

SOURCE	Co.
EFF.	980901
TERM.	990831
No. OF EMPLOYEES	170
NOMBRE D'EMPLOYÉS	170

**PEACE RIVER  
SUPPORT STAFF ASSOCIATION**

**SUPPORT STAFF COLLECTIVE  
AGREEMENT**

**SEPTEMBER, 1, 1998 TO AUGUST 31, 1999**

10/1/98

11710(02)

**COLLECTIVE AGREEMENT**

THIS AGREEMENT is made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 1998 pursuant to The Labour Act.

BETWEEN

THE BOARD OF TRUSTEES OF THE  
PEACE RIVER SCHOOL DIVISION NO. 10  
(Hereinafter called the "Board")

OF THE FIRST PART

AND

THE PEACE RIVER SUPPORT STAFF ASSOCIATION  
(Hereinafter called the "Association")

OF THE SECOND PART.

WHEREAS, non-instructional personnel of the Board are to be included as members of the Association under the provisions of the Labour Relations Code; and

WHEREAS the Board has recognized the Association as the sole official bargaining agent acting on behalf of the 'Employees.

NOW THEREFORE THIS AGREEMENT WITNESSETH:

**ARTICLE 1 TERM**

- 1.1 This agreement will become effective September 1, 1998 and shall remain in force and effect up to and including August 31, 1999 or until varied by collective bargaining as herein provided for.
- 1.2 All provisions of this agreement shall be applicable to the entire term of this agreement notwithstanding its execution date.
- 1.3 This agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing.
- 1.4 Not less than sixty (60) days nor more than one hundred and twenty (120) days prior to the termination of this Agreement either party may give to the other party a notice in writing of its intention to commence collective bargaining. Such notice shall contain particulars of all amendments which the party serving notice wishes to consider during collective bargaining. At the first meeting between the

parties following notice, the party receiving notice shall give notice of all amendments it seeks.

- 1.5 The parties will meet within thirty (30) days of receipt of the notice to bargain.

## **ARTICLE 2- RECOGNITION AND COVERAGE OF AGREEMENT**

- 2.1 The Board hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described in 2.2 and the Association recognizes the responsibility of representing the interest of all such employees.
- 2.2 The bargaining unit to which this agreement is applicable is as follows: teacher assistants, ECS teacher assistants, special needs assistants, librarians, school clerical, maintenance and transportation clerical, maintenance and transportation personnel, caretakers, courier, cooks and cook's helpers that are permanent full-time or part-time appointments.
- 2.2.1. Excluded from this agreement are Superintendent of Schools, Deputy-Superintendent of Schools, Secretary-Treasurer, all Central Office clerical staff) Regional Resource Centre staff, Instructional Materials Center staff, school based technical support staff, Managers/ Supervisors of Transportation and Maintenance, Foreman of Transportation and Maintenance, bus drivers, School Councilor, Childrens Services Workers, STEP students and any other position where a valid Alberta Teaching certificate is a condition of employment.

## **ARTICLE 3 - RIGHTS OF THE EMPLOYER**

- 3.1 The Board retains those rights of management not specifically limited by the express terms of this agreement.
- 3.2 The Employer shall not discriminate against any member of the Association, or intimidate or coerce because the member
- 3.2.1 has testified or otherwise participated in or may testify or otherwise participate in a proceeding authorized or permitted under this collective agreement or in a proceeding under the Labour Relations Act,
- 3.2.2 has made or is about to make a disclosure that the member may be required to make in a proceeding authorized or permitted under this collective agreement or in a proceeding under the Labour Relations Act, or
- 3.2.3 has made: an application or filed a complaint under the Labour Relations Act.

#### **ARTICLE 4 - TASK ASSIGNMENTS**

- 4.1 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.

