Discipline, Suspension, Discharge Procedure

1. An employee may be disciplined, suspended or discharged only for just cause.

When an employee is disciplined, suspended or discharged they shall be given the reason in the presence of their steward, or any member of the Executive available. Such employee and the Union shall be advised promptly in writing by the Employer of the reason for such discipline, suspension or discharge.

2. An employee considered by the Union to be wrongfully or unjustly discharged or suspended shall be entitled to a hearing under Article 13, Grievance Procedure.

(C) Resignation

Any employee may resign by giving the Employer two (2) weeks' notice.

(D) Removal of Disciplinary Letters

After eighteen (18) months has elapsed, an employee may apply to have letters of a disciplinary nature removed from their personnel file. Such requests will not be unreasonably denied.

(E) Falsely Accused Employee Assistance

1. An employee accused of misconduct and subsequently found to be not guilty shall:
  - (i) be provided with specialist counselling and/or medical assistance to deal with any negative effects of the allegations;
  - (ii) be provided time off as sick leave when supported by medical documentation.
2. The Employer shall issue, upon request, a clear written statement exonerating the employee who has been found to be falsely accused.

**ARTICLE 16: HOURS OF WORK**

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- (A) The Employer agrees in consultation with the Union, to set forth the working schedule for each work location in Schedule B.

(B) Regular Hours

1. The regular work week for full-time positions shall consist of
  - (i) five (5), seven and one half (7.5) hour days, from Monday to Friday inclusive, for all employees other than clerical, bus drivers and Certified Education Assistants.
  - (ii) five (5), seven (7) hour days, from Monday to Friday inclusive, for all clerical employees except as noted in Schedule B.
2. The hours of work for Certified Education Assistant positions will be as follows:
  - (i) All elementary positions at 5.75 hours/day.
  - (ii) All secondary Certified Education Assistant positions at 6.25 hours/day.
  - (iii) A four (4) hour provision to provide half time support at either the elementary or secondary level
  - (iv) Hours can be increased by up to one hour per day to the end of the school year without reposting.
  - (v) Hours required to perform supervisory duties outside of the 5.75 hours/day for elementary positions and 6.25 hours/day for secondary positions will be recorded on time cards as extra time worked.
3. The hours of work for bus driver positions will be as follows:

- (i) A regular scheduled route to a maximum of seven and one half (7.5) hours per day for all bus drivers.
- (ii) Special Needs Runs can be increased or decreased by up to one hour per day to the end of the school year without reposting.
- (iii) Regular Runs can be increased or decreased by up to one half (1/2) hour per day to the end of the school year without reposting.

Notwithstanding any other provisions of this Agreement, those employees who of necessity regularly work on Saturdays and Sundays, shall have as rest days, two (2) other consecutive days of the week. In such event, Saturday and Sunday shall be considered working days and overtime rates shall not apply, excepting for that time worked in excess of the normal.

(C) Trades Days Off (TDOs)

The work day for those employees classed as trades, grounds, shop utility, production services technician, site support technician – elementary, site support technician – secondary, I.E. service technician, computer technician, graphic technician, and desk repairman shall be eight (8) hours per day at straight time rate, of which 30 minutes will be accumulated so that on the 16<sup>th</sup> day they will be entitled to one seven and one-half (7.5) hour day off. This day to be the closest Monday, Friday, or other day(s) mutually agreed to after accumulation. Time taken as Trades days off (TDOs) must be approved by the worksite supervisor.

A maximum of three (3) Trades days off may be banked as provided for in Article 17(B). Time accumulated beyond three (3) Trades days will be paid out on a quarterly basis (on the regular pay period in which the following dates fall: March 31, June 30, September 30, and December 31).

Seasonal grounds personnel must take banked Trades days off within term of appointment. Any bank remaining at the time of seasonal layoff will be paid out on the employee's final pay.

(C) Working Ten (10) Hour Shifts Outside of Geographical Area

Where employees are required to work in a geographic area requiring significant travel time, instead of working five (5) regular eight (8) hour days, the members can decide on a crew basis, to work four (4) – ten (10) hour days and bank the additional two (2) hours per day over four days.

- The normal Trades Day Off (TDO) time of 2.5 hours per week will be banked as per contract.
- Hours of work will be arranged in consultation with the employee to accommodate the most effective use of time and equipment.
- Company vehicle may be used on a casual basis.
- Employees who may have difficulty accommodating a temporary re-assignment are invited to discuss their situation with their immediate worksite supervisor. In the event an accommodation cannot be agreed upon, the parties will meet to discuss the extenuating circumstances that restrict the employee from being re-assigned.

Employees working ten (10) hour days will, in addition to the aforementioned, be:

- Allowed an additional fifteen (15) minute break;
- Allowed to travel from their residential geographic area to the worksite geographic area on company time;
- Paid the per diem allowance as per Board Policy in advance;
- Provided with accommodation when required to stay in the worksite geographic area; and,
- Allowed one ten (10) minute long distance phone call per day.

Employees, other than regular employees, who are offered and accept positions on a casual basis to work on an extended day assignment shall work the extended day, and shall qualify only for the benefits outlined above.

Where practical, these re-assignments will be allocated on a rotational basis in one week blocks.

Once days are earned, they must be taken and cannot be accumulated.

(D) Minimum Hours

Except where otherwise provided in this Agreement, in the event of an employee starting work on any day, and being sent home before they have completed four hours, they shall be paid for four hours at their regular rate. In the event that an employee reports for work but is sent home before commencing work, the employee shall be paid for two (2) hours at regular rates.

(E) Break Period

All employees working in full time (7 or 7.5 hour) positions shall be permitted a fifteen (15) minute rest period both in the first half and the second half of a shift.

**ARTICLE 17: OVERTIME**

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(A) Overtime Defined

All time worked beyond the normal work day as defined in Article 16(B) or normal days of rest shall be deemed to be overtime.

Prior approval from the immediate work site supervisor must be obtained for all overtime worked.

(B) Overtime Rates

All overtime shall be paid, or banked at double the standard rate. Overtime may be banked to a maximum of five (5) work days annually.

Three (3) Trades days off for employees as per Article 16(B) may be included in this bank to the five (5) day maximum. Seasonal grounds personnel must take banked Trades days off within term of appointment. All banked TDOs must be taken by December 31 of each year.

(C) Overtime on Normal Days of Rest and Holidays

All time worked on normal days of rest shall be paid at overtime rates.

Any employee who is required to work on a holiday will be paid overtime rates in addition to their regular pay.

(D) Minimum Call-Back Time

Every employee who is called out in an emergency outside their regular working hours shall be paid for a minimum of two (2) hours at overtime rates and shall be paid from the time the employee leaves their home until the time they arrive back home. The word emergency above being defined as the instance where an employee does not receive notification during their regular working hours.

(E) Sharing of Overtime

Overtime and call-back time shall be divided equally among the employees engaged in similar types of operations and who are qualified to perform the work that is available.

(F) Overtime During Layoffs

There shall be no excessive amount of overtime worked in any operation while there are employees on layoff in the same or similar types of operations and who are qualified to perform the available work.

(G) Overnight Trips

Certified Education Assistants who are on overnight trips supporting students will be granted one day off in lieu for each night. This time shall be mutually agreed upon between the employee and immediate work site supervisor and taken prior to the end of each school year.

**ARTICLE 18: DIFFERENTIAL PAY**

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(A) In addition to the employees' regular rate of pay, differential pay shall be paid at the following rates for each hour worked in the respective shift.

Afternoon Shift: \$50.00 per bi-weekly pay period  
 Night Shift: \$55.00 per bi-weekly pay period

The above differentials will be paid only when employees work in excess of one (1) hour outside of the following shifts:

DAY	8:00 A.M.	TO	4:00 P.M.
AFTERNOON	4:00 P.M.	TO	MIDNIGHT
NIGHT	MIDNIGHT	TO	8:00 A.M.

The Steno I Dispatcher position(s) will be paid 1.5 hours per day Night Differential.

All employees whose normal work week includes work on Saturday or Sunday, shall receive one hour extra straight time pay for each Saturday or Sunday worked.

**Shift Differential Calculation**

START	END	SHIFT DIFF
6:00 AM	2:00 PM	\$0.19
6:30 AM	10:30 AM	\$0.27
6:30 AM	2:30 PM	\$0.15
7:00 AM	11:00 AM	N/A
7:00 AM	11:00 AM	\$0.34
3:00 PM	7:00 PM	
7:00 AM	3:00 PM	N/A
10:30 AM	5:00 PM	N/A
12:00 PM	6:00 PM	\$0.18
12:00 PM	8:00 PM	\$0.31
2:00 PM	7:00 PM	\$0.40
2:30 PM	6:30 PM	\$0.42
2:30 PM	7:30 PM	\$0.47
2:30 PM	8:00 PM	\$0.47
2:30 PM	9:30 PM	\$0.52
2:30 PM	10:30 PM	\$0.54
3:00 PM	7:00 PM	\$0.50
3:00 PM	8:00 PM	\$0.54
3:00 PM	9:30 PM	\$0.56
3:00 PM	11:00 PM	\$0.58
3:30 PM	11:30 PM	\$0.63
4:00 PM	12:00 AM	\$0.67
5:00 PM	9:00 PM	\$0.67

**ARTICLE 19: HOLIDAYS**

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All employees after fifteen (15) days of employment shall receive one day's pay for not working on the following holidays:

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

And any other day as proclaimed by the Federal, Provincial or Municipal Government as a holiday.

Employees laid off from work shall be entitled to statutory holiday pay if a statutory holiday occurs during the first ten (10) working days of the layoff.

Employees on general leave shall not be entitled to payment for a day that falls within, or on a calendar day which falls immediately prior to or following such leave.

When any of the above statutory holidays fall on a normal non-working day and no other day is declared in substitution thereof, employees shall receive a day off in lieu of the statutory holiday.

Category 4 relief employees will receive 4% in lieu of statutory holiday pay on each pay cheque.

**ARTICLE 20: VACATIONS**

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(A) Definition of Vacation Year

The vacation year shall be defined as the period of time from July 1<sup>st</sup> to June 30<sup>th</sup>.

(B) Entitlement

The employee shall be entitled to annual vacations in accordance with the following schedule:

1. Vacation entitlements are based on the anniversary of service as follows:

Year 1	1½ days/month to maximum of 15 days
Years 2 - 5	15 working days
Years 6 - 13	20 working days
Years 14 - 19	25 working days
Years 20 +	30 working days

2. Accumulated service at June 30<sup>th</sup> of less than ten (10) complete months, one and one half (1 1/2) working days for each completed month of service, plus one and one half (1 1/2) working days for the total of partial months of service, to a maximum of fifteen (15) working days.

And one additional day for each year of service thereafter. Employees hired after June 30, 1995 will be limited to a maximum of 35 days.



Vacation entitlements shall be recorded on earning statements. If a Statutory or declared holiday falls or is observed during an employee's vacation period, the employee shall be granted an additional day's vacation for such holiday in addition to their regular vacation time.

(C) Usage

1. 12 Month Employees (Including Custodial)

Entitlements may be taken in the year they are earned but shall not exceed the current balance. Entitlements must be taken by the end of the following vacation year in which they are earned. All requests for vacation must be approved by the employee's supervisor, based on operational requirements. Such requests will not be unreasonably denied. Preference over vacation dates shall be determined by seniority.

