

AGREEMENT

BETWEEN

THE BOARD OF TRUSTEES

OF THE CALGARY ROMAN CATHOLIC SEPARATE SCHOOL DISTRICT NO. 1

AND

THE COMMUNICATIONS, ENERGY AND PAPERWORKERS UNION OF CANADA,  
LOCAL 1990

Expiry: August 31, 2002

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CALGARY ROMAN CATHOLIC SEPARATE SCHOOL DISTRICT NO. 1

COLLECTIVE AGREEMENT

TABLE OF CONTENTS

		Page
Article I	Management Rights	1
Article II	Application	1
Article III	Duration and Termination of Agreement	2
Article IV	Definitions	2
Article V	Discrimination	3
Article VI	Probationary Period	3
Article VII	Seniority	4
Article VI I I	Job Postings, Promotions and Trial Period	4
Article IX	Layoff, Automation, Recall and Displacement	5
Article X	Discipline	7
Article XI	Personnel Records	8
Article XII	Grievance and Arbitration Procedure	8
Article XIII	Hours of Work	9
Article XIV	Overtime	10
Article XV	General Holidays	10
Article XVI	Vacations	11
Article XVI I	Sick Leave	12
Article XVII I	General Leave	13
Article XIX	Maternity, Adoption, Parental and Paternity Leave	13

  
\_\_\_\_\_ Initials \_\_\_\_\_

	Page
Article XX	Compassionate Leave 15
Article XXI	Exchange Time 15
Article XXII	Leave of Absence for Union Business 15
Article XXIII	Educational Leave 16
Article XXIV	Consultation Committee 17
Article XXV	Deduction of Dues and Union Business 17
Article XXVI	Job Descriptions 18
Article XXVI I	Car Allowance 18
Article XXVI II	Protective Clothing 18
Article XXIX	Parking 18
Article XXX	Pension and Retirement 19
Article XXXI	Benefits 19
Article XXXI I	Salary Administration 20
 APPENDIX "A"	
Schedule 1 - Hourly Employees, Categories, Classifications, and Wages	23
1 O-Month Employees - Categories and Classifications	24
Schedule 2A - 1 O-Month Employees, Monthly Wage Increments (September 1, 1999)	25
Schedule 2B - 1 O-Month Employees, Monthly Wage Increments (September 1, 2000)	26
12-Month Employees - Categories and Classifications	27
Schedule 3A - 12-Month Employees, Monthly Wage Increments (September 1, 1999)	28
Schedule 3B - 12-Month Employees, Monthly Wage Increments (September 1, 2000)	29
Monthly and Hourly Employees - Categories and Classifications	30
Schedule 4 – Monthly and Hourly Employees, Wage Increments (March 1, 2001)	33
 APPENDIX "B"	
Supplemental Employment Benefits (SUB) Plan	35
LETTER OF UNDERSTANDING - Exemptions of Positions or Employees	37
LETTER OF UNDERSTANDING - Hourly to Monthly/Monthly to Hourly	38

  
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 Initials

CALGARY ROMAN CATHOLIC SEPARATE SCHOOL DISTRICT NO. 1

COLLECTIVE AGREEMENT

This Agreement dated the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2001.

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 COMMUNICATIONS, ENERGY AND PAPERWORKERS UNION OF CANADA, LOCAL 1990, (hereinafter called "the Union").

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 Union as provided within the scope of the Certification No. 104-2001.

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

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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, 2002.
- 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 "Union" shall mean the Communications, Energy and Paperworkers Union of Canada, Local 1990.
- 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 clause 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 clause 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 clause 13.1, Hours of Work.
- 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 clause 13.1, Hours of Work.

  
 Initials \_\_\_\_\_

- 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 clauses 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 Union, or for exercising the rights under this Agreement, and neither the Board nor the Union 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.

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.

