



SOURCE	Comp
EFF.	97/09/01
TERM.	99/08/31
No. OF EMPLOYEES	140
NOMBRE D'EMPLOYÉS	JF

September 1, 1997 to August 31, 1999

COLLECTIVE AGREEMENT

BETWEEN:

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

- and -

**The Grande Prairie Public School District Employees'
Association**

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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, 1997 and will remain in effect until August 31, 1999 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, 1999.

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

PART I - 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)(i) 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, with reasons given, 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 1, 1997 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.

- 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
Step 5 & 6 (10 or more years service)	equivalent of 20 working days

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.

11.4 Maternity Leave

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

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 Personal Leave

Permanent employees with five (5) or more consecutive years of service with the Board will be granted one day off with pay, for personal reasons. Personal leave shall be requested by the completion of the appropriate form at least two weeks prior to requested date, and should be forwarded to Central Office following approval by the school principal or designate, or the Director of Plant, Operations and Transportation or designate. Approval for leave will be subject to the availability of appropriate substitute personnel. Request for leave under this clause shall not be used to extend the Summer, Christmas or Easter breaks.

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, give 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 griever.
 - 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.

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IN WITNESS WHEREOF the parties have executed this Agreement this 27 day of October, A.D. 1998.

**The Grande Prairie Public School District
Employees' Association**

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

Jean Hopkins
Per: President

[Signature]
Per: Chairperson

[Signature]
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 13 day of October, 1998 and that the Chairman was ~~then~~ authorized to execute it on the Board under its seal.

Robert Leech
Secretary-Treasurer

Grande Prairie Public School District #2357

AQUATIC SERVICES GRID
For period September 1, 1997 -August 31, 1998

STEP 0	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6
0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp

LIFEGUARD

HOURLY	15.36	15.97	16.61	17.28	17.80	18.15	18.52
ANNUAL	23,439.36	25,495.14	26,514.95	27,575.55	29,025.68	30,241.52	30,846.35
MONTHLY	1,953.28	2,124.60	2,209.58	2,297.96	2,418.81	2,520.13	2,570.53

FACILITY SUPERVISOR/LIFEGUARD:

HOURLY	16.00
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Applies to persons designated by the Board as Lifeguard. This grid is based on the 1997-98 school year (218days @ 7 hours per day)plus vacation as stated in Clause 10.2b, paid in 12 equal monthly payments.
Persons on this grid will be considered 10 month employees.

AQUATIC SERVICES GRID
For period September 1, 1998 -August 31, 1999

STEP 0	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6
0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp

LIFEGUARD

HOURLY	15.96	16.60	17.26	17.95	18.49	18.86	19.24
ANNUAL	24,354.96	26,491.05	27,550.69	28,652.72	30,159.50	31,422.83	32,051.29
MONTHLY	2,029.58	2,207.59	2,295.89	2,387.73	2,513.29	2,618.57	2,670.94

FACILITY SUPERVISOR/LIFEGUARD:

HOURLY	16.00
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Applies to persons designated by the Board as Lifeguard. This grid is based on the 1998-99 school year (218 days @ 7 hours per day) plus vacation as stated in Clause 10.2b, paid in 12 equal monthly payments.

Persons on this grid will be considered 10 month employees.

CARETAKER SERVICES GRID
 For period September 1, 1997 -August 31, 1998

	STEP 0 0-3 mos exp	STEP 1 4-12 mos 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
HEAD CARETAKER							
HOURLY	12.37	12.86	13.38	13.91	14.33	14.62	14.91
ANNUAL	25,729.60	26,758.78	27,829.14	28,942.30	29,810.57	30,406.78	31,014.92
MONTHLY	2,144.13	2,229.90	2,319.09	2,411.86	2,484.21	2,533.90	2,584.58
CARETAKER IN CHARGE							
HOURLY	11.98	12.46	12.96	13.48	13.88	14.16	14.44
ANNUAL	24,918.40	25,915.14	26,951.74	28,029.81	28,870.71	29,448.12	30,037.08
MONTHLY	2,076.53	2,159.59	2,245.98	2,335.82	2,405.89	2,454.01	2,503.09
CARETAKER							
HOURLY	11.72	12.19	12.68	13.18	13.58	13.85	14.13
ANNUAL	24,377.60	25,352.70	26,366.81	27,421.48	28,244.13	28,809.01	29,385.19
MONTHLY	2,031.47	2,112.73	2,197.23	2,285.12	2,353.68	2,400.75	2,448.77

CASUAL WORKER OVER 18 YRS OF AGE:

HOURLY 11.50

CASUAL WORKER UNDER 18 YRS OF AGE:

HOURLY 11.20

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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 employees.

