

AGREEMENT

BETWEEN

THE BOARD OF TRUSTEES

OF THE CALGARY ROMAN CATHOLIC SEPARATE SCHOOL DISTRICT NO. 1

AND

THE CALGARY CATHOLIC BOARD OF EDUCATION SUPPORT STAFF  
ASSOCIATION

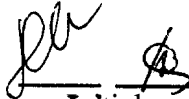
Expiry: August 31, 1999

CALGARY ROMAN CATHOLIC SEPARATE SCHOOL DISTRICT NO. 1

COLLECTIVE AGREEMENT

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CALGARY ROMAN CATHOLIC SEPARATE SCHOOL DISTRICT NO. 1

COLLECTIVE AGREEMENT

This Agreement dated the 15<sup>th</sup> day of January, A.D. 1998

BETWEEN:

THE BOARD OF TRUSTEES OF THE CALGARY ROMAN CATHOLIC SEPARATE SCHOOL DISTRICT NO. 1 OF THE PROVINCE OF ALBERTA, (hereinafter referred to as "the Board"),

OF THE FIRST PART

-and-

THE CALGARY CATHOLIC BOARD OF EDUCATION SUPPORT STAFF ASSOCIATION, (hereinafter called "the Association").

OF THE SECOND PART

ARTICLE I  
MANAGEMENT RIGHTS

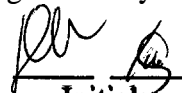
- 1.1 The Board retains the exclusive: authority for management of all operations of the School District.

It is the desire of both parties to this Agreement to maintain a spirit of cooperation and understanding between the Board and its employees.

ARTICLE II  
APPLICATION

- 2.1 This Agreement stipulates rates of pay and specific working conditions of those employees whose bargaining rights are held by the Association as provided within the scope of the Certification No. 1065-90.

All terms and conditions of employment shall be those negotiated by the Association. The Board will not enter into any other agreement, written or verbal, with any employee covered by this Agreement unless agreed to by the Association,

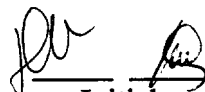
  
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ARTICLE III  
DURATION AND TERMINATION OF AGREEMENT

- 3.1 Unless otherwise specifically provided for in this Agreement, this Agreement shall be binding and remain in effect from the first of the month following the date of ratification by both parties to August 31, 1999.
- 3.2 This Agreement shall continue to be in effect from year to year unless either party provides notice in writing of its intention to amend or terminate this Agreement. Such notice may be provided within the period not more than one hundred and fifty (150) and not less than sixty (60) days prior to the expiry date of this Agreement, or earlier by mutual consent. If such notice is given, this Agreement shall remain in effect until terminated in accordance with the Labour Relations Code.

ARTICLE IV  
DEFINITIONS

- 4.1 “Association” shall mean the Calgary Catholic Board of Education Support Staff Association.
- 4.2 “Board” shall mean the Board of Trustees of Calgary Roman Catholic Separate School District No. 1 of the Province of Alberta.
- 4.3 A “permanent employee” means an employee who works under the following conditions:
- (a) when an employee falls into the category of a permanent employee by virtue of the fact that the employee works in a permanent position.
- 4.4 A “permanent position” is a position established by the Board, the existence of which has been or is intended to be ongoing from school year to school year.
- 4.5 “Full-time employee” means an employee who works the prescribed full-time equivalent as contained in Article 13.1, Hours of Work.
- 4.6 “Part-time employee” means an employee who works less than the prescribed full-time equivalent as contained in Article 13.1, Hours of Work.
- 4.7 “Permanent full-time employee” means an employee who works in a regular permanent position for the prescribed full-time equivalent as contained in Article 13.1, Hours of Work.

  
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- 4.8 “Permanent part-time employee” means an employee who works in a regular permanent position for less than the prescribed full-time equivalent as contained in Article 13.1, Hours of Work.
- 4.9 “Probationary employee” means an employee who at commencement of employment with the Board, occupies a permanent position subject to the conditions specified in clause 6.1 and 8.2.
- 4.10 “Temporary employee” means an employee who is employed for the purpose of filling a position which has temporarily become vacant or who works in a special assignment for a specified period of time which shall not exceed 12 consecutive months.
- 4.11 The singular shall mean the plural and vice versa as applicable.
- 4.12 “Hours” are to be the total amount of time worked in any capacity and/or combination of positions, unless otherwise provided in this agreement.
- 4.13 When the terms “qualifications” , “ability” , and “seniority” appear together in this agreement, they are to be considered in order of priority specified in the article.

ARTICLE V  
DISCRIMINATION

5.1 No Discrimination.

Subject to those exceptions contained in the Human Rights, Citizenship and Multiculturalism Act RSA 1980, c.H.-11.7 as amended from time to time, the Board shall not discriminate against any employee because of membership or activity in the Association, or for exercising the rights under this Agreement, and neither the Board nor the Association shall discriminate against any employee within the scope of this Agreement because of race, religious beliefs, colour, gender, physical disability, mental disability, marital status, age, ancestry, place of origin, family status or source of income.

  
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ARTICLE VI  
PROBATIONARY PERIOD

6.1 Probationary Period:

- (a) The probationary period is the initial period of employment in a permanent position which shall be used to determine suitability and compatibility for continued employment. The probationary period shall be six (6) months worked. Where the employee has been absent for a period of five or more--consecutive work days, during this period, the probationary period shall be extended by the same amount of time. During the probationary period, employees may be discharged at the Board's discretion upon the Board concluding that such employee is unsuitable and/or not compatible.

Employees who move to a new position prior to the end of their probationary period shall have the probationary period extended for three months as per clause 8.2

- (b) Notwithstanding clause 6.1 (a) a temporary employee whose temporary position becomes permanent shall have their time worked in the position considered as part of the required probationary period provided they are selected for the permanent position.

ARTICLE VII  
SENIORITY

- 7.1 (a) For the purpose of this Agreement employees shall accumulate seniority on the basis of paid hours.

- (b) An employee shall accumulate Classification Seniority on the basis of paid hours.

7.2 After successful completion of the first probationary period of employment in a permanent position, an employee's seniority shall be retroactive to the date the employee commenced employment in the applicable position and shall cease upon termination of employment with the Board.

7.3 On May 1st and October 1st of each year, the Board shall provide to the Association five (5) copies of a seniority list containing the name and the accumulated seniority hours of each employee up until the preceding April 1st and September 1st,

  
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respectively. The seniority list shall be in alphabetical order. The Board shall provide an additional seniority list based on total seniority hours in descending order. An employee may question or grieve any inaccuracy within three (3) months of receiving the list. Thereafter, the hours shall be considered as being established except for those names which shall be deemed to have been deleted by application of Article 9, or transfer to an excluded position.

ARTICLE VIII  
JOB POSTINGS, PROMOTIONS AND TRIAL PERIOD

- 8.1 With the exception of those positions providing services to students with severe exceptional needs all vacancies that occur or newly created positions will be posted in a designated area in all work locations for five (5) working days. When vacancies occur they will be posted at Central Office and at work sites that are operating.
- 8.2 Posted vacancies and new positions shall be filled from the employees within the 'bargaining unit, provide that the applicant has worked for the District for more than three (3) months, and has the qualifications, ability and seniority. First consideration shall be given to permanent employees. Employees who move to a new position prior to the end of their probationary period shall have the probationary period extended by three (3) months.
- 8.3 A permanent employee who moves to another position with the employer, shall have a trial period of three (3) months. If the employee proves unsatisfactory during the trial period, the employee shall be placed in the employee's former position or its equivalent in pay, as soon as possible. If such is not possible, the employee shall be laid off and recalled pursuant to Article 9.
- 8.4 Where the Board deems feasible, and where there is a vacancy or newly created position providing services to students with severe exceptional needs, the Board will post the position or vacancy, and the position shall not be subject to 8.2.
- 8.5 (a) Employees who are employed in more than one position as of December 1, 1993, shall not be prohibited from holding more than one position at one location provided that the employee has the qualifications, ability, and seniority.



- (b) For the 1997-1998 and 1998-1999 school years, clause 8.5 (a) will not operate thereby enabling employees on the hourly wage schedule under this Collective Agreement to hold more than one position up to a total accumulated hours of work of 35 hours per week. The Board will complete a review of this arrangement by April 30, 1999, with input from CCBESSA, to determine if this clause will be continued beyond the termination date set out above.


