

COLLECTIVE AGREEMENT



"Every Student Succeeds"

SEPTEMBER 1, 2010 TO AUGUST 31, 2013

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 the Board and the Association commenced collective bargaining to replace the collective agreement that expired August 31, 2010.

AND WHEREAS the Board and the Association arrived at an agreement of which its entirety is represented within this Memorandum of Agreement.

AND WHEREAS both the Board and the Association will recommend to their respective parties that the Memorandum of Agreement be ratified.

NOW THEREFORE this agreement witnesseth:

TERM

1. This Agreement will become effective September 1, 2010 and will remain in effect until August 31, 2013 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, 2010.

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

1. DEFINITIONS

- 1.1 "Contract Year" refers to the period September 1st to August 31st.
- 1.2 "School Year" refers to the Board approved School Year Calendar.

2. COVERAGE OF AGREEMENT

- 2.1 The Board hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described in 2.3 and the Association recognizes the responsibility of representing the interests of all such employees.

- 2.2 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.
- 2.3 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, permanent part-time, temporary and casual employees.
 - b. The following employees are excluded from membership in the Association and are therefore not covered by the terms and conditions of the contract.
 - 1) all other employees under individual contracts with the School District; and
 - 2) all employees employed in the Information Technology Department.
 - c. Full-time employees are, by definition, 10 month and 12 month employees.
- 2.4 Removal of members from the Association shall be mutually agreed upon.

3. MANAGEMENT RIGHTS

- 3.1 Board policies and/or administrative procedures which directly impact on terms and conditions of employment of any association member will not be created, amended or deleted without consultation with the Non-Instructional Liaison Committee.
- 3.2 There shall be no strike or lockout for the duration of this Agreement.
- 3.3 No Association member shall be terminated, suspended nor otherwise disciplined for engaging in lawful Association affairs.
- 3.4 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.

4. PERSONNEL FILES

- 4.1 Upon two (2) days notice an employee shall have access to his/her personnel file.

5. MAINTENANCE OF MEMBERSHIP

- 5.1 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.

6. VACANCIES

- 6.1 Five working days prior to newspaper advertising, a notice of intention to fill any permanent job vacancy, shall be given to all members of the Association as defined under Article 2.3 of the Agreement. Such notice may be a copy of the advertisement and shall be posted in work areas. Permanent job vacancies that occur during the summer months shall be advertised on the District's external web site.
- 6.2 The Board shall advertise any permanent Teacher Assistant vacancies as they occur during the contract year, provided the number of permanent Teacher Assistant assignments does not exceed the agreed upon number to be retained on staff.
- 6.3 Upon a position being filled, a copy of the notification will be given to the Secretary of the Association.

7. PROBATIONARY PERIOD

- 7.1
- a. 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.
 - b. As a result of the introduction of clause 7.1 a no current employee shall be required to take a reduction in salary.
 - c. 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.
 - d. Upon successful completion of the probationary period the employee will advance to the next step on the appropriate salary grid on the first day of the month following the probationary period and will be subject to all rights and duties contained in this Agreement.
- 7.2 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.

8. SALARY PLAN

- 8.1 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. Salaries shall be paid on the third last teaching day of the month by depositing their net salary into their bank accounts.
- 8.2 Teacher Assistants' Education Recognition Allowance: Diplomas, Certificates and Degrees from accredited post secondary institutions and coursework related to the teaching of children, will be acknowledged. Recognition for grid placement of approved programs of studies will follow the guidelines set out by the Education Recognition Committee. Allowances will be enacted by September 30th of each contract year. Allowances will be addressed in Teacher Assistant Level 2 and Teacher Assistant Level 3 of the Teacher Assistant grid.
- 8.2.1 Teacher Assistant allowances shall be enacted by September 30th of each contract year which shall recognize Diplomas, Certificates and Degrees from accredited post-secondary institutions and coursework related to the teaching of children.
- 8.2.2 Teacher Assistant's shall be placed on the salary grid as follows:
- a. Category A – Level 1 Limited or no formal education.
 - b. Category B – Level 2 Completion of a minimum of 117 relevant course hours from an accredited institution.
 - c. Category C – Level 3 Completion of a relevant certificate, diploma or degree program from an accredited institution.
- 8.3 Salaries contained in Schedules shall be for the entire term of this Agreement and shall be effective from the dates stated on the applicable Schedule, including overtime.
- 8.4 Salary adjustment will be effective the first day of the month within which the anniversary date occurs.
- 8.5 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.
- 8.6 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.

- 8.7 Effective September 01, 2010 salary grids, allowances, and maintenance lead hand increased by 1.5% on grid.

Effective February 01, 2011 salary grids, allowances, and maintenance lead hand increased by 1.42% on grid.

Effective September 01, 2011 one school secretary classification removed from contract and paid same rate as Head Secretary. Rename classification to "Head and Single Administrative Assistant". The "Christian School Secretary" shall be reclassified as Category "E".

For the 2011/12 calendar year, a lump sum payment equaling 1.25% of total annual compensation (salary, allowances and maintenance lead hand) shall be paid on the October 2011 payroll for all permanent and temporary employees who have an appointment on September 30, 2011. There shall be no increase in the salary grids, allowances or maintenance lead hand rates during the 2011/12 calendar year.

Effective September 01, 2012 salary grids, allowances, and maintenance lead hand rates shall be adjusted by the Alberta Consumer Price Index (All-Items) published by Statistics Canada based on the June 2011 to June 2012 comparator.

9. HOURS OF WORK

9.1 Full-Time

- 9.1.1 **Teacher Assistant, Clerical, 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.

- 9.1.2 **Caretaker and Maintenance Schedules:** For full-time employees, the regular work week shall be 40 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.

9.2 Overtime

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.

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

9.2.1 Teacher Assistant, Clerical, 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 (with the exception of the Journeyman Cook, who regularly works 41 hours per 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. Overtime regular work day – one and one-half (1.5) their normal hourly rate.
- b. Overtime 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. Overtime on a general holiday as defined in this agreement – one and one-half (1.5) 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.

9.2.2 Caretaker 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. Overtime on a regular work day – one and one-half (1.5) their normal hourly rate;
- b. Overtime 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. Overtime on a general holiday as defined in this agreement - one and one-half (1.5) 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.

9.3 Lieu Time

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 twelve (12) months of the end of the pay period in which it is earned.

9.4 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.

10. HOLIDAY ENTITLEMENTS

10.1 General (Statutory) Holidays

Each individual salary grid will specify statutory holidays.

10.2 Civic Holidays

Employees will be granted leave with pay on any day proclaimed as a Civic Holiday within the municipality, provided the work day before and after the holiday has been worked.

10.3 Annual Vacations

10.3.1 **Caretakers and Maintenance** employees who are hired before August 31st in a given year shall be entitled to 1.25 days per month of service. Following August 31st, the employee shall receive 15 days vacation per year for the first four years of continuous employment.

After five, six, seven, eight, nine of service	20 working days
After ten years of service	21 working days
After eleven years of service	22 working days
After twelve years of service	23 working days
After thirteen years of service	24 working days
After fourteen or more years of service	25 working days

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.

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 of the District needs.

- 10.3.2 **School-based personnel**, as designated under Teacher Assistant, Clerical, Food Services, Aquatic Services schedules, will have their annual salary, which includes vacation pay, paid in 12 equal payments. Vacation pay has been based on the following:

12 months or less experience	4% of earnings
1 to 4 years experience	equivalent of 10 working days
5 to 9 years experience	equivalent of 15 working days
10 years or more	equivalent of 20 working days

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.

School-based personnel who wish to access their holiday entitlement during the school year shall make their request to the Superintendent or designate three (3) months prior to the vacation date.

11. ABSENCES

11.1 Sick Leave

- 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 90 calendar days.
- c. Permanent employees with less than one year's service will be entitled to sick leave based upon the following formula:
 - Personnel hired on 12 month contracts: 2 days per month worked, to a maximum of 20 days.
 - Personnel hired on 10 month contracts: 2 days per month worked.

Accumulation of unused sick leave will commence in the first year.

11.2 Compassionate Leave

In this clause, "spouse" includes "common-law spouse".

- 11.2.1 Leave necessitated by the critical illness or death of spouse, child, parent, grandparent, brother, sister, brother-in-law, sister-in-law, nephew or niece of an employee or their spouse; or other relatives who are members of the employee's household; or other persons at the discretion of the Superintendent shall be granted leave with pay by the Board as follows:
- a. Up to and including five (5) working days for critical illness.
 - b. Up to and including five (5) working days for death.
- 11.2.2 Leave necessitated by the critical illness or death of an aunt, uncle; aunt or uncle of spouse; shall be granted leave with pay by the Board as follows:
- a. One (1) day for critical illness.
 - b. One (1) day for death.
- 11.2.3 At the Superintendent's discretion, a maximum of two (2) extra days for travel may be allowed. The cost of the substitute shall be paid by the Board.
- 11.2.4 Leave entitlement for critical illness shall be provided on a contract year basis.