2. School-Term Employees

School term employees who receive days off necessitated by school holidays and in-service days shall have such days deducted from their vacation entitlements to prevent layoff on such days. Employees may request an unpaid leave of absence for in-service days.

School term clerical and Certified Education Assistant classifications who wish to use vacation outside of the months of July and August, except as specified above, shall be approved subject to the following provisions.

- a. Applications will be made prior to September 30 of the school term for the period requested and will be approved/denied by October 15;
- b. Leave will be granted to employees in each of the three (3) classifications listed above per school year to a maximum of seventy (70) days per year per classification;
- c. An individual employee applying for this leave shall only be granted up to a maximum of two (2) weeks' vacation per year;
- d. Based on seniority;
- e. Based on operational requirements;
- f. Only allowed once every five (5) years per individual.

3. Special Leave for School Term Employees

School-term employees may be permitted to use up to two (2) days' vacation allotment outside the months of July and August for the following reasons:

- Serious fire or flood in employees' household
- Employee receives an evacuation order
- Formal hearing to become a Canadian Citizen
- Employee's or employee's spouse or dependent's graduation from high school or post-secondary

Such requests will not be unreasonably denied.

(D) Vacation Pay

1. 12 Month Employees:

While on vacation all 12-month employees shall receive their pay on regular bi-weekly pay days.

2. School-Term Employees:

All school-term employees will be offered a choice as to whether they want to be paid out their vacation entitlements at the end of May each year or to use their remaining vacation entitlements to stay on payroll past their last day of work.

Those employees choosing to be paid out their entitlements at the end of May shall receive vacation pay on their regular bi-weekly pay dates during Christmas and Spring Break.

Those choosing to remain on payroll will not qualify for the B.C. Day statutory holiday.

3. Grounds Employees

All grounds employees will accrue vacation entitlement and will be paid out upon layoff.

(E) Certified Education Assistant Non-Instructional Days

Certified Education Assistants will be paid to attend five out of six non-instructional days

Commencing in the 2020/2021 school year, Certified Education Assistants will be paid to attend six out of six non-instructional days. Relief Certified Education Assistants will also be paid to attend six out of six non-instructional days.

Certified Education Assistants can be granted non-instructional days off by the worksite supervisor in lieu of days owed for overnight trips as per Article 17(G).

(F) Bus Driver Training

Bus drivers will be paid to attend three (3) days of mandatory training per year in lieu of non-instructional days. Training dates to be determined by the Employer. Training may be scheduled during the month of August and/or on non-instructional days.

(G) Injured/Sick or Bereavement While on Vacation

When an employee, who has made application and been approved for vacation as per Article 20(C), has commenced that vacation and becomes ill or injured resulting in admission to the hospital, or experiences a bereavement as outlined under Article 22(C), the employee shall be entitled to use either sick leave or bereavement leave and have that portion of vacation leave reinstated. Proof shall be provided upon request.

## **ARTICLE 21: SICK LEAVE PROVISIONS**

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(A) Sick Leave Defined

Sick leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick, disabled, exposed to contagious disease, or under examination or treatment of a physician, chiropractor, or dentist, or because of an accident for which compensation is not payable under the Worker's Compensation Act.

(B) Amount of Sick Leave

Sick leave shall be granted to employees on the basis of one and two-third (1 2/3) days for every month of service.

In any one calendar year when an employee has not had sick leave, or only a portion thereof, the employee shall be entitled to an accrual of all the unused portion of sick leave up to a maximum of 160 working days for their future benefits. Employees at maximum accumulation of 160 or more sick days shall accumulate at one half day per month effective January 1, 1993.

Employees who have accumulated 160 days or more and who become ill in the year preceding retirement will be allotted a maximum of twenty (20) days to maintain their entitlement. A deduction shall be made from accumulated sick leave of all normal working days (exclusive of Statutory Holiday) absent for sick leave as defined in (A) and Article 25 (Supplementation of Compensation).

The PEFT LTD Plan shall be fully integrated with the sick leave plan so that an employee will be entitled to use sick leave up to the date the employee is eligible to collect LTD (80 work days) at which time sick leave usage shall cease.

(C) Illness in the Family

In the case of illness at the employee's residence and/or a medical emergency/procedure at a hospital of a family member where no one other than the employee can provide for the needs of the ill person, the employee, after notifying their supervisor, shall be entitled to a maximum of eight (8) days per calendar year when supported by a medical certificate.

In the event that a non-resident parent requires support due to a serious medical condition as confirmed by a medical practitioner, such time will be provided under the Family Illness provisions of this Article.

(D) Proof of Illness

The Employer may request that an employee provide a certificate from a duly qualified medical practitioner certifying the employee was unable to perform their duties due to personal or family member illness. The Employer shall reimburse costs associated with obtaining a medical certificate upon presentation of a paid receipt.

(E) Sick Leave During Leave of Absence

When an employee is given leave of absence without pay for any reason, or is laid off on account of lack of work and returns to the service of the Employer upon expiration of such leave of absence, etc., the employee shall not receive sick leave credit for the period of such absence, but shall retain their cumulative credit, if any, existing at the time of such leave or layoff.

(F) Sick Leave Without Pay

Sick leave without pay of one year shall be granted to an employee who does not qualify for sick leave with pay, or who is unable to return to work at the termination of the period for which sick leave with pay is granted. At the end of one year, any extension can only be granted upon review and by mutual agreement of the parties hereto.

(G) Sick Leave Records

A record of all unused sick leave will be kept by the Employer.

Sick leave entitlements shall be recorded on pay stubs.

(H) Payment of Accumulated Sick Leave

Any employee having accrued sick leave to their credit shall, on retirement or termination, after ten (10) years of continuous service, receive a salary grant in lieu thereof equal to:

One half (1/2) of the days accumulated as per 21(B).

In the event of death, the salary grant shall be paid to their beneficiary.

Union dues will not be deducted from payout.

(I) Compassionate Leave

In the event of a life threatening illness or accident of a spouse, child, parent or sibling, an employee shall be granted up to three (3) working days per year without loss of salary which shall be deducted from the employee's accumulated sick leave entitlement.

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**ARTICLE 22: LEAVE OF ABSENCE**

(A) The Employer agrees that, where permission has been granted to representatives of the Union to leave their employment temporarily in order to meet or carry on negotiations with the Employer, or with respect to a grievance, they shall suffer no loss of pay for the time so spent.

(B) Union Conventions and Seminars

Leave of absence without pay and without loss of seniority will be granted upon request to the Board, to employees elected or appointed to represent the Union at Union conventions and Seminars. One week's notice shall be given to the Employer.

The Employer agrees to continue regular payment of wages and deductions for employees on leave under (B) of this Article.

The Employer will be reimbursed by the Union in full including holiday pay and pension payments.

Where there is no replacement provided for the absent employee, the money reimbursed and thus saved by the Employer for said leave will be used to establish a special fund for educational courses for employees. The Employer will account in writing to the Union by November 30<sup>th</sup> annually, for these funds. The Employer will forward the interest earned on the funds twice a year on November 30<sup>th</sup> and May 31<sup>st</sup>.

(C) Bereavement Leave

An employee shall be granted three (3) regularly scheduled consecutive work days leave without loss of salary in case of the death of a parent, spouse, brother, sister, child, grand-parent, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild, or any other relative living in the same household.

In the event of death of a spouse, child, parent, brother or sister, two (2) additional days will be granted.

Reasonable leave of absence shall be granted for travel and estate affairs without pay and without loss of seniority.

(D) Funeral Leave

Up to one-half (1/2) day shall be granted without loss of salary or wages to attend a funeral, provided such employee has given sufficient notice to their immediate work site supervisor.

(E) Jury Leave

Jury Selection

The Employer shall pay an employee who is required to attend jury selection their normal earnings for the time required to be in attendance, provided such time falls during the employee's normal working hours.

Jury Duty, Subpoena to Appear, Testify at a Hearing

The Employer shall pay an employee who is required to serve as a juror or subpoenaed as a court witness the difference between their normal earnings and the payment the employee received for jury service or court witness for the time the employee is required to attend. The employee will present proof of service and the amount of pay received.

If jury selection is cancelled or court is in recess the employee is expected to return to work for the remainder of their regularly scheduled shift.

(F) Full Time Union or Public Duties

The employer will grant, on written request, leave of absence without pay:

1. For employees to seek election in a municipal, provincial, federal, First Nation or other Aboriginal election, for a maximum period of ninety (90) consecutive calendar days immediately preceding the election date.

2. For employees selected for a paid position with the Union or any body to which the Union is affiliated for a period of up to one year and will be renewed upon request of the Union.
3. For employees elected to a public office until the end of their elected term and will be renewed upon request.
4. For an employee elected to a full-time position of the Union or any body to which the Union is affiliated, the leave will be for the period of the term and will be renewed upon request from the Union.
5. For an employee appointed or elected to a full-time position with a First Nation or other Aboriginal organization, the leave will be for the period of the term and will be renewed upon request.

(G) President's Leave

A President of the Local Union who is elected to take office 100% of the time, shall be granted a leave to assume presidential duties by the Board. The Board will continue to pay the President their salary and to provide benefits as specified in the Agreement. The Union will reimburse the Board monthly for all salary and benefits costs.

For purposes of pension, experience, sick leave and seniority, the President shall be deemed to be in the full employ of the Board. The President shall inform the Board of the number of days or partial days, if any, that the employee was absent from presidential duties. Such days or partial days shall be deducted from the President's accumulated sick leave or vacation credits.

Upon return from leave, the President has the option of returning to the position vacated or another position secured through posting.

(H) General Leave

Employees shall be granted unpaid leave(s) upon application as follows:

1. Up to two (2) days per calendar year for school term employees for personal business providing an adequate replacement is available at the time of approval. Additional days may be granted upon request.
2. Over five (5) days and to a maximum of four (4) months, upon written application without loss of seniority or position. The employee bears all costs associated with maintaining benefits, as outlined in Article 22(M).
3. Up to one (1) year, upon written application. The employee does not earn seniority for the year but maintains seniority rights as provided for in Article 10. The employee bears all costs associated with maintaining benefits and is required to relinquish their position and must exercise their adjusted seniority date to obtain a position upon their return.

Additional leave under subsection (2) or (3) may be granted every five (5) years provided:

- (i) The employee relinquishes their position.
- (ii) The employee taking the leave does not accept employment elsewhere.
- (iii) The employee bears all costs associated with maintaining benefits.
- (iv) The employee will not accrue seniority for the duration of the leave.

(I) Maternity Leave

An employee who becomes pregnant may take maternity leave for a duration that is in accordance with the Employment Standards Act and the employee shall:

1. Officially notify the Board of the pregnancy by submitting the Maternity-Parental Leave Form at least four (4) weeks before the date the employee proposes to begin leave.

2. Advise the Employer of their intention to return to the employ of the Employer following the maternity leave.

An employee may be requested to go on maternity leave at any time before the dates specified, where it is considered in the best interest of the Employer and not a violation of the Employment Standards Act.

(J) Supplemental Employment Benefits on Maternity Leave

When an employee takes the maternity leave to which they are entitled pursuant to the Employment Insurance Act, the Employer shall pay the employee:

1. 95% (ninety-five percent) of their current salary for the first week of the leave, providing such time occurs when the employee is not on normal layoff.
2. the difference between 95% (ninety-five percent) of their current salary and the amount of EI maternity benefits received by the employee, for a maximum of sixteen (16) weeks providing such time occurs when the employee is not on normal layoff.