ARTICLE IX  
LAYOFF. AUTOMATION. RECALL AND DISPLACEMENT

9.1 Layoff Procedure

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- (a) When positions become redundant, or when staff reduction is necessary or when the hours of work for any position are reduced by more than five (5) hours per week, employees will be retained in the job classification on the basis of the best qualifications, ability as determined by the Superintendent or designee, and total seniority with the Board.
- (b) When hours of work for any position are reduced by five (5) or less hours per week, the provisions of Article 9.1 (a) do not apply, and the reduction of hours shall be made of the employee who is working in the position at the school or work site identified by the Board.
- (c) Notwithstanding Article 9.1 (b), when a reduction in hours of work by five (5) or less hours per week will result in an employee having insufficient hours of work to continue eligibility for benefits provided in Article 3 1.1 of this Agreement, the provisions of Article 9.1 (a) apply. Accordingly, in this case employees will be retained in the job classification on the basis of best qualifications, ability as determined by the Superintendent or designee and total seniority with the Board.
- (d) Prior to laying off any employees, because of redundancies, staff reductions or displacement, permanent employees shall be assigned to any available position which is vacant and for which the employee has the qualifications and ability to do the work.
- (e) Except in the event of strike or lock-out, the Board shall provide two (2) weeks' notice in writing or two (2) weeks' pay in lieu of notice, to permanent employees being laid-off pending recall. The employee who is laid-off shall submit the employee's present address and telephone number to the Human Resource Services.

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9.2 Automation

The Board or its representative shall give the Association notice of any proposed technological change which will cause the lay off and/or reduced hours of work for employees in the bargaining unit.

9.3 Recall Procedures

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(a) Employees laid-off in accordance with Article 9.1 (a) shall retain recall rights to a position with the same number of hours as the position from which they were laid-off for a period of twelve (12) months from the date of actual layoff. Employees whose hours of work have been reduced by five (5) or less hours per week in accordance with Article 9.1 (b) are not entitled to recall rights under this Agreement.

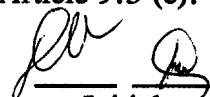
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(b) Employees who are laid-off in accordance with Article 9.1 (a) shall be recalled on the basis of job classification, the best qualifications, ability as determined by the Superintendent or designee, and total seniority with the Board.

(c) Except where outlined in Article 9.3 (e) and (f), employees being recalled shall be notified by the Board by double registered mail to the employee's last known address on file.

(d) Recalled employees shall notify the Board of their intent within forty-eight (48) hours of the date of delivery of the notice as determined by the records of registration. Recalled employees who do not notify the Board of their intent within the aforementioned time-frame shall be deemed to have terminated employment with the Board. Employees who refuse a recall pursuant to Article 9.3 (b) shall move to the bottom of the classification recall list. If no vacancy exists in the classification, the employee shall move to the bottom of the total recall list. Employees who refuse a recall for an equivalent position within their classification after moving to the bottom of the total recall list shall be deemed to have terminated their employ.

(e) Employees who have had their hours of work reduced by more than five (5) hours per week and are recalled to a position with a greater number of hours or the same number of hours as the position from which they were laid-off, shall be given recall notice at their present work location. Such notification shall satisfy the recall notice requirements of **Article 9.3 (c)**. Employees

  
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recalled pursuant to Article 9.3 (e) shall advise the Board of their intention within forty-eight (48) hours of the recall notification. Employees who fail to advise the Board of their intention within the specified forty-eight (48) hours, or who refuse a recall to a position with hours equal to the position from which they were laid-off, shall forfeit their recall rights and shall be deemed to have accepted the current assignment.

- (f) Whenever possible, employees laid-off for less than eighty (80) calendar days shall be given a recall date by the Board at the time of layoff. The recall of those employees whose work is subject to student enrollment shall be conditional upon school enrollment.
  - (g) The Board shall, during the months of November and May in each school year, provide to the Association a list of employees awaiting recall.
  - (h) Employees awaiting recall may, at any time, waive their right to recall by providing notice in writing to the Human Resource Services and the employee's name shall be removed from the recall list.
- 9.4 Employees possessing five (5) years of service with the Board, based on the employee's anniversary date, whose employment is terminated due to staff reduction may access the out placement services provided by the Board's Employee Assistance Program.

#### ARTICLE X DISCIPLINE

- 10.1 No employee shall be disciplined or discharged except with just cause.
- 10.2 When an employee is disciplined and the discipline is to be a matter of record, the employee shall be given written particulars stating the reason for the action, the terms of penalty and shall be advised that there is a grievance procedure in the collective agreement.
- 10.3 When and if an employee is exonerated, payment for lost time shall be made plus accrued interest at a rate determined by Revenue Canada from month to month.

  
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ARTICLE XI  
PERSONNEL RECORDS

- 11.1 An employee shall have the right to have access to, and to review their own personnel record. Upon request, the employee will be provided with a copy of material contained in the personnel record exclusive of that which the Board is required to keep confidential. At the time of a disciplinary action against an employee, the employee shall be advised of written records which support the allegation(s).

ARTICLE XII  
GRIEVANCE AND ARBITRATION PROCEDURE

- 12.1 Differences.

In the event that a dispute occurs between the Board and the Association on the one hand and/or the Board and one or more members of the Association on the other hand regarding the interpretation, application, operation or alleged violation of this Agreement or as to whether such a dispute can be the subject of arbitration, the following procedure of settlement shall be followed without work stoppage or refusal to perform work:

- (a) By the Employee(s)

step 1. The employee or employees concerned, with or without Association representatives in attendance, shall first seek to settle the dispute in discussion with the immediate supervisor.

Step 2. If the dispute is not resolved satisfactorily in Step 1, it then becomes a grievance. The grievance shall be reduced to writing and submitted to the Superintendent or designee within Fifteen (15) working days of the act causing the grievance. Each written grievance shall include:

- i) The name(s) of the aggrieved unless the Association is the party advancing the grievance;
- ii) The nature of the grievance and the circumstances out of which it arose;
- iii) The remedy or correction the Employer is requested to make, and
- iv) The section(s) where the Agreement is claimed to be violated.

  
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The Superintendent or designee will make known a decision to the party advancing the grievance within fifteen (15) working days of receipt of the grievance. The above mentioned times may be extended by the parties if mutually agreed, and may be extended in extenuating circumstances.

Step 3. Failing settlement in Step 2, the grievance may be submitted by the parties to a mutually agreed upon single arbitrator or, if by mutual consent, to a board of arbitration consisting of three (3) arbitrators.

(b) By the Association or Board

In the event that either the Board or the Association wish to process a grievance, such grievance shall be submitted by the one party to the other, in writing, within fifteen (15) working days of the act causing the grievance. The above-mentioned time may be extended by the parties if mutually agreed and may be extended in extenuating circumstances. The party in receipt of the grievance must make known its decision regarding the grievance to the other party in writing, within fifteen (15) working days. Failing settlement, the grievance may be submitted by the parties to a mutually agreed upon single arbitrator or, if by mutual consent, to a board of arbitration consisting of three (3) arbitrators.

12.2 If a meeting is convened at Step 2, the grievor is entitled to attend the meeting.

12.3 Failure to Process.

The purpose of the grievance provisions is to insure that any grievance is processed in an expeditious manner, therefore, compliance of the provisions and time limits is mandatory. If the Board fails to comply with the provisions or time limits, the grievance may be processed to the next step. If the party advancing the grievance fails to comply with the provisions or time limits, the grievance shall be considered abandoned.

12.4 Representative of Calgary Catholic Board of Education Support Staff Association

The Association or any member thereof shall have the right to have the assistance of representatives of the Association when dealing with or negotiating with the

  
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Board. The Association shall not conduct any grievance handling or other Association activity on the Board's property so as to interfere with an employee's performance of work during working hours, without the consent of the Board.

ARTICLE XIII  
HOURS OF WORK

- 13.1 (a) For full-time employees ordinarily, the normal hours of work shall not exceed seven (7) hours per day, thirty-five (35) hours per week, Monday to Friday inclusive, scheduled between 8:00 a.m. - 4:30 p.m.
- (b) The schedule of hours described in 13.1 (a) may be varied by mutual written agreement at the time of employment where the employee's position may require a different work pattern.

13.2 Meal and Rest Periods

- (a) An employee working a daily shift of four (4) hours shall have one (1) paid rest period of fifteen (15) minutes duration.
- (b) An employee working a daily shift of more than five (5) hours, but less than seven (7) hours, shall have two (2) paid rest periods of fifteen (15) minutes duration with not less than one-half (1/2) hour for meal period, unpaid.
- (c) An employee working a daily shift of no less than seven (7) hours shall be scheduled for two (2) paid rest periods of fifteen (15) minutes duration with one (1) meal period of not less than one-half (1/2) hour, unpaid.
- (d) Meal periods shall be scheduled as near mid-shift as possible.

ARTICLE XIV  
OVERTIME

- 14.1 Additional hours beyond the normal scheduled work day may be worked when approved by the Superintendent or designee. Times worked in excess of seven (7) hours shall be paid at one and one-half (1 1/2) times normal rate. Additional time shall be paid to the nearest one quarter (1/4) hour.