11.3 Family Illness

Up to two days leave with pay shall be granted per contract year to an employee to care for family members who are ill. Family member shall be defined as the employee's spouse, child, parent or other individual who the employee is the legal guardian or appointed caregiver. The Superintendent shall approve exceptions for special circumstances.

Family illness days increased from two days to five days effective September 1, 2011.

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 regulations.

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

- a. Permanent employees with less than five years of service will be granted one day off with pay per contract year, 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 Secretary Treasurer 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.
- b. Permanent employees with five (5) or more consecutive years of service with the Board will be granted a total of three (3) days off with pay per contract year, 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 Secretary Treasurer, 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.
- c. Unused personal leave days shall be carried forward for one contract year. At no time shall an employee be entitled to more than two years leave entitlement.

11.7 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.

11.8 Attendance at Court Proceedings

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

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

11.9 Leave of Absence Without Pay

- a. Leave of Absence without pay may 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 Secretary Treasurer, for recommendation prior to submission of request to the Human Resources Department.

12. PROFESSIONAL DEVELOPMENT

- 12.1 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.

13. GROUP BENEFITS

13.1 Alberta Health Care

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

13.2 Alberta School Employee Benefit Plan

- a. 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 the Alberta School Employee Benefit Plan (ASEBP), the Board may change benefit carriers. The Association will allow the ASEBP coverage to be immediately replaced with that of the alternate carrier.

- b. Prior to the Board making a determination to change benefit carriers as provided above, the Board shall consult with the Association. Appropriate information shall be provided to the Association, which will establish the anticipated overall cost savings as well as a benefit plan coverage comparison.
- c. 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.

14. PENSION PLAN

- 14.1 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.

15. LONG SERVICE ALLOWANCE

- 15.1 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 8.1.1 and 8.1.2 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 thirty (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.

16. DEATH BENEFITS

- 16.1 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.

17. PART-TIME EMPLOYEES

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

18. TEMPORARY EMPLOYEES

- 18.1 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.

- 18.2 Temporary employees will be eligible for group benefits as provided for in Article 12 of the collective agreement of the rate applicable to regular staff members, and five (5) non-cumulative days sick leave for individual or family illness in a given contract year if appropriate if they meet both of the following criteria:
- a. Hired for more than three (3) consecutive months; and
 - b. FTE is greater than forty percent (40%) calculated over the school year or contract year as appropriate.
- 18.3 Effective September 1, 2008, temporary employees shall be entitled to one (1) personal leave day per contract year after providing three (3) consecutive years of service. Temporary employee personal leave days are non-accumulative.
- 18.4 Temporary employee benefits as provided for in Article 12 of the Collective Agreement shall be carried over the summer months, provided an employment contract has been signed for the following school year by June 30th.

19. SUBSTITUTES

- 19.1 At the Administrators' 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, which includes vacation pay
Clerical Grid	base rate of regular position, which includes vacation pay
Caretaker Grid	rate of substitute 18 + or Caretaker helper (under 18), which includes vacation pay, depending on age of the employee
Maintenance Grid	base rate of regular position, Maintenance I, 18 years +hourly, under 18 hourly, which includes vacation pay, dependent on age of employee and nature of work.

20. GRIEVANCE PROCEDURE

- 20.1 There shall be established a Grievance committee composed of two (2) representatives of the Board and two (2) representatives of the Association.
- a. It shall be the duty of this committee to meet and endeavour to resolve all grievances concerning the alleged violation in the interpretation, application, omission, or operation of any part of this agreement.
 - b. A quorum of this committee shall consist of all members.
- 20.2 Any employee who considers that he or she has a grievance arising out of this agreement shall promptly lodge in writing the statement of the nature of this grievance to the Association President and the Secretary-Treasurer of the Board. A copy of the written statement shall be provided to the Association Secretary.
- 20.3 If the grievance has not been settled within twenty one (21) calendar days after the date of submission the grievance shall be referred to the Grievance Committee. Unless mutually agreed, the Grievance Committee shall meet within fourteen (14) calendar days of the referral.
- 20.4 If the committee reaches a unanimous decision as to the disposition of any grievance, that decision shall be final and binding.
- 20.5 If the committee does not reach a unanimous decision and the grievance is not withdrawn, then either may by written notice require the establishment of an arbitration board. Each party shall appoint one member as its representative on an Arbitration Board and the two members so appointed shall endeavour to select an independent Chairperson. If they fail to do this they shall apply to the Director of Mediation Services to select a Chairperson.
- 20.6 At the mutual agreement of the parties, a single arbitrator may be appointed to hear any grievance.
- 20.7 This Arbitration Board shall determine its own procedure and its decision will be final.
- 20.8 This Arbitration Board shall not change, modify or alter any of the terms of this agreement.

21. SEVERANCE

- 21.1 Severance of employees shall be conducted in accordance with the Federal/Provincial regulations which apply.

22. MAINTENANCE LEAD HAND

22.1 The Maintenance employee designated as a lead hand shall receive the following additional pay above his/her placement on the Maintenance Grid:

Lead Hand				
	Hour	Daily	Monthly	Annual
Sept 1/10 - Jan 31/11	2.79	22.32	483.60	5,803.20
Feb 1/11 - Aug 31/11	2.83	22.64	490.53	5,886.40
Sept 1/11 - Aug 31/12	2.83	22.64	490.53	5,886.40

Under the supervision of the Director of Operations, the Maintenance lead hand shall be responsible for the general direction and daily work assignments of other maintenance employees and shall provide assistance during vacation periods.

23. NORTHERN TRAVEL

The parties agree that the application of Article 22 – Northern Travel will occur starting with the 2011 taxation year. It is agreed that all employees will receive \$4,000 on their T-4 statement, unless their annual earnings are less than \$4,000 in which case they will have the lesser amount placed on their T-4. T-4's for the 2010 taxation year will not be restated.

24. MAINTENANCE APPRENTICESHIP SUPPORT

24.1 The Board shall reimburse any Maintenance employee who has been approved by the Secretary-Treasurer to pursue a journeyman certification for the associated annual tuition costs. Reimbursement shall be paid to the employee twelve (12) months following completion of the course of study.

IN WITNESS WHEREOF the parties have executed this Agreement this ____ day of _____.

**Grande Prairie Public School District
#2357 Employees' Association**

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

President

Bargaining Committee Chair

Chairperson
Employees' Negotiating Committee

Assistant Superintendent – Business Services

I, **Russell Horswill**, Associate Superintendent – Business Services of the Grande Prairie 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 ____ day of _____, 2011 and that the Chairman was then authorized to execute it on behalf of the Board under its seal.

Associate Superintendent – Business Services

AQUATICS GRID

Salary Grids Effective September 1, 2010 to August 31, 2012

Lifeguard							
Salary Grid Effective September 1, 2010 to January 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	22.73	24.13	25.35	26.60	27.69	28.49	29.32
Vacation Pay	0.91	0.97	1.17	1.22	1.91	2.62	2.70
Total Hourly	23.64	25.10	26.52	27.82	29.60	31.11	32.02
Daily	165.48	175.70	185.64	194.74	207.20	217.77	224.14
Monthly	2,992.43	3,177.24	3,356.99	3,521.55	3,746.87	3,938.01	4,053.20
Annual	35,909.16	38,126.90	40,283.88	42,258.58	44,962.40	47,256.09	48,638.38
Lifeguard							
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	23.05	24.47	25.71	26.98	28.08	28.89	29.74
Vacation Pay	0.92	0.98	1.18	1.24	1.94	2.66	2.74
Total Hourly	23.97	25.45	26.89	28.22	30.02	31.55	32.48
Daily	167.79	178.15	188.23	197.54	210.14	220.85	227.36
Monthly	3,034.20	3,221.55	3,403.83	3,572.18	3,800.03	3,993.70	4,111.43
Annual	36,410.43	38,658.55	40,845.91	42,866.18	45,600.38	47,924.45	49,337.12
Lifeguard							
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	23.05	24.47	25.71	26.98	28.08	28.89	29.74
Vacation Pay	0.92	0.98	1.18	1.24	1.94	2.66	2.74
Total Hourly	23.97	25.45	26.89	28.22	30.02	31.55	32.48
Daily	167.79	178.15	188.23	197.54	210.14	220.85	227.36
Monthly	3,034.20	3,221.55	3,403.83	3,572.18	3,800.03	3,993.70	4,111.43
Annual	36,410.43	38,658.55	40,845.91	42,866.18	45,600.38	47,924.45	49,337.12

Facility Supervisor/Lifeguard	
September 1, 2010 to January 31, 2011	
Base	23.61
Vacation Pay	0.94
Total Hourly	24.55
Daily	171.85
Monthly	3,107.62
Annual	37,291.45
Facility Supervisor/Lifeguard	
February 1, 2011 to August 31, 2011	
Base	23.95
Vacation Pay	0.96
Total Hourly	24.91
Daily	174.37
Monthly	3,153.19
Annual	37,838.29
Facility Supervisor/Lifeguard	
September 1, 2011 to August 31, 2012	
Base	23.94
Vacation Pay	0.96
Total Hourly	24.90
Daily	174.30
Monthly	3,151.93
Annual	37,823.10

Persons hired on this grid will work 7 hours per day, 5 days per week for the duration of the school year. The salary will be paid in 12 equal monthly payments. For salary deduction purposes, 1/217th will be the factor. Persons on this grid will be considered 10-month employees.