#### **ARTICLE 5 - HOURS OF WORK (Also See Schedules I, II, III, IV & V)**

- 5.1 Each employee is required to record his/her attendance, indicating all periods of absence and reasons for absence on the prescribed form; this form, signed by the supervisor, is to be submitted to the Central Office at the end of every pay period.

#### **ARTICLE 6 - OVERTIME**

- 6.1. 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. An employee who is required to work excess hours (which are pre-authorized by their immediate supervisor) shall be treated in compliance with the Employment Standard Code respecting overtime.

#### **ARTICLE 7 - GENERAL HOLIDAYS**

- 7.1 Employees shall be entitled to General holidays as per Alberta Regulations governing General holidays.
- 7.2 Other holidays with pay, may be granted at the discretion of the Board from time to time.

#### **ARTICLE 8 - PERSONAL AND SICK LEAVES OF ABSENCE**

- 8.1 Leave of Absence without pay and benefits will be granted at the discretion of the Board,
- 8.2 Sick leave will be granted to an employee for the purpose of obtaining necessary medical or dental treatment or because of accident, sickness or disability. Sick leave with pay shall be granted to a maximum of that employee's accumulated sick leave at the beginning of the school year plus the employee's unused entitlement for the current school year.

- 8.3 Unused sick leave of all employees shall accumulate at the completion of each complete year of service with the board to the credit of the employee to a maximum of ninety (90) calendar days.
- 8.4 Deduction from salary for unpaid leaves of absences of up to 15 consecutive days shall be as follows:  
For 12 month employees 1/260 of annual salary per day, for every day of absence;  
For 10 month employees 1/200 of annual salary per day, for every day of absence;  
For school secretaries, office managers and school librarians, 1/205 of annual salary per day, for every day of absence.
- 8.5 Sick leave shall be earned on the basis of two days per month of employment excluding probationary periods.
- 8.6 **An** employee who is absent from duties to obtain necessary medical or dental treatment or because of accident disability or sickness for a period of more than two (2) working days per month shall be required to present a medical certificate within one month of resuming normal duties.
- 8.7 When an employee's tenure of employment is terminated by the Board and when the terminated employee is not rehired by the Board within one hundred twenty (120) calendar days, all accumulated sick leave shall be cancelled. When an employee leaves the employment of the Board voluntarily, accumulated sick leave is cancelled immediately.

#### **ARTICLE 9 - PAID VACATION & VACATION PAY**

- 9.1 Twelve month employees
- 9.1.1 After one year of continuous service, employees shall be entitled to paid annual vacations.
- 9.1.2 For all employees working on a twelve month basis, the length of vacation shall be as follows:
- 1-3 years continuous employment: 2 weeks
  - 4-8 years continuous employment: 3 weeks
  - 9-15 years continuous employment: 4 weeks
  - 16-25 years continuous employment: 5 weeks
  - 25+ years continuous employment: 6 weeks

9.1.3 An extended leave: of absence without pay shall not interrupt continuous employment statu!;. However, the leave shall not be counted as time worked for vacation purposes.

9.1.4 All paid vacation leave must be taken within the 12 month period of the yearly entitlement.

9.1.5 Paid vacation leave shall not be banked from one period to another.

9.1.6 Although an attempt will be made to accommodate employees' wishes as to when they want their vacation, it remains the employer's right to schedule vacations to suit the operational needs of the Division.

## 9.2. Other Employees

9.2.1 Vacation pay in lieu of holidays shall be paid monthly.

9.2.2 Employees who terminate employment shall receive any vacation pay entitlement due at the time of termination.

9.2.3 All other employees shall receive vacation pay in lieu of holidays at the following rate:

1-3 years continuous employment: 4% gross salary

4-8 years continuous employment: 6% gross salary

9-15 years continuous employment: 8% gross salary

16-25 years continuous employment: 10% gross salary

25+ years; continuous employment: 12% gross salary

Continuous employment is not affected by the length of the **work** day or the hours worked per week.

