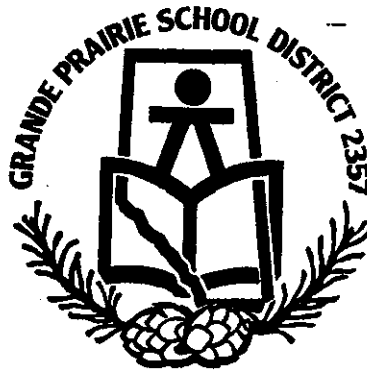


Collective Agreement

1996 - 97



SOURCE	Company		
EFF.	01	09	96
TERM.	31	08	97
No. OF EMPLOYEES	140		
NUMBER D'EMPLOYÉS	CB.		

Between:

The Board of Trustees of the
Grande Prairie Public School District #2357

- and -

The Grande Prairie School District #2357
Employees' Association

11351 (01)

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LETTER OF UNDERSTANDING23

AGREEMENT

BETWEEN:

The Board of the **Grande Prairie Public School District #2357**

(hereinafter called the "Board")

and

The **Grande Prairie Public School District #2357**

Employees' Association

(hereinafter called the "Association")

WHEREAS employees appointed by the Board as non-instructional personnel are to be included under the provisions of the Alberta **Labour** Act and,

WHEREAS the Board has recognized the Association as the official bargaining agent acting on behalf of all such employees.

NOW THEREFORE THIS AGREEMENT WITNESSETH:

TERM:



1. **This** agreement will become effective September 1, 1996 and will remain in effect until August 31, 1997 or until varied by collective bargaining.

2. All provisions of **this** agreement shall be applicable to the entire term of **this** agreement notwithstanding its execution date.
3. **This** agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing.
4. Negotiation by mutual agreement, shall commence on or before January 31, 1997.

NOTE: The wording in **this** Collective Agreement, is intended to be non gender specific.

PART 1 - Coverage of Agreement

- 1.1 The Board hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described in 1.3 and the Association recognizes the responsibility of representing the interests of all such employees.
- 1.2 Association dues **shall be** deducted at source by the **Board** and remitted monthly to the Association Treasurer. A list of all association members and any changes thereto shall **be** forwarded to the Treasurer.
- 1.3 The Bargaining unit to which **this** agreement is applicable is as follows:
- a. **All** non-instructional employees whose positions are defined by the **Administration** as permanent full-time or permanent part-time employees. Excluded **from** membership are all other employees under individual contracts with the School District.
 - b. Full-time employees are, by **definition**, **9 month**, 10 month, and 12 month employees.

PART II - Management Rights

- 2.1 The Board retains the exclusive right to manage and control all its operations subject **only** to the express terms of **this** Agreement. All management functions, rights, powers, and responsibilities which the Board has not modified by **this** Agreement are retained and vested exclusively in the Board.
- Board policies which directly impact on **terms** and conditions of employment of any association member will not be amended or deleted without consultation with Non-Instructional Liaison Committee.
- 2.2 There shall be no **strike or** lockout for the duration of **this** agreement.
- 2.3 No Association member shall be **terminated**, suspended nor otherwise disciplined **for** engaging in lawful Association affairs.
- 2.4 While the Board will attempt, **as** far as possible to assign the employee to tasks for which the employee has been **trained**, no part of **this** Agreement shall be construed as **meaning** that **an** employee shall do only tasks of the classification in which he/she is employed nor shall any part of **this** Agreement be construed as **meaning** that certain tasks shall be performed only by **certain** classified employees.

PART III - Accrued Benefits

- 3.1 Benefits accorded members of the Association on their original employment by the Board or accrued to the date of ~~this~~ Agreement shall not be jeopardized by any clause or subclause of ~~this~~ Agreement.

PART IV - Maintenance of Membership

- 4.1 Each employee subject to ~~this~~ Agreement, who, ~~on~~ the effective date of this Agreement is a member of the Association in good standing, shall, as a condition of employment, maintain his membership in the Association in good standing during the period of ~~this~~ Agreement.

PART V - Vacancies

- 5.1 Five working days prior to newspaper advertising, a notice of intention to fill any permanent job position, ~~as defined under Part I, Section 1.3 of the Agreement,~~ shall be given to all members of the Association. Such notice may be a copy of the advertisement and will be posted in work areas. Alternatively, said intentions would be mailed to all Association members during the ~~summer~~ months. Upon a position being filled, a copy of the notification will be given to the Secretary of the Association.