  
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Employees who transfer to a new position prior to the end of their probationary period shall have the time already served in their probationary period extended by three months worked 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.
- (c) Employees while serving an initial probationary period of six (6) months worked in a permanent position, who accept another permanent position(s) will be required to serve a probationary period of six (6) months worked in each permanent position(s).


Employees who have served an initial probationary period and accept another position(s) shall follow the provisions of clause 8.3 for these other position(s).

#### ARTICLE VI I SENIORITY

- 7.1 For the purpose of this Agreement employees shall accumulate 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 1<sup>st</sup> and October 1<sup>st</sup> of each year, the Board shall provide to the Union five (5) copies of a seniority list containing the name and the accumulated seniority hours of each employee up until the preceding April 1<sup>st</sup> and September 1<sup>st</sup>, 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 IX, 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.

  
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8.2 Posted vacancies and new positions shall be filled from the employees within the bargaining unit, provided that the applicant has worked for the Board for more than three (3) months, and has the qualifications, ability and seniority. First consideration shall be given to permanent employees. Employees who transfer to a new position prior to the end of their probationary period shall have the time already served in their probationary period extended by three (3) months worked.

Employees, who have worked for the Board for less than three (3) months, will be permitted to apply for a second position in the same school, provided they have the qualifications, ability and seniority. The provisions of clause 6.1 (c) shall apply.

8.3 A permanent employee who transfers to or accepts another position with the employer, shall have a trial period of three (3) months worked. 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 IX.

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 clause 8.2.

8.5 (a) Employees on the hourly wage schedule may be permitted to hold more than one position on the hourly wage schedule up to a total accumulated hours of work of 35 hours per week, provided that the employee has the qualifications, ability, and seniority. The provisions of clause 27.1 will not apply.

Employees on the monthly wage schedule may be permitted to hold more than one position on the monthly wage schedule up to a total accumulated hours of work of 35 hours per week, provided that the employee has the qualifications, ability, and seniority. The provisions of clause 27.1 will not apply.

ARTICLE IX  
LAYOFF, AUTOMATION, RECALL AND DISPLACEMENT

9.1 Layoff Procedure

(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 designate, 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 clause 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.

  
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- (c) Notwithstanding clause 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 clause 31.1 of this Agreement, the provisions of clause 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 designate 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 lockout, 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.

## 9.2 Automation

The Board or its representative shall give the Union 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

- (a) Employees laid-off in accordance with clause 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 clause 9.1(b) are not entitled to recall rights under this Agreement.
- (b) Employees who are laid-off in accordance with clause 9.1(a) shall be recalled on the basis of job classification, the best qualifications, ability as determined by the Superintendent or designate and total seniority with the Board.
- (c) Except where outlined in clauses 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 clause

  
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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 clause 9.3(c). Employees recalled pursuant to clause 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 Union 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 and Family 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. Employees shall be advised of their right to Union representation when they are to be disciplined. A copy of all discipline letters shall be forwarded to the Union.

  
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- 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.

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 Union on the one hand and/or the Board and one or more members of the Union 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 Union 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 designate 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 Union 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 Board is requested to make, and
- iv) The clause(s) where the Agreement is claimed to be violated.

A meeting between the parties shall take place within fifteen (15) working days of the receipt of the written grievance and the grievor is entitled to attend this meeting. The Superintendent or designate will provide a written decision to the party advancing the grievance within fifteen (15) working days following the date

  
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of the meeting. 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 Union may, within fifteen (15) working days of the receipt of the Step 2 decision, refer the grievance 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 Union or Board

In the event that either the Board or the Union 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. A meeting between the parties shall take place within fifteen (15) working days of the receipt of the written grievance. The party in receipt of the grievance will provide a written decision to the party advancing the grievance within fifteen (15) working days following the date of the meeting. The above-mentioned time may be extended by the parties if mutually agreed and may be extended in extenuating circumstances. Failing settlement, the Board or the Union may, within fifteen (15) working days of the receipt of the written decision, refer the grievance to a mutually agreed upon single arbitrator or, if by mutual consent, to a board of arbitration consisting of three (3) arbitrators.