The annual salary includes Vacation Pay as well as pay for the following General (Statutory) Holiday days:

- New Year's Day,
- Family Day,
- Good Friday,
- Easter Monday,
- Victoria Day,
- Labour Day,
- Thanksgiving Day,
- Remembrance Day,
- Christmas Day,
- Boxing Day, and
- Any other day duly proclaimed as a Provincial or National Holiday.

In addition, the annual salary includes days off with pay for the Easter and Christmas school vacation periods.

CARETAKER GRID

Salary Grids Effective September 1, 2010 to August 31, 2012

Caretaker							
Salary Grid Effective September 1, 2010 to January 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	17.37	18.68	19.44	20.20	20.83	21.23	21.65
Daily	138.96	149.44	155.52	161.60	166.64	169.84	173.20
Monthly	3,010.80	3,237.87	3,369.60	3,501.33	3,610.53	3,679.87	3,752.67
Annual	36,129.60	38,854.40	40,435.20	42,016.00	43,326.40	44,158.40	45,032.00
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	17.62	18.95	19.72	20.49	21.13	21.53	21.96
Daily	140.96	151.60	157.76	163.92	169.04	172.24	175.68
Monthly	3,054.13	3,284.67	3,418.13	3,551.60	3,662.53	3,731.87	3,806.40
Annual	36,649.60	39,416.00	41,017.60	42,619.20	43,950.40	44,782.40	45,676.80
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	17.62	18.95	19.72	20.49	21.13	21.53	21.96
Daily	140.96	151.60	157.76	163.92	169.04	172.24	175.68
Monthly	3,054.13	3,284.67	3,418.13	3,551.60	3,662.53	3,731.87	3,806.40
Annual	36,649.60	39,416.00	41,017.60	42,619.20	43,950.40	44,782.40	45,676.80

Caretaker In Charge

Salary Grid Effective September 1, 2010 to January 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	17.76	19.09	19.83	20.86	21.25	21.69	22.11
Daily	142.08	152.72	158.64	166.88	170.00	173.52	176.88
Monthly	3,078.40	3,308.93	3,437.20	3,615.73	3,683.33	3,759.60	3,832.40
Annual	36,940.80	39,707.20	41,246.40	43,388.80	44,200.00	45,115.20	45,988.80
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	18.01	19.36	20.11	21.16	21.55	22.00	22.42
Daily	144.08	154.88	160.88	169.28	172.40	176.00	179.36
Monthly	3,121.73	3,355.73	3,485.73	3,667.73	3,735.33	3,813.33	3,886.13
Annual	37,460.80	40,268.80	41,828.80	44,012.80	44,824.00	45,760.00	46,633.60
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	18.01	19.36	20.11	21.16	21.55	22.00	22.42
Daily	144.08	154.88	160.88	169.28	172.40	176.00	179.36
Monthly	3,121.73	3,355.73	3,485.73	3,667.73	3,735.33	3,813.33	3,886.13
Annual	37,460.80	40,268.80	41,828.80	44,012.80	44,824.00	45,760.00	46,633.60

Casual Caretaker (over 18 years of age)	
September 1, 2010 to January 31, 2011	
Base	17.03
Vacation Pay	0.68
Hourly	17.71
Daily	141.68
Monthly	3,069.73
Annual	36,836.80
Casual Caretaker (over 18 years of age)	
February 1, 2011 to August 31, 2011	
Base	17.27
Vacation Pay	0.69
Total Hourly	17.96
Daily	143.68
Monthly	3,113.07
Annual	37,356.80
Casual Caretaker (over 18 years of age)	
September 1, 2011 to August 31, 2012	
Base	17.27
Vacation Pay	0.69
Total Hourly	17.96
Daily	143.68
Monthly	3,113.07
Annual	37,356.80

The grids for Caretaker Services are based on 40 hours per week, 12 months per year.

Vacation is based upon Part 9, 9.3.1 and taken as time off with pay.

The annual salary includes Vacation Pay as well as pay for the following General (Statutory) Holiday days:

- New Year's Day,
- Family Day,
- Good Friday,
- Easter Monday,
- Victoria Day,
- Labour Day,
- Thanksgiving Day,
- Remembrance Day,
- Christmas Day,
- Boxing Day, and
- Any other day duly proclaimed as a Provincial or National Holiday.

If any of the above days falls on a non-working day, a day off in lieu will be provided.

Persons on these grids will be considered 12 month employees.

Head Caretaker

Salary Grid Effective September 1, 2010 to January 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	18.31	19.70	20.49	21.32	22.15	22.41	22.84
Daily	146.48	157.60	163.92	170.56	177.20	179.28	182.72
Monthly	3,173.73	3,414.67	3,551.60	3,695.47	3,839.33	3,884.40	3,958.93
Annual	38,084.80	40,976.00	42,619.20	44,345.60	46,072.00	46,612.80	47,507.20
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	18.57	19.98	20.78	21.62	22.46	22.73	23.16
Daily	148.56	159.84	166.24	172.96	179.68	181.84	185.28
Monthly	3,218.80	3,463.20	3,601.87	3,747.47	3,893.07	3,939.87	4,014.40
Annual	38,625.60	41,558.40	43,222.40	44,969.60	46,716.80	47,278.40	48,172.80
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	18.57	19.98	20.78	21.62	22.46	22.73	23.16
Daily	148.56	159.84	166.24	172.96	179.68	181.84	185.28
Monthly	3,218.80	3,463.20	3,601.87	3,747.47	3,893.07	3,939.87	4,014.40
Annual	38,625.60	41,558.40	43,222.40	44,969.60	46,716.80	47,278.40	48,172.80

HEAD CARETAKER ALLOWANCES
Salary Grids Effective September 1, 2010 to August 31, 2012

- 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:

Head Caretaker Allowance				
September 1, 2010 to January 31, 2011				
		1-2 Persons	3-5 Persons	6+ Persons
Hourly		1.94	2.72	3.70
Daily		15.52	21.76	29.60
Monthly		336.27	471.47	641.33
Annual		4,035.20	5,657.60	7,696.00
February 1, 2011 to August 31, 2011				
		1-2 Persons	3-5 Persons	6+ Persons
Hourly		1.97	2.76	3.75
Daily		15.76	22.08	30.00
Monthly		341.47	478.40	650.00
Annual		4,097.60	5,740.80	7,800.00
September 1, 2011 to August 31, 2012				
		1-2 Persons	3-5 Persons	6+ Persons
Hourly		1.97	2.76	3.75
Daily		15.76	22.08	30.00
Monthly		341.47	478.40	650.00
Annual		4,097.60	5,740.80	7,800.00

- 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 supervision of caretakers who work 20 or more hours per week, based upon the following schedule:

Substitute Head Caretaker Allowance				
September 1, 2010 to January 31, 2011				
		1-2 Persons	3-5 Persons	6+ Persons
Hourly		0.97	1.36	1.85
Daily		7.76	10.88	14.80
Monthly		168.13	235.73	320.67
Annual		2,017.60	2,828.80	3,848.00
February 1, 2011 to August 31, 2011				
		1-2 Persons	3-5 Persons	6+ Persons
Hourly		0.98	1.38	1.88
Daily		7.84	11.04	15.04
Monthly		169.87	239.20	325.87
Annual		2,038.40	2,870.40	3,910.40
September 1, 2011 to August 31, 2012				
		1-2 Persons	3-5 Persons	6+ Persons
Hourly		0.98	1.38	1.88
Daily		7.84	11.04	15.04
Monthly		169.87	239.20	325.87
Annual		2,038.40	2,870.40	3,910.40

- 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.