HEAD CARETAKER ALLOWANCES
For period September 1, 1997 - August 31, 1998

A. A head caretaker shall receive an allowance in addition to his/her hourly wage based upon the following number of caretakers for whom he/she is responsible for 20 hours or more per week, based upon the following schedule:

Supervisory allowance for Head Caretakers:

	1-2 persons	3-5 persons	6+ persons
HOURLY	1.27	1.77	2.41
ANNUAL	2,641.60	3,681.60	5,012.80
MONTHLY	220.13	306.80	417.73

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

Supervisory allowance for Substitute Head Caretakers

	1-2 persons	3-5 persons	6+ persons
HOURLY	0.64	0.89	1.21
ANNUAL	1,331.20	1,851.20	2,516.80
MONTHLY	110.93	154.27	209.73

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.

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CARETAKER SERVICES GRID
For period September 1 1998 - August 31, 1999

	STEP 0 0-3 mos exp	STEP 1 4-12 mos 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
HEAD CARETAKER							
HOURLY	12.85	13.36	13.90	14.45	14.89	15.19	15.49
ANNUAL	26,728.00	27,797.12	28,909.00	30,065.36	30,967.33	31,586.67	32,218.41
MONTHLY	2,227.33	2,316.43	2,409.08	2,505.45	2,580.61	2,632.22	2,684.87
CARETAKER IN CHARGE							
HOURLY	12.45	12.95	13.47	14.00	14.42	14.71	15.01
ANNUAL	25,896.00	26,931.84	28,009.11	29,129.48	30,003.36	30,603.43	31,215.50
MONTHLY	2,158.00	2,244.32	2,334.09	2,427.46	2,500.28	2,550.29	2,601.29
CARETAKER							
HOURLY	12.18	12.67	13.17	13.70	14.11	14.39	14.68
ANNUAL	25,334.40	26,347.78	27,401.69	28,497.75	29,352.69	29,939.74	30,538.54
MONTHLY	2,111.20	2,195.65	2,283.47	2,374.81	2,446.06	2,494.98	2,544.88

CASUAL WORKER OVER 18 YRS OF AGE:

HOURLY 11.95

CASUAL WORKER UNDER 18 YRS OF AGE:

HOURLY 11.64

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 employees.

HEAD CARETAKER ALLOWANCES
 For period September 1, 1998 - August 31, 1999

A. A head caretaker shall receive an allowance in addition to his/her hourly wage based upon the following number of caretakers for whom he/she is responsible for 20 hours or more per week, based upon the following schedule:

Supervisory allowance for Head Caretakers:

	1-2 persons	3-5 persons	6+ persons
HOURLY	1.32	1.84	2.50
ANNUAL	2,745.60	3,827.20	5,200.00
MONTHLY	228.80	318.93	433.33

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

Supervisory allowance for Substitute Head Caretakers

	1-2 persons	3-5 persons	6+ persons
HOURLY	0.66	0.92	1.26
ANNUAL	1,372.80	1,913.60	2,620.80
MONTHLY	114.40	159.47	218.40

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 GRID
For period September 1, 1997 - August 31, 1998

	STEP 0 0-3 mos exp	STEP1 4-12 mos 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
JOURNEYMAN COOK							
HOURLY	14.46	15.04	15.64	16.27	16.75	17.09	17.43
ANNUAL	22,065.96	24,001.29	24,961.34	25,959.79	27,324.96	28,469.56	29,038.95
MONTHLY	1,838.83	2,000.11	2,080.11	2,163.32	2,277.08	2,372.46	2,419.91
ASSISTANT COOK							
HOURLY	11.04	11.43	11.88	12.36	12.73	12.98	13.24
ANNUAL	16,847.04	18,236.53	18,966.00	19,724.64	20,761.91	21,631.59	22,064.22
MONTHLY	1,403.92	1,519.71	1,580.50	1,643.72	1,730.16	1,802.63	1,838.69