  
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- 14.2 The Board may provide opportunities for twelve (12) month employees to work extra hours in order to receive extra days off with pay during Christmas holidays and Fridays off during July and August.
- 14.3 With supervisors approval, instead of cash payment for overtime, an employee may choose to receive time off in lieu of overtime worked on an hour for hour basis.

**ARTICLE XV**  
**GENERAL HOLIDAYS**

- 15.1 Employees shall be entitled to the following general holidays with pay provided that they work the day before and after each holiday or are absent due to illness or approved leave with pay: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday (August), Labour Day, Thanksgiving, Remembrance Day, Christmas Day, Boxing Day, and any other general holidays proclaimed by the City of Calgary, the Government of Alberta or the Government of Canada, and which are observed generally within the applicable government jurisdiction except when replacing any holiday named previously, in which case only the lieu holiday shall be recognized.
- 15.2 If a general holiday occurs during an employee's vacation, such vacation shall be extended by an additional day.

**ARTICLE XVI**  
**VACATIONS**

- 16.1 (a) During the first year of service, permanent full-time employees shall be granted one and one-quarter (1 1/4) days' vacation with pay for every full month worked prior to July 1st, to a maximum of fifteen (15) working days.
- (b) During the first year of service, permanent part-time employees shall be granted one and one-quarter (1 1/4) days' vacation for every full month worked prior to July 1st, to a maximum of fifteen (15) working days, but pay shall be pro-rated in proportion to the number of hours worked based on eighteen hundred (1800) hours per year.
- 16.2 Subsequent vacations with pay for permanent full-time and permanent part-time employees shall be based upon full years of continuous service as determined by the employee's anniversary date prior to July 1st in each year, on the basis of the following schedule:

  
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After 1 year	15 working days annual vacation
After 8 years	20 working days annual vacation
After 18 years	25 working days annual vacation
After 25 years	30 working days annual vacation

- 16.3 Term employees shall be entitled to vacation pay calculated on their regular wages on the basis of a percentage equivalent as defined in 16.2,
- 16.4 An employee who transfers from a term position to a permanent full-time position may, upon request, opt for the provisions of Article 16.2 if payment has not been made under the provisions of Article 16.3.
- 16.5 Employees, upon being entitled to fifteen (15) working days or more vacation, may be entitled, upon written request to save and carry forward to a future vacation period five (5) working days of annual vacation per annum to a maximum accumulation of twenty (20) working days. Such deferred vacation when taken shall be paid at the current salary,
- 16.6 Should a conflict occur in scheduling vacations, the following factors shall be taken into account, (1) order of receipt of requests, (2) rotation of popular periods of time, and (3) seniority.

ARTICLE XVII  
SICK LEAVE

- 17.1 Probationary employees shall earn sick leave with pay at the rate of two (2) days per month for each full month worked which shall be used by employees in accordance with Sections 17.3 through 17.7 inclusive of this Article. For the purpose of calculating sick leave, time on holidays and vacation will be counted.
- 17.2
  - (a) Upon satisfactory completion of the probationary period, employees shall be entitled to ninety (90) days sick leave.
  - (b) Notwithstanding Article 17.2 (a), employees returning to work from sick leave shall be entitled to ninety (90) days of sick leave provided they remain at work for an uninterrupted period of thirty (30) days. In the event that sick leave is required within thirty (30) days after returning to work, the employee is only entitled to the unused portion of the original ninety (90) days of sick leave.

  
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- 17.3 (a) An employee who is absent for necessary medical or dental treatment or because of accident, sickness or disability for more than three (3) consecutive work days shall present a medical certificate to the Board. An employee who is absent for the aforementioned reasons for less than three (3) days may be required to present a medical certificate to the Board provided that the employee is informed of such requirement on the day of absence or as soon thereafter as the employee can be contacted by the Board.
- (b) An employee entitled to sick leave who is ill for five (5) days or more during a vacation period that would otherwise have been a scheduled work period for the employee shall, upon presentation of a medical certificate have vacation time so affected reinstated. All provisions of Article 17 - Sick Leave shall apply.
- 17.4 Employees who are quarantined by Public Health Authorities may utilize their sick leave credits with pay during the quarantine period.
- 17.5 When an employee is unable to work due to a long term disability covered by the long term disability plan referred to in Article 3 1.1 the employee shall have access to the benefits pursuant to Article 3 1.1.
- 17.6 Transfer, promotion, demotion and/or reclassification shall not affect accrued sick leave entitlements of any employee.
- 17.7 No employee shall have their services terminated by virtue of having exhausted sick leave credits where such sickness has been medically proven.
- 17.8 When an employee has been approved for long term disability benefits, the vacant position shall be posted and filled. Employees returning from long term disability shall provide the employer a minimum of two (2) weeks notice in writing of their intent to return to work. The employee shall be returned to their original position provided they return within two (2) years of being approved for long term disability benefits and the original position continues to exist. If the original position does not exist, the returning employee shall be placed in a comparable position. If no vacancy exists the employee shall be laid-off subject to recall.

An employee returning to work after two (2) years of disability benefits will be placed in the first available comparable position for which they have the qualifications and ability. If no comparable vacancy exists the employee shall be laid-off subject to recall.

  
Initials

The employee who has filled the position made vacant by the long term disability shall be placed in a comparable position for which they are qualified or shall be laid-off in accordance with the Collective Agreement and placed on the recall list if no comparable vacant position exists.

ARTICLE XVIII  
GENERAL LEAVE

18.1 Upon approval of the Superintendent or designee, leave of absence without pay, vacation entitlement, sick leave credits and seniority accumulation may be granted to employees who request such leave in exceptional circumstances.

ARTICLE XIX  
MATERNITY, ADOPTION, PARENTAL AND PATERNITY LEAVE

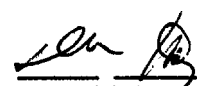
19.1 Maternity Leave

The Employer shall grant leave of absence without pay for a period of eighteen (18) weeks to an employee for maternity purposes without loss of seniority or years of service subject to the following conditions:

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- (a) Maternity Leave will consist of:
  - i) a period not exceeding twelve (12) calendar weeks immediately preceding the estimated date of delivery or such shorter period as the employee may request.
  - ii) the period, if any, between the estimated date of delivery and the actual date of delivery,
  - (iii) a period not shorter than six (6) calendar weeks following the actual date of delivery, and
  - (iv) where the pregnancy of a permanent employee interferes with the performance of her duties, the Board may, by notice to the employee, require the employee to commence leave with pay.

  
Initials

- (b) The employee shall give a minimum of two (2) calendar weeks notice in writing of the day upon which she intends to commence maternity leave together with a medical statement giving the estimated date of delivery.
- (c) Upon written request and with the approval of the Superintendent, the employee may return to duties prior to the expiration of the six (6) calendar weeks following the actual date of delivery after providing a medical certificate indicating that resumption of work would not endanger the health of the employee.
- (d) Upon the written request of the employee, the Board may grant, at no cost to the Board, an additional parental leave not to exceed six (6) working months.
- (e) Upon receipt of two (2) weeks notification of availability, the Employer shall place the applicant in her former position, or a comparable position.
- (f) Except for the health-related portion, maternity leave shall be without pay, sick allowance or vacation entitlement.
- (g) Continuation of benefits shall be conditional upon the employee paying the full cost of such plans during maternity leave other than the health-related portion.
- (h) Effective September 1, 1997, the Board shall implement a Supplemental Employment Benefits Plan (Appendix 'B') which each employee shall access for pay during the health-related portion of maternity leave. An employee who is not eligible for E.I. benefits is entitled to access sick leave for the duration of the health-related portion of maternity leave. The Board shall pay its portion of required group insurance premiums described in Article 31 during the health-related portion of maternity leave. The remainder of maternity leave, not covered by the health-related portion, shall be taken at no cost to the Board.

19.2 Leave for Purpose of Adoption.

The Employer shall grant leave of absence to an employee for purposes of adoption, at no cost to the Board, for a maximum period of twelve (12) calendar months subject to the following conditions:

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- (a) the employee shall apply for leave, where possible, at least two (2) weeks in advance of the effective date,
- (b) upon receipt of two (2) weeks notification of availability, the Employer shall place the applicant in their former position, or a comparable position,
- (c) leave for purposes of adoption shall be without pay, sick leave allowance or vacation entitlement,
- (d) during such leave, continuation of employee benefits shall be conditional upon the employee paying the full cost of such plans.

19.3 A father shall be granted one (1) day's leave with pay during the confinement of a spouse for maternity purposes.

ARTICLE XX  
COMPASSIONATE LEAVE

20.1 Employees shall be granted permission, upon request, to attend with pay the funeral of a near relative. The term "near relative" shall include spouse or common-law spouse, parents, legal guardians, grandparents, brothers, sisters, children, grandchildren of the employee, and their respective spouses, or other relative who has resided in the home of the employee. The above also applies to the corresponding members of the employee's spouse's family. On request, an employee shall be allowed three (3) working days leave of absence with pay if the funeral is in the City, and may be granted up to an additional two (2) working days leave of absence with pay if the funeral is outside the City.