(K) Parental Leave

An employee who has been granted maternity leave and/or an employee who qualifies for Parental Leave pursuant to the Employment Standards Act shall be granted Parental Leave for a duration as defined by the Act. The employee shall submit the Maternity-Parental Leave Form at least four (4) weeks prior to commencing the leave, advising the Employer of their intention to return to the employ of the Employer following the parental leave.

(L) Seniority While on Maternity and/or Parental Leave

An employee who returns to duty following a maternity and/or parental leave where the duration is less than or equal to 78 weeks will have no loss of seniority.

An employee who returns to duty following a maternity and/or parental leave where the duration is greater than 78 weeks will have no loss of seniority for the first 78 weeks of leave.

An employee who returns to work after more than 78 weeks will be required to relinquish their position and must exercise their adjusted seniority date to obtain a position upon their return.

(M) Employee Responsibility for Benefit Costs While on Leave

For the duration of a leave, as defined in section Article 22(H) subsection 2 and 3, 22(F), 22(N), 22(O) and 22(P), the employee bears all costs associated with maintaining benefits as provided for in Article 28. For the duration of a leave, as defined in Article 22(I), 22(J) and 22(K), the employee bears the cost for benefits as provided for in Article 28 that are normally deducted from an employee's earnings.

The employee must contact the employer prior to the commencement of the leave or during the leave to agree upon a benefits payment plan. A payment plan will include scheduled regular payments or planned deductions from earnings before the leave starts, during the leave, and/or once the employee has returned to duty. The benefits payment plan is subject to the approval of the employer.

In the event that an employee has not made payments in accordance with the payment plan and there is no scheduled date for return to duty, the employer may cease employee benefit coverage to mitigate financial loss. The employee accepts that the cessation of employee benefit coverage could impact that employee's ability to obtain benefit coverage in the Board benefit plan at a later date.

(N) Education Leave

The Board agrees that it is to the mutual benefit of the employer and the employee to improve the educational standards of the work force. Leave of absence without pay and without loss of seniority shall be granted to an employee for a period of up to two (2) years, in order to upgrade the employee's education or training, so far as to improve the employee's employment opportunities for positions within the School District. This leave

shall be granted only where the time is mutually agreed to and provided an acceptable replacement can be recruited, and provided that the employee has been employed with the Board for five (5) consecutive years or provided five (5) years have elapsed since the employee's return to work from a previously approved educational leave. This leave shall be accorded to no more than two (2) employees per department, at any one time. If the employee requests to be kept on benefits, the employee will pay the full cost of the benefit premiums. Such leave shall be requested in writing no later than 90 days prior to the requested start date of the leave.

(O) Compassionate Care Leave

Compassionate Care Leave is extended to employees in accordance to the Employment Standards Act. Employees are entitled to take up to 27 weeks of unpaid compassionate care leave without loss in seniority within a 52-week period to care for a family member who is terminally ill. The Employment Standards Act defines family member as follows:

In relation to the employee

- The employee's spouse, child, parent, sibling, grandchild or grandparent
- Any person who lives with the employee as a member of the employee's family
- The employee's step sibling, aunt or uncle, niece or nephew, current or former foster parent, foster child, ward or guardian
- The spouse of the employee's sibling or step-sibling, child or step-child, parent, grandparent, grandchild, aunt or uncle, niece or nephew, current or former foster child or guardian
- Anyone else who the employee considers to be like a close relative regardless of blood, adoption, marriage or common law partnership

In relation to the employee's spouse

- The spouse's child, parent or step-parent, sibling or step-sibling
- The spouse's grandparent, grandchild, aunt or uncle, niece or nephew
- The spouse's current or former foster parent, or ward

The employee shall speak with their employer about the need to take the leave when the employee first becomes aware of it. The employee must get a medical certificate that states the family member has a serious medical condition and is at risk of death within 26 weeks. The employee must give the employer the certificate as soon as it is reasonably possible to do so. The employee is not required to do this before taking the leave.

(P) Family Responsibility Leave

Family Responsibility Leave is extended to employees in accordance to the Employment Standards Act.

An employee can take up to five days of unpaid leave in each employment year (an employment year begins on the date the employee started work) to help with the care, health or education of a child under the age of 19 in their care.

An employee can also ask for this type of leave to care for the health of any other member of their immediate family.

Family responsibility leave does not accumulate from year to year.

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**ARTICLE 23: PAYMENT OF WAGES AND ALLOWANCES**

(A) Pay Days

The Employer shall pay salaries and wages bi-weekly in accordance with Schedule "A" attached hereto and forming part of this Agreement. On each pay day, each employee shall be provided with an itemized statement of their wages and deductions.

(B) Vacation Pay

While on vacation all 12-month employees shall receive their pay on regular bi-weekly pay days.

All 10-month employees will be offered a choice as to whether they want to be paid out their vacation entitlements at the end of May each year or to use their remaining vacation entitlements to stay on payroll past their last day of work.

All 8-month grounds employees will accrue vacation entitlement and not be paid out vacation pay.

Those employees choosing to be paid out their entitlements at the end of May shall receive vacation pay on their regular bi-weekly pay dates during Christmas and Spring Break.

The vacation year shall be from July 1<sup>st</sup> until June 30<sup>th</sup> for those 10-month employees who choose to remain on payroll past their last day of work. Those choosing to remain on payroll will not qualify for the B.C. Day statutory holiday.

(C) Pay During Temporary Transfers

If an employee substitutes on any job during the absence of another employee, or performs duties of a higher classification, the employee shall receive the rate for the job or their regular rate, whichever is the greater.

When an employee is regularly assigned to a position paying a lower rate, their rate shall not be reduced for a period of three (3) months following their regular assignment to a lower rate position.

(D) Automobile Allowance

Where employees agree to use their personal vehicles for Board business they shall be reimbursed in accordance with Board Policy. This would include claims for working in two (2) or more work locations.

(E) Mileage for Relief Employees

Relief employees shall be paid in lieu of mileage if required to travel in their vehicle to an area outside their general geographic area (Barriere, Chase, Heffley Creek, Logan Lake, Pinantan, Savona, Sun Peaks, Westwold) from the first day of an assignment up to a maximum of twenty (20) working days per assignment. For those areas not listed above, the following rates apply:

		Commencing 2020/2021 School Year:	
Kamloops to Heffley Creek	\$25.00 per day	Kamloops to Heffley Creek	\$28.75 per day
Kamloops to Logan Lake	\$40.00 per day	Kamloops to Logan Lake	\$46.00 per day
Kamloops to Pinantan	\$25.00 per day	Kamloops to Pinantan	\$28.75 per day
Kamloops to Barriere	\$40.00 per day	Kamloops to Barriere	\$46.00 per day
Kamloops to Savona	\$40.00 per day	Kamloops to Savona	\$46.00 per day
Barriere to Clearwater	\$40.00 per day	Barriere to Clearwater	\$46.00 per day
Kamloops to Sun Peaks	\$40.00 per day	Kamloops to Sun Peaks	\$46.00 per day
Kamloops to Chase	\$40.00 per day	Kamloops to Chase	\$46.00 per day
Kamloops to Westwold	\$40.00 per day	Kamloops to Westwold	\$46.00 per day

(F) Bus Drivers - Outside Bus Trips

The allocation of all extra bus trips shall be in accordance with Schedule "C" attached.

(G) Out of Town on Employer Business

Employees required to be out of town on educational courses or other Board business shall be reimbursed expenses in accordance with Board Policy. All educational courses shall receive prior approval of the Employer.



(H) First Aid Certificate

Employees required to possess a Level 3 Occupational First Aid certificate will receive an allowance of 80¢ per hour.

Commencing in the 2020/2021 school year, employees required to possess a Level 3 Occupational First Aid certificate will receive an allowance of \$1.05 per hour.

Employees required to possess a Level 2 Occupational First Aid certificate will receive an allowance of 60¢ per hour.

Commencing in the 2020/2021 school year, employees required to possess a Level 2 Occupational First Aid certificate will receive an allowance of 80¢ per hour.

Employees required to possess a Level 1 Occupational First Aid certificate will receive an allowance of 40¢ per hour.

Commencing in the 2020/2021 school year, employees required to possess a Level 1 Occupational First Aid certificate will receive an allowance of 60¢ per hour.

The Employer shall designate an employee who possesses a Level 1 Occupational First Aid certificate in each school. Other employees who volunteer and are designated by the school as a Level 1 Occupational First Aid attendant shall receive an additional 40¢ per hour.

(I) Medical Exams

In the event a driver has been required to have an examination under Section 49 under the Motor Vehicles Act, the driver will submit the examination to the School District and all costs associated with the physical exam will be borne by the Employer upon receipt of a copy of the examination and the receipt for same.

Bus Drivers are required to have an annual physical examination from a qualified medical practitioner each year prior to August 15<sup>th</sup>. In the event a Bus Driver has been required to have an examination under Section 49 within three months prior to August 15<sup>th</sup>, the Bus Driver will submit the Motor Vehicle Examination to the School District and will not be required to undergo the School District medical in that year.

(J) Bus Driver – Orientation Trips

Bus drivers will be compensated \$25/trip after the initial orientation trip where mandated by the employer.

**ARTICLE 24: JOB CLASSIFICATIONS AND RECLASSIFICATION**

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The Employer will develop job descriptions for all new classifications.

The Employer agrees to consult and receive Union input on preparation of job descriptions.

**ARTICLE 25: SUPPLEMENTATION OF COMPENSATION AWARD**

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An employee prevented from performing their 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 have deductions of that portion of the day not paid by WorkSafeBC made from their sick leave entitlement for each day the employee is entitled to Worker's Compensation, provided the employee has credit, provided further that this section shall only apply to those employees who have completed the probationary period.

The Board shall receive the Worker's Compensation cheque and shall pay the employee their regular rate. In the event an employee has not sufficient sick leave entitlement, the employee shall receive the Worker's Compensation cheque.

## **ARTICLE 26: TECHNOLOGICAL AND OTHER CHANGES**

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### Adjustment Plan

- (A) If the Employer introduces or intends to introduce a measure, policy, practice or change that affects the terms, conditions or security of employment of a significant number of employees by classification to whom the Collective Agreement applies;
1. the Employer shall give notice to the Union at least sixty (60) days before the date on which the measure, policy, practice or change is to be effected, and
  2. after notice has been given, the Employer and Union shall meet, in good faith, and endeavour to develop an adjustment plan, which may include provisions respecting any of the following:
    - (i) consideration of alternatives to the proposed measure, policy, practice or change, including amendment of provisions in the Collective Agreement;
    - (ii) resource planning and employee counselling and retraining;
    - (iii) notice of termination;
    - (iv) severance pay;
    - (v) entitlement to pension and other benefits including early retirement benefits;
    - (vi) a bipartite process for overseeing the implementation of the adjustment plan.
- (B) If, after meeting in accordance with subsection (1), the parties have agreed to an adjustment plan, it is enforceable as if it were part of the Collective Agreement.
- (C) Subsections (1) and (2) do not apply to the termination of the employment of employees referred to in section 49.2 of the Employment Standards Act.

Any training required as a result of technological change shall be given during work hours.