12.2 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.

12.3 Representative of Communications, Energy and Paperworkers Union of Canada, Local 1990

The Union or any member thereof shall have the right to have the assistance of representatives of the Union when dealing with or negotiating with the Board. The Union shall not conduct any grievance handling or other Union 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.

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- (b) The schedule of hours described in clause 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 between four (4) and five (5) hours inclusive 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 (½) 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 (½) 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 designate. Times worked in excess of seven (7) hours shall be paid at one and one-half (1½) times normal rate. Additional time shall be paid to the nearest one quarter (¼) hour.
- 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 scheduled 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.

  
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Employees will receive payment for general holidays not worked at their regular rate of pay provided that the employees have completed thirty (30) calendar days of employment in the preceding twelve (12) months.

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 (1¼) 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 (1¼) 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:

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 Temporary employees shall be entitled to vacation pay calculated on their regular wages on the basis of a percentage equivalent as defined in clause 16.2.

16.4 An employee who transfers from a temporary position to a permanent full-time position may, upon request, opt for the provisions of clause 16.2 if payment has not been made under the provisions of clause 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.

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ARTICLE XVI I  
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 clauses 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 clause 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.
- 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 XVII - 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 clause 31.1 the employee shall have access to the benefits pursuant to clause 31.1.
- 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

  
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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.

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 designate, 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 Board 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:

- (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.

  
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- (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 Board 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 XXXI 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 Board 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:

- (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 Board 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.

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Initials

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

ARTICLE XXII  
LEAVE OF ABSENCE FOR UNION BUSINESS

- 22.1 The Union President or designate and one (1) Union representative shall meet with the Board or its designate in connection with matters of grievance. Attendance at grievance meetings shall be without loss of salary.
- 22.2 In addition to the leave of absence indicated in clause 22.1, the Board may grant leave of absence with pay to the Union representatives for the purpose of performing the duties of any office or function of the Union. Written request shall be given by the Union to the Superintendent or designate five (5) working days in advance, stating the employee's name, nature of the business, and the time involved. The Superintendent or designate shall review the request and notify the Union when approval is granted. Subsequently, the Union will be invoiced for the salary allocated to the leave of absence.

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Initials

22.3 Leave of Absence – Full-Time President

Upon written request by the Union, the Union President shall be granted a full-time leave of absence to perform Union duties. The Union shall give at least thirty (30) calendar days' notice in advance of such request.

While on full-time leave of absence to attend to Union duties the employee shall be allowed to accumulate seniority and service at thirty-five (35) hours per week on a twelve (12) month basis.

Upon notice of at least thirty (30) calendar days to return to active employment by the employee and/or the Union, the employee shall have the right to return to the first available vacant position from which they were granted leave of absence.

If such position is not available, the employee shall exercise their total seniority with the Board and displace the most junior employee in the position from which they were granted leave of absence. The displaced employee shall be dealt with in accordance with Article IX - Layoff, Automation, Recall and Displacement.

The above should not be construed to mean that an employee on such full time leave of absence for Union business is precluded from entering into competition for promotions to other positions during the course of their absence. To the contrary, if the employee desires to enter such a competition and is successful they will immediately assume the position, thereby, terminating the leave of absence.


Employees who are on full time leave for Union business shall continue to be paid at their current rate of pay on a twelve (12) month basis by the Board and subsequently, the Union shall reimburse the Board.

Employees who are on full time leave of absence for Union business will be eligible for all benefits that come under the Benefit Plans and therefore subject to the provisions and/or conditions of the Benefit Plans. During such absence, the employee and/or the Union shall accept the full responsibility for payment of all premiums, both the employee's and the Board's share, pertinent to said benefits.