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20.2 In the event of critical illness of a near relative, other family emergency or other funeral demands, the Superintendent or designee may grant to an employee a leave of absence with or without pay.

20.3 Where the employee under 20.1 is unable to attend the funeral, one (1) day's leave of absence with pay may be granted upon request.

ARTICLE XXI  
EXCHANGE TIME

21.1 Where the position allows and no replacement is required, an employee may be granted up to four (4) days of exchange time. Such time will be made up as determined by the school principal/supervisor during the current school year.

  
Initials

ARTICLE XXII  
LEAVE OF ABSENCE FOR ASSOCIATION BUSINESS

- 22.1 Leave of absence with pay shall be granted to one (1) Association representative to meet with the Board or its designee in connection with matters of grievance.
- 22.2 In addition to the leave of absence indicated in Article 22.1, the Board may grant leave of absence with pay to the Association representatives for the purpose of performing the duties of any office or function of the Association. Written request shall be given by the Association to the Superintendent or designee five (5) working days in advance, stating the employee's name, nature of the business, and the time involved. The Superintendent or designee shall review the request and notify the Association when approval is granted. Subsequently, the Association will be invoiced for the salary allocated to the leave of absence.

ARTICLE XXIII  
EDUCATIONAL LEAVE

- 23.1 (a) Employees possessing five (5) years seniority with the Board may be granted up to two (2) years leave of absence, at no cost to the Board, to pursue further educational studies.
- (b) Employees returning from education leave shall provide the Superintendent of Human Resources with a minimum of one (1) working month's notice in writing of their intention to return to work. The employee shall be entitled to a position with the Board provided that recall procedures pertaining to laid-off employees, take precedence.
- 23.2 Upon approval, employees may be granted up to two (2) days leave of absence with pay to attend professional development conferences or seminars.

ARTICLE XXIV  
CONSULTATION COMMITTEE

24.1 Consultation Committee.

The parties agree to the formation of a Consultation Committee consisting of not more than three (3) members each from Management and the Association for the purpose of maintaining communication between the parties on matters of mutual interest. Such Committee shall meet every six (6) months, or more frequently if

  
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Initials

requested by either party. It is understood that this committee will not hear matters pertaining to grievances and collective bargaining. Attendance at committee meetings for members of the Association shall be without loss of salary.

ARTICLE XXV  
DEDUCTION OF DUES AND ASSOCIATION BUSINESS

25.1

All employees, as a condition of employment, will be members of the Association, and will be subject to deduction of dues and assessments that are authorized by a regular and proper vote of the membership of the Association. The Board agrees to deduct such dues bi-weekly from the salaries of the employees and submit the total dues so collected to the Association by the seventh (7th) banking day following each pay period. When submitting dues to the Association, the Board shall supply the Association with a dues information statement indicating:

- (a) the full name and work location of each employee;
- (b) the amount collected from each employee;
- (c) the name of any new and terminated employee.

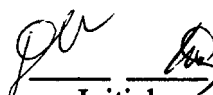
The full bi-weekly deduction will apply in the bi-weekly period that an employee commences employment or leave of absence and/or terminates employment or leave of absence.

25.2 The parties acknowledge that the deduction of dues constitutes membership in the Association.

25.3 The Association shall have the right to post routine and informational Association communication in a specially designated area in each work location, as determined by central administration. Any inappropriate communications may be removed by the Board or its designee.

ARTICLE XXVI  
JOB DESCRIPTIONS

26.1 The Board agrees to provide current position descriptions for all positions for which the Association is the bargaining agent. These descriptions shall be presented to the Association within sixty (60) days of the signing of this agreement.

  
Initials

- 26.2 When a new job is created or established within the bargaining unit, the classification shall be subject to consultation between the Board and the Association. Where a job is changed, the Board may, in its discretion consult with the Association. In the event the consultation should result in a higher rate the rate shall become retroactive to the time the new position was first filled by the employee or the date of change in job duties.

ARTICLE XXVII  
CAR ALLOWANCE

- 27.1 A car allowance at the prevailing rate approved by the Board will be paid to each employee who is designated by the Board to use the employee's personal vehicle as a means of transportation to work assignments at different locations during working hours.

ARTICLE XXVIII  
PROTECTIVE CLOTHING

- 28.1 The Board will continue to provide protective clothing or equipment currently provided in Industrial Arts and Beauty Culture labs.

ARTICLE XXIX  
PARKING

- 29.1 Where available, at each work location, parking with heater outlets will be provided at no cost.

ARTICLE XXX  
PENSION AND RETIREMENT

- 30.1 All employees shall be required to participate in the Local Authorities Board Pension Plan. The date of eligibility for participation in the Plan shall be upon the employee having completed twelve (12) months of continuous employment with the Board. The Plan shall apply to all full-time employees, and part-time employees who work a minimum of thirty (30) hours per week, excluding hours worked as noon hour assistant. Term employees are also eligible to participate, unless excluded by the conditions of the Plan.

  
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Initials

- 30.2 Employees shall receive a retirement allowance based upon the employee's anniversary date and the following formula:

After 10 years' of service 1 month's salary  
 After 15 years' of service 2 months' salary  
 After 20 years' of service 2 1/2 months' salary  
 After 25 years' of service 3 months' salary

ARTICLE XXXI  
BENEFITS

- 31.1 The Board shall effect and maintain group insurance plans and provide coverage in the following manner:

Plan	Board Share of Premium	Employee Share of Premium	Optional for Employees 17.5 hrs./wk or more
A. Group Life Insurance	100%		No
B. Optional/Spousal Life Insurance		100%	Yes
C. Accidental Death and Dismemberment	100%		No
D. Long Term Disability		<u>100%</u>	No
E. Alberta Health Care	85%	15%	No, unless spouse has coverage.
F. Extended Health Care	100%		Yes
G. Dental Insurance	80%	20%	No, unless Employee was working for Board before Sept. 1, 1981 or spouse is covered
H. Vision Care	85%	15%	

  
Initials



- 31.2 (a) Participation in the Benefit Plans described in this Article is compulsory where indicated, for all employees working seventeen and one-half (17%) hours per week or more, excluding hours worked as noon hour assistant and is effective after six (6) months' employment with the Board.
- (b) Notwithstanding clause 3 1.2 (a), the provisions of this Article XXXI shall not apply to employees who work as substitutes on a day-to-day basis.
- 31.3 The foregoing coverage may be changed at any time by mutual agreement between the Board and the Association.
- 31.4 If, during and after the term of this Agreement, any of the premium rates for the insurance in this Article changes, the parties will continue to pay the premiums in the proportions that are currently set out in this Article, unless re-negotiated.
- 31.5 (a) For employees on vacation, the Board shall continue to contribute its share of the premium costs for the benefit plans as indicated in Article 3 1.1.
- (b) Eligible employees who have been laid off without pay for not more than three (3) months shall have their portion of the premium costs deducted, in advance, from the final pay cheque before the layoff commences.
- (c) An employee on parental leave referred to in Article 19 may choose to continue the maintenance of employee benefits by contributing the entire premium.
- 31.6 If an employee is prevented from performing regular work with the Board on account of an occupational accident that is recognized by the Workers' Compensation Board as compensable within the meaning of the Workers' Compensation Act, the Board will supplement the award made by the Workers' Compensation Board such that the total compensation will equal the employee's regular wage, and the employee's cumulative sick leave shall be reduced in the same proportion that the supplementation bears to the employee's regular wage. Such supplement shall continue until the employee's cumulative sick leave is exhausted. Vacation entitlement and sick leave shall not accrue beyond the last day worked.
- 31.7 The Board will provide the Association with a resume of each non-governmental group insurance plan listed in Article 31.1 to which plan a member contributes premiums.

  
Initials

ARTICLE XXXII  
SALARY ADMINISTRATION

- 32.1 Employees shall be paid in accordance with the applicable schedules in Appendix "A" which shows the applicable range/increments for categories or classifications of employees covered by this Article.
- 32.2 Employees shall receive for each pay period a statement showing deductions and adjustments. The Board agrees to give the Association three (3) months' notice of any change in the pay period.
- 32.3 A probationary employee shall receive a salary increment at the successful completion of the probationary period.
- 32.4 Subsequent increments, within the given pay range, for a permanent employee not referred to in Article 32.6 shall be effective as outlined in Appendix "A". All increases shall be granted on the completion of each six (6) months employment from the date of successful completion of the probationary period until the employee reaches the maximum salary of the applicable pay range. An increase may be withheld for unsatisfactory written evaluation.
- 32.5 A permanent employee who is promoted or whose position is reclassified to a higher category, shall be entitled to an increment at the end of the first six (6) months of employment in such higher category. The adjusted salary shall be effective at the start of the pay period following the completion of the six (6) months of employment after promotion or reclassification.
- 32.6 A permanent employee whose position is reclassified to a position of a higher category, or who is promoted, shall be paid the greater of the minimum rate of the new salary range or a step in the new range which is one (1) step higher than the employee's present rate.
- 32.7 A permanent employee, whose position is reclassified to a lower classification or who is transferred to a position of a lower classification, due to organizational changes:
- (a) will retain the classification and rate of pay held prior to the date of reclassification or transfer, until the rate of pay in the classification to which the employee was transferred is equal to or higher than the old rate, at which time the employee will receive all subsequent increases applicable to the new classification; and

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Initials

(b) will be eligible for transfer by the Board to positions in the former classification.

