

RECEIVED
SEP 12 2007

**THIS AGREEMENT
MADE THIS 2nd DAY
OF JUNE, 2006**

BETWEEN:

**THE BOARD OF TRUSTEES OF
SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)**

**(Hereinafter called the "Employer")
PARTY OF THE FIRST PART**

AND:

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL No. 3500,
chartered by the
Canadian Union of Public Employees
and affiliated with the Canadian Labour Congress**

**(Hereinafter called the "Union")
PARTY OF THE SECOND PART**

July 1, 2006 – June 30, 2010

11990. (04)

TABLE OF CONTENTS

ARTICLE 1:	PREAMBLE	1 • 1
ARTICLE 2:	RECOGNITION AND NEGOTIATIONS AND EMPLOYER RIGHTS	2 e 1
	(A) <u>Recognition and Negotiations</u>	2 • 1
	(B) <u>Employer Rights</u>	2 • 1
	(C) <u>No Other Agreement</u>	2 • 1
ARTICLE 3:	NO DISCRIMINATION	3 • 1
ARTICLE 4:	UNION SECURITY.....	4 • 1
ARTICLE 5:	CHECKOFF OF UNION DUES	5 e 1
ARTICLE 6:	THE EMPLOYER AND UNION SHALL ACQUAINT NEW EMPLOYEES.....	6 • 1
ARTICLE 7:	LABOUR MANAGEMENT NEGOTIATIONS.....	7 • 1
	(A) <u>Bargaining Committee</u>	7 • 1
	(B) <u>Additional Representatives</u>	7 • 1
	(C) <u>Meeting of Committee</u>	7 • 1
	(D) <u>Function of Bargaining Committee</u>	7 • 1
	(E) <u>Time Off for Meetings</u>	7 e 1
	(F) <u>Technical Information</u>	7 e 1
ARTICLE 8:	LABOUR MANAGEMENT LIAISON COMMITTEE ...	8 e 1
	(A) A Labour/Management Liaison Committee shall consist of.....	8 o 1
	(B) <u>Functions of the Committee</u>	8 • 1
	(C) <u>Chairperson of the Meetings</u>	8 e 2
	(D) <u>Jurisdiction of the Committee</u>	8 • 2
ARTICLE 9:	'DEFINITION OF EMPLOYEES'	9 • 1
	(A) <u>Category (1) Regular Employee</u>	9 • 1
	(B) <u>Category (2) Regular Recall Employee</u>	9 • 1
	(C) <u>Category (3) Relief Employee with Seniority</u>	9 • 1
	(D) <u>Category (4) Relief Employee</u>	9 • 1
	(E) <u>Trial Employee</u>	9 • 1
	(F) <u>Probationary Employee</u>	9 • 1
ARTICLE 10:	SENIORITY	10 • 1
	(A) <u>Seniority List</u>	10 • 1
	(B) <u>Seniority During Absences</u>	10 • 2
	(C) <u>Seniority During Transfers to Supervisory Positions</u>	10 • 2