## **ARTICLE 10 - PROBATIONARY PERIOD**

10.1 Each new employee shall serve a 90 calendar day probationary period before being eligible for the Sick Leave provisions, the Maintenance of Membership provisions, or the Benefits provisions of this agreement. At the conclusion of the 90 day probationary period the terms of the entire agreement shall apply.

## **ARTICLE 11 - PLACEMENT PROCEDURE**

11.1 Simultaneous to media advertising, a notice of intention to fill any job position, be it regular or temporary, or copy of the advertisement, in any position defined under Article 2.2, of the Agreement, shall be posted on staff bulletin boards

during the school year. During the months of July & August notices will be mailed to all Association members.

## ARTICLE 12 - GRIEVANCE PROCEDURE

12.1 The following grievance procedure is in accordance with the requirements of the Labour Relations Code, and provides for the peaceful settlement of any differences arising from the interpretation, application or operation of this agreement, including any question as to whether the differences are arbitrable, and shall be dealt with as follows:

12.1.1. Such grievance shall first be discussed by the aggrieved within 15 days from the date of the incident giving rise to the grievance, or from the date the aggrieved first had knowledge of the incident, whichever is later, with the Secretary-Treasurer of the Board, either directly or through the Peace River Support Staff Association, with the objective of resolving the matter informally.

12.1.2. If the aggrieved is not satisfied with the disposition of the grievance or if no decision has been rendered within ten days after the presentation of the grievance to the Secretary-Treasurer, the aggrieved shall file the grievance in writing to the Secretary-Treasurer of the Board and the Secretary of the Peace River Support Staff Association. Such written submission shall be made within 15 days after the grievance was first presented. Such submission shall set out particulars regarding the nature of the grievance, the articles of this agreement which is alleged to have been violated, and the remedy sought.

12.1.3. In the event the grievance is not settled within fifteen (15) days from the date of the submission in accordance with 12.1.2, then within a further period of five (5) days the grievance shall be referred in writing to the Grievance Committee.

- a) Such Grievance Committee shall consist of two (2) representatives of the Association and two (2) representatives of the Board.
- b) This Grievance Committee shall meet and endeavor to resolve the grievance and shall render its decision within fifteen (15) days following the receipt of the submission to the Grievance Committee.
- c) If the majority of the Grievance Committee reaches a decision as to the disposition of the grievance, that decision shall be final and binding on both parties. A majority decision shall be the decision of three (3) members of the Grievance Committee.

12.1.4 In the event the Grievance Committee does not render its decision within fifteen (15) days following receipt of the submission, or in the event that the Committee does not reach a majority or unanimous decision within the said time limitation, then either party may by written notice to the other party require the establishment of an arbitration board as hereinafter provided.

- a) Such notice must be given within ten (10) days after the date of the Grievance Committee decision or the date of the fifteen (15) day time limitation in 12.1.3 expires, whichever is the shorter period.
- b) Concurrently with the notice by the party requiring the establishment of an arbitration board, the party shall name its nominee to the Board, and the recipient of the notice shall within five (5) days of receipt inform the other party of its nominee to the Board.
- c) The two (2) nominees so appointed shall within five (5) days of the appointment of the second of them, appoint a third person who shall be Chairperson of the arbitration board. In the event of failure to agree on the appointment of a Chairperson, any party may request the Minister of Labour to make the necessary appointments.

12.1.5. The arbitration board shall hear and determine the grievance and shall issue an award in writing not later than fifteen (15) days after commencement of the hearings. The time period may be extended by the written consent of the parties.

- a) Such award shall be: final and binding upon the parties and any employee affected by it.
- b) The decision of a majority of the arbitration board is the award of the board, but where there is no majority (or unanimity) the decision of the Chairperson governs and shall be deemed to be the award of the board.
- c) The arbitration board by its decision shall not alter, amend or change the terms of this agreement.
- d) Each party to the grievance shall bear in equal proportions the expense of the Chairperson.