Such employee on leave of absence to perform Union business will be eligible for all pension benefits and therefore subject to the Local Authorities Board Pension Plan. During such absence, the employee and/or the Union shall accept the full responsibility for all pension contributions, both the employee's and the Board's share, pertinent to said Pension Plan.

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.

  
\_\_\_\_\_ Initials \_\_\_\_\_

- (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 Union 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 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 Union shall be without loss of salary.


ARTICLE XXV  
DEDUCTION OF DUES AND UNION BUSINESS

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

- (a) the full name and work location of each employee;
- (b) the amount collected from each 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 Union.

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Initials

- 25.3 The Union shall have the right to post routine and informational Union 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 it's designate.
- 25.4 On a monthly basis, the Board shall provide to the Union a membership list containing the name, address, telephone number, employment status and date of hire of each employee. The list shall be alphabetical and shall also include their work location(s), job code(s) and FTE equivalent for each job code listed.

ARTICLE XXVI  
JOB DESCRIPTIONS

- 26.1 The Board agrees to provide job descriptions for all positions for which the Union is the bargaining agent.
- 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 Union. Where a job description is significantly changed by the Board, the Board shall consult with the Union. 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.

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Initials

ARTICLE XXX  
PENSION AND RETIREMENT

30.1 All employees shall be required to participate in the Local Authorities Board Pension Plan. 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. Temporary employees are also eligible to participate, unless excluded by the conditions of the Plan.

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	2½ 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		100%	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%	

  
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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 (17½) 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 31.2(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 Union.
- 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 clause 31.1.
- (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 XIX 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 Union with a resume of each non-governmental group insurance plan listed in clause 31.1 to which plan a member contributes premiums.

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.

  
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Initials \_\_\_\_\_

- 32.2 Employees shall receive for each pay period a statement showing deductions and adjustments. The Board agrees to give the Union 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 clause 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
  - (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 a step in the new range which provides at least twenty-five dollars (\$25.00) more per month than their present rate. This adjustment shall commence after the fifth (5th) working day of designation.
- 32.9 Employees subject to clause 13.1(b) shall receive in writing the schedule of payment.

  
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Initials



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 COMMUNICATIONS, ENERGY  
AND PAPERWORKERS UNION OF  
CANADA, LOCAL 1990**

  
Secretary-Treasurer

\_\_\_\_\_  
President

  
Director, Labour Relations


\_\_\_\_\_  
Secretary-Treasurer

  
Initials \_\_\_\_\_

APPENDIX "A"  
Schedule 1  
Hourly Employees  
Categories, Classifications, and Wages  
Effective until March 1, 2001


	Effective September 1, 1999		Effective September 1, 2000	
	<u>Probationary</u>	<u>Job</u>	<u>Probationary</u>	<u>Job</u>
	<u>Rate</u>	<u>Rate</u>	<u>Rate</u>	<u>Rate</u>
<b><u>Category 1:</u></b>				
Noon Hour Assistant	\$9.34	\$9.80	\$9.57	\$10.05
<b><u>Category 2:</u></b>				
School Assistant	\$9.83	\$10.47	\$10.08	\$10.73
ESL Assistant				
Kindergarten Assistant				
Special Education Assistant				
Library Assistant				
Aboriginal Assistant				
High Needs Assistant				
Clerical Assistant				
Early Literacy Assistant				
<b><u>Category 3:</u></b>				
School Assistant	\$11.05	\$11.56	\$11.33	\$11.85
ESL Assistant				
Kindergarten Assistant				
Special Education Assistant				
Library Assistant				
Aboriginal Assistant				
High Needs Assistant				
Clerical Assistant				
Early Literacy Assistant				
<b><u>Category 4:</u></b>				
Deaf and Hard of Hearing Assistant	\$13.53	\$14.48	\$13.87	\$14.84
Braille Assistant				
<b><u>Category 5:</u></b>				
Industrial Arts Assistant	\$14.63	\$15.28	\$15.00	\$15.66

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.