32.8 An employee who is designated to temporarily relieve in a position of greater responsibility covered by the terms of this Agreement, shall be paid in the range for the higher category. This adjustment shall commence after the fifth (5th) working day of designation.

32.9 Employees subject to 13.1(b) shall receive in writing the schedule of payment.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by their respective officers, duly authorized hereunto, the day and year first above written.

THE BOARD OF TRUSTEES OF  
THE CALGARY ROMAN CATHOLIC  
SEPARATE SCHOOL DISTRICT NO. 1,  
of the Province of Alberta

THE CALGARY CATHOLIC  
BOARD OF EDUCATION  
SUPPORT STAFF ASSOCIATION

*Urci JL*  
Judy Lock  
Chairman

Marie Saunders  
President

[Signature]  
Secretary-Treasurer

Victor R. Lorenz  
Secretary-Treasurer

[Initials]  
Initials

APPENDIX "A"

(Categories and Classifications)  
Schedule Ia  
Hourly Paid Support Personnel

	Effective Sept. 1, 1996 Probationary <u>Rate</u>	Job <u>Rate</u>
<u>Category 1</u>		
General Assistant	\$8.72	\$9.14
Duplicating Assistant		
<u>Category 2</u>		
School Assistant	\$9.17	\$9.77
ESL Assistant		
ECS Assistant		
Special Education Assistant		
Library Assistant		
Native Assistant		
IOP Assistant		
High Risk Assistant		
Fine Arts Assistant		
Clerical Assistant		
<u>Category 3</u>		
School Assistant	\$10.32	\$10.79
ESL Assistant		
ECS Assistant		
Special Education Assistant		
Library Assistant		
Native Assistant		
IOP Assistant		
High Risk Assistant		
Fine Arts Assistant		
Clerical Assistant		
<u>Category 4</u>		
Deaf and Hard of Hearing Assistant	\$12.63	\$13.51
Braille Assistant		
<u>Category 5</u>		
Industrial Arts Assistant	\$13.66	\$14.26
<u>Category 6</u>		
Noon Hour Assistant	\$17.51 per day	---

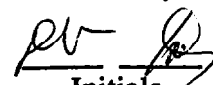
Note: The hourly rates in this Schedule include general (statutory) holiday pay for the following holidays: Labour Day, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday and Canada Day.

  
Initials

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APPENDIX "A"  
 (Categories and Classifications)  
Schedule 1b  
Hourly Paid Support Personnel

	<b>Effective Sept. 1, 1997</b>	
	<b>Probationary</b>	<b>Job</b>
	<b><u>Rate</u></b>	<b><u>Rate</u></b>
<b><u>Category 1</u></b>		
General Assistant	<b>\$8.76</b>	<b>\$9.19</b>
Duplicating Assistant		
<b><u>Category 2</u></b>		
School Assistant	<b>\$9.22</b>	<b>\$9.82</b>
ESL Assistant		
ECS Assistant		
Special Education Assistant		
Library Assistant		
Native Assistant		
IOP Assistant		
High Risk Assistant		
Fine Arts Assistant		
Clerical Assistant		
<b><u>Category 3</u></b>		
School Assistant	<b>\$10.37</b>	<b>\$10.84</b>
ESL Assistant		
ECS Assistant		
Special Education Assistant		
Library Assistant		
Native Assistant		
IOP Assistant		
High Risk Assistant		
Fine Arts Assistant		
Clerical Assistant		
<b><u>Category 4</u></b>		
Deaf and Hard of Hearing Assistant	<b>\$12.69</b>	<b>\$13.58</b>
Braille Assistant		
<b><u>Category 5</u></b>		
Industrial Arts Assistant	<b>\$13.73</b>	<b>\$14.33</b>
<b><u>Category 6</u></b>		
Noon Hour Assistant	<b>\$17.60 per day</b>	<b>---</b>

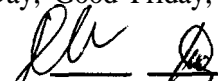
Note: The hourly rates in this Schedule include general (statutory) holiday pay for the following holidays: Labour Day, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday and Canada Day.

  
**Initials**

APPENDIX "A"  
 (Categories and Classifications)  
Schedule Ic  
Hourly Paid Support Personnel

	Effective February 9, 1998	
	<u>Probationary</u>	<u>Job</u>
	<u>Rate</u>	<u>Rate</u>
<b><u>Category 1</u></b>		
General Assistant	\$8.76	\$9.19
Duplicating Assistant		
Noon Hour Assistant		
<b><u>Category 2</u></b>		
School Assistant	\$9.22	\$9.82
ESL Assistant		
ECS Assistant		
Special Education Assistant		
Library Assistant		
Native Assistant		
IOP Assistant		
High Risk Assistant		
Fine Arts Assistant		
Clerical Assistant		
<b><u>Category 3</u></b>		
School Assistant	\$10.37	\$10.84
ESL Assistant		
ECS Assistant		
Special Education Assistant		
Library Assistant		
Native Assistant		
IOP Assistant		
High Risk Assistant		
Fine Arts Assistant		
Clerical Assistant		
<b><u>Category 4</u></b>		
Deaf and Hard of Hearing Assistant	\$12.69	\$13.58
Braille Assistant		
<b><u>Category 5</u></b>		
Industrial Arts Assistant	\$13.73	\$14.33

Note: The hourly rates in this Schedule include general (statutory) holiday pay for the following holidays: Labour Day, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday and Canada Day.

  
 Initials

APPENDIX "A"

(Categories and Classifications)  
Schedule 1d  
Hourly Paid Support Personnel

	<u>Effective Sept. 1, 1998</u>	
	<u>Probationary</u>	<u>Job</u>
	<u>Rate</u>	<u>Rate</u>
<u>Category 1</u>		
General Assistant	\$9.02	\$9.47
Duplicating Assistant		
Noon Hour Assistant		
<u>Category 2</u>		
School Assistant	\$9.50	\$10.12
ESL Assistant		
ECS Assistant		
Special Education Assistant		
Library Assistant		
Native Assistant		
IOP Assistant		
High Risk Assistant		
Fine Arts Assistant		
Clerical Assistant		
<u>Category 3</u>		
School Assistant	\$10.68	\$11.17
ESL Assistant		
ECS Assistant		
Special Education Assistant		
Library Assistant		
Native Assistant		
IOP Assistant		
High Risk Assistant		
Fine Arts Assistant		
Clerical Assistant		
<u>Category 4</u>		
Deaf and Hard of Hearing Assistant	\$13.07	\$13.99
Braille Assistant		
<u>Category 5</u>		
Industrial Arts Assistant	\$14.14	\$14.76

Note: The hourly rates in this Schedule include general (statutory) holiday pay for the following holidays: Labour Day, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday and Canada Day.

  
 Initials

APPENDIX "A"

Schedule 2a  
Monthly Wage Ranges  
10-Month Employees

1. All monthly rates described in Appendix A are based on 151.7 hours per month and shall be pro rated for employees working less than seven (7) hours per day, thirty-five (35) hours per week.

	<u>Effective Sept. 1, 1996</u>	
	<u>Minimum</u>	<u>Maximum</u>
<b><u>Category 1:</u></b>		
AV Maintenance Clerk	\$1,571	\$1,910
Duplicating Clerk		
Microfilm Clerk		
<b><u>Category 2:</u></b>		
Clerk Typist I	\$1,599	\$1,957
Mail Clerk		
Student Records Clerk		
<b><u>Category 3:</u></b>		
Clerk Typist II	\$1,647	\$2,011
Dispatch Clerk I		
Store Clerk		
<b><u>Category 4:</u></b>		
AV Booking Clerk	\$1,691	\$2,066
Library Clerk		
<b><u>Category 5:</u></b>		
AV Technician	\$1,958	\$2,391
Accounts Clerk V		
Cost Accounts Clerk V		
IMC Operations Clerk		
Payroll Clerk I		
HSE Teacher Assistant		
<b><u>Category 6:</u></b>		
Beauty Culture Technician	\$1,988	\$2,435
Elementary Secretary		
Expediting and Claims Clerk		
Purchasing Clerk IV		
Senior Dispatch Clerk		

Note: The monthly rates in this Schedule include general (statutory) holiday pay for the following holidays: Labour Day, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday and Canada Day.