- e) All the time limitations in this article shall be exclusive of Saturdays, Sundays and other holidays.

12.2 The purpose of this Grievance procedure is to ensure the Grievance is processed in an expeditious manner. Therefore, compliance with the provisions is mandatory. In the event that a party fails to take the necessary action within the time limits specified (except in respect of appointing persons to an arbitration board), the grievance shall be considered abandoned.

12.3 If the respondent fails to comply with the provisions the grievance may be processed to the next step. If the grievor fails to comply with the provisions, the grievance shall be considered abandoned.

12.4 Any of the time limits contained in this Article may be extended by the mutual consent of the parties.

### **ARTICLE 13 - SALARY SCHEDULE REFERENCE**

13.1 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.

13.2 If the employee commences on or before the fifth (5th) working day of the month, salary adjustments and benefits become effective the first (1st) day of the fourth (4th) pay period, following the date of employment.

13.3 If the employee commences on the sixth (6th) working day of the month, or later, salary adjustments and benefits will be effective the first (1st) day of the fifth (5th) pay period following the date of employment.

13.4 a) The adjustment date for change in the number of increments shall be at the beginning of the school year or February 1.

b) No employee shall receive more than one experience increment in any one school year.

13.5 A part time employee (ECS Teaching Assistant, Teaching Assistants, Caretakers, Stenos, Librarians) must be actively employed for a total of 150 full time equivalent days since they last received an increment to qualify for an increment.

13.6 An experience increment shall be gained by an employee under contract and actively employed 150 full time equivalent days within a period of three consecutive employment years.

13.7 An experience increment gained will be applied on the next employment year following the employment year in which the 150 full time equivalent days were accumulated. The unused portion of the accumulated hours over and above the 150 full time equivalent days will be credited to the next increment.

13.8 Notwithstanding Article 13.6, Employees are entitled to only one experience increment per employment year.

(Employment year in Articles 13.4, 13.5, 13.6, & 13.7 shall mean anniversary date of employment)

13.9 Extended leaves of absence shall not be counted as time worked for incremental purposes.

**ARTICLE 14 - BENEFITS (See Schedule I, II, III, IV & V**

14.1 Effective the first month after ratification of this agreement the Board shall contribute to a medical plan in accordance with Schedule I, II, III, IV, & V.

14.2 Except as set out in Schedules I, II and V, employees employed less than full time shall receive premium contributions prorated based on the full time equivalency rate applicable to that category. (At no time shall the Board's contributions exceed the premium payable).

14.3 Subject to the master policies of the insurance plan, membership in all plans listed shall be a condition of employment for support staff working .5 fte or greater and is not available for any support staff working less than .5 fte. An employee may waive participation in the plan by stating she/he has coverage through her/his spouse and filling out a waiver card to that effect.

**ARTICLE 15 - LIAISON COMMITTEE:**

15.1 There shall be a committee consisting of three representatives of the Association and three representatives of the Employer known as the Liaison committee. The committee shall meet at least three times during the school year to discuss matters of mutual interest and concern.

**ARTICLE 16 - NORTHERN TRAVEL BENEFIT**

16.1 Provided that all requirements of Revenue Canada have been met, for the purposes of this agreement, \$3,000.00 (or such maximum amount allowed by Revenue Canada) of the annual salary as set out by this Agreement shall be considered to be a Travel Assistance Benefit paid in a designated area as defined by Revenue Canada and shall be indicated as such in the appropriate box on the

Annual T4 slip. The provision of this benefit shall in no fashion add to the cost of salary or benefits to the employer.