  
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 Initials

APPENDIX "A"  
10-Month Employees  
Categories and Classifications  
Effective until March 1, 2001

- Category 1: Duplicating Clerk
- Category 2:
- Category 3: Clerk Typist II  
Sarcee Native Assistant
- Category 4:
- Category 5: AV Technician  
Accounts Clerk V  
HSE Teacher Assistant
- Category 6: Beauty Culture Technician  
Elementary Secretary
- Category 7: Library Technician  
Secretary I
- Category 8:
- Category 9: Aboriginal - Cultural Director  
Career Practitioner
- Category 10: Aboriginal H/S Liaison Worker  
Aboriginal Community Liaison Worker II  
Sign Language Interpreter  
SIRS Application Support
- Category 11:
- Category 12:
- Category 13: Social Worker
- Category 14: Psychometrician
- Category 15: Psychologist (Masters)  
Psychometrician (Masters)  
Social Worker (Masters)

  
 \_\_\_\_\_  
 Initials \_\_\_\_\_

APPENDIX "A"  
Schedule 2A  
10-Month Employees  
Monthly Wage Increments  
September 1, 1999

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.

Category	1	2	3	4	5	6	7	8	9
1	1683	1725	1766	1804	1858	1905	1950	1998	2047
2	1713	1761	1800	1845	1906	1951	2001	2051	2097
3	1765	1804	1852	1897	1959	2006	2058	2106	2155
4	1811	1857	1904	1946	2012	2063	2116	2165	2213
5	2098	2152	2202	2254	2329	2389	2449	2509	2562
6	2130	2187	2239	2293	2371	2428	2487	2550	2608
7	2275	2331	2389	2447	2527	2589	2655	2717	2779
8	2416	2476	2536	2600	2685	2755	2821	2885	2954
9	2739	2805	2875	2941	3041	3116	3189	3269	3345
10	2984	3059	3135	3210	3316	3403	3483	3566	3647
11	3129	3207	3284	3366	3476	3562	3647	3735	3823
12	3270	3349	3436	3515	3634	3725	3816	3905	3995
13	3341	3424	3510	3594	3710	3804	3899	3991	4083
14	3411	3495	3585	3667	3792	3886	3981	4075	4170
15	3911	4006	4103	4202	4344	4454	4559	4672	4777

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  
10-Month Employees  
Monthly Wage Increments  
September 1, 2000

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.

Category	1	2	3	4	5	6	7	8	9
1	1725	1768	1810	1849	1904	1953	1999	2048	2098
2	1756	1805	1845	1891	1954	2000	2051	2102	2149
3	1809	1849	1898	1944	2008	2056	2109	2159	2209
4	1856	1903	1952	1995	2062	2115	2169	2219	2268
5	2150	2206	2257	2310	2387	2449	2510	2572	2626
6	2183	2242	2295	2350	2430	2489	2549	2614	2673
7	2332	2389	2449	2508	2590	2654	2721	2785	2848
8	2476	2538	2599	2665	2752	2824	2892	2957	3028
9	2807	2875	2947	3015	3117	3194	3269	3351	3429
10	3059	3135	3213	3290	3399	3488	3570	3655	3738
11	3207	3287	3366	3450	3563	3651	3738	3828	3919
12	3352	3433	3522	3603	3725	3818	3911	4003	4095
13	3425	3510	3598	3684	3803	3899	3996	4091	4185
14	3496	3582	3675	3759	3887	3983	4081	4177	4274
15	4009	4106	4206	4307	4453	4565	4673	4789	4896

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"  
12-Month Employees  
Categories and Classifications  
Effective until March 1, 2001