ARTICLE 11:	LAYOFF, BUMPING AND RECALL	11 • 1
	(A) <u>Definition of Layoff</u>	11 • 1
	(B) <u>Intent to Layoff, Bumping, Layoff/Severance and Recall Procedure</u>	11 • 1
	1. Intent to Layoff	11 • 1
	2. Bumping, Layoff/Severance	11 • 1
	3. Recall	11 • 2
	(C) <u>Category 1 Regular Employees on Layoff and Retaining Recall Rights</u>	11 • 3
	(D) <u>Notice of Layoff</u>	11 • 3
	(E) <u>Continuation of Benefits</u>	11 • 4
	(F) <u>Mid-Year Eliminations of School Support Worker Positions</u>	11 • 4
	(G) <u>When a student is not in attendance</u>	11 • 4
ARTICLE 12:	PROMOTIONS AND STAFF CHANGES	12 • 1
	(A) <u>Job Postings</u>	12 • 1
	(B) <u>Method of Making Appointments</u>	12 • 1
	(C) <u>Trial/Probationary Period</u>	12 • 2
	1. Trial Employees	12 • 3
	2. Probationary Employees	12 • 3
	(D) <u>Union Notification</u>	12 • 3
	(E) <u>Promotions Requiring Higher Qualifications</u>	12 • 3
	(F) <u>Transfers</u>	12 • 4
	(G) <u>Date Hired Clusters</u>	12 • 4
	(H) <u>Filling of Relief Assignments</u>	12 • 5
	(I) <u>Assignments or Assignment Changes</u>	12 • 6
ARTICLE 13:	GRIEVANCE PROCEDURE	13 • 1
ARTICLE 14:	ARBITRATION	14 • 1
	(A) <u>Composition of Board of Arbitration</u>	14 • 1
	(B) <u>Arbitrator Exclusions</u>	14 • 1
	(C) <u>Arbitration Board Procedure</u>	14 • 1
	(D) <u>Decisions of the Board</u>	14 • 1
	(E) <u>Expenses of the Board</u>	14 • 2
	(F) <u>Amending of Time Limits</u>	14 • 2
	(G) <u>Witnesses</u>	14 • 2
ARTICLE 15:	RESIGNATION, DISCHARGE OR SUSPENSION...	15 • 1
	(A) <u>Warnings</u>	15 • 1
	(B) <u>Discipline, Suspension, Discharge Procedure</u>	15 • 1
	(C) <u>Resignation</u>	15 • 1
	(D) <u>Removal of Disciplinary Letters</u>	15 • 1
	(E) <u>Falsely Accused Employee Assistance</u>	15 • 2

ARTICLE 16:	HOURS OF WORK	16 • 1
	(A) The Employer agrees.....	16 • 1
	(B) <u>Regular Hours</u>	16 • 1
	(C) <u>Working Ten (10) Hour Shifts Outside of</u> <u>Geographical Area</u>	16 • 2
	(D) <u>Minimum Hours</u>	16 • 2
	(E) <u>Break Period</u>	16 • 2
ARTICLE 17:	OVERTIME	17 • 1
	(A) <u>Overtime Defined</u>	17 • 1
	(B) <u>Overtime Rates</u>	17 • 1
	(C) <u>Overtime on Normal Days of Rest</u> <u>and Holidays</u>	17 • 1
	(D) <u>Minimum Call-Back Time</u>	17 • 1
	(E) <u>Sharing of Overtime</u>	17 • 2
	(F) <u>Overtime During Layoffs</u>	17 • 2
	(G) <u>Overnight Trips</u>	17 • 2
ARTICLE 18:	DIFFERENTIAL PAY	18 • 1
ARTICLE 19:	HOLIDAYS	19 • 1
ARTICLE 20:	VACATIONS	20 • 1
	(A) <u>Definition of Vacation Year</u>	20 • 1
	(B) <u>Effective the first day of the vacation year</u> ..	20 • 1
	(C) <u>If a Statutory or declared holiday falls</u>	20 • 1
	(D) <u>Vacation entitlements shall not be</u> <u>accumulated</u>	20 • 1
	(E) <u>School Term Employees</u>	20 • 2
	(F) <u>School Support Worker Inservice Days</u>	20 • 2
ARTICLE 21:	SICK LEAVE PROVISIONS	21 • 1
	(A) <u>Sick Leave Defined</u>	21 • 1
	(B) <u>Amount of Sick Leave</u>	21 • 1
	(C) <u>Illness in the Family</u>	21 • 1
	(D) <u>Proof of Illness</u>	21 • 2
	(E) <u>Sick Leave During Leave of Absence</u>	21 • 2
	(F) <u>Sick Leave Without Pay</u>	21 • 2
	(G) <u>Sick Leave Records</u>	21 • 2
	(H) <u>Payment of Accumulated Sick Leave</u>	21 • 3
	(I) <u>Compassionate Leave</u>	21 • 3
ARTICLE 22:	LEAVE OF ABSENCE	22 • 1
	(A) The Employer agrees that, where permission has been granted.....	22 • 1
	(B) <u>Union Conventions and Seminars</u>	22 • 1
	(C) <u>Bereavement Leave</u>	22 • 1
	(D) <u>Jury Duty</u>	22 • 2
	(E) <u>Leave of Union Officers</u>	22 • 2
	(F) <u>presidents Leave</u>	22 • 2