**ARTICLE 17 - MAINTENANCE OF MEMBERSHIP**

- 17.1 All employees covered by this agreement shall be required to pay Association dues. The Board shall make known to all prospective employees the existence of the Association.
- 17.2 The Association shall advise the Board in writing of any change in the amounts of dues to be collected by the Association from the employees covered by this agreement. Such notice shall be communicated to the Board at least thirty (30) days prior to the effective date of the change.
- 17.3 The Board, as directed by the Association in writing, shall deduct the amount of the Association dues from the pay of all employees covered by this agreement. The deductions remitted shall be accompanied by particulars identifying each employee by name and classification and if a new employee, showing starting date of employment.

IN WITNESS WHEREOF the parties have executed this Agreement this \_\_\_\_\_ day

of \_\_\_\_\_, 19 \_\_\_\_.

**THE PEACE RIVER SUPPORT STAFF ASSOCIATION**

\_\_\_\_\_  
per: President

\_\_\_\_\_  
per: Chairperson  
Employees' Negotiating Committee

**THE BOARD OF TRUSTEES OF THE PEACE RIVER SCHOOL, DIVISION NO. 10**

\_\_\_\_\_  
per: Chairman

\_\_\_\_\_  
per: Secretary-Treasurer

## Schedule I - Stenos, Librarians, Aides

### Category Definitions:

1 – “Teacher Aides” applies to persons designated by the Board as E.C.S. Assistants Special Needs Assistants and Teaching Assistants (1400 hours paid over 12 months )

2 – “Librarian Aides” applies to persons designated by the board as School Librarians (1435 hours paid over 12 months)

3 – “Secretaries” applies to persons designated by the board as School Secretaries (1435 hours paid over 12 months)

4 – “Office Manager” applies to persons designated by the board as School Office Managers (1435 hours paid over 12 months)

Category	Years of Experience				
	1	2	3	4	5
1 - Teacher Aides	14,625	15,660	16,665	17,733	18,689
2 - Librarian Aides	15,184	16,229	17,323	18,336	19,414
3 – Secretaries	17,185	18,202	19,215	19,651	20,177
4 - Office Managers	17,766	18,816	19,865	20,315	20,858

### Education Recognition Increments:

Additional increments may be earned for relevant education completed by the employee as follows:

Teacher Aides Completion of 1st year of recognized teacher assistant or special needs assistant certification program - \$500.00 per year over existing grid.

Completion of 2nd year of recognized teacher assistant or special needs assistant certification program - \$1,000.00 per year over existing grid.

Librarian Aides Completion of 1st year of recognized librarian training certificate (i.e. Rural Librarian Training Program) - \$500.00 per year over existing grid.

Completion of 2nd year of recognized librarian technician certificated program (i.e. NAIT) - \$1,000.00 per year over existing grid.

Secretaries &  
Office

:Managers      Completion of 1st year of recognized business administration program -  
\$500.00 per year over existing grid.

Completion of 2nd year of recognized business administration program -  
\$1,000.00 per year over existing grid.

Service Recognition Increments:

6-10 Years	\$100.00 per year
11-15 Years	\$200.00 per year
16-20 Years	\$300.00 per year
21-25 Years	\$400.00 per year
26 + Years	\$500.00 per year

Benefits

All Categories:

The Board shall contribute up to \$70.00 per month per employee for contribution towards a medical plan. Medical plans may include .Blue Cross, Alberta Health Care or coverage through a medical plan carrier as established by the Board. The Board shall continue to make the contributions during July and August of each year.

The Board shall make the full contribution for any employee with a .5 f.t.e. assignment or greater. Employees with an assignment of less than .5 f.t.e. shall be subject to prorating the benefit.

Secretaries and Office Managers:

Employees in this category shall participate in the Local Authorities Pension Plan.

Pension Plan Contribution:

The Board will contribute 20% of the employees contribution to an RRSP up to a maximum of 1% of the employees annual salary for those employees not currently in the Local Authorities Pension Plan. The employe shall establish their contribution level at the beginning of the school year or when they commence employment.