- Category 1: IMC Clerk  
Microfilm Clerk
- Category 2: Mail Clerk  
Student Records Clerk
- Category 3: Clerk Typist II  
Document Services Clerk
- Category 4: AV Booking Clerk  
Duplicating/Production Clerk
- Category 5: Accounts Clerk V  
Cost Accounts Clerk V  
IMC Operations Clerk  
Program Clerk (Instrumental Music)  
Braille Transcriber
- Category 6: Operations Secretary  
Supply Management Clerk
- Category 7: Accounts Clerk V - Rentals  
Library Technician  
Secretary I  
Transportation Secretary
- Category 8: Senior Accounts Payable  
Aboriginal Community Liaison Worker I
- Category 9: AV Technician I
- Category 10: School Computer Technician
- Category 11: AV Technician IV  
Senior Client Support Technician
- Category 12: Technology Training Specialist
- Category 13: Business Manager  
Education Technology Specialist
- Category 14: Help Desk Analyst
- Category 15:

  
 \_\_\_\_\_  
 Initials

APPENDIX "A"  
Schedule 3A  
12-Month Employees  
Monthly Wage Increments  
September 1, 1999

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.

Category	1	2	3	4	5	6	7	8	9
1	1627	1665	1706	1743	1796	1841	1884	1930	1978
2	1656	1699	1739	1781	1842	1886	1933	1980	2024
3	1705	1743	1788	1834	1893	1941	1986	2033	2082
4	1750	1794	1840	1881	1944	1991	2044	2093	2137
5	2025	2077	2129	2179	2249	2308	2366	2421	2476
6	2059	2111	2164	2214	2293	2347	2402	2463	2520
7	2196	2251	2308	2364	2443	2502	2565	2625	2686
8	2335	2391	2451	2513	2593	2663	2726	2788	2852
9	2643	2711	2777	2841	2937	3011	3081	3159	3231
10	2881	2958	3028	3100	3205	3288	3366	3444	3522
11	3022	3098	3174	3252	3359	3441	3522	3610	3693
12	3160	3236	3320	3397	3511	3600	3687	3774	3861
13	3226	3307	3390	3471	3586	3674	3767	3857	3943
14	3296	3378	3463	3545	3663	3757	3845	3937	4029
15	3779	3871	3966	4060	4197	4301	4407	4514	4618

  
 \_\_\_\_\_  
 Initials

APPENDIX "A"  
Schedule 3B  
12-Month Employees  
Monthly Wage Increments  
September 1, 2000

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.

Category	1	2	3	4	5	6	7	8	9
1	1668	1707	1749	1787	1841	1887	1931	1978	2027
2	1697	1741	1782	1826	1888	1933	1981	2030	2075
3	1748	1787	1833	1880	1940	1990	2036	2084	2134
4	1794	1839	1886	1928	1993	2041	2095	2145	2190
5	2076	2129	2182	2233	2305	2366	2425	2482	2538
6	2110	2164	2218	2269	2350	2406	2462	2525	2583
7	2251	2307	2366	2423	2504	2565	2629	2691	2753
8	2393	2451	2512	2576	2658	2730	2794	2858	2923
9	2709	2779	2846	2912	3010	3086	3158	3238	3312
10	2953	3032	3104	3178	3285	3370	3450	3530	3610
11	3098	3175	3253	3333	3443	3527	3610	3700	3785
12	3239	3317	3403	3482	3599	3690	3779	3868	3958
13	3307	3390	3475	3558	3676	3766	3861	3953	4042
14	3378	3462	3550	3634	3755	3851	3941	4035	4130
15	3873	3968	4065	4162	4302	4409	4517	4627	4733

  
 Initials \_\_\_\_\_



APPENDIX "A"  
Monthly and Hourly Employees  
Categories and Classifications  
Effective as of March 1, 2001