	(G)	<u>General Leave</u>	22 e 3
	(H)	<u>Maternity Leave</u>	22 • 4
	(I)	<u>Supplemental Employment Benefits on Maternity Leave</u>	22 • 4
	(J)	<u>Parental Leave</u>	22 • 4
ARTICLE 23:		PAYMENT OF WAGES AND ALLOWANCE	23 e ■
	(A)	<u>Pay Days</u>	23 • 1
	(B)	<u>Vacation Pay</u>	23 • ■
	(C)	<u>Pay During Temporary Transfers</u>	23 • 1
	(D)	<u>Automobile Allowance</u>	23 • 2
	(E)	23 • 2
	(F)	<u>Bus Drivers – Outside Bus Trips</u>	23 • 2
	(E)	<u>Out of Town on Employer Business</u>	23 • 2
	(H)	<u>First Aid Certificate</u>	23 • 2
	(I)	23 • 3
	(J)	<u>Bus Driver – Orientation Trips</u>	23 • 3
ARTICLE 24:		JOB CLASSIFICATION AND RECLASSIFICATION	24 • 1
ARTICLE 25:		SUPPLEMENTATION OF COMPENSATION AWARD	25 • 1
ARTICLE 26:		TECHNOLOGICAL AND OTHER CHANGES	26 e 1
		<u>Adjustment Plan</u>	26 • 1
ARTICLE 27:		OCCUPATIONAL HEALTH AND SAFETY	27 • 1
ARTICLE 28:		BENEFITS	28 • 1
		<u>Eligibility for Benefits</u>	28 • 1
	1.	Category 1 regular employees.....	28 • 1
	2.	Category 2 regular recall employees.....	28 • 1
	3.	Category 3 relief employee with seniority	28 • 1
	4.	Category 4 relief employees	28 • 1
	5.	<u>Benefit Deductions</u>	28 • 1
	6.	In the case of absence for illness	28 e 1
	7.	The Joint Benefit Trust Program	28 • 1
	(A)	<u>Medical Insurance</u>	28 e 2
	(B)	<u>Extended Health Care</u>	28 e 2
	(C)	<u>Group Life Insurance</u>	28 • 2
	(D)	<u>Pension Plan</u>	28 • 2
	(E)	<u>Retirement Benefits</u>	28 • 2
	(F)	<u>Dental Insurance</u>	28 • 3
	(G)	<u>Long Term Disability</u>	28 • 3
	(H)	<u>Employee Assistance</u>	28 • 3
	(I)	<u>Accidental Death and Dismemberment Insurance</u>	28 • 3
	(J)	<u>Employment Insurance</u>	28 • 3

ARTICLE 29:	GENERAL CONDITIONS.....	29 • 1
	(A) <u>Proper Accommodation.....</u>	29 • 1
	(B) <u>Bulletin Boards</u>	29 • 1
	(C) <u>Fire and Theft Insurance.....</u>	29 • 1
	(D) <u>Strike at Employer's Premises.....</u>	29 e 1
	(E) <u>Instructional Courses.....</u>	29 • 1
	(F) <u>Dress</u>	29 • 2
	(G) <u>Protective Clothing</u>	29 • 2
	(H) <u>Work Boots.....</u>	29 • 2
	(I) <u>Swim Suit Allowance.....</u>	29 e 2
	(J) <u>Bus Mechanics.....</u>	29 • 2
	(K) <u>Copyright Infringement.....</u>	29 • 3
	(L) <u>Special Eyeglasses – VDT's or CRT's</u>	29 • 3
	(M) <u>Indemnification</u>	29 • 3
ARTICLE 30:	JOB SECURITY	30 • 1
ARTICLE 31:	PRESENT CONDITIONS AND BENEFITS.....	31 • 1
ARTICLE 32:	'ACCESSTO INFORMATION.....	32 • 1
ARTICLE 33:	TERM OF AGREEMENT.....	33 • 1
	DUTIES AND RESPONSIBILITIES OF SCHOOL BUS DRIVERS.....	34 • 1
	SCHOOL BUS REGULATIONS	35 • 1
SCHEDULE "A":	RATES OF PAY	36 • 1
	ACCOUNTING	36 • 1
	CLERICAL	36 • 1
	CUSTODIAL	36 • 2
	GROUNDS	36 e 2
	LIBRARY	36 • 3
	OTHER	36 • 3
	PURCHASING	36 • 3
	SCHOOL SUPPORT WORKERS.....	36 • 3
	SKILLED/TECHNICAL.....	36 • 4
	TRADES	36 • 4
	TRANSPORTATION.....	36 • 4
SCHEDULE "B":	HOURS OF WORK	37 • 1
SCHEDULE "C":	ALLOCATION OF EXTRA BUS TRIP'S.....	38 e 1
SCHEDULE "D":	LETTERS OF UNDERSTANDING	39 • 1