PART VI - Probationary Period

- 6.1
- a.1 For individuals hired after September 1, 1996, grid placement will be determined by the Board based on training, skills and experience. Initial grid placement will be one step lower pending successful completion of the probationary period.
 - a.2 As a result of the introduction of clause 6.1 (a)(1) ~~no~~ current employee shall be required to take a reduction in salary.
 - b. Each new employee ~~shall~~ remain in a probationary ~~status~~ for a period of not more ~~than~~ sixty-five (65) working days following the hiring date. ~~On~~ advancement to a more responsible position the probationary period will not exceed forty-four (~~44~~) working days ~~from~~ the date of advancement.
 - c. Upon successful completion of the probationary period the employee will advance to the next step on the appropriate salary grid and will be subject to all rights and duties contained in ~~this~~ agreement.
- 6.2 Notwithstanding the above, a further probationary period to a maximum of sixty-five (65) working days may be extended at the discretion of the Superintendent, provided that the employee is notified in writing prior to the expiration of the initial period.

-
- 6.3 When a new category and grid schedule is established by the Board during the term of this Agreement, the Board shall notify the Association in writing and provide the grid schedule deemed appropriate for the category.
- 6.4 If the Association objects to the grid schedule, it shall notify the Board in writing within 30 calendar days, at which time discussions by both parties to revise the schedule will be conducted. The revised grid schedule agreed to by the parties, shall be retroactive to the date the new schedule was established.

PART VII - General Salary Plan

- 7.1 Salaries for employees subject to this Agreement, during the term of this Agreement are contained in schedules attached hereto and by this reference incorporated herein.
- 7.2 Salaries contained in Schedules shall be for the entire term of this Agreement and shall be effective September I, 1996 including overtime.
- 7.3 Salary adjustment will be effective the first day of the month within which the anniversary date occurs.
- 7.4 Upon successful completion of the probationary period, employees will advance one step on the applicable grid on the first day of the month following the probation period.

PART VIII - Job Classification

- 8.1 The Association acknowledges and agrees that the Board has adopted an Evaluation Plan for all job classes covered under the scope of this agreement, with classifications established accordingly.
- 8.2 The conditions governing classification, review, appeal and other operational procedures shall be as set out in the Job Evaluation Plan document.

PART IX - Hours of Work

- 9.1 Classifications designated under the Teacher Assistant, Secretarial, Food Services, and Aquatic Services Schedules:- for full-time employees, the regular work week shall be 30 or more hours per week. The schedule of working hours shall be set by the Board.

Notwithstanding the immediately preceding paragraph, flexible scheduling of hours may be permitted, where employees and supervisory staff are in agreement to the proposed time changes. Such arrangements shall not alter the required hours per pay period, nor shall overtime payment apply in such circumstances.

- 9.2 Classifications designated **under** the Caretaking and Maintenance Schedules:- for full-time employees, the regular work week shall be 30 or more hours per week. The schedule of working hours shall be set by the Board.

Notwithstanding the immediately preceding paragraph, by mutual agreement between the employee and the supervisor, the normal day's work for "specific" assignments over a predetermined period of time may be rescheduled and extended outside the normal hours of work and consequently overtime payment would not apply in such circumstances.

- 9.3 It is understood that, from time to time, an employee may be required to work in excess of the regular daily and/or weekly hours.

- 9.4 If an employee decides that it is necessary to work additional hours, prior supervisory authorization will be necessary.

- 9.5 Classifications designated **under** the Teacher Assistant, Secretarial, Food Services, and Aquatic Services Schedules:- staff employed either full-time or part-time, who work more than eight (**8**) hours in a day or forty (40) hours in a week on a project previously designated and approved as overtime by the supervisor, shall be entitled to pay at the overtime rate as follows:

- a. O.T. on regular work day - one and one-half their normal hourly rate;
- b. O.T. on Saturday or Sunday - double their normal hourly rate, applicable where the employee has completed a 40 hour work week prior to the scheduled overtime.
- c. O.T. on a general holiday as defined in this agreement - one and one-half the normal rate, in addition to the normal pay for that day.

Notwithstanding the above, the employee shall be paid at the overtime rate for hours worked in excess of eight (**8**) in each day, whether or not the employee has worked forty (40) hours ~~in~~ that week.