JOURNEYMAN COOK - DEFINITION:

Applies to persons designated by the Board as Journeyman Cook.
This grid is based on the 1997-98 school year (218 days @ 7 hours per day)
plus vacation pay as per clause 10.2b, paid in 12 equal monthly payments.

ASSISTANT COOK - DEFINITION:

Applies to persons designated by the Board as Assistant Cook.
This grid is based on the 1997-98 school year (218 days @ 7 hours per day)
plus vacation pay as per clause 10.2b, paid in 12 equal monthly payments.

Persons on these grids will be considered 10 month employees.

FOOD SERVICES GRID
For period September 1, 1998 -August 31, 1999

	STEP 0	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
JOURNEYMAN COOK							
HOURLY	15.02	15.62	16.25	16.90	17.40	17.75	18.11
ANNUAL	26,194.88	28,492.34	29,632.03	30,817.31	32,437.93	33,796.70	34,472.63
MONTHLY	2,182.91	2,374.36	2,469.34	2,568.11	2,703.16	2,816.39	2,872.72
ASSISTANT COOK							
HOURLY	11.47	11.87	12.35	12.84	13.23	13.49	13.76
ANNUAL	17,503.22	18,946.83	19,704.71	20,492.90	21,570.57	22,474.13	22,923.61
MONTHLY	1,458.60	1,578.90	1,642.06	1,707.74	1,797.55	1,872.84	1,910.30

JOURNEYMAN COOK- DEFINITION:

Applies to persons designated by the Board as Journeyman Cook.
This grid is based on the 1998-99 school year (218 days @ 8 hours per day) plus vacation pay as per clause 10.2b, paid in 12 equal monthly payments.

ASSISTANT COOK- DEFINITION:

Applies to persons designated by the Board as Assistant Cook.
This grid is based on the 1998-99 school year (218 days @ 7 hours per day) plus vacation pay as per clause 10.2b, paid in 12 equal monthly payments.

Persons on these grids will be considered 10 month employees.

MAINTENANCE GRID
For period September 1, 1997 - August 31, 1998

	STEP 0 0-3 mos exp	STEP 1 4-12 mos 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							
HOURLY	19.01	19.77	20.56	21.38	22.03	22.47	22.91
ANNUAL	39,540.80	41,122.43	42,767.33	44,478.02	45,812.36	46,728.61	47,663.18
MONTHLY	3,295.07	3,426.87	3,563.94	3,706.50	3,817.70	3,894.05	3,971.93
MAINTENANCE III							
HOURLY	15.24	15.85	16.48	17.14	17.66	18.01	18.37
ANNUAL	31,699.20	32,967.17	34,285.85	35,657.29	36,727.01	37,461.55	38,210.78
MONTHLY	2,641.60	2,747.26	2,857.15	2,971.44	3,060.58	3,121.80	3,184.23
MAINTENANCE II							
HOURLY	12.65	13.16	13.68	14.23	14.66	14.95	15.25
ANNUAL	26,312.00	27,364.48	28,459.06	29,597.42	30,485.34	31,095.05	31,716.95
MONTHLY	2,192.67	2,280.37	2,371.59	2,466.45	2,540.45	2,591.25	2,643.08
MAINTENANCE I							
HOURLY	11.50	11.96	12.44	12.94	13.32	13.59	13.86
ANNUAL	23,920.00	24,876.80	25,871.87	26,906.75	27,713.95	28,268.23	28,833.59
MONTHLY	1,993.33	2,073.07	2,155.99	2,242.23	2,309.50	2,355.69	2,402.80
GROUNDSKEEPER							
HOURLY	15.46	16.08	16.72	17.39	17.91	18.27	18.64
ANNUAL	32,156.80	33,443.07	34,780.79	36,172.03	37,257.19	38,002.33	38,762.38
MONTHLY	2,679.73	2,786.92	2,898.40	3,014.34	3,104.77	3,166.86	3,230.20
CASUAL WORKER UNDER 18 YRS OF AGE:							
HOURLY	11.20						

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 employees.