CLERICAL GRID

Salary Grids Effective September 1, 2010 to August 31, 2012

Administrative Assistant							
Category A							
Salary Grid Effective September 1, 2010 to January 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.35	18.31	19.23	20.19	21.00	21.61	22.25
Vacation Pay	0.69	0.73	0.85	0.89	1.41	1.92	1.98
Total Hourly	18.04	19.04	20.08	21.08	22.41	23.53	24.23
Daily	126.28	133.28	140.56	147.56	156.87	164.71	169.61
Monthly	2,367.75	2,499.00	2,635.50	2,766.75	2,941.31	3,088.31	3,180.19
Annual	28,413.00	29,988.00	31,626.00	33,201.00	35,295.75	37,059.75	38,162.25
Administrative Assistant							
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.60	18.57	19.50	20.48	21.30	21.92	22.57
Vacation Pay	0.70	0.74	0.86	0.90	1.43	1.95	2.01
Total Hourly	18.30	19.31	20.36	21.38	22.73	23.87	24.58
Daily	128.10	135.17	142.52	149.66	159.11	167.09	172.06
Monthly	2,401.88	2,534.44	2,672.25	2,806.13	2,983.31	3,132.94	3,226.13
Annual	28,822.50	30,413.25	32,067.00	33,673.50	35,799.75	37,595.25	38,713.50
Administrative Assistant							
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.60	18.57	19.50	20.48	21.30	21.92	22.57
Vacation Pay	0.70	0.74	0.86	0.90	1.43	1.95	2.01
Total Hourly	18.30	19.31	20.36	21.38	22.73	23.87	24.58
Daily	128.10	135.17	142.52	149.66	159.11	167.09	172.06
Monthly	2,401.88	2,534.44	2,672.25	2,806.13	2,983.31	3,132.94	3,226.13
Annual	28,822.50	30,413.25	32,067.00	33,673.50	35,799.75	37,595.25	38,713.50

Category B	One Administrative Assistant School						
	Salary Grid Effective September 1, 2010 to January 31, 2011						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.51	18.51	19.46	20.42	21.23	21.84	22.50
Vacation Pay	0.70	0.74	0.86	0.90	1.42	1.94	2.00
Total Hourly	18.21	19.25	20.32	21.32	22.65	23.78	24.50
Daily	127.47	134.75	142.24	149.24	158.55	166.46	171.50
Monthly	2,390.06	2,526.56	2,667.00	2,798.25	2,972.81	3,121.13	3,215.63
Annual	28,680.75	30,318.75	32,004.00	33,579.00	35,673.75	37,453.50	38,587.50
	One Administrative Assistant School						
	Salary Grid Effective February 1, 2011 to August 31, 2011						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.76	18.77	19.74	20.71	21.53	22.15	22.82
Vacation Pay	0.71	0.75	0.87	0.91	1.44	1.97	2.03
Total Hourly	18.47	19.52	20.61	21.62	22.97	24.12	24.85
Daily	129.29	136.64	144.27	151.34	160.79	168.84	173.95
Monthly	2,424.19	2,562.00	2,705.06	2,837.63	3,014.81	3,165.75	3,261.56
Annual	29,090.25	30,744.00	32,460.75	34,051.50	36,177.75	37,989.00	39,138.75

Category C	Head Administrative Assistant						
	Salary Grid Effective September 1, 2010 to January 31, 2011						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.75	18.75	19.66	20.67	21.45	22.12	22.76
Vacation Pay	0.71	0.75	0.87	0.91	1.44	1.97	2.03
Total Hourly	18.46	19.50	20.53	21.58	22.89	24.09	24.79
Daily	129.22	136.50	143.71	151.06	160.23	168.63	173.53
Monthly	2,422.88	2,559.38	2,694.56	2,832.38	3,004.31	3,161.81	3,253.69
Annual	29,074.50	30,712.50	32,334.75	33,988.50	36,051.75	37,941.75	39,044.25

Head Administrative Assistant							
	Salary Grid Effective February 1, 2011 to August 31, 2011						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	18.00	19.02	19.94	20.96	21.75	22.43	23.08
Vacation Pay	0.72	0.76	0.88	0.92	1.46	2.00	2.05
Total Hourly	18.72	19.78	20.82	21.88	23.21	24.43	25.13
Daily	131.04	138.46	145.74	153.16	162.47	171.01	175.91
Monthly	2,457.00	2,596.13	2,732.63	2,871.75	3,046.31	3,206.44	3,298.31
Annual	29,484.00	31,153.50	32,791.50	34,461.00	36,555.75	38,477.25	39,579.75

Head and Single Administrative Assistant							
	Salary Grid Effective September 1, 2011 to August 31, 2012						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	18.00	19.02	19.94	20.96	21.75	22.43	23.08
Vacation Pay	0.72	0.76	0.88	0.92	1.46	2.00	2.05
Total Hourly	18.72	19.78	20.82	21.88	23.21	24.43	25.13
Daily	131.04	138.46	145.74	153.16	162.47	171.01	175.91
Monthly	2,457.00	2,596.13	2,732.63	2,871.75	3,046.31	3,206.44	3,298.31
Annual	29,484.00	31,153.50	32,791.50	34,461.00	36,555.75	38,477.25	39,579.75

Category D	Library Technician						
	Salary Grid Effective September 1, 2010 to January 31, 2011						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	16.86	17.80	18.72	19.61	20.39	21.01	21.62
Vacation Pay	0.67	0.71	0.86	0.90	1.41	1.93	1.99
Total Hourly	17.53	18.51	19.58	20.51	21.80	22.94	23.61
Daily	122.71	129.57	137.06	143.57	152.60	160.58	165.27
Monthly	2,219.01	2,343.06	2,478.50	2,596.22	2,759.52	2,903.82	2,988.63
Annual	26,628.07	28,116.69	29,742.02	31,154.69	33,114.20	34,845.86	35,863.59
Library Technician							
	Salary Grid Effective February 1, 2011 to August 31, 2011						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.10	18.05	18.99	19.89	20.68	21.31	21.93
Vacation Pay	0.68	0.72	0.87	0.91	1.43	1.96	2.02
Total Hourly	17.78	18.77	19.86	20.80	22.11	23.27	23.95
Daily	124.46	131.39	139.02	145.60	154.77	162.89	167.65
Monthly	2,250.65	2,375.97	2,513.95	2,632.93	2,798.76	2,945.59	3,031.67
Annual	27,007.82	28,511.63	30,167.34	31,595.20	33,585.09	35,347.13	36,380.05
Library Technician							
	Salary Grid Effective September 1, 2011 to August 31, 2012						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.10	18.05	18.99	19.89	20.68	21.31	21.93
Vacation Pay	0.68	0.72	0.87	0.91	1.43	1.96	2.02
Total Hourly	17.78	18.77	19.86	20.80	22.11	23.27	23.95
Daily	124.46	131.39	139.02	145.60	154.77	162.89	167.65
Monthly	2,250.65	2,375.97	2,513.95	2,632.93	2,798.76	2,945.59	3,031.67
Annual	27,007.82	28,511.63	30,167.34	31,595.20	33,585.09	35,347.13	36,380.05

Category E	Christian School Administrative Assistant						
Salary Grid Effective September 1, 2010 to January 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.51	18.51	19.46	20.42	21.23	21.84	22.50
Vacation Pay	0.70	0.74	0.86	0.90	1.42	1.94	2.00
Total Hourly	18.21	19.25	20.32	21.32	22.65	23.78	24.50
Daily	145.68	154.00	162.56	170.56	181.20	190.24	196.00
Monthly	2,731.50	2,887.50	3,048.00	3,198.00	3,397.50	3,567.00	3,675.00
Annual	32,778.00	34,650.00	36,576.00	38,376.00	40,770.00	42,804.00	44,100.00
Christian School Administrative Assistant							
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.76	18.77	19.74	20.71	21.53	22.15	22.82
Vacation Pay	0.71	0.75	0.87	0.91	1.44	1.97	2.03
Total Hourly	18.47	19.52	20.61	21.62	22.97	24.12	24.85
Daily	147.76	156.16	164.88	172.96	183.76	192.96	198.80
Monthly	2,770.50	2,928.00	3,091.50	3,243.00	3,445.50	3,618.00	3,727.50
Annual	33,246.00	35,136.00	37,098.00	38,916.00	41,346.00	43,416.00	44,730.00
Christian School Administrative Assistant							
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	18.00	19.02	19.94	20.96	21.75	22.43	23.08
Vacation Pay	0.72	0.76	0.88	0.92	1.46	2.00	2.05
Total Hourly	18.72	19.78	20.82	21.88	23.21	24.43	25.13
Daily	140.40	148.35	156.15	164.10	174.08	183.23	188.48
Monthly	2,632.50	2,781.56	2,927.81	3,076.88	3,263.91	3,435.47	3,533.91
Annual	31,590.00	33,378.75	35,133.75	36,922.50	39,166.88	41,225.63	42,406.88

Persons hired under Categories A, B, C will work 7 hours per day, 5 days per week for the entire school year, plus 8 working days prior to the first 'teacher start' day. For salary deduction purposes, Categories A, B, C, 1/225th will be the factor used.