- 9.6 Classifications designated under the Caretaking and Maintenance Schedules:- staff employed either full-time or part-time, who work more than eight (**8**) hours in a day or forty-four (**44**) hours in a week on a project previously designated and approved **as** overtime by the supervisor, shall be entitled to pay at the overtime rate **as** follows:

- a. O.T. **on** a regular work day - one and one-half their normal hourly rate;
- b. O.T. **on** Saturday or Sunday - double their normal hourly rate, applicable where the employee **has** completed a 44 hour work week prior to the scheduled overtime;

- c. O.T. on a general holiday **as defined** in this agreement • one and one-half their normal rate, in addition to the normal pay for that day. ...

Notwithstanding the above, the employee shall be paid at the overtime rate for hours worked in excess of eight (8) in each day, whether or not the employee has worked forty-four (~~44~~) hours in that week.

9.7 In accordance with the Employment Standards Code it is agreed that time off with pay can be granted by the Board in place of overtime pay. Overtime pay may be granted by the Secretary-Treasurer or designate.

- a. The time off in lieu of overtime pay shall be provided and paid by the employer at the regular rate of wages, and taken by the employee on a regularly scheduled work day.
- b. The time off in lieu of overtime pay shall be equal to the number of hours worked.
- c. The time off in **lieu** of overtime pay shall be provided by the employer, mutually scheduled by the supervisor and employee, and **taken** by the employee within **six (6) months** of the end of **the** pay period in which it is earned.

9.8 Emergency Call In Pay: Employees called in and not required to work a full day shall be paid a **minimum** of 4 hours at **the** employee's rate.

PART X - Holiday Entitlements

A. General Holidays

10.1

- a. All permanent employees shall have leave with pay for all general holidays providing the regular work day before and **after the** holiday **has** been worked.

For the purpose of **this** section the **following** are general holidays: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Heritage Day, Labour Day, **Thanksgiving** Day, Remembrance Day, Christmas Day, Boxing Day, and any other day duly **proclaimed as** a Provincial or National Holiday.

When the above holidays fall on a non-working day, the employee shall be given a mutually agreed **working** day off in lieu, with pay.

The Easter and **Christmas** school vacation periods shall be paid holidays for staff members **on the** Teacher Assistant, Secretarial, Food Service, and Aquatic Service **Grids**.

Local Holidays

Employees will be granted leave with pay on any day proclaimed as a Civic Holiday within the municipality.

B. Annual Vacations

10.2

a. Employees will be granted annual vacation leave with pay according to the following schedule:

Caretakers and Maintenance employees with less than one full year of continuous service with the District in a given year shall be entitled to :

One day for each full month of employment prior to the August 31st in a given year to a maximum of 10 working days.

Caretakers and Maintenance employees who have completed the designated service periods with the District shall be entitled to the following paid vacation:

- One full year continuous service = 15 working days (3 weeks)
- Five or more years continuous service = 20 working days (4 weeks)
- Fifteen or more years continuous service = 25 working days (5 weeks)

In the event that a general holiday falls within the employee's annual vacation leave, one additional day shall be granted at the beginning or at the end of the employee's regular vacation leave.

Employees entitled to (2,3,4 weeks):

All holidays are to be taken during the fiscal year in which the anniversary date occurs and may be taken upon mutual agreement between the supervisor and employee after consideration for the district needs.

10.2

b. School based personnel, as designated under Teacher Assistant (including ECS assistants), Secretarial, Food Services and Aquatic Service schedules, will have their annual salary paid in 12 equal payments including vacation pay. Vacation pay is based upon the following entitlements:

- Step 1,2 & 3 (1- 4 years service) equivalent of 10 working days
- Step 4 (5 - 9 years service) equivalent of 15 working days 6.8%
- Step 5 & 6 (10 or more years service) equivalent of 20 working days 9.2%

Note: Step 0 (1 - 3 months service) does not include vacation pay.

The 12 month Head Secretary position is entitled to paid vacation leave based upon the entitlements in the clause.

PART X1 - Absences

11.1 Illness

- a. Sick leave is defined as a **period** of time when an employee is absent **from** work due to a disability or illness. **Presentation** of applicable medical documentation may be required.
- b. Permanent employees **shall** be granted sick leave on the basis of 20 working days per year (pro-rated to match FTE). The unused portion of sick leave shall be accumulated **from** year to year to a **maximum** of 65 working days.

11.2 Compassionate Leave

In **this** clause, “spouse” includes “common-law spouse”.