  
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 Initials



APPENDIX "A"  
Schedule 2a  
Monthly Wage Ranges  
10-Month Employees

Cont'd

	<u>Effective Sept. 1, 1996</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>Category 7:</u>		
Accounts Clerk - Further Education	\$2,123	\$2,594
Accounts Clerk V - Rentals		
Library Technician		
Payroll Clerk IV		
Secretary I		
Transportation Secretary		
<u>Category 8:</u>		
Secretary - Construction & Maintenance	\$2,255	\$2,757
Senior Accounts Payable		
Sarcee Community Liaison Worker I		
<u>Category 9:</u>		
AV Technician I	\$2,556	\$3,122
Sarcee Language - Cultural Director		
Senior Computer Operator		
Career Development Coordinator		
<u>Category 10:</u>		
Native H/S Liaison Worker	\$2,785	\$3,404
Sarcee Community Liaison Worker II		
Sign Language Interpreter		
<u>Category 11:</u>		
AV Technician IV	\$2,920	\$3,568
<u>Category 12:</u>		
Programmer	\$3,052	\$3,729
<u>Category 13:</u>		
Business Manager	\$3,118	\$3,811
Occupational Therapist		
Physiotherapist		
Program Adaptation Specialist		
Social Worker		

Note: The monthly rates in this Schedule include general (statutory) holiday pay for the following holidays: Labour Day, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday and Canada Day.

  
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 Initials

APPENDIX "A"

Schedule 2a  
Monthly Wage Ranges  
10-Month Employees

Cont'd

	<u>Effective Sept. 1, 1996</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>Category 14:</u>		
Psychometrician	\$3,184	\$3,893
<u>Category 15:</u>		
Psychologist (Masters)	\$3,651	\$4,459
Psychometrician (Masters)		
Social Worker (Masters)		

Note: The monthly rates in this Schedule include general (statutory) holiday pay for the following holidays: Labour Day, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday and Canada Day.

  
Initials



APPENDIX "A"

Schedule 2b  
Monthly Wage Ranges  
10-Month Employees

1. All monthly rates described in Appendix A are based on 151.7 hours per month and shall be pro rated for employees working less than seven (7) hours per day, thirty-five (35) hours per week.

	<u>Effective Sept. 1, 1997</u>	
	<u>Minimum</u>	<u>Maximum</u>
<b><u>Category 1:</u></b>		
IMC Clerk	\$1,579	\$1,920
Duplicating Clerk		
Microfilm Clerk		
<b><u>Category 2:</u></b>		
Clerk Typist I	\$1,607	\$1,967
Mail Clerk		
Student Records Clerk		
<b><u>Category 3:</u></b>		
Clerk Typist II	\$1,655	\$2,021
Dispatch Clerk I		
Store Clerk		
<b><u>Category 4:</u></b>		
AV Booking Clerk	\$1,699	\$2,076
Library Clerk		
<b><u>Category 5:</u></b>		
AV Technician	\$1,968	\$2,403
Accounts Clerk V		
Cost Accounts Clerk V		
IMC Operations Clerk		
Payroll Clerk I		
HSE Teacher Assistant		
<b><u>Category 6:</u></b>		
Beauty Culture Technician	\$1,998	\$2,447
Elementary Secretary		
Operations Secretary		
Supply Management Clerk		

Note: The monthly rates in this Schedule include general (statutory) holiday pay for the following holidays: Labour Day, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday and Canada Day.

  
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 Initials

APPENDIX "A"  
Schedule 2b  
Monthly Wage Ranges  
10-Month Employees

Cont'd

	<u>Effective Sept. 1, 1997</u>	
	<u>Minimum</u>	<u>Maximum</u>
<b><u>Category 7:</u></b>		
Accounts Clerk - Further Education	\$2,134	\$2,607
Accounts Clerk V - Rentals		
Library Technician		
Payroll Clerk IV		
Secretary I		
Transportation Secretary		
<b><u>Category 8:</u></b>		
Senior Accounts Payable	\$2,266	\$2,771
Sarcee Community Liaison Worker I		
<b><u>Category 9:</u></b>		
AV Technician I	\$2,569	\$3,138
Sarcee Language - Cultural Director		
Senior Computer Operator		
Career Development Coordinator		
<b><u>Category 10:</u></b>		
Native H/S Liaison Worker	\$2,799	\$3,421
Sarcee Community Liaison Worker II		
Sign Language Interpreter		
<b><u>Category 11:</u></b>		
AV Technician IV	\$2,935	\$3,586
<b><u>Category 12:</u></b>		
Programmer	\$3,067	\$3,748
<b><u>Category 13:</u></b>		
Business Manager	\$3,134	\$3,830
Occupational Therapist		
Physiotherapist		
Program Adaptation Specialist		
Social Worker		

Note: The monthly rates in this Schedule include general (statutory) holiday pay for the following holidays: Labour Day, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday and Canada Day.

  
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 Initials

APPENDIX \*A\*

Schedule 2b  
Monthly Wage Ranges  
10-Month Employees

Cont'd

	<u>Effective Sept. 1, 1997</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>Category 14:</u>		
Psychometrician	\$3,200	\$3,912
<u>Category 15:</u>		
Psychologist (Masters)	\$3,669	\$4,481
Psychometrician (Masters)		
Social Worker (Masters)		

Note: The monthly rates in this Schedule include general (statutory) holiday pay for the following holidays: Labour Day, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday and Canada Day.

  
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 Initials

APPENDIX "A"  
Schedule 2b  
Monthly Wage Increments  
10-Month Employees  
September 1, 1997

1. All monthly rates described in Appendix A are based on 151.7 hours per month and shall be pro rated for employees working less than seven (7) hours per day, thirty-five (35) hours per week.

<u>Category</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
1	1579	1618	1656	1692	1743	1787	1829	1874	1920
2	1607	1651	1688	1731	1788	1830	1877	1924	1967
3	1655	1692	1737	1780	1838	1882	1930	1976	2021
4	1699	1742	1786	1825	1887	1935	1984	2031	2076
5	1968	2018	2066	2115	2184	2241	2297	2353	2403
6	1998	2051	2100	2150	2224	2278	2333	2392	2447
7	2134	2186	2241	2295	2371	2428	2490	2549	2607
8	2266	2322	2379	2439	2518	2584	2647	2706	2771
9	2569	2631	2697	2759	2852	2923	2991	3066	3138
10	2799	2870	2941	3011	3111	3192	3267	3345	3421
11	2935	3009	3081	3157	3260	3342	3421	3504	3586
12	3067	3142	3223	3297	3409	3494	3580	3663	3748
13	3134	3212	3292	3371	3481	3568	3657	3744	3830
14	3200	3279	3363	3440	3557	3646	3734	3822	3912
15	3669	3758	3849	3942	4075	4178	4277	4383	4481

  
 Initials

APPENDIX "A"

Schedule 2c  
Monthly Wage Ranges  
10-Month Employees

1. All monthly rates described in Appendix A are based on 151.7 hours per month and shall be pro rated for employees working less than seven (7) hours per day, thirty-five (35) hours per week.

	<u>Effective Sept. 1, 1998</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>Category 1:</u>		
IMC Clerk	\$1,626	\$1,978
Duplicating Clerk		
Microfilm Clerk		
<u>Category 2:</u>		
Clerk Typist I	\$1,655	\$2,026
Mail Clerk		
Student Records Clerk		
<u>Category 3:</u>		
Clerk Typist II	\$1,705	\$2,082
Dispatch Clerk I		
Store Clerk		
<u>Category 4:</u>		
AV Booking Clerk	\$1,750	\$2,138
Library Clerk		
<u>Category 5:</u>		
AV Technician	\$2,027	\$2,475
Accounts Clerk V		
Cost Accounts Clerk V		
IMC Operations Clerk		
Payroll Clerk I		
HSE Teacher Assistant		
<u>Category 6:</u>		
Beauty Culture Technician	\$2,058	\$2,520
Elementary Secretary		
Operations Secretary		
Supply Management Clerk		

Note: The monthly rates in this Schedule include general (statutory) holiday pay for the following holidays: Labour Day, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday and Canada Day.