ARTICLE 1: PREAMBLE

WHEREAS it is the desire of both parties to this Agreement

1. To promote harmonious relations and settled conditions of employment between the Employer and the Union.
2. To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, hours of work, and scale of wages, etc.
3. To encourage efficiency in operation.
4. To promote the morale, well being and security of all the employees in the bargaining unit of the Union.

AND WHEREAS it is now desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in an Agreement.

NOW, THEREFORE, the parties agree as follows:

Interpretations:

Masculine pronouns shall be understood to include the feminine gender.

Spouse shall mean:

- a) the person to whom an employee is lawfully married through an ecclesiastical or civil ceremony;
- b) on designation in writing by an employee, filed with the Employer, a person who has been domiciled with the employee for at least one (1) year.

ARTICLE 2: RECOGNITION AND NEGOTIATIONS AND EMPLOYER RIGHTS

(A) Recognition and Negotiations

The Employer recognizes the Union as the sole and exclusive bargaining agency for all employees covered by the Union's certificate of bargaining authority and hereby agrees to negotiate with the Union Bargaining Committee, and will recognize and meet with any of its authorized committees, concerning all matters affecting the relationship between parties, aiming towards a peaceful and amicable settlement of any differences that may arise between them.

(B) Employer Rights

The Union recognizes the right of the Board to operate and manage the schools in accordance with its commitments and responsibilities and to make and alter from time to time rules and regulations to be observed by employees, which rules and regulations shall not be contrary to any provisions of this Agreement.

The Board shall always have the right to hire, assign, transfer, discipline, demote and discharge employees for proper cause subject to the provisions of this Agreement, and the Union's right to institute grievance procedure.

(C) No Other Agreement

No employee shall be required or permitted to make any written or verbal agreement with the Employer or his representative which may conflict with the terms of the Collective Agreement.

ARTICLE 3: NO DISCRIMINATION

- (A) **The Employer agrees that there shall be no discrimination exercised or practised with respect to any employee in the matter of hiring, assigning wage rate, training, upgrading, promotion, transfer, layoff, recall, discipline, classification, discharge or any other action by reason of age, race, creed, colour, ancestry, national origin, religion, political affiliation or activity, sexual orientation, sex, marital or parental status, family relationship, place of residence, handicap, nor by reason of his membership or activity in the Union or any other reason.**
- (B) **For the purpose of this Agreement, the term "handicap" shall be defined as follows:**
- Any degree of medically diagnosed physical disability, infirmity, malformation or disfigurement, condition of mental retardation or impairment, learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language, or a psychological disorder,**
- (C) **The Employer and the Union recognize the right of employees to work in an environment free from all harassment and agree to cooperate in attempting to resolve, in a confidential manner, any complaints of harassment which may arise in the work place.**

ARTICLE 4: UNION SECURITY

Every employee who is now or hereafter becomes a member of the Union shall maintain his membership in the Union as a condition of his employment, and every new employee whose employment commences hereafter shall, within thirty (30) days (excluding July and August) after the commencement of his employment, become a member of the Union as a condition of his employment,

ARTICLE 5: CHECK OFF OF UNION DUES

The Employer agrees to the compulsory check off of all Union dues and assessments as a condition of employment. Said dues and assessments to be paid and deducted each pay period and forwarded to the Union with a list of those paying dues, the amount each pays and the number of hours worked.

**ARTICLE 6: THE EMPLOYER AND UNION SHALL
ACQUAINT NEW EMPLOYEES..**

(A) The Employer agrees to acquaint new employees with the fact that an Agreement between the parties is in effect, and with the conditions of employment set out in Articles 4 and 5 dealing with the Union Security and Dues Check off.

New employees shall be presented with a copy of the Agreement, a Union membership card and Union dues check off card, **and** a Union **package**. **The dues** check off is to be signed and turned back to the Employer immediately. The Union membership card is to be signed and turned over **to** the Union Treasurer within thirty (30) days.