Persons hired under Category D will work 7 hours per day, 5 days per week for the duration of the school year. For salary deduction purposes, Category D, 1/217th will be the factor.

Persons hired under Category E will work 7.5 hours per day, 5 days per week for the duration of the school year. For salary deduction purposes, Category D, 1/225th will be the factor.

The salary will be paid in 12 equal monthly payments.

Persons on this grid will be considered 10-month employees.

The annual salary includes Vacation Pay as well as pay for the following General (Statutory) Holiday days:

- New Year's Day,
- Family Day,
- Good Friday,
- Easter Monday,
- Victoria Day,
- Labour Day,
- Thanksgiving Day,
- Remembrance Day,
- Christmas Day,
- Boxing Day, and
- Any other day duly proclaimed as a Provincial or National Holiday

The annual salary also includes days off with pay for the Easter and Christmas school vacation periods.

FOOD SERVICES GRID

Salary Grids Effective September 1, 2010 to August 31, 2012

Assistant Cook							
Salary Grid Effective September 1, 2010 to January 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	16.34	17.28	18.13	19.02	19.79	20.38	20.99
Vacation Pay	0.65	0.69	0.83	0.87	1.37	1.87	1.93
Total Hourly	16.99	17.97	18.96	19.89	21.16	22.25	22.92
Daily	118.93	125.79	132.72	139.23	148.12	155.75	160.44
Monthly	2,150.65	2,274.70	2,400.02	2,517.74	2,678.50	2,816.48	2,901.29
Annual	25,807.81	27,296.43	28,800.24	30,212.91	32,142.04	33,797.75	34,815.48

Assistant Cook							
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	16.57	17.53	18.39	19.29	20.07	20.67	21.29
Vacation Pay	0.66	0.70	0.85	0.89	1.38	1.90	1.96
Total Hourly	17.23	18.23	19.24	20.18	21.45	22.57	23.25
Daily	120.61	127.61	134.68	141.26	150.15	157.99	162.75
Monthly	2,181.03	2,307.61	2,435.46	2,554.45	2,715.21	2,856.99	2,943.06
Annual	26,172.37	27,691.37	29,225.56	30,653.42	32,582.55	34,283.83	35,316.75

Assistant Cook							
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	16.57	17.53	18.39	19.29	20.07	20.67	21.29
Vacation Pay	0.66	0.70	0.85	0.89	1.38	1.90	1.96
Total Hourly	17.23	18.23	19.24	20.18	21.45	22.57	23.25
Daily	120.61	127.61	134.68	141.26	150.15	157.99	162.75
Monthly	2,181.03	2,307.61	2,435.46	2,554.45	2,715.21	2,856.99	2,943.06
Annual	26,172.37	27,691.37	29,225.56	30,653.42	32,582.55	34,283.83	35,316.75

Persons hired on this grid will work 7 hours per day, 5 days per week for the duration of the School Year.

Journeyman Cook							
Salary Grid Effective September 1, 2010 to January 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	21.42	22.70	23.86	25.05	25.56	26.84	27.60
Vacation Pay	0.86	0.91	1.10	1.15	1.76	2.47	2.54
Total Hourly	22.28	23.61	24.96	26.20	27.32	29.31	30.14
Daily	182.70	193.60	204.67	214.84	224.02	240.34	247.15
Monthly	3,303.75	3,500.97	3,701.15	3,885.02	4,051.10	4,346.18	4,469.26
Annual	39,645.03	42,011.63	44,413.82	46,620.28	48,613.21	52,154.21	53,631.12

Journeyman Cook							
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	21.72	23.02	24.20	25.41	25.92	27.22	27.99
Vacation Pay	0.87	0.92	1.11	1.17	1.79	2.50	2.58
Total Hourly	22.59	23.94	25.31	26.58	27.71	29.72	30.57
Daily	185.24	196.31	207.54	217.96	227.22	243.70	250.67
Monthly	3,349.72	3,549.90	3,753.05	3,941.37	4,108.93	4,406.98	4,533.02
Annual	40,196.65	42,598.84	45,036.61	47,296.45	49,307.17	52,883.77	54,396.26

Journeyman Cook							
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	21.72	23.02	24.20	25.41	25.92	27.22	27.99
Vacation Pay	0.87	0.92	1.11	1.17	1.79	2.50	2.58
Total Hourly	22.59	23.94	25.31	26.58	27.71	29.72	30.57
Daily	185.24	196.31	207.54	217.96	227.22	243.70	250.67
Monthly	3,349.72	3,549.90	3,753.05	3,941.37	4,108.93	4,406.98	4,533.02
Annual	40,196.65	42,598.84	45,036.61	47,296.45	49,307.17	52,883.77	54,396.26

Persons hired on this grid will work 41 hours per week for the duration of the School year (43.4 weeks/year).

The salary will be paid in 12 equal monthly payments.

For salary deduction purposes, 1/217th will be the factor.

Persons on these grids will be considered 10-month employees.

The annual salary includes Vacation Pay as well as pay for the following General (Statutory) Holiday days:

- New Year's Day,
- Family Day,
- Good Friday,
- Easter Monday,
- Victoria Day,
- Labour Day,
- Thanksgiving Day,
- Remembrance Day,
- Christmas Day,
- Boxing Day, and
- Any other day duly proclaimed as a Provincial or National Holiday.

The annual salary also includes days off with pay for the Easter and Christmas school vacation periods.

MAINTENANCE GRID

Salary Grids Effective September 1, 2010 to August 31, 2012

Maintenance I							
Salary Grid Effective September 1, 2010 to January 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	17.03	18.32	19.07	19.81	20.42	20.84	21.24
Daily	136.24	146.56	152.56	158.48	163.36	166.72	169.92
Monthly	2,951.87	3,175.47	3,305.47	3,433.73	3,539.47	3,612.27	3,681.60
Annual	35,422.40	38,105.60	39,665.60	41,204.80	42,473.60	43,347.20	44,179.20
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	17.27	18.58	19.34	20.09	20.71	21.14	21.54
Daily	138.16	148.64	154.72	160.72	165.68	169.12	172.32
Monthly	2,993.47	3,220.53	3,352.27	3,482.27	3,589.73	3,664.27	3,733.60
Annual	35,921.60	38,646.40	40,227.20	41,787.20	43,076.80	43,971.20	44,803.20
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	17.27	18.58	19.34	20.09	20.71	21.14	21.54
Daily	138.16	148.64	154.72	160.72	165.68	169.12	172.32
Monthly	2,993.47	3,220.53	3,352.27	3,482.27	3,589.73	3,664.27	3,733.60
Annual	35,921.60	38,646.40	40,227.20	41,787.20	43,076.80	43,971.20	44,803.20

Maintenance II

Salary Grid Effective September 1, 2010 to January 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	18.71	20.15	20.96	21.79	22.47	22.89	23.33
Daily	149.68	161.20	167.68	174.32	179.76	183.12	186.64
Monthly	3,243.07	3,492.67	3,633.07	3,776.93	3,894.80	3,967.60	4,043.87
Annual	38,916.80	41,912.00	43,596.80	45,323.20	46,737.60	47,611.20	48,526.40
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	18.98	20.44	21.26	22.10	22.79	23.22	23.66
Daily	151.84	163.52	170.08	176.80	182.32	185.76	189.28
Monthly	3,289.87	3,542.93	3,685.07	3,830.67	3,950.27	4,024.80	4,101.07
Annual	39,478.40	42,515.20	44,220.80	45,968.00	47,403.20	48,297.60	49,212.80
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	18.98	20.44	21.26	22.10	22.79	23.22	23.66
Daily	151.84	163.52	170.08	176.80	182.32	185.76	189.28
Monthly	3,289.87	3,542.93	3,685.07	3,830.67	3,950.27	4,024.80	4,101.07
Annual	39,478.40	42,515.20	44,220.80	45,968.00	47,403.20	48,297.60	49,212.80