Leave necessitated by the critical illness or death of spouse, child, parent, grandparent, brother, sister; grandparent, parent, brother, sister of spouse, or other relative who is a member of the employee’s household or other persons as approved by the Superintendent shall **be** granted with pay by the Board as follows:

- a. Up to and including five working days for critical illness and
- b. Up to and including five working days for death.

A **maximum** of two extra days for travel may be allowed.

11.3 Family Illness

Up to two days leave with pay shall be granted annually to an employee to care for family members who are ill. Exceptions for special circumstances shall be approved by the Superintendent.

Maternity Leave

- 11.4 Maternity Leave of Absence shall be granted by the Board on application by **the** employee. **The** terms of leave will be in accordance with the Federal/Provincial regulations which apply. **While** on Maternity Leave, the Board contribution toward the employee’s benefit package will continue during approved leave in **tandem** with the Federal/Provincial regulation period.

11.5 Paternity Leave

An employee shall be granted two (2) days paid leave to assist spouse in pre and/or post natal care.

11.6 Change of Domicile

When an employee who maintains a self-contained household changes his place of residence, upon submission of at least one week's notice, the employee may be allowed leave with pay not exceeding one day per year for the purpose of moving the employee's household effects.

11.7 Attendance at Court Proceedings

Leave of absence with pay shall be granted to an employee:

- a. for **jury** duty or any **summons** related thereto;
- b. to answer a subpoena or **summons** to attend any court proceedings as a witness in a cause other than an employee's own.

11.8 Leave of Absence Without Pay

- a. Leave of Absence without pay will be granted at the discretion of the Superintendent.
- b. After a minimum of five **(5)** years **service** with the School Board a **non-**instructional employee may take a one (1) year's leave of absence without pay at the discretion of the Superintendent. Three (3) months notice shall be given before the leave commences. Following the expiry of the leave, the employee shall be **returned** to the employ of the Board, at his/her experience level. No more than three (3) employees **shall** receive such a leave in one year.
- c. A leave of absence without pay in excess of **thirty (30)** calendar days, granted by the Superintendent, including maternity leave will **not** be considered as service with the Board for purpose of advancement or employee benefits.
- d. Personal leave taken without approval **on** the last scheduled working day before, or the **first** scheduled working day **after** a General Holiday will result in loss of pay for that General Holiday.
- e. Written **requests** for leave are to be forwarded to the School principal, or in the case of caretakers and maintenance staff to the Director of Plant Operations and Transportation for recommendation prior to **submission** of request to the Human Resources Coordinator.

PART XII - Professional Development

12. March Convention days are considered paid **working** days for all employees who attend, provided they are days **on** which **the** employee would normally have worked. Payment for these Convention days **shall** be paid in accordance with their **normal** hours of work.

PART XIII - Group Benefits**13.1 Alberta Health Care Insurance Commission**

The Board shall pay **the** full cost of premiums for this insurance.

13.2 Benefit Coverage

In the event that the Board is convinced that benefit coverage **through an** alternative carrier can be had for significant savings, and **the** breadth and depth of the services provided by such carrier is identical to, or better than, those provided by A.S.E.B.P. the Association will allow **the** A.S.E.B.P. coverage to be immediately replaced with that of the alternate carrier.

Membership in the Board's group insurance plan shall be a condition of employment of all eligible employees. **The** Board shall pay the full cost of premiums for **this** insurance.

PART XIV - Pension Plan

14. The Local Authorities Pension Plan will be the pension plan for the Members of the Association. **This** Plan is effective September 1, 1973, and is a condition of employment for **all** members of **the** Association who are eligible for participation under the requirements of the plan.

PART XV - Long Service Allowance

15. Employees who have completed eight (8) continuous **full** time years or more of satisfactory service and have given 15 **working** days notice of their intention to leave the Board's employment **will** be entitled to additional monies payable upon **leaving**, of (30) calendar days at the employee's rate of pay.

Employees who do not work full time (as defined in Clause 9.1 and 9.2 of this agreement) and who have completed the full time equivalent of eight (8) continuous years or more of satisfactory service **and** have given 15 **working** days notice of the intention to leave **the** Board's employment, will be entitled to additional monies payable **upon leaving**, of (30) calendar days **at the** employee's **rate** of pay.

For purposes of *this* article “continuous” is defined to mean an individual who during *this* period of employment has not resigned or been terminated.

PART XVI • Death Benefits

16. A death benefit of one month’s pay ~~from~~ the date of death shall be paid to the deceased employee’s designated beneficiary, as identified on Life Insurance Form.