(B) On commencing employment, the employee's immediate supervisor shall introduce the new employee to his Union Steward or representative. An **Officer** of the Union, after informing **the** Building Supervisor, shall **meet** with all new employees for the purpose of an orientation meeting within regular working hours and without **loss of pay**. This meeting shall **be** held **within the** first month of employment. The purpose of such meeting is to acquaint the new employee with the **benefits** and **duties** of union membership and his responsibilities and obligations to the Employer and the Union.

ARTICLE 7: LABOUR MANAGEMENT NEGOTIATIONS

(A) Bargaining Committee

A Bargaining Committee shall be appointed and consist of not more than six (6) members of the Employer as **appointees** of the Employer, and not more than six (6) members of the Union as appointees of ~~the~~ Union. Both parties will advise the other of their Committee members.

(B) Additional Representatives

Each party to this Agreement shall have the right to have the assistance of a representative when dealing or negotiating with the other **party**.

(C) Meeting of Committee

In the event of either party wishing to call a meeting of the full Committee, the meeting **shall be held** at a time and **place** fixed by **mutual** agreement, Meetings of the **full Committee** will be **held** no **later** than ten (10) days after **request** has been given unless varied by mutual consent.

(D) Function of Bargaining Committee

All matters of mutual concern pertaining to **rates of** pay, hours of work, **working** conditions, collective **bargaining**, etc., **shall be** referred to ~~the~~ full **Bargaining** Committee for discussion and settlement

(E) Time Off for Meetings

Any representative of the Union on this Committee, or **his alternate**, who is in the **employ** of the Employer, shall have the **privilege** of attending meetings of the Committee **held** within working hours without loss of remuneration, provided that the work ~~site~~ Supervisor has reasonable notice.

(F) Technical Information

Within ten (10) days of a **request** by the Union, the Employer shall **make** available to the Union any information, as approved

by the Board as public information, required by the Union for Collective Bargaining purposes.

ARTICLE 8: LABOUR MANAGEMENT LIAISON COMMITTEE

(A) A Labour/Management Liaison Committee shall consist of not more than seven (7) representatives of the Union, and not more than seven (7) representatives of the Employer, of which one (1) shall be a representative from the Educational Officers Committee and one (1) representative from the Board of School Trustees. Both parties shall inform the other in writing of their members on the committee. The committee shall enjoy the full support of both parties to this Agreement in the interest of maximum services to the public.

(B) Functions of the Committee

The Committee shall concern itself with matters of the following general nature:

1. **Formulating** and implementing a program designed to ensure equal employment opportunity for all **employees**.
2. Reviewing **all** aspects of employment for evidence of differential treatment of employees **and** to recommend the necessary measures for eliminating such **practices**.
3. Considering constructive criticisms of all activities so that better relations shall exist between the Employer and the employee.
4. **Increasing** operating efficiency by promoting cooperation in effecting economic moves.
5. Improving service to the public.
6. Promoting **safety** and sanitary **practices** and the observance of **safety** rules.
7. Reviewing suggestions from employees, and Management questions or working conditions and **service** (but not grievances concerned with **service**).
8. Correcting conditions making for grievances **and** misunderstanding.

9. Promoting education and training of the staff.

(C) Chairperson of the Meetings

An Employer and **Union** representative shall be designated as **Joint Chairperson**, and shall alternate in presiding over monthly meetings.

(D) Jurisdiction of the Committee

The Committee shall not have jurisdiction over wages, or any other matter of collective bargaining, including the administration of this Agreement. The Committee shall not supersede the activities of any other Committee of the Union or the Employer, and does not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions. The Committee shall have the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.

The Employer agrees to provide the Committee with access to such personnel data and other documents as may be requested by it.

ARTICLE 9: DEFINITION OF EMPLOYEES

(A) **Category (1) Regular Employee**

Occupy a posted position and have successfully completed a probationary period.

(B) **Category (2) Regular Recall Employee**

Regular employees who have in the past occupied a posted position [Category (1) regular employee] and through no fault of their own were placed on the recall list.

(C) **Category (3) Relief Employee with Seniority**

Employees who have in the past been a Category (4) relief employee and now occupy a position that is known to extend 12 weeks.