- Category 1: Noon Hour Assistant
- Category 2: School Assistant  
ESL Assistant  
Kindergarten Assistant  
Special Education Assistant  
Library Assistant  
Aboriginal Assistant  
High Needs Assistant  
Clerical Assistant  
Early Literacy Assistant
- Category 3: Duplicating Clerk  
**IMC** Clerk  
Microfilm Clerk  
School Assistant  
**ESL** Assistant  
Kindergarten Assistant  
Special Education Assistant  
Library Assistant  
Aboriginal Assistant  
High Needs Assistant  
Clerical Assistant  
Early Literacy Assistant
- Category 4: Mail Clerk  
Student Records Clerk
- Category 5: Clerk Typist II  
**Sarcee** Native Assistant  
Document Services Clerk
- Category 6: AV Booking Clerk  
Duplicating/Production Clerk
- Category 7: Deaf and Hard of Hearing Assistant  
Braille Assistant

  
\_\_\_\_\_ Initials \_\_\_\_\_

APPENDIX "A"  
Monthly and Hourly Employees  
Categories and Classifications  
Effective as of March 1, 2001

Cont'd

- Category 8: AV Technician  
Accounts Clerk V  
HSE Teacher Assistant  
Cost Accounts Clerk V  
IMC Operations Clerk  
Program Clerk (Instrumental Music)  
Braille Transcriber
- Category 9: Beauty Culture Technician  
Elementary Secretary  
Operations Secretary  
Supply Management Clerk
- Category 10: Industrial Arts Assistant
- Category 11: Library Technician  
Secretary I  
Accounts Clerk V - Rentals  
Transportation Secretary
- Category 12: Senior Accounts Payable  
Aboriginal Community Liaison Worker I
- Category 13: Aboriginal - Cultural Director  
AV Technician I  
Career Practitioner
- Category 14: Aboriginal H/S Liaison Worker  
Aboriginal Community Liaison Worker II  
Sign Language Interpreter  
School Computer Technician  
SIRS Application Support
- Category 15: AV Technician IV  
Senior Client Support Technician
- Category 16: Technology Training Specialist

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Initials

APPENDIX "A"  
Monthly and Hourly Employees  
Categories and Classifications  
Effective as of March 1, 2001

Cont'd

Category 17: Social Worker  
Business Manager  
Education Technology Specialist

Category 18: Psychometrician  
Help Desk Analyst


Category 19: Psychologist (Masters)  
Psychometrician (Masters)  
Social Worker (Masters)

  
\_\_\_\_\_  
Initials

APPENDIX "A"  
Schedule 4  
Monthly and Hourly Employees  
Wage Increments  
Effective as of March 1, 2001

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.

Category	1	2	3	4	5	6	7	8	9
1									
Monthly	\$1,452	1,524	-----	-----	-----	-----	-----	-----	-----
Hourly	\$9.57	10.05	-----	-----	-----	-----	-----	-----	-----
2									
Monthly	\$1,529	1,566	1,604	1,645	1,686	1,728	1,771	1,816	1,861
Hourly	\$10.08	10.32	10.57	10.84	11.11	11.39	11.67	11.97	12.27
3									
Monthly	\$1,725	1,768	1,810	1,849	1,904	1,953	1,999	2,048	2,098
Hourly	\$11.37	11.65	11.93	12.19	12.55	12.87	13.18	13.50	13.83
4									
Monthly	\$1,756	1,805	1,845	1,891	1,954	2,000	2,051	2,102	2,149
Hourly	\$11.58	11.90	12.16	12.47	12.88	13.18	13.52	13.86	14.17
5									
Monthly	\$1,809	1,849	1,898	1,944	2,008	2,056	2,109	2,159	2,209
Hourly	\$11.92	12.19	12.51	12.81	13.24	13.55	13.90	14.23	14.56
6									
Monthly	\$1,856	1,903	1,952	1,995	2,062	2,115	2,169	2,219	2,268
Hourly	\$12.23	12.54	12.87	13.15	13.59	13.94	14.30	14.63	14.95
7									
Monthly	\$2,104	2,156	2,211	2,265	2,323	2,380	2,438	2,500	2,564
Hourly	\$13.87	14.21	14.57	14.93	15.31	15.69	16.07	16.48	16.90
8									
Monthly	\$2,150	2,206	2,257	2,310	2,387	2,449	2,510	2,572	2,626
Hourly	\$14.17	14.54	14.88	15.23	15.74	16.14	16.55	16.95	17.31
9									
Monthly	\$2,183	2,242	2,295	2,350	2,430	2,489	2,549	2,614	2,673
Hourly	\$14.39	14.78	15.13	15.49	16.02	16.41	16.80	17.23	17.62