Maintenance III

Salary Grid Effective September 1, 2010 to January 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	22.59	24.31	25.26	26.32	27.08	27.62	28.17
Daily	180.72	194.48	202.08	210.56	216.64	220.96	225.36
Monthly	3,915.60	4,213.73	4,378.40	4,562.13	4,693.87	4,787.47	4,882.80
Annual	46,987.20	50,564.80	52,540.80	54,745.60	56,326.40	57,449.60	58,593.60
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	22.91	24.66	25.62	26.69	27.46	28.01	28.57
Daily	183.28	197.28	204.96	213.52	219.68	224.08	228.56
Monthly	3,971.07	4,274.40	4,440.80	4,626.27	4,759.73	4,855.07	4,952.13
Annual	47,652.80	51,292.80	53,289.60	55,515.20	57,116.80	58,260.80	59,425.60
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	22.91	24.66	25.62	26.69	27.46	28.01	28.57
Daily	183.28	197.28	204.96	213.52	219.68	224.08	228.56
Monthly	3,971.07	4,274.40	4,440.80	4,626.27	4,759.73	4,855.07	4,952.13
Annual	47,652.80	51,292.80	53,289.60	55,515.20	57,116.80	58,260.80	59,425.60

Maintenance IV

Salary Grid Effective September 1, 2010 to January 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	28.15	30.30	31.51	32.76	33.74	34.44	35.10
Daily	225.20	242.40	252.08	262.08	269.92	275.52	280.80
Monthly	4,879.33	5,252.00	5,461.73	5,678.40	5,848.27	5,969.60	6,084.00
Annual	58,552.00	63,024.00	65,540.80	68,140.80	70,179.20	71,635.20	73,008.00
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	28.55	30.73	31.96	33.23	34.22	34.93	35.60
Daily	228.40	245.84	255.68	265.84	273.76	279.44	284.80
Monthly	4,948.67	5,326.53	5,539.73	5,759.87	5,931.47	6,054.53	6,170.67
Annual	59,384.00	63,918.40	66,476.80	69,118.40	71,177.60	72,654.40	74,048.00
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	28.55	30.73	31.96	33.23	34.22	34.93	35.60
Daily	228.40	245.84	255.68	265.84	273.76	279.44	284.80
Monthly	4,948.67	5,326.53	5,539.73	5,759.87	5,931.47	6,054.53	6,170.67
Annual	59,384.00	63,918.40	66,476.80	69,118.40	71,177.60	72,654.40	74,048.00

Grounds

Salary Grid Effective September 1, 2010 to January 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	22.88	24.61	25.64	26.62	27.46	28.01	28.54
Daily	183.04	196.88	205.12	212.96	219.68	224.08	228.32
Monthly	3,965.87	4,265.73	4,444.27	4,614.13	4,759.73	4,855.07	4,946.93
Annual	47,590.40	51,188.80	53,331.20	55,369.60	57,116.80	58,260.80	59,363.20
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	23.20	24.96	26.00	27.00	27.85	28.41	28.95
Daily	185.60	199.68	208.00	216.00	222.80	227.28	231.60
Monthly	4,021.33	4,326.40	4,506.67	4,680.00	4,827.33	4,924.40	5,018.00
Annual	48,256.00	51,916.80	54,080.00	56,160.00	57,928.00	59,092.80	60,216.00
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Hourly	23.20	24.96	26.00	27.00	27.85	28.41	28.95
Daily	185.60	199.68	208.00	216.00	222.80	227.28	231.60
Monthly	4,021.33	4,326.40	4,506.67	4,680.00	4,827.33	4,924.40	5,018.00
Annual	48,256.00	51,916.80	54,080.00	56,160.00	57,928.00	59,092.80	60,216.00

Casual Worker (under 18 years of age)			
Salary Grid Effective September 1, 2010 to January 31, 2011			
Base	16.57		
Vaction Pay	0.66		
Hourly	17.23		
Daily	137.84		
Monthly	2,986.53		
Annual	35,838.40		
Salary Grid Effective February 1, 2011 to August 31, 2011			
Base	16.81		
Vaction Pay	0.67		
Hourly	17.48		
Daily	139.84		
Monthly	3,029.87		
Annual	36,358.40		
Salary Grid Effective September 1, 2011 to August 31, 2012			
Base	16.81		
Vaction Pay	0.67		
Hourly	17.48		
Daily	139.84		
Monthly	3,029.87		
Annual	36,358.40		

The grids for Maintenance Services are based on 40 hours per week, 12 months per year.

Vacation will be based upon Part 9, 9.3.1. The annual salary includes Vacation Pay as well as pay for the following General (Statutory) Holiday days:

- New Year's Day,
- Family Day,
- Good Friday,
- Easter Monday,
- Victoria Day,
- Labour Day,
- Thanksgiving Day,
- Remembrance Day,
- Christmas Day,
- Boxing Day, and
- Any other day duly proclaimed as a Provincial or National Holiday.

If any of the above days fall on a non-working day, a day off in lieu will be provided.

Persons on these grids will be considered a 12 month employee.

TEACHER ASSISTANT GRID

Salary Grids Effective September 1, 2010 to August 31, 2012

Teacher Assistant Level 1							
Category A	Salary Grid Effective September 1, 2010 to January 31, 2011						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	16.79	17.56	18.32	19.15	20.08	20.98	21.95
Education Allowance							
Vacation Pay	0.67	0.70	0.90	0.94	1.39	1.93	2.02
Total Hourly	17.46	18.26	19.22	20.09	21.47	22.91	23.97
Daily	113.49	118.69	124.93	130.59	139.56	148.92	155.81
Monthly	2,033.36	2,126.53	2,238.33	2,339.65	2,500.36	2,668.06	2,791.51
Annual	24,400.35	25,518.35	26,859.95	28,075.78	30,004.33	32,016.73	33,498.08
	Salary Grid Effective February 1, 2011 to August 31, 2011						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.03	17.81	18.58	19.42	20.37	21.28	22.26
Education Allowance							
Vacation Pay	0.68	0.71	0.91	0.95	1.41	1.96	2.05
Total Hourly	17.71	18.52	19.49	20.37	21.78	23.24	24.31
Daily	115.12	120.38	126.69	132.41	141.57	151.06	158.02
Monthly	2,062.48	2,156.81	2,269.77	2,372.26	2,536.46	2,706.49	2,831.10
Annual	24,749.73	25,881.70	27,237.28	28,467.08	30,437.55	32,477.90	33,973.23
	Salary Grid Effective September 1, 2011 to August 31, 2012						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.03	17.81	18.58	19.42	20.37	21.28	22.26
Education Allowance							
Vacation Pay	0.68	0.71	0.91	0.95	1.41	1.96	2.05
Total Hourly	17.71	18.52	19.49	20.37	21.78	23.24	24.31
Daily	115.12	120.38	126.69	132.41	141.57	151.06	158.02
Monthly	2,062.48	2,156.81	2,269.77	2,372.26	2,536.46	2,706.49	2,831.10
Annual	24,749.73	25,881.70	27,237.28	28,467.08	30,437.55	32,477.90	33,973.23

Category B		Teacher Assistant Level 2						
		Salary Grid Effective September 1, 2010 to January 31, 2011						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
	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	
Base	16.79	17.56	18.32	19.15	20.08	20.98	21.95	
Education Allowance	0.36	0.36	0.36	0.36	0.36	0.36	0.36	
Vacation Pay	0.69	0.72	0.92	0.96	1.41	1.96	2.05	
Total Hourly	17.84	18.64	19.60	20.47	21.85	23.30	24.36	
Daily	115.96	121.16	127.40	133.06	142.03	151.45	158.34	
Monthly	2,077.62	2,170.78	2,282.58	2,383.90	2,544.62	2,713.48	2,836.93	
Annual	24,931.40	26,049.40	27,391.00	28,606.83	30,535.38	32,561.75	34,043.10	
Salary Grid Effective February 1, 2011 to August 31, 2011								
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
	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	
Base	17.03	17.81	18.58	19.42	20.37	21.28	22.26	
Education Allowance	0.36	0.36	0.36	0.36	0.36	0.36	0.36	
Vacation Pay	0.70	0.73	0.93	0.97	1.43	1.99	2.08	
Total Hourly	18.09	18.90	19.87	20.75	22.16	23.63	24.70	
Daily	117.59	122.85	129.16	134.88	144.04	153.60	160.55	
Monthly	2,106.73	2,201.06	2,314.03	2,416.51	2,580.72	2,751.91	2,876.52	
Annual	25,280.78	26,412.75	27,768.33	28,998.13	30,968.60	33,022.93	34,518.25	
Salary Grid Effective September 1, 2011 to August 31, 2012								
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
	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	
Base	17.03	17.81	18.58	19.42	20.37	21.28	22.26	
Education Allowance	0.36	0.36	0.36	0.36	0.36	0.36	0.36	
Vacation Pay	0.70	0.73	0.93	0.97	1.43	1.99	2.08	
Total Hourly	18.09	18.90	19.87	20.75	22.16	23.63	24.70	
Daily	117.59	122.85	129.16	134.88	144.04	153.60	160.55	
Monthly	2,106.73	2,201.06	2,314.03	2,416.51	2,580.72	2,751.91	2,876.52	
Annual	25,280.78	26,412.75	27,768.33	28,998.13	30,968.60	33,022.93	34,518.25	