(D) **Category (4) Relief Employee**

Employees who have been hired to relieve any employee for any duration of time.

(E) **Trial Employee**

Are Category (1) regular employees who are in a new and/or higher classification.

(F) **Probationary Employee**

An employee who is in their first posted position or a Category (3) relief employee with seniority who has been appointed, according to date hire cluster, to a position that is known to extend 12 weeks or more. Employees on probation do not have a seniority date.

ARTICLE 10: SENIORITY

(A) Seniority List

Seniority is the length of service within the Bargaining Unit and with the Employer and shall operate on a bargaining-unit-wide basis. The seniority list agreed upon between the Union and former School District No. 24 June 2, 1982 shall be considered the recognized seniority date for employees on staff at that time. The seniority list agreed upon between the Union and the former School District No. 26 in the Memorandum of Agreement on Amalgamation (January 16, 1997) shall be considered the recognized seniority date for employees on staff at that time. The aforementioned seniority lists shall be integrated and considered the recognized seniority dates for School District No. 73 employees.

Seniority for employees not on the above list will be established as follows:

- 1. A seniority date shall be granted to an employee upon the successful completion of a probationary period.**
- 2. The date on which a Category 1 regular employee or regular part-time employee, or a Category 3 relief employee with seniority was confirmed in his appointment shall be the date from which a calculation shall be made.**
- 3. Total accumulated days worked prior to appointment in 2 above shall be used to establish an employee's seniority date by backdating the date in 2 above by the number of days worked.**
- 4. In cases where no Category 1 regular employee and/or Category 2 regular recall employee has posted on a vacancy, Category 4 relief employees shall be entitled to use their total accumulated days worked when posting on a posted position. On request, Category 4 relief employees will be notified of their accumulated days worked before any posting meeting.**

The Employer shall maintain an up-to-date seniority list for all employees denoting either seniority date or accumulated days

worked. A copy shall be **sent** to the **Union** and posted on all bulletin boards at **the end of September, the end of January, the end of April,** and **prior** to June staffing. Updated **seniority** lists will **be** provided to the Union prior to posting meetings or as requested.

(B) Seniority During Absences

If an **employee is** absent from work because of sickness, **accident,** layoff, or **leave of absence approved** by the Employer, he shall not **lose** seniority rights.

An employee shall only **lose** his seniority in the event:

1. He **is** discharged for just cause **and** is not reinstated.
2. He resigns.
3. He **is absent** from work **in excess** of **one (1)** working day without **notifying** his Employer, unless such notice was not reasonably **possible.**
4. **After** a layoff, he **fails** to return to work **within five (5)** calendar **days, after being** notified by registered mail to **do so, unless** through **sickness** or other just cause. **It** shall **be** the responsibility of **the** employee to keep **the** Employer informed of his current address
5. **An employee who is laid off shall not attain** seniority recall rights if **employed** for **less** than three (3) months. If **he is employed in excess** of three (3) months, he shall not retain seniority rights if he **is** laid off **and** not reemployed within **twelve (12)** months **after layoff.**

(C) Seniority During Transfers to Supervisory Positions

If an employee **is** transferred to a **Supervisory** position or **any** other position not covered by this Agreement, he **shall** retain his seniority as per Article **22(G)(3).**

ARTICLE 11: LAYOFF, BUMPING AND RECALL

(A) Definition of Layoff

Except as described in 11(F) a layoff **shall** be defined as:

1. a reduction in the number of Category 1 regular employees,
2. a reduction, in the regular hours of work of regular employees as defined in this Agreement, or
3. a result of school term closures or seasonal layoffs as per (B)4 of this Article.

(B) Intent to Layoff, Bumping, Layoff/Severance and Recall Procedure

Both parties recognize that job security should increase in proportion to length of service. Therefore, in the event of a layoff under Article 11(A) 1 or 2, Category 1 regular employees shall be laid off by classification in the reverse order of their seniority. The Board shall give intent to layoff letters only to those employees having positions eliminated.

1. Intent to Layoff

Those Category 1 regular employees receiving an intent to layoff letter will be able to choose to:

- (i) Accept the reduction in hours and remain in the amended position.
- (ii) Exercise their seniority to secure any position for which they are qualified.
- (iii) Elect to receive severance pay as noted in 11-B-2 (iii).