## Schedule II - Caretakers

Category Definitions:

1 - Applies to persons designated by the board as temporary caretakers (1 FTE = 40 hours per week for 52 weeks; - 2,080 hours paid over 12 months)

2 - Applies to persons designated by the board as permanent full time or permanent part time caretakers (1 FTE = 40 hours per week for 52 weeks - 2,080 hours paid over 12 months)

3 - Applies to persons designated by the Board as Head Caretakers (1 FTE = 40 hours per week for 52 weeks - 2,080 hours paid over 12 months)

4 - Applies to persons designated by the Board as staff responsible for the operation of school cafeterias.

Category 3 – Head Caretakers shall receive responsibility allowance as follows:

>300 students & supervising 1 or more helpers  
 <300 students & supervising 1 or more helpers

1317,451,224.00/annum  
 595,0552.84/1num

Category	Years of Experience				
	1	2	3	4	5
1	23,244	23,244	23,244	23,244	23,244
2	23,873	24,549	25,202	25,878	25,994
3	24,549	25,202	25,878	27,184	27,441
4	Cook	13.72 <del>12.72</del>	Cook Helper	10.30	

Updated  
Nov 18/98

Service Recognition Increments:

6-10 Years	\$100.00 per year
11-15 Years	\$200.00 per year
16-20 Years	\$300.00 per year
21-25 Years	\$400.00 per year
26 + Years	\$500.00 per yew

Benefits:

Categories 1, 2 and 3:

The Board shall contribute up to \$70.00 per month per employee for contribution toward; a medical plan. Medical plans may include Blue Cross, Alberta Health

Care or coverage through a medical plan carrier as established by the Board. The Board shall continue to make the contributions during July and August of each year for employees that are paid over a 10 or 12 month period.

The Board shall make the full contribution for any employee with a .5 f.t.e. assignment or greater. Employees with an assignment of less than .5 f.t.e. shall be subject to prorating the benefit.

Pension Plan Contribution:

The Board will contribute 20% of the employees contribution to an RRSP up to a maximum of 1% of the employees annual salary for those employees not currently in the Local Authorities Pension Plan. The employee shall establish their contribution level at the beginning of the school year or when they commence employment.

*Employee contributes 5% of  
basic salary  
Employer will pay 1% of  
basic salary.*

## Schedule III - Maintenance Operations

(2,080 hours paid over 12 months)

Category Definition:

- 1) Maintenance Repairman I
- 2) Maintenance Repairman II
- 3) Maintenance Repairman III
- 4) Maintenance Repairman IV with Painter certification or Carpenter uncertified
- 5) Maintenance Repairman V with Carpenter or Plumbing certification
- 6) Maintenance Repairman VI with Plumbing and Gas certification
- 7) Maintenance Repairman VII with Electrical certification

Category	1	2	3	4	5
1) Maint. Repairman I	24,746	25,553	26,359	27,267	27,967
2) Maint. Repairman II	27,967	28,506	29,045	29,589	30,127
3) Maint. Repairman III	32,276	33,371	34,425	35,505	36,579
4) Maint. Repairman IV	36,579	37,386	38,191	38,995	39,802
5) Maint. Repairman V	39,802	40,617	41,422	42,226	43,034
6) Maint. Repairman VI	40,509	41,212	41,916	42,617	43,323
7) Maint. Repairman VII	41,212	41,916	42,617	43,323	44,025

*Updated  
from 18/198  
Re  
Benefit Rates*

Apprenticeship:

Apprenticeship wages shall be paid at the rates agreed to in the government apprenticeship contract, plus 5% from the first year experience line of the journeyman rate.

Educational Recognition Increments:

Additional increments will be paid to journeymen tradesmen that receive and successfully complete additional training in a complementary trade as follows (approval for enrolling in complementary trade program must be received by their supervisor).