  
Initials



APPENDIX "A"  
Schedule 2c  
Monthly Wage Ranges  
10-Month Employees

Cont'd

	<u>Effective Sept. 1, 1998</u>	
	<u>Minimum</u>	<u>Maximum</u>
<b><u>Category 7:</u></b>		
Accounts Clerk - Further Education	\$2,198	\$2,685
Accounts Clerk V - Rentals		
Library Technician		
Payroll Clerk IV		
Secretary I		
Transportation Secretary		
<b><u>Category 8:</u></b>		
Senior Accounts Payable	\$2,334	\$2,854
Sarcee Community Liaison Worker I		
<b><u>Category 9:</u></b>		
AV Technician I	\$2,646	\$3,232
Sarcee Language - Cultural Director		
Senior Computer Operator		
Career Development Coordinator		
<b><u>Category 10:</u></b>		
Native H/S Liaison Worker	\$2,883	\$3,524
Sarcee Community Liaison Worker II		
Sign Language Interpreter		
<b><u>Category 11:</u></b>		
AV Technician IV	\$3,023	\$3,694
<b><u>Category 12:</u></b>		
Programmer	\$3,159	\$3,860
<b><u>Category 13:</u></b>		
Business Manager	\$3,228	\$3,945
Occupational Therapist		
Physiotherapist		
Program Adaptation Specialist		
Social Worker		

Note: The monthly rates in this Schedule include general (statutory) holiday pay for the following holidays: Labour Day, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday and Canada Day.

  
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 Initials




APPENDIX "A"

Schedule 2c  
Monthly Wage Increments  
10-Month Employees  
September 1, 1998

1. All monthly rates described in Appendix A are based on 151.7 hours per month and shall be pro rated for employees working less than seven (7) hours per day, thirty-five (35) hours per week.

<u>Category</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
1	1626	1667	1706	1743	1795	1841	1884	1930	1978
2	1655	1701	1739	1783	1842	1885	1933	1982	2026
3	1705	1743	1789	1833	1893	1938	1988	2035	2082
4	1750	1794	1840	1880	1944	1993	2044	2092	2138
5	2027	2079	2128	2178	2250	2308	2366	2424	2475
6	2058	2113	2163	2215	2291	2346	2403	2464	2520
7	2198	2252	2308	2364	2442	2501	2565	2625	2685
8	2334	2392	2450	2512	2594	2662	2726	2787	2854
9	2646	2710	2778	2842	2938	3011	3081	3158	3232
10	2883	2956	3029	3101	3204	3288	3365	3445	3524
11	3023	3099	3173	3252	3358	3442	3524	3609	3694
12	3159	3236	3320	3396	3511	3599	3687	3773	3860
13	3228	3308	3391	3472	3585	3675	3767	3856	3945
14	3296	3377	3464	3543	3664	3755	3846	3937	4029
15	3779	3871	3964	4060	4197	4303	4405	4514	4615

  
 Initials

APPENDIX "A"

Schedule 3a  
Monthly Wage Ranges  
12-Month Employees

1. All monthly rates described in Appendix A are based on 151.7 hours per month and shall be pro rated for employees working less than seven (7) hours per day, thirty-five (35) hours per week.

	<u>Effective Sept. 1, 1996</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>Category 1:</u>		
AV Maintenance Clerk	\$1,518	\$1,846
Duplicating Clerk		
Microfilm Clerk		
IMC Clerk		
<u>Category 2:</u>		
Clerk Typist I	\$1,545	\$1,890
Mail Clerk		
Student Records Clerk		
<u>Category 3:</u>		
Clerk Typist II	\$1,591	\$1,943
Dispatch Clerk I		
Store Clerk		
<u>Category 4:</u>		
AV Booking Clerk	\$1,634	\$1,995
Library Clerk		
<u>Category 5:</u>		
AV Technician	\$1,891	\$2,310
Accounts Clerk V		
Cost Accounts Clerk V		
IMC Operations Clerk		
Payroll Clerk I		
HSE Teacher Assistant		
Instrumental Music Technician		
<u>Category 6:</u>		
Beauty Culture Technician	\$1,921	\$2,352
Elementary Secretary		
Expediting and Claims Clerk		
Purchasing Clerk IV		

  
Initials

APPENDIX "A"Schedule 3a  
Monthly Wage Ranges  
12-Month EmployeesCont'd

	<u>Effective Sept. 1, 1996</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>Category 6:</u> (cont'd)		
Senior Dispatch Clerk		
Operations Secretary		
Supply Management Clerk		
<u>Category 7:</u>		
Accounts Clerk - Further Education	\$2,050	\$2,506
Accounts Clerk V - Rentals		
Library Technician		
Payroll Clerk IV		
secretary I		
Transportation Secretary		
<u>Category 8:</u>		
Secretary - Construction & Maintenance	\$2,179	\$2,663
Senior Accounts Payable		
Sarcee Community Liaison Worker I		
<u>Category 9:</u>		
AV Technician I	\$2,468	\$3,016
Sarcee Language - Cultural Director		
Senior Computer Operator		
Career Development Coordinator		
<u>Category 10:</u>		
Native H/S Liaison Worker	\$2,690	\$3,288
Sarcee Community Liaison Worker II		
Sign Language Interpreter		
School Computer Technician		
<u>Category 11:</u>		
AV Technician IV	\$2,821	\$3,447
<u>Category 12:</u>		
Programmer	\$2,949	\$3,603

  
Initials

APPENDIX "A"

Schedule 3a  
Monthly Wage Ranges  
12-Month Employees

Cont'd

	<u>Effective Sept. 1, 1996</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>Category 13:</u>		
Business Manager	\$3,011	\$3,681
Occupational Therapist		
Physiotherapist		
Program Adaptation Specialist		
Social Worker		
<u>Category 14:</u>		
Psychometrician	\$3,077	\$3,761
<u>Category 15:</u>		
Psychologist (Masters)	\$3,527	\$4,310
Psychometrician (Masters)		
Social Worker (Masters)		

  
**Initials**

APPENDIX "A"

Schedule 3a  
Monthly Wage Increments  
12-Month Employees  
September 1, 1996

1. All monthly rates described in Appendix A are based on 151.7 hours per month and shall be pro rated for employees working less than seven (7) hours per day, thirty-five (35) hours per week.

<u>Category</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
1	1518	1554	1592	1627	1676	1718	1758	1802	1846
2	1545	1576	1623	1663	1719	1760	1805	1848	1890
3	1591	1627	1670	1711	1767	1811	1854	1898	1943
4	1634	1675	1717	1755	1814	1859	1907	1953	1995
5	1891	1939	1987	2034	2099	2154	2208	2260	2310
6	1921	1971	2020	2067	2139	2191	2242	2299	2352
7	2050	2101	2154	2206	2280	2335	2394	2450	2506
8	2179	2232	2288	2345	2420	2486	2544	2603	2663
9	2468	2530	2592	2652	2741	2810	2876	2948	3016
10	2690	2761	2827	2894	2992	3069	3141	3215	3288
11	2821	2892	2963	3035	3134	3212	3288	3369	3447
12	2949	3021	3099	3170	3277	3360	3441	3522	3603
13	3011	3087	3164	3240	3347	3430	3516	3600	3681
14	3077	3153	3233	3308	3419	3506	3589	3675	3761
15	3527	3613	3701	3790	3917	4015	4113	4213	4310

  
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 Initials

APPENDIX "A"

Schedule 3b  
Monthly Wage Ranges  
12-Month Employees

1. All monthly rates described in Appendix A are based on 151.7 hours per month and shall be pro rated for employees working less than seven (7) hours per day, thirty-five (35) hours per week.

	<u>Effective Sept. 1, 1997</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>Category 1:</u>		
IMC Clerk	\$1,526	\$1,855
Duplicating Clerk		
Microfilm Clerk		
<u>Category 2:</u>		
Clerk Typist I	\$1,553	\$1,899
Mail Clerk		
Student Records Clerk		
<u>Category 3:</u>		
Clerk Typist II	\$1,599	\$1,953
Dispatch Clerk I		
Store Clerk		
<u>Category 4:</u>		
AV Booking Clerk	\$1,642	\$2,005
Library Clerk		
<u>Category 5:</u>		
AV Technician	\$1,900	\$2,322
Accounts Clerk V		
Cost Accounts Clerk V		
IMC Operations Clerk		
Payroll Clerk I		
HSE Teacher Assistant		
Instrumental Music Technician		
<u>Category 6:</u>		
Beauty Culture Technician	\$1,931	\$2,364
Elementary Secretary		
Operations Secretary		
Supply Management Clerk		