2. Bumping, Layoff/Severance

In the event an employee who receives an intent to layoff letter, or is displaced by bumping, is unable or unwilling to secure a position at the posting meeting,

the employee will be able to exercise one of the following options:

- (i) Exercise their seniority to **displace** a junior employee in any position for which they are qualified.

In the event an employee proves to be unsatisfactory within a two (2) week familiarization **period**, he will exercise seniority within **his** former classification or any equal or lower hourly rated classification and displace a junior employee within that **classification** or be placed on the relief roster.

- (ii) Elect to be **placed on** the relief/recall roster noted in C of **this** Article.

- (iii) Accept severance pay on the **basis of** one week's pay at ~~the~~ rate for the position last occupied for each year of completed service with ~~the~~ Employer.

3. Recall

All other Category 1 regular employees laid off as per Article 11(A)1 and 2 shall be recalled to their classification **and position** held prior to layoff in order of their seniority.

4. Category 1 regular employees laid off under Article 11(A)3 shall be **laid** off by classification in reverse order of **seniority** and **recalled** to their classification and position held prior to layoff in order of seniority.

- (i) **Employees** who **are** temporarily **laid** off as a condition of employment in the Seasonal Grounds, **school-based** Clerical, School Support Worker and **Bus** Driving positions and are not recalled after their normal **layoff** period, shall be notified immediately, **and** all provisions of Article 11 shall apply. These employees shall not retain seniority rights if **they** are **laid off and** not re-employed within

twelve (12) months after notification of permanent layoff.

5. **All vacant or newly created relief and temporary assignments of a known duration of more than 20 days must be offered to Category 2 regular recall employees in order of seniority, prior to being filled by Category 4 relief employees.**
6. In the **event that an employee** other than a School Support Worker does not return from **layoff** to their **classification** or position, the **vacancy** shall be **posted** in accordance with provisions of Article 12.
7. In the event that a School Support Worker does not **return from layoff to their classification or position**, it will be filled **according to Article 12(B)**.

(C) **Category I Regular Employees on Layoff and Retaining Recall Rights**

1. **Shall** receive all job postings at their most recent mailing address on file with the Employer.
2. Shall be permitted to retain benefit **coverages** as provided for in Article 28.
3. **Shall be** recalled by **seniority** for temporary assignments provided they **are competent to do the work**.
4. Shall be eligible for **all** benefits provided by this Agreement. **Employees on layoff and working in long term relief assignments (more than 20 days) shall be eligible** for benefits as provided for in Article 21 and Article 22.

Employees displaced will receive layoff notice of thirty (30) days.

(D) **Notice of Layoff**

The Employer **shall** notify Category **I** regular employees who have completed **their probationary period, and who are to be**

laid off under 1 (A) or 2, in writing thirty (30) calendar days if employed by the month, or seven (7) calendar days if employed by the hour, before layoff is to be effective. If the employee laid off has not had the opportunity to work the number of days for which notice of layoff was given, he shall nevertheless be paid for that period from the date of layoff notice. The Employer shall provide a record of employment (ROE) upon request to those individuals laid off.

(E) Continuation of Benefits

The Employer agrees to pay for Category 1 regular employees as defined in Article 9, the monthly premium up to four (4) months of the Medical and Extended Health Care Plans for the employee laid off who is currently covered by the Plans. In the event of a longer layoff, the employee so affected will be given the option to review coverage as per Article 28.

The onus to be on the employee to notify the Employer one month in advance of the expiration, together with advance payment for the ensuing month, and it will be his responsibility to submit payment in advance for any subsequent payments. Should such advance payment not be required, the employee shall be reimbursed.

(F) Mid-Year Elimination of School Support Worker Positions

If the level of school support worker support drops in a location as a result of a student changing schools or leaving the district, a consultative process will occur to determine which school support worker will be relocated. If agreement is not reached; the most junior employee in that classification will be reassigned.

School support workers who are affected in this way will choose to be either:

1. reassigned within the general geographic area and maintain economic status of the prior assignment, or
2. placed on the recall list under the definition of a Category 2 regular recall employee.