MAINTENANCE GRID

For period September 1, 1998 -August 31, 1999

	STEP 0 0-3 mos exp	STEP 1 4-12 mos 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
MAINTENANCE IV							
HOURLY	19.75	20.54	21.36	22.22	22.88	23.34	23.81
ANNUAL	41,080.00	42,723.20	44,432.13	46,209.41	47,595.70	48,547.61	49,518.56
MONTHLY	3,423.33	3,560.27	3,702.68	3,850.78	3,966.31	4,045.63	4,126.55
MAINTENANCE III							
HOURLY	15.85	16.48	17.14	17.83	18.36	18.73	19.11
ANNUAL	32,968.00	34,286.72	35,658.19	37,084.52	38,197.05	38,960.99	39,740.21
MONTHLY	2,747.33	2,857.23	2,971.52	3,090.38	3,183.09	3,246.75	3,311.68
MAINTENANCE II							
HOURLY	13.14	13.67	14.21	14.78	15.22	15.53	15.84
ANNUAL	27,331.20	28,424.45	29,561.43	30,743.88	31,666.20	32,299.52	32,945.51
MONTHLY	2,277.60	2,368.70	2,463.45	2,561.99	2,638.85	2,691.63	2,745.46
MAINTENANCE I							
HOURLY	11.95	12.43	12.93	13.44	13.85	14.12	14.40
ANNUAL	24,856.00	25,850.24	26,884.25	27,959.62	28,798.41	29,374.38	29,961.86
MONTHLY	2,071.33	2,154.19	2,240.35	2,329.97	2,399.87	2,447.86	2,496.82
GROUNDSKEEPER							
HOURLY	16.06	16.70	17.37	18.07	18.61	18.98	19.36
ANNUAL	33,404.80	34,740.99	36,130.63	37,575.86	38,703.13	39,477.20	40,266.74
MONTHLY	2,783.73	2,895.08	3,010.89	3,131.32	3,225.26	3,289.77	3,355.56
CASUAL WORKER UNDER 18 YRS OF AGE:							
HOURLY	11.63						

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 employees.

SECRETARIAL SERVICES GRID
For period September 1, 1997 -August 31, 1998

	STEP 0	STEP 1	STEP2	STEP3	STEP4	STEP5	STEP6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp

CATEGORY A - SCHOOL SECRETARY

HOURLY	11.70	12.11	12.59	13.10	13.49	13.76	14.04
ANNUAL	17,854.20	19,326.76	20,099.83	20,903.83	22,003.11	22,924.79	23,383.28
MONTHLY	1,487.85	1,610.56	1,674.99	1,741.99	1,833.59	1,910.40	1,948.61

CATEGORYB - HEAD SECRETARY

HOURLY	11.97	12.39	12.88	13.40	13.80	14.08	14.36
ANNUAL	18,266.22	19,772.76	20,563.67	21,386.22	22,510.87	23,453.82	23,922.90
MONTHLY	1,522.19	1,647.73	1,713.64	1,782.19	1,875.91	1,954.48	1,993.57

CATEGORY C- HEAD SECRETARY AT CRYSTAL PARK SCHOOL (12 MONTHS/YR)

HOURLY	11.48	11.88	12.36	12.85	13.24	13.50	13.77
ANNUAL	20,893.60	21,624.88	22,489.87	23,389.47	24,091.15	24,572.97	25,064.43
MONTHLY	1,741.13	1,802.07	1,874.16	1,949.12	2,007.60	2,047.75	2,088.70

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 their hourly rate at the time, plus 4% holiday pay.

CATEGORY A - DEFINITION

Applies to persons designated by the Board as a Secretary in schools. This grid is based on the 1997-98 school year (218 days @ 7 hours per day) plus vacation as per Clause 10.2b, paid in 12 equal monthly payments.