Category C	Teacher Assistant Level 3						
	Salary Grid Effective September 1, 2010 to January 31, 2011						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	16.79	17.56	18.32	19.15	20.08	20.98	21.95
Education Allowance	0.72	0.72	0.72	0.72	0.72	0.72	0.72
Vacation Pay	0.70	0.73	0.93	0.97	1.44	2.00	2.09
Total Hourly	18.21	19.01	19.97	20.84	22.24	23.70	24.76
Daily	118.37	123.57	129.81	135.46	144.56	154.05	160.94
Monthly	2,120.71	2,213.87	2,325.67	2,426.99	2,590.03	2,760.06	2,883.51
Annual	25,448.48	26,566.48	27,908.08	29,123.90	31,080.40	33,120.75	34,602.10
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.03	17.81	18.58	19.42	20.37	21.28	22.26
Education Allowance	0.72	0.72	0.72	0.72	0.72	0.72	0.72
Vacation Pay	0.71	0.74	0.95	0.99	1.46	2.02	2.11
Total Hourly	18.46	19.27	20.25	21.13	22.55	24.02	25.09
Daily	119.99	125.26	131.63	137.35	146.58	156.13	163.09
Monthly	2,149.82	2,244.15	2,358.28	2,460.77	2,626.14	2,797.33	2,921.94
Annual	25,797.85	26,929.83	28,299.38	29,529.18	31,513.63	33,567.95	35,063.28
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.03	17.81	18.58	19.42	20.37	21.28	22.26
Education Allowance	0.72	0.72	0.72	0.72	0.72	0.72	0.72
Vacation Pay	0.71	0.74	0.95	0.99	1.46	2.02	2.11
Total Hourly	18.46	19.27	20.25	21.13	22.55	24.02	25.09
Daily	119.99	125.26	131.63	137.35	146.58	156.13	163.09
Monthly	2,149.82	2,244.15	2,358.28	2,460.77	2,626.14	2,797.33	2,921.94
Annual	25,797.85	26,929.83	28,299.38	29,529.18	31,513.63	33,567.95	35,063.28

Persons hired in Category A, B and C shall work 6.5 hours per day, 5 days per week for the duration of the school year, with the exception of the 2 P/T lieu days, and 1 In-Service Day.

For salary deduction purposes, 1/215th will be the factor used.

The salary will be paid in 12 equal monthly payments.

Persons on these grids will be considered 10-month employees.

The annual salary includes Vacation Pay as well as pay for the following General (Statutory) Holiday days:

- New Year's Day,
- Family Day,
- Good Friday,
- Easter Monday,
- Victoria Day,
- Labour Day,
- Thanksgiving Day,
- Remembrance Day,
- Christmas Day,
- Boxing Day, and
- Any other day duly proclaimed as a Provincial or National Holiday.

In addition, the annual salary includes days off with pay for the Easter and Christmas school vacation periods.

Above rates include education allowance of \$500.00 per year for Category B and \$1,000 per year for Category C.

FIRST NATIONS METIS INUIT (FNMI) COUNSELLOR GRID

Salary Grids Effective September 1, 2010 to August 31, 2012

FNMI Counsellor Level 1							
Salary Grid Effective September 1, 2010 to January 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	16.79	17.56	18.32	19.15	20.08	20.98	21.95
Education Allowance							
Vacation Pay	0.67	0.70	0.90	0.94	1.39	1.93	2.02
Total Hourly	17.46	18.26	19.22	20.09	21.47	22.91	23.97
Daily	122.22	127.82	134.54	140.63	150.29	160.37	167.79
Monthly	2,210.15	2,311.41	2,432.93	2,543.06	2,717.74	2,900.02	3,034.20
Annual	26,521.74	27,736.94	29,195.18	30,516.71	32,612.93	34,800.29	36,410.43
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.03	17.81	18.58	19.42	20.37	21.28	22.26
Education Allowance							
Vacation Pay	0.68	0.71	0.91	0.95	1.41	1.96	2.05
Total Hourly	17.71	18.52	19.49	20.37	21.78	23.24	24.31
Daily	123.97	129.64	136.43	142.59	152.46	162.68	170.17
Monthly	2,241.79	2,344.32	2,467.11	2,578.50	2,756.99	2,941.80	3,077.24
Annual	26,901.49	28,131.88	29,605.31	30,942.03	33,083.82	35,301.56	36,926.89
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.03	17.81	18.58	19.42	20.37	21.28	22.26
Education Allowance							
Vacation Pay	0.68	0.71	0.91	0.95	1.41	1.96	2.05
Total Hourly	17.71	18.52	19.49	20.37	21.78	23.24	24.31
Daily	123.97	129.64	136.43	142.59	152.46	162.68	170.17
Monthly	2,241.79	2,344.32	2,467.11	2,578.50	2,756.99	2,941.80	3,077.24
Annual	26,901.49	28,131.88	29,605.31	30,942.03	33,083.82	35,301.56	36,926.89

Category B	FNMI Counsellor Level 2							
	Salary Grid Effective September 1, 2010 to January 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
	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	
Base	16.79	17.56	18.32	19.15	20.08	20.98	21.95	
Education Allowance	0.36	0.36	0.36	0.36	0.36	0.36	0.36	
Vacation Pay	0.69	0.72	0.92	0.96	1.41	1.96	2.05	
Total Hourly	17.84	18.64	19.60	20.47	21.85	23.30	24.36	
Daily	124.88	130.48	137.20	143.29	152.95	163.10	170.52	
Monthly	2,258.25	2,359.51	2,481.03	2,591.16	2,765.85	2,949.39	3,083.57	
Annual	27,098.96	28,314.16	29,772.40	31,093.93	33,190.15	35,392.70	37,002.84	
Salary Grid Effective February 1, 2011 to August 31, 2011								
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
	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	
Base	17.03	17.81	18.58	19.42	20.37	21.28	22.26	
Education Allowance	0.36	0.36	0.36	0.36	0.36	0.36	0.36	
Vacation Pay	0.70	0.73	0.93	0.97	1.43	1.99	2.08	
Total Hourly	18.09	18.90	19.87	20.75	22.16	23.63	24.70	
Daily	126.63	132.30	139.09	145.25	155.12	165.41	172.90	
Monthly	2,289.89	2,392.43	2,515.21	2,626.60	2,805.09	2,991.16	3,126.61	
Annual	27,478.71	28,709.10	30,182.53	31,519.25	33,661.04	35,893.97	37,519.30	
Salary Grid Effective September 1, 2011 to August 31, 2012								
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
	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	
Base	17.03	17.81	18.58	19.42	20.37	21.28	22.26	
Education Allowance	0.36	0.36	0.36	0.36	0.36	0.36	0.36	
Vacation Pay	0.70	0.73	0.93	0.97	1.43	1.99	2.08	
Total Hourly	18.09	18.90	19.87	20.75	22.16	23.63	24.70	
Daily	126.63	132.30	139.09	145.25	155.12	165.41	172.90	
Monthly	2,289.89	2,392.43	2,515.21	2,626.60	2,805.09	2,991.16	3,126.61	
Annual	27,478.71	28,709.10	30,182.53	31,519.25	33,661.04	35,893.97	37,519.30	

Category C	FNMI Counsellor Level 3						
	Salary Grid Effective September 1, 2010 to January 31, 2011						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	16.79	17.56	18.32	19.15	20.08	20.98	21.95
Education Allowance	0.72	0.72	0.72	0.72	0.72	0.72	0.72
Vacation Pay	0.70	0.73	0.93	0.97	1.44	2.00	2.09
Total Hourly	18.21	19.01	19.97	20.84	22.24	23.70	24.76
Daily	127.47	133.07	139.79	145.88	155.68	165.90	173.32
Monthly	2,305.08	2,406.35	2,527.87	2,638.00	2,815.21	3,000.03	3,134.20
Annual	27,660.99	28,876.19	30,334.43	31,655.96	33,782.56	36,000.30	37,610.44
Salary Grid Effective February 1, 2011 to August 31, 2011							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.03	17.81	18.58	19.42	20.37	21.28	22.26
Education Allowance	0.72	0.72	0.72	0.72	0.72	0.72	0.72
Vacation Pay	0.71	0.74	0.95	0.99	1.46	2.02	2.11
Total Hourly	18.46	19.27	20.25	21.13	22.55	24.02	25.09
Daily	129.22	134.89	141.75	147.91	157.85	168.14	175.63
Monthly	2,336.73	2,439.26	2,563.31	2,674.71	2,854.45	3,040.53	3,175.98
Annual	28,040.74	29,271.13	30,759.75	32,096.47	34,253.45	36,486.38	38,111.71
Salary Grid Effective September 1, 2011 to August 31, 2012							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	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
Base	17.03	17.81	18.58	19.42	20.37	21.28	22.26
Education Allowance	0.72	0.72	0.72	0.72	0.72	0.72	0.72
Vacation Pay	0.71	0.74	0.95	0.99	1.46	2.02	2.11
Total Hourly	18.46	19.27	20.25	21.13	22.55	24.02	25.09
Daily	129.22	134.89	141.75	147.91	157.85	168.14	175.63
Monthly	2,336.73	2,439.26	2,563.31	2,674.71	2,854.45	3,040.53	3,175.98
Annual	28,040.74	29,271.13	30,759.75	32,096.47	34,253.45	36,486.38	38,111.71

Persons hired on this grid will work 7 hours per day, 5 days per week for the duration of the school year. The salary will be paid in 12 equal monthly payments. For salary deduction purposes, 1/217th will be the factor. Persons on this grid will be considered 10-month employees.