## **ARTICLE 27: OCCUPATIONAL HEALTH AND SAFETY**

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- (A) The Union and the Employer shall cooperate in continuing and advancing the School District's Occupational Health and Safety program in accordance with School District policy.
- (B) The joint District Safety Committee shall be established and composed of two representatives appointed by the Employer, and two representatives of the Union and two members of the KTTA as per the Occupational Health and Safety policy.
- (C) The joint safety committee shall comply with and enforce all applicable federal, provincial and municipal health and safety legislation and regulations such as the Industrial Health and Safety Regulations established under the Workers' Compensation Act and regulations established under W.H.M.I.S. and the School District No. 73 Occupational Health and Safety Manual.
- (D) Where an employee working in an environment where serious communicable diseases have been determined by the Medical Health Officer to exist, the Board will pay expenses associated with preventive medication not covered by the employee's own medical insurance coverage.
- (E) Severe student behaviour occurs when an employee has been physically or verbally abused by a student. That employee shall refer the student to the principal who will investigate the concern and take appropriate corrective measures. In every case the principal shall involve the employee, student and parent/guardian in the corrective plan. Incident reports that involve injury to employees shall be sent to the joint Health and Safety Committee monthly.
- (F) No employee will be required to work in environments that are unsafe or unhealthy.
- (G) The Employer agrees to have site-based procedures to deal with employee safety and protection in the workplace. Any employee upon beginning a new assignment at a work site shall be provided with safety

procedures/guidelines for those students deemed to be high risk behaviourally and/or for students requiring extraordinary lifting or mobility assistance.

## **ARTICLE 28: BENEFITS**

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### Eligibility for Benefits

1. **Category 1 regular employees**  
Entitled to all benefits as outlined in this Agreement.
2. **Category 2 regular recall employees**  
If recalled into a position that is known to extend beyond 12-weeks within 4-months of being placed on the recall list are treated as a Category (1) regular employee for benefit purposes. If not recalled into a position within 4-months of being placed on the recall list will be given the option to review benefit coverages to determine if they wish to continue as a Category (1) regular employee at their cost or be a Category (3) relief employee with seniority for benefit purposes.
3. **Category 3 relief employees with seniority**  
Employees will upon successful completion of a probationary period be offered Medical and Extended Health benefits.
4. **Category 4 relief employees**  
Will be entitled to statutory benefits and vacation pay. Employees will be offered Extended Health Benefits after 100 days worked. Days worked for the purpose of benefits offerings will be calculated quarterly (March 31, June 30, September 30, and December 31). Employees will be responsible for 100% of the benefits costs.
5. **Benefit Deductions**  
All ten (10) month employees will have benefit premiums deducted in eighteen (18) equal instalments.
6. **In the case of absence for illness**  
The Employer's contribution for the Medical and Extended Health plans will be paid for a maximum of one-year from the commencement of illness. Thereafter and for the full period of any other absence, the employee may pay the full premiums through the Employer if the employee so desires.  
  
Other coverages can be maintained by the employee at their cost if permitted under the plan(s).
7. **Joint Benefit Trust Program**  
For those benefits noted in B-C-F-G and I, as of February 1, 2005, the parties will participate in the Joint Benefit Trust Program offered through PEBT ([https://www.pebt.ca/en/SelectDistrict\\_PEBT.asp](https://www.pebt.ca/en/SelectDistrict_PEBT.asp)).
  - (A) **Medical Insurance**  
  
The Employer shall contribute one hundred percent (100%) of the premiums of the recognized medical plan.
  - (B) **Extended Health Care**  
  
The Employer shall contribute one hundred percent (100%) of the premiums of the Extended Health care plan (one million lifetime maximum), which shall include hospital co-insurance, eyeglass coverage and hearing aids. Eyeglass coverage shall be a maximum of \$400.00 every two (2) years for each family member.
  - (C) **Group Life Insurance**  
  
Category 1 regular employees shall participate in a mutually agreeable Group Life Insurance Policy, with the Employer paying one hundred percent (100%) of the regular monthly premiums. Group Life Insurance coverage is two (2) times each employee's annual salary with a waiver of premium rider to age 65.
  - (D) **Pension Plan**  
  
Category 1 regular employees shall participate in the existing pension plan in accordance with the terms of the plan, and in any future plan that may be entered into by mutual agreement by the parties hereto.

(E) Retirement Benefits

An employee not enrolled in the pension plan, upon retirement, as defined by Municipal Superannuation, shall be granted one-half (1/2) day's pay for every month of service with the Employer prior to January 1, 1988 and one (1) day's pay for every month of service effective January 1, 1988, provided the employee has served a minimum of five (5) years' service, except in the case of dismissal for just cause.

Employees with Municipal Superannuation, who in the past were excluded from participation, will be granted this benefit on a pro-rated basis for the time worked as a regular or temporary employee (after successful completion of the probationary period) providing previous service was not picked up.

Payment of benefit to be based on the rate of pay effective immediately preceding retirement.

(F) Dental Insurance

Category 1 regular employees shall participate in the Pacific Blue Cross Dental Plan with the Employer contributing 75% of the premiums providing 100% of Plan A, 60% of Plan B and 60% of Plan C with a lifetime limit of \$3,500.00.

(G) Long Term Disability

Disability benefits will be as provided through the Public Education Benefits Trust (PEBT).

(H) Employee Assistance

All employees shall participate in the mutually agreed upon Employee Assistance Program with the Employer contributing 75 percent of the premium. Employee deductions will be made at date of hire and annually thereafter in the month of October.

(I) Accidental Death and Dismemberment Insurance

The Employer agrees to check-off and remit premiums for a Voluntary Accidental Death and Dismemberment Insurance Plan and to provide any statistical data necessary for premium quotation. Such policy and the carrier shall be determined by the Union. The Employer agrees to provide application forms and details of this plan to new employees.

Voluntary A.D.&D. benefits in multiples of \$10,000 are available and paid for by the employee.

(J) Employment Insurance

All employees shall be covered by the provisions of the Employment Insurance Act, and the Employer agrees that no further certificates exempting employees from coverage under the Act shall be issued.

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**ARTICLE 29: GENERAL CONDITIONS**

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(A) Proper Accommodation

Where possible, proper accommodation shall be provided for employees to have their meals and keep their clothes.

(B) Bulletin Boards

The Employer shall provide bulletin boards in suitable locations 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.

All Employees shall be issued an email account and shall have access to relevant electronic bulletin boards as posted by the Employer.

(C) Fire and Theft Insurance

The Employer shall provide fire and theft insurance covering the tools owned by employees and used in performance of their duties with the Employer and left on the Employer's premises. The employee shall provide the Employer with an itemized list of these tools as purchased.

(D) Strike at Employer's Premises

In the event that any employees of the Employer become engaged in a strike and maintain pickets at the Employer's premises, then any refusal to work or failure to cross such a picket line by employee members of this Union shall not be considered a violation of this Agreement, nor constitute sufficient grounds for dismissal. However, services essential to safeguarding buildings and property will be maintained.

(E) Instructional Courses and Course Reimbursement

The Employer agrees to pay the full cost for the one successful attempt of any course of instruction required and approved by the Employer. Employer initiated courses will be funded by the Employer. Other courses will be funded as per Article 22(B).

Employees who plan on requesting course reimbursements must receive prior approval. When approved by the Employer, courses that require the employee to travel out of town will be reimbursed for gas, toll, and ferry charges only upon submission of appropriate receipts. The employee will assume any and all other associated expenses.

Employees taking courses should forward a copy of marks and/or certificates for inclusion in their personnel file.

(F) Dress

Employees shall keep themselves clean and tidily dressed at all times, except when it is necessary for them to be working in a particular job that tends to require an older type of working clothes.

(G) Protective Clothing

The Employer agrees to supply protective clothing to employees who require them.

(H) Safety Protective Footwear Allowance

In compliance with WorkSafe Regulations the Employer agrees to pay \$100.00 annually or \$200.00 every second year towards the cost of Safety Protective Footwear where required by work function, when supported by an original receipt. Employees receiving Safety Protective Footwear Allowance must wear the Safety Protective Footwear at any time during the work shift where a risk of injury to the foot exists.

(I) Swim Suit Allowance

The Employer agrees to pay \$50.00 annually or \$100.00 every second year towards the cost of a swimsuit for Certified Education Assistants where required on a regular on-going basis and when supported by an original receipt.

(J) Transportation Trades

Bus Mechanics', the mechanical foreman, Shop Utility – Autobody, and Shop Utility – Tireperson's tools that are broken, worn out, lost or stolen will, upon application, be replaced by the Employer at no charge to the employee.

New tools required for employees' use on the job due to new technology will be purchased by the School District. The School District will retain ownership of new tools purchased.

Commencing in the 2020/2021 school year, bus mechanics and the mechanical foreman will receive a \$75/month tool allowance, and Shop Utility - Autobody, and Shop Utility – Tireperson will receive a \$50/month

tool allowance for the purpose of purchasing new hand tools, air tools, power tools, or specialty tools of their choosing to aid in the performance of their duties. The employee will retain ownership of these tools.

(K) Copyright Infringement

Any employee whose job requires the copying and/or reproduction of material will not be held responsible for any copyright infringement violation incurred on behalf of the Employer.

(L) Special Eyeglasses - VDT's or CRT's

The Employer agrees to pay 50% to a maximum of \$250.00 every two (2) years for special eyeglasses required by employees working on VDT's or CRT's.

(M) Indemnification

The School Board recognizes that as a general principle it has an obligation to its employees to indemnify them from damages and costs incurred by them as a result of actions or prosecutions brought against employees acting in the ordinary course of their duties.

**ARTICLE 30: JOB SECURITY**

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No permanent employee shall lose their employment because of subcontracting engaged in by the Employer.

No paid staff position will be displaced or replaced by the use of volunteers.

The Employer is committed during the life of this Agreement not to contract out work presently performed by C.U.P.E. members.

The Employer is prepared to review concerns regarding contracting out informally with the Union through the Labour Management Liaison Committee structure.

**ARTICLE 31: PRESENT CONDITIONS AND BENEFITS**

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All rights, benefits, privileges, and working conditions which employees now enjoy, receive, or possess as employees of the Employer shall continue to be enjoyed and possessed insofar as they are consistent with this Agreement, but may be modified by mutual agreement between the Employer and the Union.

**ARTICLE 32: ACCESS TO INFORMATION**

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Agendas and minutes of all public Board Meetings with attachments will be provided to the Union at the time of distribution to the Board.

**ARTICLE 33: TERM OF AGREEMENT**

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This Agreement, unless changed by mutual consent of both parties hereto, shall be in force and effect from and after the first day of July, 2019 and up to and including June 30, 2022, and thereafter from year to year unless either party to this Agreement gives notice to commence collective bargaining in accordance with the Labour Code of British Columbia. During the period of collective bargaining, this Agreement shall continue in full force and effect.

IN WITNESS WHEREOF BOTH PARTIES HERETO EXECUTED THESE PRESENTS:

\_\_\_\_\_  
Signed on behalf of the Employer:

\_\_\_\_\_  
Signed on behalf of the Union:

\_\_\_\_\_

---

Originally signed by  
The Board of School Trustees  
School District No. 73  
(Kamloops/Thompson)  
On \_\_\_ day of \_\_\_\_\_, 20\_\_.

---

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On \_\_\_ day of \_\_\_\_\_, 20\_\_.