CATEGORYB - DEFINITION

Applies to persons designated by the Board as a Head Secretary in schools. This grid is based on the 1997-98 school year (218 days @ 7 hours per day) plus vacation as per Clause 10.2b, paid in 12 equal monthly payments.

Persons on these two positions are considered 10 month employees.

CATEGORY C- DEFINITION

Applies to the incumbent Head Secretary at Crystal Park School. This grid is based on 35 hours per week, 12 months a year. The person on this grid is considered a 12 month employee, position.

NOTE: When this position is vacated, it may be filled by a 10 month position.

SECRETARIAL SERVICES GRID
For period September 1, 1998 -August 31, 1999

	STEP 0 0-3 mos exp	STEP 1 4-12 mos exp	STEP 2 1-2 yrs exp	STEP3 3-4 yrs exp	STEP4 5-9 yrs exp	STEP5 10-14 yrs exp	STEP6 15+ yrs exp
SCHOOL SECRETARY							
HOURLY	12.16	12.59	13.09	13.61	14.02	14.30	14.59
ANNUAL	18,556.16	20,086.62	20,890.08	21,725.69	22,868.19	23,826.10	24,302.62
MONTHLY	1,546.35	1,673.88	1,740.84	1,810.47	1,905.68	1,985.51	2,025.22
HEAD SECRETARY							
HOURLY	12.44	12.88	13.39	13.93	14.34	14.63	14.92
ANNUAL	18,983.44	20,549.14	21,371.10	22,225.95	23,394.76	24,374.73	24,862.22
MONTHLY	1,581.95	1,712.43	1,780.93	1,852.16	1,949.56	2,031.23	2,071.85
HEAD SECRETARY AT CRYSTAL PARK SCHOOL (12 MONTHS/YR)							
HOURLY	12.44	12.88	13.39	13.93	14.34	14.63	14.92
ANNUAL	22,640.80	23,433.23	24,370.56	25,345.38	26,105.74	26,627.86	27,160.41
MONTHLY	1,886.73	1,952.77	2,030.88	2,112.11	2,175.48	2,218.99	2,263.37

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 their hourly rate at the time, plus 4% holiday pay.

CATEGORY A - DEFINITION

Applies to persons designated by the Board as a Secretary in schools. This grid is based on the 1998-99 school year (218 days @ 7 hours per day) plus vacation as per Clause 10.2b, paid in 12 equal monthly payments.

CATEGORY B - DEFINITION

Applies to persons designated by the Board as a Head Secretary in schools. This grid is based on the 1998-99 school year (218 days @ 7 hours per day) plus vacation as per Clause 10.2b, paid in 12 equal monthly payments.

Persons on these two positions are considered 10 month employees.

CATEGORY C- DEFINITION

Applies to the incumbent Head Secretary at Crystal Park School. This grid is based on 35 hours per week, 12 months a year. The person on this grid is considered a 12 month employee position.

NOTE: When this position is vacated, it may be filled by a 10 month position.

TEACHER ASSISTANT GRID
For period September 1, 1997 -August 31, 1998

	STEP 0 0-3 mos exp	STEP 1 4-12 mos 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
CATEGORY A - ECS ASSISTANTS							
HOURLY	11.11	11.50	11.96	12.44	12.81	13.07	13.33
ANNUAL	13,359.78	14,574.79	15,157.78	15,764.10	16,653.35	17,411.08	17,759.30
MONTHLY	1,113.31	1,214.57	1,263.15	1,313.67	1,387.78	1,450.92	1,479.94
CATEGORY B - SPECIAL ED TEACHER ASSISTANTS							
HOURLY	11.39	11.79	12.26	12.75	13.13	13.40	13.66
ANNUAL	15,917.53	17,240.90	17,930.54	18,647.76	19,634.02	20,462.06	20,871.30
MONTHLY	1,326.46	1,436.74	1,494.21	1,553.98	1,636.17	1,705.17	1,739.28
CATEGORY C - LIBRARY ASSISTANTS							
HOURLY	11.39	11.79	12.26	12.75	13.13	13.40	13.66
ANNUAL	17,141.95	18,567.12	19,309.81	20,082.20	21,144.33	22,036.07	22,476.79
MONTHLY	1,428.50	1,547.26	1,609.15	1,673.52	1,762.03	1,836.34	1,873.07

CATEGORY A - DEFINITION

Applies to persons designated by the Board as ECS Assistants. This grid is based upon the 1997-98 ECS School Year (185 days @ 6.5 hours per day) plus vacation pay as per Clause 10.2b and paid in 12 equal monthly payments.