- Successful completion of 1st year apprenticeship \$400 over grid
- Successful completion of 2nd year apprenticeship \$800 over grid
- Successful completion of 3rd year apprenticeship \$1,200 over grid
- Successful completion of 4th year apprenticeship \$1,600 over grid



Training in a complementary trade must be received through a registered apprenticeship program. This does not apply to journeyman tradesman that may have one or two years of apprenticeship training waived as a result of the training they received in their primary trade,

Service Recognition Increments:

6-10 Years	\$100.00 per year
11-15 Years	\$200.00 per year
16-20 Years	\$300.00 per year
21-25 Years	\$400.00 per year
26 + Years	\$500.00 per year

Benefits:

Alberta Health Care: 55% of family rate premium contributed by employer to a maximum of \$27.00/month

Extended Health Care: 55% of family rate premium contributed by employer to a maximum of \$26.75/month

Life Insurance: 55% of premium rate contributed by Board

Disability: 55% of premium rate contributed by Board

Dental: 55% of family rate premium contributed by Board to a maximum of \$39.00 per month

Employees shall participate in the Local Authorities Pension Plan

## Schedule IV - Transportation Operations

(2,080 hours paid over 12 months)

Category	Years of Experience				
	1	2	3	4	5
1) Auto mechanic	40,100	40,915	41,728	42,533	43,350
2) Lead Mechanic	42,266	43,083	43,887	44,704	45,517

*updates  
Nov 18/96  
lg*

### Apprenticeship:

Apprenticeship wages shall be paid at the rates agreed to in the government apprenticeship contract, plus 5% from the first year experience line of the journeyman rate.

### Education Recognition Increments

Training in a complementary trade must be received through a registered apprenticeship program. This does not apply to journeyman tradesman that may have one or two years of apprenticeship training waived as a result of the training they received in their primary trade.

Additional Education recognition increments will be paid to journeymen tradesmen that receive and successfully complete additional training in a complementary trade as follows (approval for enrolling in complementary trade program must be received by their supervisor).

- Successful completion of 1st year apprenticeship \$400 over grid
- Successful completion of 2nd year apprenticeship \$800 over grid
- Successful completion of 3rd year apprenticeship \$1,200 over grid
- Successful completion of 4th year apprenticeship \$1,600 over grid

### Service Recognition Increments:

6-10 Years	\$100.00 per year
11-15 Years	\$200.00 per year
16-20 Years	\$300.00 per year
21-25 Years	\$400.00 per year
26 + Years	\$500.00 per year

Benefits:

Alberta Health Care: 55% of family rate premium contributed by employer to a maximum of \$27.00/month

Extended Health Care: 55% of family rate premium contributed by employer to a maximum of \$26.75/month

Life Insurance: 55% of premium rate contributed by Board

Disability: 55% of premium rate contributed by Board

Dental: 55% of family rate premium contributed by Board to a maximum of \$39.00 per month

Employees shall participate in the LAPP

## Schedule V - Support Services Clerical

(1,820 hours per year paid over 12 months)

Applies to all clerical support positions for Transportation and Maintenance Operations

Effective September 1, 1997:

Category	Years of Experience				
	1	2	3	4	5
(1) Administrative Support I	21,648	22,635	23,621	24,606	25,593
(2) Administrative Support II	23,620	24,606	25,593	26,570	27,548
(3) Administrative Support III	26,066	27,064	28,058	29,038	30,008

*Updated  
-10/1/96*

### Service Recognition Increments:

6-10 Years	\$100.00 per year
11-15 Years	\$200.00 per year
16-20 Years	\$300.00 per year
21-25 Years	\$400.00 per year
26 + Years	\$500.00 per year

### Benefits:

Alberta Health Care: 65% of family rate premium contributed by Board    Alberta  
Blue Cross: 65% of family rate premium contributed by Board    Life  
Insurance: 100% of premium rate contributed by Board  
Disability: 100% of premium rate contributed by Board  
Dental: 65% of family rate premium contributed by Board    Employees    in    this  
schedule shall participate in the Local Authorities Pension Plan.