## **DUTIES AND RESPONSIBILITIES OF SCHOOL BUS DRIVERS**

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1. All Bus Drivers must possess a valid B.C. "Class 2" Chauffeur's Licence and air brake endorsement.
2. Annual Driver Medicals – refer to Article 23 (I).
3. The driver shall sweep and clean out the interior of the bus before or after each trip; and shall keep the bus well ventilated, and/or heated at all times.
4. Drivers will at all times adhere to traffic and safety regulations in the operation of their vehicle.
5. The Driver shall never drive backwards on the School Grounds until the driver has looked behind, sounded their horn, and placed a responsible pupil to guard the rear.
6. The driver shall not leave the bus when pupils are in it until the driver has shut off the motor, set the brakes, and has removed the ignition key.
7. The driver shall not engage in unnecessary conversation with anyone while the bus is in motion.
8. The driver shall see that all doors on the bus are kept closed while the bus is in motion.
9. The driver shall bring the bus to a complete stop before taking on or letting off children. Whenever possible the driver shall stop off the pavement, at a place where the road may be clearly seen for several hundred feet in either direction. The driver shall always signal to drivers coming up from the rear before stopping or turning.
10. The driver shall pre-trip their bus before driving it for the condition of headlights, brakes, steering apparatus, tires, windshield wipers, horns and other mechanical features affecting safety of the children in the bus the employee drives. The employee shall not transport pupils unless the bus is safe to operate.
11. The driver shall not permit anyone but themselves to operate the bus, except with the permission of the Transportation Dispatcher or the Transportation Manager.
12. The driver shall not fill the fuel tank while pupils are in the bus, or while the motor is running.
13. Drivers shall report all student accidents to the Principal and the Transportation Office.
14. The drivers shall instruct the pupils at least twice during the school year in the following:
  - (A) Use of the Emergency Door.
  - (B) Safe operation of the windows.
  - (C) Proper use of the fire extinguisher.
15. In the case of an accident, the driver must not make any statement that may reflect liability for accident, on themselves or other party.
16. Driver report, re vehicle accident forms, must be filed with the Manager or School Board Office within 24 hours of accident.
17. The driver shall report to the Transportation Dispatcher any new road hazards as they occur.
18. The driver shall adhere closely to the established schedule, which shall be approved by the Manager and placed in the bus where it can be easily seen.
19. The driver shall not, except on special order of the Transportation Manager, use a school bus for any purpose other than transporting pupils to and from school.



20. The driver shall not permit dogs or other animals in the bus.
21. The driver shall report to the Transportation Manager immediately when the bus is overloaded.
22. The driver shall keep their person clean and neat, and not use tobacco on the school bus.

## **SCHOOL BUS REGULATIONS**

---

1. Principals have the final responsibility for behaviour of all pupils transported on school buses.
2. Rules and regulations concerning safety and deportment to be:
  - (A) Discussed with students by school authorities.
  - (B) Given to Bus Driver.
  - (C) Copy sent to parents for signature.
3. Bus Drivers shall have the authority to maintain order on the bus, but shall report all cases requiring disciplinary action to the Principal on a form provided to the Bus Drivers for this purpose.
4. Parents shall be advised of all cases of misbehaviour reported by the Bus Drivers to the Principal.
5. Principals have the authority to suspend the right to ride on buses for repeated misbehaviour. This shall be for a stated period of time.
6. Any suspension shall be reported to the parents and to the School Board.
7. Privilege of transportation shall be restored to students suspended only upon assurance to the Principal of conforming to bus regulations.
8. Indefinite suspension shall be authorized only by the Board of Education.
9. Pupils will be held responsible for wilful damage to the school bus under Section 10 of the School Act.
10. Bus drivers shall be provided with an up-to-date list of students eligible to ride on the bus. Drivers may require students to produce a student's card as proof of such eligibility. Such card to be issued free of charge.
11. Students must provide the Bus Driver with written permission from their parent or guardian to disembark at other than their normal location.
12. Drivers shall insure that sufficient fuel is held in tanks to complete inward and outward runs.
13. Drivers are responsible for care and protection of the transportation equipment in their charge during working hours.

**SCHEDULE "A": RATES OF PAY**

**NOTE:** Full-time employees work either 75 or 70 hours/bi-weekly period dependant upon their position, with the exception of four (4) hour Bus Driver positions based on 40 hours/bi-weekly period.

Employees required to possess First Aid Certificates will be paid as per Article 23 (H)

During the term of this Collective Agreement general wages increase will amount to an overall increase of 5.5%. Increases will be effective on the following dates:

- July 1, 2019 2.0%
- July 1, 2020 2.0%
- July 1, 2021 2.0%

Pay schedules will be available through the SD73 employee intranet site after each effective date.

**ACCOUNTING**

Job #	Description	JE Points	1-Jul-19	1-Jul-20	1-Jul-21
			Pay Rate 2%	Pay Rate 2%	Pay Rate 2%
1-2	Accounting Clerk 2 - General	275	26.49	27.02	27.56
1-3	Accounting Clerk 2 - Data Input Op.	275	26.49	27.02	27.56
1-4	Account. Clerk 2 - Accounts Payable	275	26.49	27.02	27.56
1-5	Accounting Clerk 3	295	27.12	27.66	28.21
1-5	Accounting Clerk 4 - Payroll	315	27.73	28.28	28.85
1-6	Accounting Clerk 4 - General	315	27.73	28.28	28.85

**CLERICAL**

Job #	Description	JE Points	1-Jul-19	1-Jul-20	1-Jul-21
			Pay Rate 2%	Pay Rate 2%	Pay Rate 2%
2-1	Booking Clerk	205	24.26	24.75	25.25
2-2	Steno 1 - Receptionist	195	23.95	24.43	24.92
2-3	Steno 1 - Substitute Dispatcher	250	27.42	27.97	28.53
	Steno 1 - Event Planner	215	24.58	25.07	25.57
2-4	Steno 1	215	24.58	25.07	25.57
2-5	Steno 2	305	27.42	27.97	28.53
2-6	Regional Maintenance Steno	295	27.12	27.66	28.21
2-7	Counseling Steno	265	26.19	26.71	27.24
2-8	International Secretary	295	27.12	27.66	28.21
2-9	Secretary-in-Charge (Elementary)	295	27.12	27.66	28.21
2-10	Transportation Clerk	250	25.71	26.22	26.74
2-11	Secretary-in-Charge (Secondary)	335	28.37	28.94	29.52
2-12	Secretary-in-Charge (HGEC)	335	28.37	28.94	29.52
2-13	Steno 3	315	27.73	28.28	28.85
2-14	Steno 3 Facilities	315	27.73	28.28	28.85
	Steno 1/Counselling	Combo	25.38	25.89	26.41
	Secretary in Charge Distant Learning	335	28.37	28.94	29.52
	Communications Coordinator		28.51	29.08	29.66
	Website Coordinator		28.51	29.08	29.66

**NOTE:** Steno 1 rate of pay for first 5 days

**CUSTODIAL**

Job #	Description	JE Points	1-Jul-19	1-Jul-20	1-Jul-21
			Pay Rate 2%	Pay Rate 2%	Pay Rate 2%
3-1	Custodian 1 - Supervised	160	22.86	23.32	23.79
3-2	Custodian 2 - Unsupervised	200	24.11	24.59	25.08

3-3	Custodian 3 - Shift Leader	230	25.08	25.58	26.09
3-4	Custodian 4 - In Charge (One Person School)	230	25.08	25.58	26.09
3-5	Custodian 5 - In Charge (Elementary & Small Secondary)	260	26.02	26.54	27.07
3-6	Custodian 6 - In Charge (3 or More People)	270	26.33	26.86	27.40

**NOTE:** Shift differential will be paid to Custodians who work in excess of one (1) hour outside of the shifts specified in Article 18 as follows:  
 Afternoon Shift: \$50.00 per bi-weekly pay period  
 Night Shift: \$55.00 per bi-weekly pay period

## EDUCATION SUPPORT

Job #	Description	JE Points	1-Jul-19	1-Jul-20	1-Jul-21
			Pay Rate 2%	Pay Rate 2%	Pay Rate 2%
6-1	Itinerant Science Assistant		25.36	25.87	26.39
6-2	CEA 2	225	24.92	25.42	25.93
6-2 (b)	CEA 2 Bus Supervisor	250	25.71	26.22	26.74
6-3	Rural Support Assistant	215	24.58	25.07	25.57
6-4	CEA - Signer	200	24.11	24.59	25.08
6-5 (a,b)	CEA 3	270	26.33	26.86	27.40
6-5 (c)	CEA 3 District Resource Room	280	26.64	27.17	27.71
	CEA 3 Brailist		26.64	27.17	27.71
6-6	FNEW - First Nations Education Worker	255	25.86	26.38	26.91
6-7	Early Childhood Education Worker	270	26.33	26.86	27.40
6-8	CEA - Advanced Signer/Brailist	265	26.19	26.71	27.24
6-11	CEA 4	330	28.23	28.79	29.37
6-12	CEA - Interpreter	335	28.37	28.94	29.52
6-13	Speech and Language Pathologist Assistant	270	26.33	26.86	27.40

## GROUNDS

Job #	Description	JE Points	1-Jul-19	1-Jul-20	1-Jul-21
			Pay Rate 2%	Pay Rate 2%	Pay Rate 2%
4-1	Labourer	170	23.18	23.64	24.11
4-2	Groundsperson	220	24.74	25.23	25.73
4-3	Mechanic/Welder	375	32.08	32.72	33.37
4-4	Groundsperson - Fencing	305	27.42	27.97	28.53
4-5	Groundsperson - Horticulture	360	29.19	29.77	30.37
4-6	Irrigation Mtce Trainee	185	23.64	24.11	24.59
4-6 a	Irrigation Mtce Trainee 2nd 12 mths	205	23.18	23.64	24.11
4-7	Irrigation Maintenance 1	255	25.86	26.38	26.91
4-8	Irrigation Maintenance 2	335	28.37	28.94	29.52
4-9	Grounds Equipment Op. 1 (7 mths)	260	26.02	26.54	27.07
4-10	Grounds Equipment Op. 2 (12 mths)	280	26.64	27.17	27.71
4-11	Regional Utility/Grounds Eq. Op	335	28.37	28.94	29.52
4-12	Groundsperson 3 Playground	305	27.42	27.97	28.53

## LIBRARY

Job #	Description	JE Points	1-Jul-19	1-Jul-20	1-Jul-21
			Pay Rate 2%	Pay Rate 2%	Pay Rate 2%
7-1	Itinerant Library Assistant	225	24.92	25.42	25.93
7-2	Library Assistant 1	205	24.26	24.75	25.25
7-2	Library Assistant 2 (French)	215	24.58	25.07	25.57
7-3	Library Cataloguing Tech	290	26.95	27.49	28.04
7-4	Library Resource Centre / Computer Tech	320	27.89	28.45	29.02

## OTHER

Job #	Description	JE Points	1-Jul-19	1-Jul-20	1-Jul-21
			Pay Rate 2%	Pay Rate 2%	Pay Rate 2%
11-2	Desk Repairman	260	26.02	26.54	27.07
11-4	Driver/Storesman	185	23.64	24.11	24.59
11-5	Resident Caretaker - McQueen Lake	305	27.42	27.97	28.53
11-6	Labourer - Printer/Media	210	24.40	24.89	25.39