Persons on this grid will be considered 9 month employees.

CATEGORY B - DEFINITION

Applies to persons designated by the Board as Special Education Assistants. This grid is based upon the 1997-98 School Year (215 days @ 6.5 hours per day) plus vacation pay as per Clause 10.2b and paid in 12 equal monthly payments.

Persons on this grid will be considered 10 month employees.

CATEGORY C - DEFINITION

Applies to persons designated by the Board as Library Assistants. This grid is based upon the 1997-98 School Year (215 days @ 7 hours per day) plus vacation pay as per Clause 10.2b and paid in 12 equal monthly payments.

Persons on this grid will be considered 10 month employees.

TEACHER ASSISTANT GRID
For period September 1, 1998 - August 31, 1999

STEP 0	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6
0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp

CATEGORY A - ECS ASSISTANTS

HOURLY	11.54	11.94	12.42	12.92	13.31	13.57	13.84
ANNUAL	14,026.87	15,294.16	15,905.93	16,542.17	17,470.88	18,261.39	18,626.62
MONTHLY	1,168.91	1,274.51	1,325.49	1,378.51	1,455.91	1,521.78	1,552.22

CATEGORY B - SPECIAL ED TEACHER ASSISTANTS

HOURLY	11.83	12.24	12.73	13.24	13.64	13.91	14.19
ANNUAL	16,532.43	17,906.92	18,623.20	19,368.13	20,392.49	21,252.52	21,677.57
MONTHLY	1,377.70	1,492.24	1,551.93	1,614.01	1,699.37	1,771.04	1,806.46

CATEGORY C - LIBRARY ASSISTANTS

HOURLY	11.83	12.24	12.73	13.24	13.64	13.91	14.19
ANNUAL	17,804.15	19,284.38	20,055.75	20,857.98	21,961.14	22,887.33	23,345.07
MONTHLY	1,483.68	1,607.03	1,671.31	1,738.17	1,830.09	1,907.28	1,945.42

CATEGORY A - DEFINITION

Applies to persons designated by the Board as ECS Assistants. This grid is based upon the 1998-99 ECS School Year (187 days @ 6.5 hours per day) plus vacation pay as per Clause 10.2b and paid in 12 equal monthly payments.

Persons on this grid will be considered 9 month employees,

CATEGORY B - DEFINITION

Applies to persons designated by the Board as Special Education Assistants. This grid is based upon the 1998-99 School Year (215 days @ 6.5 hours per day) plus vacation pay as per Clause 10.2b and paid in 12 equal monthly payments.

Persons on this grid will be considered 10 month employees.

CATEGORY C - DEFINITION

Applies to persons designated by the Board as Library Assistants. This grid is based upon the 1998-99 School Year (215 days @ 7 hours per day) plus vacation pay as per Clause 10.2b and paid in 12 equal monthly payments.

Persons on this grid will be considered 10 month employees,

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LETTER OF UNDERSTANDING

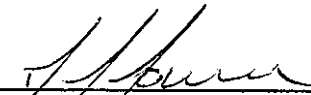
The parties agree that *this* letter of intent shall have effect from September 1, 1997 to August 31, 1999, inclusive.

- 1. The Board agrees that for the 1997/99 school year those employees employed as Teacher Assistants shall receive two paid professional development days. Their grid will reflect *this* change.

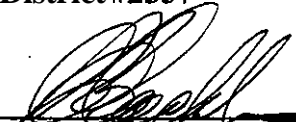
Dated this 27 day of October, 1998.

**Grande Prairie School District
Employees' Association**



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



 Chairperson
 Employees' Negotiating Committee



 Chairperson
 Labour Relations Committee

 Witness

Witness