PART XVII • Part-Time Employees

17. For the purpose of *this* agreement all leave benefits to which part-time employees are entitled will be pro-rated.

PART XVIII • Temporary Employees

18. A temporary employee shall be defined ~~as~~ an employee who is engaged, either full-time or part-time, for a project or for work which is not of a permanent or continuing nature, and whose employment will be terminated after a specified period.

The temporary employee will receive pay for hours worked; such pay will be at the base rate for the position they are filling, plus 4% vacation pay. Such service may not constitute service with the school district for placement should the employee be subsequently employed on a regular basis.

Temporary employees hired on a term of longer than three months will be eligible for A.H.C.I.C. and benefits under the A.S.E.B.P. at the rate applicable to regular staff members.

PART XIX • Substitutes

- 19.1 At the Board’s discretion, substitutes may be provided to persons whose position is left uncovered due to ~~an~~ absence.
- 19.2 Substitute employees may be hired on a daily or hourly basis and will receive pay for hours worked.

Pay will be at the rate of:

Teacher Assistant Grid	base rate of regular position +4% holiday pay
Secretarial Grid	base rate of regular position +4% holiday pay

Caretaker Grid	rate of substitute 18 + or Caretaker helper (under 18) + 4% holiday pay depending on age of the employee
Maintenance Grid	base rate of regular position, Maintenance I 18 years + hourly, under 18 hourly + 4% holiday pay, dependent on age of employee and nature of work.

PART XX - Grievance Procedure

- 20.1 a. **There** shall be established, when necessary, a Grievance Committee composed of two representatives of the Board and two representatives of the Association.
- b. It shall be the duty of this Grievance Committee to meet and endeavour to resolve all grievances concerning the interpretation, application, omission, or operation, of any alleged violation of this agreement.
- c. A quorum of this committee shall consist of all members.
- 20.2 a. An employee who considers that he has a grievance arising out of this Agreement shall promptly lodge separately, in writing, **the** statement of the **nature of** this grievance to the Secretary-Treasurer of the Board, and to the **Secretary** of the Association. Such a statement shall be lodged within 10 working days of the alleged grievance.
- b. If **the** grievance **has** not been settled within 15 days after **the** date of submission of **the** grievance, the Secretary of the Association shall, within five days thereafter, given written notice to the Secretary-Treasurer of the Board requesting consideration of the grievance.
- c. **When** the committee receives notice of the grievance, it shall hold a hearing and give its decision within 21 days following the receipt of such notice. The decision of the committee shall be communicated in writing to **the** grievor.
- d. It is understood that it shall be the responsibility of the Committee Members, prior to **the** hearing, to ascertain the nature and **the** substance of the grievance.
- e. The Committee **shall** dispose of each grievance **as** presented before proceeding to another unless **the** grievance is **adjourned**, by unanimous consent, for the purpose of obtaining **further** information.
- 20.3 Further procedures shall be as outlined in Division 20 of the Alberta Labour Relations Code.

IN WITNESS WHEREOF the parties have executed this Agreement this 1st day of September, A.D. 1996.

The Grande Prairie Public School District
Employees' Association

The Board of Trustees of the Grande
Prairie Public School District #2357

Juan Hopkins
Per: President

[Signature]
Per: Chairperson

Juan Hopkins
Per: Chairperson
Employees' Negotiating Committee

[Signature]
Per: Chairperson
Labour Relations Committee

I, **Robert Leech**, Secretary-Treasurer of the Grande Prairie Public School District #2357, certify that the foregoing Agreement was ratified and adopted by resolution of the Board at a duly constituted meeting thereof, held on the 1st day of June, 1996 and that the Chairman was then authorized to execute it on the Board under its seal.

[Signature]
~~Secretary-Treasurer~~
Grande Prairie Public School District #2357

AQUATIC SERVICES GRIDS

Lifeguard

	STEP0 0-3 MTH EXP	STEP1 4-12 MTH EXP	STEP2 1-2 YRS EXP	STEP3 3-4 YRS EXP	STEP4 5-9 YRS EXP	STEP5 10-14 YRS EXP	STEP6 15 YRS EXP
HOURLY	14.74	15.33	15.94	16.58	17.08	17.42	17.77
ANNUAL	22488.00	24480.00	25440.00	26472.00	27864.00	29028.00	29604.00
MONTHLY	1874.00	2040.00	2120.00	2206.00	2322.00	2419.00	2467.00

Applies to persons designated by the Board as Lifeguard. **This** grid is based on the 1996 - 97 school year(218 days @ 7.00 hours per day) plus vacation pay, paid in 12 equal monthly payments as per clause 10.2.b. Persons on this grid will be considered 10 month employees.