## PURCHASING

Job #	Description	JE Points	1-Jul-19	1-Jul-20	1-Jul-21
			Pay Rate 2%	Pay Rate 2%	Pay Rate 2%
8-2	Buyer 2	365	29.34	29.93	30.53

**NOTE:** The daily differential rate for the Buyer 2 covering the absence of the Purchasing Manager for a full day or more will be \$1.25 per hour (\$8.75 per day)

## SKILLED/TECHNICAL

Job #	Description	JE Points	1-Jul-19	1-Jul-20	1-Jul-21
			Pay Rate 2%	Pay Rate 2%	Pay Rate 2%
5-1	Media Equipment Operator	320	27.89	28.45	29.02
5-2	Graphic Technician	340	28.51	29.08	29.66
5-3	Help Desk Tech - Level 1	295			
5-5	Site Support Tech - Elem	385	29.96	30.56	31.17
5-6	Site Support Tech - Sec	385	29.96	30.56	31.17
5-7	Video Conference Tech	385	29.96	30.56	31.17
5-8	Computer Hardware	400	30.45	31.06	31.68
5-9	Systems Programmer	415	30.89	31.51	32.14
5-10	Wide Area Network Specialist	415	30.89	31.51	32.14
5-11	Distance Learning Support Programmer	405	30.59	31.20	31.82
5-12	WIFI Video Conference Tech	385	29.96	30.56	31.17
	Distributive Learning/IT Service		29.96	30.56	31.17

## TRADES

Job #	Description	JE Points	1-Jul-19	1-Jul-20	1-Jul-21
			Pay Rate 2%	Pay Rate 2%	Pay Rate 2%
9-1	Carpenter	415	33.34	34.01	34.69
9-2	Electrician	435	33.99	34.67	35.36
9-3	Glazier/Locksmith	405	33.08	33.74	34.41
9-4	Heating/Refrigeration Technician	415	33.34	34.01	34.69
9-5	Painter	300	29.72	30.31	30.92
	Red Circled		32.56	33.21	33.87
9-6	Plumber	425	33.72	34.39	35.08
9-7	I.E. Service Technician	370			
	Maintenance Tradesman – IE Service		33.39	34.06	34.74

**NOTE:** Commencing in the 2020/2021 school year, the Heating/Refrigeration Technician will receive a \$1/hr stipend in addition to the regular wages.

## TRANSPORTATION

Job #	Description	JE Points	1-Jul-19	1-Jul-20	1-Jul-21
			Pay Rate 2%	Pay Rate 2%	Pay Rate 2%
10-1	Bus Driver	295	27.12	27.66	28.21
	Field Trip Rate (Base Rate Plus 6%)				
	Field Trip with 6%				
10-3	Bus Dispatcher	335	28.37	28.94	29.52
10-4	Shop Utility - Autobody	315	30.22	30.82	31.44
10-6	Shop Utility -	275	26.49	27.02	27.56
10-7	Mechanic	435	33.99	34.67	35.36
10-8	Mechanic Foreman		37.38	38.13	38.89
10-9	Regional Shop Utility	295	27.12	27.66	28.21

**NOTE:** The Mechanic Foreman will always be paid 10% more than a Mechanic.  
 Bus Drivers' rates shall be based upon the actual driving time, plus fifty (50) minutes.  
 Field Trip Rate is paid an additional 6% in lieu of Holiday Pay.

## SUPPORTED WORKERS

Job #	Description	JE Points	1-Jul-19	1-Jul-20	1-Jul-21
			Pay Rate 2%	Pay Rate 0.5%	Pay Rate 1%
	Supported Worker		19.69	20.08	20.48

## **SCHEDULE “B”: HOURS OF WORK**

---

The Employer and the Union agree that the appended schedule sets out the hours worked in each work location.

Provisions of Article 17(A) shall apply to hours worked outside of those set out in this schedule. Amendments to this schedule may only be made by mutual agreement of the parties to this Agreement.

1. The P.M. Custodian position in secondary school that is posted as a 4:00pm – 12:00am shift shall be permitted to work 3:00pm to 11:00pm except when required to work 5:00pm to 1:00am.
2. Bus Garage Hours – In the months of July and August, hours of work will be 7:00 am – 3:30pm with the assurance that one employee will work 7:30am – 4:00pm daily.

Schedule “B” will be updated September 1, December 15, and May 15. An electronic copy will be posted and available through the SD73 employee intranet site.

## **SCHEDULE "C":ALLOCATION OF EXTRA BUS TRIPS**

---

In Kamloops the period of time for the equitable allocation of extra bus trips is from September 1 to June 30. Regular bus drivers in posted positions in Kamloops who wish to drive extra trips shall indicate to the Bus Driver Dispatcher that they wish their name to be placed on the daytime (8:30 am to 3:00 pm) extra trip roster and/or the evening, weekend, and extra sports trip roster. Extra sports trips are defined as those extra sports trips that do not interfere with a regular driver's route.

At the beginning of each school year all Bus Drivers shall be deemed to have zero accumulated hours. Henceforth, all extra day trips shall be allocated in a manner that will equalize as close as reasonably possible the accumulated hours on extra day trips of each bus driver who has placed their name on the daytime roster throughout each school year term.

In cases where a bus driver places their name on the daytime extra trip roster during the school year term, the Dispatcher shall, at that time, total the number of hours accumulated from the start of the school year term by all the drivers on the daytime roster and divide those hours by the number of drivers. Those hours shall be then allocated to the new driver the same as if they had been accrued by working extra trips.

Evening, weekend, and extra sports trips shall be dispatched on a rotating basis among those drivers whose names have been placed on the evening, weekend, and extra sports trip roster. Hours will be recorded on a separate roster from the extra day trip roster.

All trips which can commence and can be completed during school hours (8:30 am to 3:00 pm) without interfering with regular runs providing District buses and drivers are available will be driven by a CUPE member who has been pre-qualified by the Manager of Transportation.

All trips originating in Kamloops would be dispatched through the Dispatcher at the Kamloops Bus Garage who would ensure compliance to the above.

All extra trips originating in Clearwater will be offered to regular bus drivers by seniority on a rotational basis and those drivers choosing to take an extra trip shall forfeit their normal bus run(s) on the day(s) affected by the extra trip.

A complete record of all extra trips shall be kept by the Bus Driver Dispatcher who shall make it available to the Union twice a year.

On field trips when the bus is not required to be held over, the driver will be paid as follows:

A minimum of one hour driver pay for the delivery and return or the actual time required to complete the trip, whichever is the greater.

All drivers are to be paid for all time involved on a trip which returns within a 24 hour period and be provided with meals.

On all extra trips which take over four (4) hours, but under seven and one-half (7.5) hours, the driver shall be provided with a minimum of one meal. The maximum amount paid for a meal will be in accordance with Board Policy.



## SCHEDULE "D": LETTERS OF UNDERSTANDING

The following Letters of Understanding have been carried forward or added and will be in effect during the life of the current Collective Agreement.

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**LETTER OF UNDERSTANDING NO. 1**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**ACCOUNTING CLERK 3 – PAYROLL  
ACCOUNTING CLERK 4 – PAYROLL  
ACCOUNTING CLERK 4 – GENERAL  
PAYROLL SUPERVISOR**

---

The parties to the Agreement agree without prejudice to post the Accounting Clerk 3 – Payroll, Accounting Clerk 4 – Payroll, Accounting Clerk 4 – General, Accounting Clerk 5, and Payroll Supervisor positions as per Article 12(A) and that these positions will be filled by written application rather than at a posting meeting.

Either party may cancel this agreement in writing with sixty (60) days' notice.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On March 14, 1988

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On March 14, 1988

Renewed June 30, 1993; Renewed January 11, 1996; Revised September 22, 2000; Revised June 2005; Renewed June 2006; Renewed July 2010; Renewed September 2014

**LETTER OF UNDERSTANDING NO. 2**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**EXCLUSION FROM BARGAINING UNIT (LEVEL III NURSE)**

---

The parties to the Collective Agreement agree positions that are primarily established through the Ministry of Health Provincial Protocol to provide for the health needs of medically fragile students will be excluded from the Bargaining Unit.

These positions will not be tied to any specific educational program for students with special needs, and the incumbents will not be scheduled to provide general Certified Education Assistant support to the school. They will perform medical support services to the child to which the employee is assigned and may provide, on an informal basis, tutorial support to other students in the classroom.

Incumbents in these positions have no status within the C.U.P.E. bargaining unit and cannot displace any C.U.P.E. member or be displaced by any C.U.P.E. member.

The parties finally agree that when any specific concerns of incumbents performing Certified Education Assistant duties occur, that the concerns will be reviewed and resolved by the parties immediately.

If the concerns are not resolved within five (5) working days, the duties of Certified Education Assistant support will not be performed until a resolve is reached.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On October 3, 1995

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On October 3, 1995

Renewed January 11/96; Revised September 22, 2000; Renewed June 2005; Renewed June 2006; Renewed July 2010; Renewed September 2014

**LETTER OF UNDERSTANDING NO. 3**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**SCHEDULE B**

---

The parties to the Collective Agreement agree that, in addition to Schedule B, the actual start and finish times for all positions will be as set out in the Staff List which will be updated after each posting meeting.

Staff lists will be distributed to the Union after each update.

All changes to hours will be made on a "Request to Change Form".

Change of location for Certified Education Assistants necessitated by movement of a child will be confirmed in writing to affected employee with a copy to the Union.

All additions and deletions of positions will be reflected in new staff lists. Positions increased by one (1) hour or less will not be reposted.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On January 15, 1993

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On January 15, 1993

Renewed June 30, 1993; Renewed January 11, 1996; Renewed September 22, 2000; Renewed June 2005; Renewed June 2006; Renewed July 2010; Renewed September 2014

**LETTER OF UNDERSTANDING NO. 4**

**BETWEEN:**

The Board of Education  
School District No. 73 (Kamloops-Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**EXCLUSIONS TO ARTICLE 16**

---

The parties to the Collective Agreement agree exclude the following positions.

<b>Classification</b>	<b>Location</b>	<b>Hours per day</b>	<b>Days per week</b>
Custodian 4 – In Charge	Sun Peaks Elementary	3	4
Certified Education Assistant	Sun Peaks Elementary	6.25	4

The parties agree to review and, if necessary, update this list on an annual basis, no later than December 31 each year.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On January 15, 1993

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On January 15, 1993

Renewed June 30, 1993; Renewed January 11, 1996; Revised September 22, 2000; Revised June 2005; Renewed June 2006; Revised July 2010; Renewed September 2014; Revised July 2019

**LETTER OF UNDERSTANDING NO. 5**

**BETWEEN:**

The Board of Education  
School District No. 73 (Kamloops-Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**SUPPORTED WORKER PROGRAM**

---

The parties to the Collective Agreement agree to establish Supported Worker Program position(s) as follows:

1. The position will be assigned the rate of pay as identified in Schedule A.
2. The duties of the position will be as per the job description.
3. All terms and conditions of the Collective Agreement will apply with the exception of Articles 10, 11 and 12.
4. Hours of work:
  - NorKam Secondary shall be twenty (20) hours per week (shift). This shall be a school term position (10 months).
  - Henry Grube Education Centre shall be thirty (30) hours per week (shift). This shall be a school term position (10 months).
  - Kamloops Transportation shall be twenty (20) hours per week (shift). This shall be a 12 month position.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On January 18, 1991/October 6, 1996

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On January 18, 1991/October 6, 1996

Revised June 30, 1993; Revised January 11, 1996; Revised September 22, 2000; Revised June 2005; Renewed June 2006; Renewed July 2010; Renewed September 2014; Revised June 2019

**LETTER OF UNDERSTANDING NO. 6**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**CO-OP STUDENT**

---

The parties to the Collective Agreement agree to the following conditions in regards to the employment of a co-op student to support the District Software Support Technicians.