  
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 Initials

APPENDIX "A"  
Schedule 4  
Salary/Hourly Grid  
Monthly Wage and Hourly Increments  
Effective as of March 1, 2001

Cont'd

Category	1	2	3	4	5	6	7	8	9
10									
Monthly	\$2,276	2,332	2,389	2,449	2,510	2,573	2,637	2,703	2,771
Hourly	\$15.00	15.37	15.75	16.14	16.55	16.96	17.38	17.82	18.27
11									
Monthly	\$2,332	2,389	2,449	2,508	2,590	2,654	2,721	2,785	2,848
Hourly	\$15.37	15.75	16.14	16.53	17.07	17.50	17.94	18.36	18.77
12									
Monthly	\$2,476	2,538	2,599	2,665	2,752	2,824	2,892	2,957	3,028
Hourly	\$16.32	16.73	17.13	17.57	18.14	18.62	19.06	19.49	19.96
13									
Monthly	\$2,807	2,875	2,947	3,015	3,117	3,194	3,269	3,351	3,429
Hourly	\$18.50	18.95	19.43	19.87	20.55	21.05	21.55	22.09	22.60
14									
Monthly	\$3,059	3,135	3,213	3,290	3,399	3,488	3,570	3,655	3,738
Hourly	\$20.16	20.67	21.18	21.69	22.41	22.99	23.53	24.09	24.64
15									
Monthly	\$3,207	3,287	3,366	3,450	3,563	3,651	3,738	3,828	3,919
Hourly	\$21.14	21.67	22.19	22.74	23.49	24.07	24.64	25.23	25.83
16									
Monthly	\$3,352	3,433	3,522	3,603	3,725	3,818	3,911	4,003	4,095
Hourly	\$22.10	22.63	23.22	23.75	24.56	25.17	25.78	26.39	26.99
17									
Monthly	\$3,425	3,510	3,598	3,684	3,803	3,899	3,996	4,091	4,185
Hourly	\$22.58	23.14	23.72	24.28	25.07	25.70	26.34	26.97	27.59
18									
Monthly	\$3,496	3,582	3,675	3,759	3,887	3,983	4,081	4,177	4,274
Hourly	\$23.05	23.61	24.23	24.78	25.62	26.26	26.90	27.53	28.17
19									
Monthly	\$4,009	4,106	4,206	4,307	4,453	4,565	4,673	4,789	4,896
Hourly	\$26.43	27.07	27.73	28.39	29.35	30.09	30.80	31.57	32.27

  
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 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.
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.

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Initials


- 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

EXEMPTIONS OF POSITIONS OR EMPLOYEES

The Board agrees that at any time should it wish to exempt any position or employee from the Union's bargaining unit, it shall first discuss the same with the Union. If no agreement is reached between the parties, it shall be submitted to the Labour Relations Board for settlement.

  
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LETTER OF UNDERSTANDING

HOURLY TO MONTHLY/MONTHLY TO HOURLY

The Board agrees, that until August 31, 2001, employees on the hourly wage schedule may be permitted to hold a second position, that is on the monthly wage schedule, up to a total accumulated hours of work of 35 hours per week, provided that the employee has the qualifications, ability and seniority.

Until August 31, 2001, employees on the monthly wage schedule may be permitted to hold a second position, that is on the hourly wage schedule, up to a total accumulated hours of work of 35 hours per week, provided that the employee has the qualifications, ability and seniority.

In either of the above situations, the provisions of clause 27.1 will not apply.

 Initials \_\_\_\_\_