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CARETAKER SERVICES GRIDS

	STEP 0 0-3 MTH EXP	STEP 1 4-12 MTH EXP	STEP 2 1-2 YRS EXP	STEP 3 3-4 YRS EXP	STEP 4 5-9 YRS EXP	STEP 5 10-14 YRS EXP	STEP 6 15 YRS EXP
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HEADCARETAKER

HOURLY	11.87	12.34	12.78	13.48	13.89	14.16	14.44
ANNUAL	24684.00	25680.00	26580.00	28056.00	28896.00	29460.00	30048.00
MONTHLY	2057.00	2140.00	2215.00	2338.00	2408.00	2455.00	2504.00

CARETAKER IN CHARGE

HOURLY	11.50	12.00	12.50	13.00	13.50	14.00	14.50
ANNUAL	23920.00	24960.00	26000.00	27040.00	28080.00	29120.00	30160.00
MONTHLY	1993.00	2080.00	2167.00	2253.00	2340.00	2427.00	2513.00

CARETAKER

HOURLY	11.24	11.70	12.16	12.65	13.03	13.28	13.55
ANNUAL	23388.00	24336.00	25296.00	26304.00	27108.00	27636.00	28200.00
MONTHLY	1949.00	2028.00	2108.00	2192.00	2259.00	2303.00	2350.00

Caretaker 18 years and over: \$11.03 per hour

Caretaker under 18 years: \$10.75 per hour

The grids for Caretaker Services are based on 40 hours per week, 12 months per year. Persons on these grids will be considered 12 month personnel.

Persons presently employed as Head Caretakers will **continue to be paid** on the Grid for Head Caretaker and also receive **the** applicable supervisory allowance.

Head Caretaker Allowance

- A. A Head Caretaker shall receive an allowance in addition to his hourly wage based upon the following number of caretakers for whom he is responsible for 20 hours or more per week

Supervisory Allowance for Head Caretakers - School Year 1996-97

	1-2 PERS	3-5 PERS	6 + PERS
HOURLY	1.22	1.70	2.31
ANNUAL	2541.97	3529.34	4810.83
MONTHLY	211.83	294.11	400.90

- B. A designated employee, when substituting for a Head Caretaker for a period greater than 5 working days and less than 3 months, shall receive an allowance for the supervision of caretakers who work 20 hours or more per week, as per the following schedule:

Supervisory Allowance for Substitute Head Caretakers - 1996 - 97

	1-2 PERS	3-5 PERS	6 + PERS
HOURLY	0.62	0.85	1.15
ANNUAL	1281.49	1764.67	2394.91
MONTHLY	106.79	147.06	199.58

- C. A designated employee, when substituting for a Head Caretaker shall receive the following allowance effective 3 months after commencement of substitute position:
 an amount equal to the applicable Head caretaker allowance, plus the difference between the grid of the substitute and the Head Caretaker at the Step level of the substitute.

FOOD SERVICES

FOOD SERVICES GRIDS

	STEP 0 0-3 MTH EXP	STEP 1 4-12 MTH EXP	STEP 2 1-2 YRS EXP	STEP 3 3-4 YRS EXP	STEP 4 5-9 YRS EXP	STEP 5 10-14 YRS EXP	STEP 6 15 YRS EXP
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CATEGORY A - J O U R N E Y M A N C O O K

HOURLY	13.88	14.43	15.01	15.60	16.08	16.40	16.73
ANNUAL	21180.00	23040.00	23964.00	24912.00	26232.00	27336.00	27864.00
MONTHLY	1765.00	1920.00	1997.00	2076.00	2186.00	2278.00	2322.00

CATEGORY B - ASSISTANT COOK

HOURLY	10.59	10.97	11.40	11.86	12.22	12.46	12.71
ANNUAL	16176.00	17508.00	18204.00	18936.00	19944.00	20772.00	21168.00
MONTHLY	1348.00	1459.00	1517.00	1578.00	1662.00	1731.00	1764.00

CATEGORY **DEFINITION**

- A. Applies to persons designated by the Board as **Journeyman Cook**. This grid is based on the 1996 -97 school year (218 days @ 7.00 hours per day) plus vacation pay, paid in 12 **equal** monthly payments as per clause 10.2.b. **Persons** on this grid will be considered 10 month employees.