  
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 Initials



APPENDIX "A"Schedule 3b  
Monthly Wage Ranges  
12-Month EmployeesCont'd

	<u>Effective Sept. 1, 1997</u>	
	<u>Minimum</u>	<u>Maximum</u>
<b><u>Category 7:</u></b>		
Accounts Clerk - Further Education	\$2,060	\$2,519
Accounts Clerk V - Rentals		
Library Technician		
Payroll Clerk IV		
Secretary I		
Transportation Secretary		
<b><u>Category 8:</u></b>		
Senior Accounts Payable	\$2,190	\$2,676
<b>Sarcee</b> Community Liaison Worker I		
<b><u>Category 9:</u></b>		
AV Technician I	\$2,480	\$3,031
<b>Sarcee</b> Language - Cultural Director		
Senior Computer Operator		
Career Development Coordinator		
<b><u>Category 10:</u></b>		
Native H/S Liaison Worker	\$2,703	\$3,304
<b>Sarcee</b> Community Liaison Worker II		
Sign Language Interpreter		
School Computer Technician		
<b><u>Category 11:</u></b>		
AV Technician IV	\$2,835	\$3,464
<b><u>Category 12:</u></b>		
Programmer	\$2,964	\$3,621
Technology Training Specialist		
<b><u>Category 13:</u></b>		
Business Manager	\$3,026	\$3,699
Occupational Therapist		
Physiotherapist		
Program Adaptation Specialist		
Social Worker		

  
Initials

APPENDIX "A"

Schedule 3b  
Monthly Wage Ranges  
12-Month Employees

Cont'd

	<u>Effective Sept. 1, 1997</u>	
	<u>Minimum</u>	<u>Maximum</u>
<b><u>Category 14:</u></b>		
Psychometrician	\$3,092	\$3,780
Help Desk Analyst (effective Sept. 15, 1997)		
<b><u>Category 15:</u></b>		
Psychologist (Masters)	\$3,545	\$4,332
Psychometrician (Masters)		
Social Worker (Masters)		

  
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Initials



APPENDIX "A"

Schedule 3c  
Monthly Wage Ranges  
12-Month Employees

1. All monthly rates described in Appendix A are based on 151.7 hours per month and shall be pro rated for employees working less than seven (7) hours per day, thirty-five (35) hours per week.

	<u>Effective Sept. 1, 1998</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>Category 1:</u>		
IMC Clerk	\$1,572	\$1,911
Duplicating Clerk		
Microfilm Clerk		
<u>Category 2:</u>		
Clerk Typist I	\$1,600	\$1,956
Mail Clerk		
Student Records Clerk		
<u>Category 3:</u>		
Clerk Typist II	\$1,647	\$2,012
Dispatch Clerk I		
Store Clerk		
<u>Category 4:</u>		
AV Booking Clerk	\$1,691	\$2,065
Library Clerk		
<u>Category 5:</u>		
AV Technician	\$1,957	\$2,392
Accounts Clerk V		
Cost Accounts Clerk V		
IMC Operations Clerk		
Payroll Clerk I		
HSE Teacher Assistant		
Instrumental Music Technician		
<u>Category 6:</u>		
Beauty Culture Technician	\$1,989	\$2,435
Elementary Secretary		
Operations Secretary		
Supply Management Clerk		

  
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 Initials

APPENDIX "A"Schedule 3c  
Monthly Wage Ranges  
12-Month EmployeesCont'd

	<u>Effective Sept. 1, 1998</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>Category 7:</u>		
Accounts Clerk - Further Education	\$2,122	\$2,595
Accounts Clerk V - Rentals		
Library Technician		
Payroll Clerk IV		
secretary I		
Transportation Secretary		
<u>Category 8:</u>		
Senior Accounts Payable	\$2,256	\$2,756
Sarcee Community Liaison Worker I		
<u>Category 9:</u>		
AV Technician I	\$2,554	\$3,122
Sarcee Language - Cultural Director		
Senior Computer Operator		
Career Development Coordinator		
<u>Category 10:</u>		
Native H/S Liaison Worker	\$2,784	\$3,403
Sarcee Community Liaison Worker II		
Sign Language Interpreter		
School Computer Technician		
<u>Category 11:</u>		
AV Technician IV	\$2,920	\$3,568
<u>Category 12:</u>		
Programmer	\$3,053	\$3,730
Technology Training Specialist		
<u>Category 13:</u>		
Business Manager	\$3,117	\$3,810
Occupational Therapist		
Physiotherapist		
Program Adaptation Specialist		
Social Worker		

  
Initials

APPENDIX "A "

Schedule 3c  
Monthly Wage Ranges  
12-Month Employees

Cont'd

	<u>Effective Sept. 1, 1998</u>	
	<u>Minimum</u>	<u>Maximum</u>
<b><u>Category 14:</u></b>		
Psychometrician	\$3,185	\$3,893
Help Desk Analyst		
<b><u>Category 15:</u></b>		
Psychologist (Masters)	\$3,651	\$4,462
Psychometrician (Masters)		
Social Worker (Masters)		

  
Initials

APPENDIX "A"

Schedule 3c  
Monthly Wage Increments  
12-Month Employees  
September 1, 1998

1. All monthly rates described in Appendix A are based on 151.7 hours per month and shall be pro rated for employees working less than seven (7) hours per day, thirty-five (35) hours per week.

<u>Category</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
1	1572	1609	1648	1684	1735	1779	1820	1865	1911
2	1600	1642	1680	1721	1780	1822	1868	1913	1956
3	1647	1684	1728	1772	1829	1875	1919	1964	2012
4	1691	1733	1778	1817	1878	1924	1975	2022	2065
5	1957	2007	2057	2105	2173	2230	2286	2339	2392
6	1989	2040	2091	2139	2215	2268	2321	2380	2435
7	2122	2175	2230	2284	2360	2417	2478	2536	2595
8	2256	2310	2368	2428	2505	2573	2634	2694	2756
9	2554	2619	2683	2745	2838	2909	2977	3052	3122
10	2784	2858	2926	2995	3097	3177	3252	3328	3403
11	2920	2993	3067	3142	3245	3325	3403	3488	3568
12	3053	3127	3208	3282	3392	3478	3562	3646	3730
13	3117	3195	3275	3354	3465	3550	3640	3727	3810
14	3185	3264	3346	3425	3539	3630	3715	3804	3893
15	3651	3740	3832	3923	4055	4156	4258	4361	4462

  
Initials

APPENDIX "B".

Calgary Roman Catholic Separate School District No. 1  
Supplemental Employment Benefits (SUB) Plan

- A. All employees eligible for maternity leave and sick leave benefits will be covered by the Supplemental Unemployment Benefits Plan, hereinafter called "the Plan".
- B. The Plan is to supplement employment insurance benefits received by employees for temporary unemployment caused by health-related reasons relating to pregnancy, during maternity leave. The SUB shall only be payable for days which the employee would have worked had she not been absent on maternity leave.
- c. 1. Employees shall apply for E.I. benefits and submit proof that they have applied for and are in receipt of E.I. benefits, and that they are incapable of working because of a condition related to the pregnancy in order to receive payment under the Plan.
2. SUB is payable for a period during which an employee is not in receipt of E.I. benefits if the only reason for non-receipt is the claimant is serving a two week E.I. waiting period.
3. Employees shall submit a medical certificate recommending absence from work because of a condition relating to her pregnancy.
- D. 1. The benefit level paid under this plan is set at the equivalent of the employee's regular salary and benefits.
2. The total amount of SUB benefits and E.I. benefits will not be greater nor less than the equivalent of the employee's regular salary and benefits.
3. An employee who is not eligible for E.I. benefits shall be entitled to access sick leave for the duration of the health-related portion of maternity leave.
- E. The SUB will be paid for the duration of absence from duties for a health reason relating to pregnancy, during maternity leave up to a maximum of 17 weeks. The duration of absence will be determined by a medical certificate from the employee's physician. After ninety (90) consecutive working days of disability, the employee shall apply for Long Term Disability Insurance benefits and the SUB payments shall cease.
- F. 1. The plan will be financed by the Board's general revenues.

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Initials



2. SUB payments will be identified and kept separately from the Board's payroll records.
- G. The effective date of the plan is September 1, 1997.
  - H. Employees do not have any right to SUB payments except for supplementation of the E.I. benefits for the unemployment period specified in the plan.
  - I. Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits will not be reduced or increased by payments received under the plan.
  - J. Working days, designated as health-related portion of maternity leave, shall be considered for increment purposes.

  
Initials

LETTER OF UNDERSTANDING "A"

"COMMITTEE ON STAFFING OF SUPPORT STAFF POSITIONS IN SCHOOLS"

The Board agrees, during the term of this Collective Agreement, to establish a committee comprised of four representatives of the Board and four employees represented by CCBESSA. The committee will draft guiding principles for the staffing of support staff positions represented by CCBESSA. The draft guiding principles will be recommended to the Board.

This Letter of Understanding does not form part of the Collective Agreement, but shall be attached to the Collective Agreement for information purposes only.

  
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LETTER OF UNDERSTANDING "B"

"POSITION DESCRIPTIONS"

The Board agrees, during the term of this Collective Agreement, to initiate a review of positions represented by CCBESSA with a view to establishing current position descriptions. Prior to final approval of the position descriptions by the Board, draft position descriptions will be forwarded to CCBESSA for review and comment.

This Letter of Understanding does not form part of the Collective Agreement, but shall be attached to the Collective Agreement for information purposes only.

  
Initials