1. All terms and conditions of the Collective Agreement will apply with the exception of Articles 10, 11 and 12.
2. The rate for the position will be \$15 per hour.
3. The student will be enrolled in the Bachelor of Technology in Applied Computing Science program at Thompson Rivers University.
4. All things being equal, preference will be given to candidates who graduated at the secondary school level in School District No. 73 (Kamloops/Thompson).
5. Students will be appointed by the Board as required during periods agreed upon by the School District and Thompson Rivers University for placement between September through December, January through April, or May through August.
6. Students will be working directly with a member of the bargaining unit.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On September 22, 2000

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On September 22, 2000

Revised June 2005; Renewed June 2006; Renewed July 2010; Renewed September 2014

**LETTER OF UNDERSTANDING NO. 7**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**APPRENTICESHIP PROGRAM**

---

The Board of School Trustees of School District No. 73 (Kamloops/Thompson) and C.U.P.E. Local 3500 agree to cooperate in the establishment of an apprenticeship program and that the following terms and conditions will apply:

- 1) The chief purpose of this Program is to provide an opportunity for employees to gain career advancement in a specific trade.
- 2) The School Board will ensure that apprentices will be given on-the-job practical training.
- 3) Initial selection as an apprentice under this Program shall be through a pre-apprenticeship test administered by the Industry Training Authority (ITA), with a required passing grade of 80%.
- 4) Where there are more people initially selected in (3) above than actually needed for the Program, seniority will prevail.
- 5) School District No. 73 will authorize leave of absence to the apprentice for the purpose of attending full-time courses required under the ITA or will allow the apprentice to take their vacation during this time.
- 6) The School Board will ensure that the apprentice commences their apprenticeship with School District No. 73. For the remaining portion the apprentice will conclude their training with a different employer for which leave of absence will be granted. The duration of which will be decided by the ITA (as some trades will differ from others).
- 7) The employee shall not accrue seniority while on this leave of absence.
- 8) The starting rate of pay will be 60% of Journeyman rate and will rise in accordance with the apprenticeship contract's sliding scale.  

4 year course:	60% - 1 <sup>st</sup> 6 mo.	3 year course:	60% - 1 <sup>st</sup> 6 mo.
	65% - 2 <sup>nd</sup> 6 mo.		65% - 2 <sup>nd</sup> 6 mo.
	70% - 3 <sup>rd</sup> 6 mo.		75% - 3 <sup>rd</sup> 6 mo.
	75% - 4 <sup>th</sup> 6 mo.		80% - 4 <sup>th</sup> 6 mo.
	80% - 5 <sup>th</sup> 6 mo.		85% - 5 <sup>th</sup> 6 mo.
	85% - 6 <sup>th</sup> 6 mo.		90% - 6 <sup>th</sup> 6 mo.
	90% - 7 <sup>th</sup> 6 mo.		
	95% - 8 <sup>th</sup> 6 mo.		
- 9) There will be an indenture set up between Employer, Employee and the Apprenticeship Board.
- 10) Employees selected as apprentices under this Program shall accrue seniority while in the Program, except while on leave as provided for in (7) above.
- 11) Once an apprentice has obtained a certificate of proficiency or a certificate of apprentice or journeyman ticket in their designated trade the employee shall return to the relief list and be able to exercise their seniority to bid on available positions within the District for which they are qualified.



- 12) Note: It is recognized that some unforeseen problems may arise in respect to this first apprenticeship training program. Therefore, it is agreed that such problems shall be discussed between the Union and the Employer with a view to the settlement of the problems to the mutual satisfaction of both parties.
- 13) All other terms and conditions to this Program will be governed by the "Apprenticeship Act" and current "Collective Agreement".

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On January 23, 1992

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On January 23, 1992

Renewed June 30, 1993; Renewed January 11, 1996; Renewed September 22, 2000; Revised June 2005; Renewed June 2006; Revised July 2010; Renewed September 2014

**LETTER OF UNDERSTANDING NO. 8**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**JOB EVALUATION PROGRAM**

---

(A) Joint Job Evaluation Program

The parties agree to participate in the established Job Evaluation Program as follows:

A joint standing Job Evaluation Committee (JEC) shall have equal representation and participation from the parties, consisting of two representatives from the Employer and two representatives from the Union. Each party may appoint alternate representatives to serve as replacements for absent representatives or to assist the committee in its work, from time to time.

Decisions of the committee shall be made by a simple majority and shall be final and will be referred to the bargaining committees so that they may be incorporated into the negotiation of the overall salary costs for the bargaining unit. Increases will be retroactive to the date the Committee agreed to the additional points.

Either party may engage advisors to assist its representatives on the JEC. Any such advisor shall be entitled to voice opinions but not to vote and shall not be considered to be a member of the committee.

(B) Mandate of the Job Evaluation Committee

The JEC shall:

Maintain the integrity of the job evaluation program.

Use the established plan factors to review and rate updated and new job descriptions.

Recommend changes to the job evaluation plan, its procedures or methods as may be deemed necessary from time to time.

(C) JEC Program

New Positions

Within 30 days job descriptions for any newly created positions shall be referred to the JEC to be rated using the same job evaluation manual and criteria as used for all other positions.

Request for Review

Management and/or the Union may request a review of a job rating when the responsibilities of the job have changed to such a point as to alter the job itself.

The committee shall meet and rate the job description within 30 days.

No job may be reviewed a second time within a twelve (12) month period.

(D) JEC Maintenance Program

It is the intention of the parties to review the rating of all job descriptions over a 4-year period commencing January 1, 1998.

Proposed maintenance adjustments should be referred to the bargaining committees so that they may be incorporated into the negotiation of the overall salary costs for the bargaining unit.

If the JEC cannot reach agreement on a rating, the matter shall be referred to a single arbitrator who shall be jointly selected by both parties. The power of the arbitrator shall be limited to the matters in dispute as submitted. The decision of the arbitrator shall be final and binding. Costs for arbitration shall be as stated in the Collective Agreement.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On September 22, 2000

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On September 22, 2000

Renewed June 2005; Renewed June 2006; Renewed July 2010; Renewed September 2014

**LETTER OF UNDERSTANDING NO. 9**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**UNION LABEL**

---

The School District will establish a committee to develop and design a School District logo to be affixed to desks and other materials designed and built by employees who are members of CUPE Local 3500.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On May 25, 1992

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On May 25, 1992

Renewed June 30, 1993; Renewed January 11, 1996; Renewed September 22, 2000; Renewed June 2005; Renewed July 2010; Renewed September 2014

## **LETTER OF UNDERSTANDING NO. 10**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**JOB SHARING**

---

A position may be shared by two (2) employees where it is deemed to be acceptable by the Employer.

Incumbent refers to the individual who secured a posted position as per Article 12. Partner refers to the individual who secured a shared portion of a position as outlined in this LOU.

Incumbents wishing to job share an assignment:

1. Shall make a written request to the worksite supervisor with a copy to the Employer and the Union describing the shared arrangement.
2. Where the request is approved by the Employer the shared portion of the position will be filled as per the Collective Agreement.
3. If the job sharing arrangement cannot continue because the incumbent leaves the position, the position shall be posted with its full hours.
4. The partner who posted into the shared portion of the position cannot assume the full hours on a permanent basis until the position is reposted.
5. The incumbent in the position may end the job sharing arrangement by giving 30 days written notice to the Employer and the Union.
6. The incumbent holds the position if the job share arrangement ends.

All shared positions:

1. Employees (incumbent and partner) shall earn full seniority, have full rights under the Collective Agreement, and shall be entitled to benefits as set out in the agreement, except that the Employer's cost for premiums for benefits covered in Article 28 (Medical Services Plan, Pacific Blue Cross Extended Health, Pacific Blue Cross Dental Plan and the Employee Assistance Program) shall not exceed the cost of one full-time employee on those plans.
2. The Employer shall provide orientation.
3. Each incumbent and partner shall be entitled to Statutory Holiday pay at the same percentage as the percentage of full time that the employee works.
4. An employee shall have the right to post on any position.
5. On elimination of the position the incumbent and partner left without a position each have the right to bump.
6. Employees sharing a position shall have first opportunity to cover the other employee's illness, vacation, leaves, etc.
7. Employees who enter into a job sharing arrangement may accept work in addition to the job sharing arrangement as long as the additional work does not conflict with the job share and does not exceed the maximum number of hours of work per day for the classification.
8. The Employer agrees not to increase the workload of the position because of the introduction of job sharing.
9. The Employer agrees there will be no reduction of the position as a consequence of the related job sharing arrangement.

The parties recognize that questions and/or problems may arise from this Letter of Understanding and agree to meet, as necessary, in order to resolve questions that arise.

In the event an individual has a concern with a specific application for job share and has legitimate grounds for appeal, the affected individual may appeal to a committee comprised of representatives from the Employer and the Union. In the event the Committee is unable to reach a consensus resolution, the matter may be referred to the grievance process.

Upon written notification, either party can cancel this Letter of Understanding, with 30 days notice. In the event this Letter of Understanding is cancelled, the incumbent will hold the position and the partner will be placed on the relief roster.

All shared assignments shall be reviewed by the Employer annually. If not renewed the Union may refer this matter to the grievance process.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On April 29, 2003

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On April 29, 2003

Renewed June 2005; Renewed June 2006; Renewed July 2010; Renewed September 2014

## **LETTER OF UNDERSTANDING NO. 11**

BETWEEN

**THE DELEGATED BARGAINING AUTHORITY FOR  
THE BRITISH COLUMBIA PUBLIC SCHOOL EMPLOYERS' ASSOCIATION**

**ACCREDITED FOR AND REPRESENTING:**

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)**

**(hereinafter referred to collectively as the "Employer")**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3500 AND  
AFFILIATED WITH THE CANADIAN LABOUR CONGRESS**

**(hereinafter referred to as the "Union")**

### **Strong Start Coordinator**

1. The Employer created the positions of Strong Start Coordinators responsible for delivery of the Strong Start Program and identified the requisite qualifications, fitness and ability consistent with the program objectives and direction of the Ministry of Education.
2. The Employer has agreed to the inclusion of the Strong Start Coordinator positions within the bargaining unit represented by the Union. The Union has agreed to the terms of this letter of understanding in recognition of the distinct character of this pre-school Strong Start Program. In extending this voluntary recognition, the Employer does not concede it was obliged to post and fill the initial positions under the collective agreement. It extends recognition without prejudice to the stand it may take in the creation of new positions, other than Strong Start Coordinator, in the future.
3. With the inclusion of the current and future Strong Start Coordinator positions under the collective agreement, the Employer has set the qualifications, fitness and ability in the attached Schedule 1. The Union acknowledges the Employer's right to set the qualifications, fitness and ability and agrees that the qualifications established in Schedule 1 are fair and equitable. It is understood that any future variation of the qualifications, fitness and ability by the Employer will be subject to challenge if the Union does not believe the variation is a proper exercise of management and contractual rights under the collective agreement.
4. The Employer and Union acknowledge these newly-created and included positions under the collective agreement will be subject to review under the Job Evaluation Committee Maintenance Procedures Letter of Understanding. Any retroactivity under the Job Maintenance Plan would be effective July 1, 2008
5. The parties agree that the incumbent Strong Start Coordinators shall be recognized as regular part-time employees of the School District within the CUPE Local 3500 bargaining unit who will continue to be paid at their existing wage until June 30, 2008, or an earlier date mutually agreed to by the parties in lieu of the salary and benefits otherwise provided under the Collective Agreement. Benefits shall commence September 1, 2008. The incumbents' seniority dates shall be the date each started employment with the respective employer.