- B. Applies to persons designated by the Board as **Assistant Cook**. This grid is based on the 1996 -97 school year (218 days @ 7.00 hours per day) plus vacation pay, paid in 12 equal monthly payments as per clause 10.2.b. **Persons** on this grid will be considered 10 month employees.

MAINTENANCE SERVICES GRIDS

	STEP 0 0-3 MTH EXP	STEP 1 4-12 MTH EXP	STEP 2 1-2 YRS EXP	STEP 3 3-4 YRS EXP	STEP 4 5-9 YRS EXP	STEP 5 10-14 YRS EXP	STEP 6 15 YRS EXP
MAINTENANCE IV (Journeyman)							
HOURLY	18.24	18.97	19.73	20.51	21.14	21.55	21.99
ANNUAL	37944.00	39456.00	41040.00	42672.00	43980.00	44832.00	45744.00
MONTHLY	3162.00	3288.00	3420.00	3556.00	3665.00	3736.00	3812.00
MAINTENANCE III (3 yr ticket or comparable experience)							
HOURLY	14.61	15.21	15.82	16.44	16.94	17.28	17.62
ANNUAL	30408.00	31644.00	32904.00	34212.00	35232.00	35952.00	36660.00
MONTHLY	2534.00	2637.00	2742.00	2851.00	2936.00	2996.00	3055.00
MAINTENANCE II							
HOURLY	12.14	12.63	13.13	13.66	14.07	14.35	14.63
ANNUAL	25260.00	26268.00	27312.00	28404.00	29268.00	29856.00	30444.00
MONTHLY	2105.00	2189.00	2276.00	2367.00	2439.00	2488.00	2537.00
GROUNDSKEEPER							
HOURLY	14.84	15.42	16.05	16.69	17.19	17.53	17.89
ANNUAL	30864.00	32088.00	33384.00	34706.00	35760.00	36480.00	37212.00
MONTHLY	2572.00	2674.00	2782.00	2893.00	2980.00	3040.00	3101.00

Maintenance I 18 years and older. \$11.04 per hour

Maintenance I: under 18 years \$10.75 per hour

The grids for Maintenance Services are based on 40 hours per week, 12 months per year. Persons on these grids will be considered 12 month personnel.

SECRETARIAL

CATEGORY	DEFINITION
A.	Applies to persons designated by the Board as a Secretary in schools and Maintenance Shop. This grid is based on the 1996-97 School Year (218 days @ 7.00 hours per day) plus vacation pay and paid in 12 equal monthly payments as per Clause 10.2.b. Persons on this grid will be considered 10 month employees.
B.	Applies to persons designated by the Board as Head Secretary in the schools. This grid is based on the 1996-97 School Year (218 days @ 7.00 hours per day) plus vacation pay and paid in 12 equal monthly payments as per Clause 10.2.b. Persons on this grid will be considered 10 month employees.
C.	Applies to the incumbent Head Secretary at Crystal Park School. This grid is based upon 35 hours per week, 12 months a year. The person on this grid is considered a 12 month employee.
	NOTE: When this position is vacated it may be filled on Category B.

School personnel employed on a daily basis after the end of a school year and prior to the commencement of the next school year, will be paid at their hourly rate at the time, plus 4% holiday pay.

SECRETARIAL

	STEP 0 0-3 MTH EXP	STEP 1 4-12 MTH EXP	STEP 2 1-2 YRS EXP	4.58% STEP 3 3-4 YRS EXP	6.8% STEP 4 5-9 YRS EXP	9.2% STEP 5 10-14 YRS EXP	9.2% STEP 6 15 YRS EXP
CATEGORY A - SECRETARY							
HOURLY	11.23	11.63	12.09	12.57	12.95	13.21	13.47
ANNUAL	17148.00	18564.00	19296.00	20076.00	21120.00	22020.00	22452.00
MONTHLY	1429.00	1547.00	1608.00	1673.00	1760.00	1835.00	1871.00
CATEGORY B - HEAD SECRETARY							
HOURLY	11.48	11.89	12.36	12.86	13.24	13.50	13.78
ANNUAL	17532.00	18984.00	19740.00	20520.00	21600.00	22500.00	22956.00
MONTHLY	1461.00	1582.00	1645.00	1710.00	1800.00	1875.00	1913.00
CATEGORY C - HEAD SECRETARY AT CRYSTAL PARK SCHOOL							
HOURLY	11.48	11.89	12.36	12.86	13.24	13.50	13.78
ANNUAL	20904.00	21636.00	22500.00	23400.00	24108.00	24576.00	25080.00
MONTHLY	1742.00	1803.00	1875.00	1950.00	2009.00	2048.00	2090.00