The annual salary includes Vacation Pay as well as pay for the following General (Statutory) Holiday days:

- New Year's Day,
- Family Day,
- Good Friday,
- Easter Monday,
- Victoria Day,
- Labour Day,
- Thanksgiving Day,
- Remembrance Day,
- Christmas Day,
- Boxing Day, and
- Any other day duly proclaimed as a Provincial or National Holiday.

In addition, the annual salary includes days off with pay for the Easter and Christmas school vacation periods.

**LETTER OF UNDERSTANDING
PERMANENT TEACHER ASSISTANTS**

Between:

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")

The Board agrees to maintain sixty (60) permanent Teacher Assistant position (head count) during the term of the 2010/2011 to 2012/13 collective agreement. The sixty positions shall include both permanent full- and part-time positions.

Any permanent status held by a Teacher Assistant on Extended Disability Benefit (EDB) for five (5) consecutive years will be made available for another Teacher Assistant to gain permanent status.

This letter of understanding shall expire on August 31, 2013.

IN WITNESS WHEREOF the parties have executed this Letter of Understanding this 29 day of June, 2011.

**Grande Prairie Public School District
#2357 Employees' Association**

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




President



Bargaining Committee Chair



Chairperson
Employees' Negotiating Committee



Associate Superintendent – Business Services

**LETTER OF UNDERSTANDING
GRANDE PRAIRIE COMPOSITE HIGH SCHOOL FAST FRIDAYS**

Between:

Grande Prairie Public School District #2357
(hereinafter called "The Board")

- and -

Grande Prairie Public School District #2357 Employees' Association
(hereinafter called "The Association")

1. Administrative Assistants, Cooks, Library Technicians and Teacher Assistants at the Composite High School work longer hours Monday – Thursday so they may leave earlier on Fridays.
2. Administrative Assistants , Cooks, Library Technicians and Teacher Assistants at the Composite High School shall be deducted the average daily working hours from the applicable leave bank (or from salary if absence is Leave Without Pay) whether he/she is absent on a Monday or a Friday.
3. The calculation for average daily working hours is:

$$\text{Scheduled Total Weekly Hours} \div 5 \text{ Scheduled Working Days}$$


4. Administrative Assistants , Cooks, Library Technicians and Teacher Assistants at the Composite High School will not be required to make up time elsewhere if they are absent Monday – Thursday and the District will not owe them time if they are absent on a Friday.
5. Administrative Assistants, Cooks, Library Technicians and Teacher Assistants are not required to keep time sheets.

This "Letter of Understanding" shall expire on August 31, 2013.

IN WITNESS WHEREOF the parties have executed this Letter of Understanding this 29 day of June, 2011.

**Grande Prairie Public School District
#2357 Employees' Association**


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




President



Bargaining Committee Chair



Chairperson
Employees' Negotiating Committee



Associate Superintendent – Business Services

**LETTER OF UNDERSTANDING
10 MONTH EMPLOYEE WORK YEAR**

Between:

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 the Board and the Association have discussed the structure of the Salary Grids for the following 10 month employees: Administrative Assistants, Library Technicians, and Teacher Assistants;

AND WHERE the parties have agreed to change the application of the collective agreement during the term of the ratified collective agreement;

NOWHEREFORE the parties agree to amend the Salary Grids as followed:

1. The maximum number of days worked per school year shall be:

Administrative Assistants	=	206 days
Library Technicians	=	198 days
Teacher Assistants	=	195 days

2. During the term of the collective agreement the following clauses contained on the Salary Grids shall be amended accordingly:

Clerical Grid:

Persons hired under Categories A, B, C will work 7 hours per day, 5 days per week for the entire school year, ~~plus 8 working days prior to the first "teacher start" day.~~ Days worked shall not exceed the maximum number of days contained in this Letter of Understanding. For salary deduction purposes, Categories A, B, C, 1/225th will be the factor used.

Persons hired under Category D will work 7 hours per day, 5 days per week for the duration of the school year. Days worked shall not exceed the maximum number of days contained in this Letter of Understanding. For salary deduction purposes, Category D, 1/217th will be the factor.

Teacher Assistant Grid:


Persons hired in Category A, B, and C shall work 6.5 hours per day, 5 days per week for the duration of the school year, with the exception of the 2 P/T lieu days, and 1 In-Service Day. Days worked shall not exceed the maximum number of days contained in this Letter of Understanding. For salary deduction purposes, 1/215th will be the factor used.

3. It is agreed that the work day assignment for the 2009/10 and 2010/11 school year exceeds the maximum number of work days contained in this Letter of Understanding for permanent Teacher Assistants by one working day each year. To resolve this anomaly, each permanent Teacher Assistant shall be provided one flexible leave day off before June 28, 2011 and shall take June 29, 2011 off, without any corresponding salary deduction. The school Principal shall advise the affected employees which flexible leave day shall be taken.
4. This letter of understanding shall expire on August 31, 2013.


IN WITNESS WHEREOF the parties have executed this Letter of Understanding this 29 day of June, 2011.

**Grande Prairie Public School District
#2357 Employees' Association**

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




President



Bargaining Committee Chair



Chairperson
Employees' Negotiating Committee



Associate Superintendent – Business Services

**LETTER OF UNDERSTANDING
ALBERTA SCHOOL EMPLOYEE BENEFITS PLAN**

Between:

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")

WHERE AS clause 13.2 – Alberta School Employee Benefit Plan establishes the process and conditions for which the Board must follow if they wish to leave the Alberta School Employee Benefits Plan (ASEBP);

AND WHEREAS the parties agree that any cost savings realized in changing benefit carriers should be shared between the Board and the employees covered by the Agreement.

NOWTHEREFORE the parties agree to conduct a formal review based on the current language contained in clause 13.2 of the Collective Agreement and as follows:

Benefits Review

1. The Board and Association shall establish a review committee comprised of three members from the Board and six members from the Association.
2. The Board shall hire and pay the costs of an external consultant to guide the review committee through the benefits review. The consultant shall prepare for distribution a final report outlining any anticipated cost savings.
3. The Board and the Association shall establish a Steering Committee to monitor benefit usage and recommend to the bargaining table any future benefit enhancements. The Steering Committee shall review overall benefit usage annually and report said results to the Board. The Health Spending Account herein contained shall be adjusted based on future benefit usage through subsequent collective bargaining.

Health Spending Account

1. Should the Board determine that benefits coverage can be obtained through an alternate carrier for significant cost savings, and elects to proceed with the change to realize the cost savings, the Board shall do so effective September 01, 2012.

2. If the Board proceeds with the benefit carrier change to realize the cost savings, the Board shall contribute two-thirds (66.6%) of the cost savings to fund a Health Spending Account for Association members. Individual member benefit will be determined by dividing the total board contribution to the Health Spending Account by the member head-count as of June 30, 2012.
3. The Health Spending Account will be for the use of the employee, his/her spouse and dependents. Contribution shall be provided on a quarterly entitlement basis with 25% of the annual contribution being contributed each and every subsequent quarter (November 30th, February 28th, May 31st, and August 31st). A Health Spending Account shall be established for all employees who are entitled to employee benefits under the collective agreement.
4. The unused balance will be carried forward to the extent permitted by the Canada Revenue Agency (CRA). Employees leaving the employ of the Board for any reason will forfeit any remaining balance in accordance with CRA regulations.

This letter of understanding shall expire on August 31, 2013.

IN WITNESS WHEREOF the parties have executed this Letter of Understanding this 29 day of June, 2011.

**Grande Prairie Public School District
#2357 Employees' Association**

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



President



Bargaining Committee Chair



Chairperson
Employees' Negotiating Committee



Associate Superintendent – Business Services