6. In recognition of the character of the Strong Start Program, similar to the recognition given to the distinct character of some other programs and positions under the collective agreement, the Union and Employer have agreed that in addition to the terms contained within Article 11(d) the following shall apply to the Strong Start program:

*The employers reserve the right to deny an employee to bump into a Strong Start Coordinator position if this would create a negative impact on the Strong Start Program.*

7. The times of the year at which the Strong Start Program will be offered and whether it will always be tied to the school calendar are uncertain. It is agreed that as a ten-month program, the annual vacation for the Strong Start Coordinator is to be scheduled so there is no interruption with the delivery of the program. The Union and Employer have agreed that in addition to the terms contained within Article 20 of the collective agreement the following shall apply to the Strong Start program:

*These employees will take their annual vacation during Christmas and Spring Break or otherwise when the program is not operating.*

8. The daily operation of the Strong Start Program does not mirror the K-12 education programs or the school day. The Union and Employer have agreed to recognize this in the application and administration of Articles 16(d) and 16(e) the hours of work provisions of the collective agreement. The parties agree to the following paragraphs:

Minimum Hours

*The parties agree that, having regard to the unique nature of the position of Strong Start Coordinator, the needs of the program and the requirement for flexibility in scheduling hours of work outside of the hours of operation of the Strong Start Centre, the four-hour minimum shift shall be interpreted as an average four hours work daily over the course of a four week period.*

Break Periods

*The parties agree that the paid rest period contemplated by Article 16(e) shall be taken during times that will not interfere with the operation of the Strong Start Centre.*

9. The Union and the Employer agree that this Letter of Understanding will continue until such time as the Union and the Employer agree to terminate or amend the Letter of Understanding.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On November 19, 2008

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On November 19, 2008

Renewed July 2010; Renewed September 2014



**LETTER OF UNDERSTANDING NO. 12**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**ELECTRICIAN – FIELD SAFETY REPRESENTATIVE**

---

The Board of School Trustees of School District No. 73 (Kamloops/Thompson) and C.U.P.E. Local 3500 agree to the following Electrician – Field Safety Representative as follows:

Effective April 1, 2006, the parties agree to pay a maximum District-wide allowance of 15 percent of the established Electrician classification rate for the service of Field Safety Representative. The individual(s) will perform the duties as noted in the Safety Standards Act and the Electrical Safety Regulations.

1. All terms and conditions of the Collective Agreement will apply.
2. This Letter of Understanding shall remain in full force and effect until such time as it is altered or deleted by the mutual agreement of the parties.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On October 14, 2006

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On October 14, 2006

Renewed July 2010; Renewed September 2014

## **LETTER OF UNDERSTANDING NO. 13**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**SECONDARY SCHOOL APPRENTICESHIP PROGRAM (SSAP)**

---

The Board of School Trustees of School District No. 73 (Kamloops/Thompson) and C.U.P.E. Local 3500 agree to cooperate in the establishment of a Secondary School Apprenticeship Program (SSAP) and the following terms and conditions will apply:

- 1) The chief purpose of this Program is to provide an opportunity for secondary school students to gain valuable work experience and trades training.
- 2) The SSAP student shall not be a member of the Bargaining Unit. The provisions of the Collective Agreement, including union membership and dues or seniority, shall not apply to students registered as SSAP students with the School District.
- 3) No position in the Bargaining Unit shall be lost, nor shall any employee in the bargaining unit be laid off, or displaced, or have their hours reduced as a result of the placement of a SSAP student.
- 4) The coordination of the SSAP is the responsibility of the District Educational staff, the placement of SSAP students is by mutual agreement of the selected Journey-person(s), Union and Employer.
- 5) The SSA program is 480 hours of apprenticeship training; the student placement shall not exceed 480 hours. The SSA program shall run only when school is in session (September – June).
- 6) Selection of the students shall be based on a satisfactory interview of the potential candidate. The interview will be conducted by the maintenance department Administration and the journey person.
- 7) The rate of pay for SSAP students shall be Fifty percent (50%) of the base Journeyman trades rate.
- 8) SSAP students shall complete a relief time card, indicating hours of work and will be subject to all statutory deductions. Students will receive 4% in lieu of statutory holiday pay and 6% in lieu of vacation pay.
- 9) The employer shall provide an orientation to all SSAP students.
- 10) The union shall provide an orientation as to the role of the Union in the workplace to all SSAP students.
- 11) Funding for the implementation of the SSAP and the placement of students shall come from education program sources.

Either party may cancel this agreement in writing with thirty (30) days' notice.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On October 4, 2010

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On October 4, 2010

Renewed September 2014

**LETTER OF UNDERSTANDING NO. 14**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**KAMLOOPS LONG-TERM RELIEF FOR REGULAR DRIVERS**

---

Regular bus drivers who want to be eligible for long term (more than 20 working days) relief assignments must place their names on a long term relief roster by September 15<sup>th</sup> of each year.

To be eligible for a long term relief assignment there must be a minimum of 1 hour per day of allocated time over the regular driver's regular posted assignment.

In the event an absence becomes known as long term in the first ten days, the relief employee assigned to the long term run will be removed and replaced with the senior regular driver whose name appears on the long term relief roster, and the relief driver will assume the regular driver's run for the duration of the long term assignment.

Long term relief assignments will be offered to regular bus drivers by seniority and who are available at the time of dispatch.

The parties recognize that questions and/or problems may arise from this Letter of Understanding and agree to meet, as necessary, in order to resolve questions that arise.

Upon written notification, either party can cancel this Letter of Understanding, with 30 days notice.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On November 15, 2012

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On November 15, 2012

Renewed September 2014

**LETTER OF UNDERSTANDING NO. 15**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**CUSTODIANS WORKING 10-HOUR SHIFTS DURING SUMMER MONTHS**

---

Custodians will be given the ability to change their shift to ten (10) hour days for the time period from the second Monday in July to the third Friday in August, provided the following conditions are met:

- No additional cost to the employer
- The team will work three (3) 10 hour days and 1 (1) 7.5 hour day with no overtime, hours of work are between 6:30 a.m. – 5:00 p.m. and 6:30 a.m. – 2:30 p.m.
- **Time cards will be completed indicating actual time worked**
- Statutory holidays, vacation and sick leave will be based on regular hours (7.5 or 4 hour days)
- The number of break periods will be the same as in a regular work week
- This arrangement will commence on the second Monday in July and will end the third Friday in August, with incumbents returning to their posted schedule

The parties recognize that questions and/or problems may arise from this Letter of Understanding and agree to meet, as necessary, in order to resolve questions that arise.

Upon written notification, either party can cancel this Letter of Understanding, with 30 days notice.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On December 10, 2013

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On December 10, 2013

Renewed September 2014

**LETTER OF UNDERSTANDING NO. 16**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**EI PREMIUM REDUCTION PROGRAM - 5/12's DISTRIBUTION**

---

The Employment Insurance Premium Reduction Program allows employers who have qualified short-term disability plans for their employees to pay employment insurance premiums at a reduced rate. EI premiums are paid by employers and employees at a ratio of 7/12 and 5/12 respectively of the total EI premium payable. The EI Premium Reduction Program offers savings to both the employer and the employees using these same ratios.

The parties agree that the method to be used to return the employees' portion of the reduction will be to pay that amount to CUPE Local 3500 twice yearly on or about November 30<sup>th</sup> and May 30<sup>th</sup> each year.

This Letter of Understanding shall remain in full force and effect as long as the EI Premium Reduction Program exists.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On September 4, 2014

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On September 4, 2014

**LETTER OF UNDERSTANDING NO. 17**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
CUPE Local 3500

**SUBJECT:**

**CEA ASSIGNMENTS FUNDED THROUGH LIF**

---

Letter of Understanding No. 17 expired and has been removed.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On September 16, 2014

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On September 16, 2014

**LETTER OF UNDERSTANDING NO. 18**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
Local 3500

**SUBJECT:**

**OPTIONAL CUPE 12-MONTH PAY PLAN**

---

The parties agree to establish an Optional CUPE 12-Month Pay Plan. The criteria and details are outlined on the attached form.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On September 4, 2014

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On September 4, 2014

SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)

Application Form

Optional CUPE 12-Month Pay Plan

Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

School: \_\_\_\_\_

Requirements:

- This application must be received by the Payroll Department by June 15 of the preceding school year.
- Applicant must be a CUPE employee with a permanent position; or,
- Recall employees with a position known to extend to June 30 will have deductions made during the term of the position.
- Employees appointed to a year-long position after June 15 have until September 30 to apply.
- A fixed bi-weekly deduction will be collected from each payroll.
- A minimum bi-weekly deduction of \$50 is required.
- Interest from September 1 to March 31 is calculated (at the bank interest rate received by the School District) on the balance of the plan and will be paid equally in July and August.
- Benefit deductions continue over the term of the position.

I am requesting \$\_\_\_\_\_ be deducted from each of my bi-weekly payrolls for the applicable school year. These total deductions will be repaid in two equal disbursements in the second pay period in July and August.

**I understand the biweekly payroll deductions cannot be adjusted or cancelled, and withdrawals are not permitted during the period of September to June. Cancellations or amendments to this application must be received in writing by the Payroll Department by June 15 of the preceding school year.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Forward to: Attention - Payroll  
School District No. 73 (Kamloops/Thompson)  
1383 Ninth Avenue, Kamloops, BC V2C 3X7  
Fax: (250) 372-1183**

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On September 16, 2014

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On September 16, 2014



**LETTER OF UNDERSTANDING NO. 19**

**BETWEEN:**

The Board of Education  
School District No. 73 (Kamloops-Thompson)

**AND:**

The Canadian Union of Public Employees  
CUPE Local 3500

**SUBJECT:**

**DEFERRED SALARY LEAVE PROGRAM**

---

The parties agree to enter into negotiations by March 31, 2020 to develop a Deferred Salary Leave Program which will be cost neutral and operationally feasible.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On September 16, 2014

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On September 16, 2014

Revised September 2019

**LETTER OF UNDERSTANDING NO. 20**

**BETWEEN:**

The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)

**AND:**

The Canadian Union of Public Employees  
CUPE Local 3500

**SUBJECT:**

**PAINTER SPRAY RATE**

---

The parties agree that, when spray painting, painters will be paid 10% more per hour.

Originally signed by  
The Board of School Trustees  
School District No. 73 (Kamloops/Thompson)  
On November 14, 2014

Originally signed by  
The Canadian Union of Public Employees  
Local 3500  
On November 14, 2014

**APPENDIX “A”: 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:

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

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:

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

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 PEBT and utilized for addiction treatment support programs. The PEBT 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 (eg. 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 \_\_12<sup>th</sup>\_\_ 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, OLRG

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:

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BCPSEA  
Leanne Bowes

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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](http://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](http://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>