TEACHER ASSISTANT GRID

CATEGORY	DEFINITION
A.	<p>Applies to persons designated by the Board as ECS Assistants. This grid is based upon the 1996-97 ECS School Year (185 day year, 6.5 hours per day) plus vacation pay and paid in 12 equal monthly payments as per Clause 10.b.2. Persons on this grid will be considered 9 month employees.</p> <p>ECS Assistants will not work the following days: Fridays in September, October, November and December 1996 Parent/Teacher interview day in March 1996</p>
B.	<p>Applies to persons designated by the Board as Special Education Assistants. This grid is based upon the 1996-97 School Year (215 days @ 6.5 hours per day) plus vacation pay and paid in 12 equal monthly payments as per Clause 10.2.b. Persons on this grid will be considered 10 month employees.</p> <p>Special Education Assistants will not work the following days: November 8, 1996 - Inservice Day for teachers. November 1996 Parent/Teacher interview lieu day. March 1997 Parent/Teacher interview lieu day.</p>
C.	<p>Applies to persons designated by the Board as Library Assistants. This grid is based upon the 1996-97 School Year (215 days @ 7 hours each day) plus vacation pay and paid in 12 equal monthly payments as per clause 10.2.b.</p> <p>Library Assistants will not work the following days: November 8, 1996 - Inservice Day for teachers. November 1996 Parent/Teacher interview lieu day. March 1997 Parent/Teacher interview lieu day.</p>
D	<p>Applies to person designated by the Board as Teacher Assistant at Bear Creek School. This grid is based upon the 1996-97 School Year (218 days @ 7 hours each day) plus vacation pay and paid in 12 equal monthly payments as per Clause 10.2.b. This person is considered a 10 month employee.</p>

TEACHER ASSISTANT GRID

	STEP0 0-3 MTH EXP	STEP1 4-12 MTH EXP	STEP2 1-2 YRS EXP	STEP3 3-4 YRS EXP	STEP4 5-9 YRS EXP	STEP5 10-14 YRS EXP	STEP6 15 YRS EXP
CATEGORY A - ECS ASSISTANT							
HOURLY	10.66	11.04	11.47	11.94	12.29	12.54	12.79
ANNUAL	12816.00	13992.00	14544.00	15132.00	15984.00	16716.00	17040.00
MONTHLY	1068.00	1166.00	1212.00	1261.00	1332.00	1393.00	1420.00
CATEGORY B - SPECIAL ED TEACHER ASSISTANTS							
HOURLY	10.93	11.30	11.77	12.23	12.59	12.85	13.11
ANNUAL	15276.00	16536.00	17208.00	17892.00	18828.00	19632.00	20028.00
MONTHLY	1273.00	1378.00	1434.00	1491.00	1569.00	1636.00	1669.00
CATEGORY C - LIBRARY ASSISTANTS							
HOURLY	10.93	11.30	11.77	12.23	12.59	12.85	13.11
ANNUAL	16452.00	17808.00	18540.00	19272.00	20280.00	21144.00	21576.00
MONTHLY	1371.00	1484.00	1545.00	1606.00	1690.00	1762.00	1798.00
CATEGORY D - BEAR CREEK TEACHER ASSISTANT							
HOURLY	10.93	11.30	11.77	12.23	12.59	12.85	13.11
ANNUAL	16680.00	18048.00	18780.00	19524.00	20544.00	21408.00	21852.00
MONTHLY	1390.00	1504.00	1565.00	1627.00	1712.00	1784.00	1821.00

LETTER OF UNDERSTANDING

The parties agree that ~~this~~ letter of intent shall have effect ~~from~~ September 1, 1996 to August 31, 1997, inclusive.

1. The Board agrees that for the 1996/97 school year those employees employed as Teacher Assistants shall receive two paid professional development days. Their grid will reflect this change.

Dated this 1st Sept day of Sept., 1996.

Grande Prairie School District
Employees' Association

The Board of Trustees of the
Grande Prairie Public School
District #2357

Joan Hopkins
Chairperson
Employees' Negotiating Committee

[Signature]
Chairperson
Labour Relations Committee

[Signature]
Witness

[Signature]
Witness