(E) Where a school support worker is assigned student-specific, and the student is not in attendance at school for more than

one (1) week the applicable support employee will be reassigned within the general geographic area to provide support as determined by the Board and will receive mileage as per Board policy if required to travel in excess of ten (10) kilometres extra to and from work.

ARTICLE 12: PROMOTIONS AND STAFF CHANGES

(A) Job Postings

When a vacancy occurs **for** a position that is not a relief or temporary assignment, or **when** a new position is created, the Employer shall notify the Union in writing and **post** notice of the position within thirty (30) calendar days unless mutually agreed to otherwise on all bulletin boards for a **minimum of one week**.

Positions that are known to extend beyond twenty-four (24) weeks will **be posted**.

90% of the **budgeted FTE** school support worker positions will either continue or be posted at the **annual** posting meeting to be held in June on a date mutually **agreed** upon prior to June 1st. Other **positions** will be filled **as per B(1)(iv)**.

Such notice shall be open to both male and female applicants, and **contain the** following information: location, nature of position, **qualifications, required** knowledge **and** education, **skills, shift, wage or salary rate or range**.

No advertisement shall **be** placed until **such** notice has been completed.

(B) Method of Making Appointments

1. (i) Except for those positions specifically excluded **all** appointments to Custodial, Clerical, Grounds and Bus Driving **positions shall be made** at a posting meeting convened by the **Employer** and jointly presided over by **the** Union and **the** Employer. **Postings** for all positions shall include all **relevant** data and details concerning the positions.

Appointments to **the** posted position(s) and any other **position(s)** that may become vacant as a result **of any** rearrangement necessitated by **the** original appointment(s) shall be made at this meeting in accordance with Article 12(B) 2 and 3.

All other **positions** not listed above shall be **posted and filled** by written application rather than at a posting meeting.

- (ii) All employees looking to change **classifications** will be required to **pre-qualify** with the appropriate department manager.
- (iii) School support workers who secure positions of 20 hours per week or less at the June posting meeting will be **offered**, in order of seniority, the opportunity to fill a full-time **position**; should one become available between September and December.
- (iv) The **remaining** school support worker positions will be **filled** for the duration of that school year, in order of seniority, from the recall list first, and then from the relief list by date hired **cluster**.

- 2. Both parties recognize that job opportunity should **increase in proportion to** length of service. Therefore, in making **staff** changes, appointments shall be **made of** the applicant senior in the service, and **having** the required qualifications. In the event **seniority** dates are equal, the original date of **the** application form will be used to break the **tie**.
- 3. Employees that may not be able to **attend such meetings** may submit written application for the posted **position(s)** or **those position(s)** that may become vacant as a result of a **re-arrangement** necessitated by the original appointment(s).

(C) Trial/Probationary Period

The **successful** applicant shall **serve** either a **twelve (12) week** trial or probationary period as **defined in Article 9**. If this **period** includes the summer breaks, then this period shall be extended by up to four (4) weeks. Conditional on satisfactory **service**, such trial or probationary promotion shall become **permanent** after the period of twelve **(1) weeks**.

1. Trial Employees

In the event the **successful** applicant serving a **trial period** proves unsatisfactory in the position during the aforementioned **trial** period, he **shall** displace the most junior person within the general geographic area **having** the **same** number of shift hours per **week** in what was his previous **classification**,

If the above noted applicant was appointed from **the recall list that** individual **will return** to the **recall list**.

2. Probationary Employees

In the event the successful Category 4 relief employee **servng** a probationary period proves unsatisfactory in the position during the aforementioned probationary period the employee will be placed back on the relief roster.

(D) Union Notification

The Employer shall notify the Union when **it occurs** of all appointments, hirings, layoffs, rehiring, terminations, maternity leaves, long term sick leaves and general leaves of **absence** of any duration. **Such** notice **shall** include the current addresses of newly hired or re-hired employees, and any **changes** of address *of* present employees.

(E) Promotions Requiring Higher Qualifications

In cases of promotion requiring higher qualifications or certification, the Employer **shall give** consideration to **employees** who do not **possess** the required formal qualifications, but are preparing for qualifications prior to **filling** a vacancy. Such employees will be given **an** opportunity to qualify within a specified length of **time**, as mutually agreed between the parties to the Agreement, **and** to revert to **their** former position if the required qualifications are not met within such time.

(F) Transfers

An employee may be transferred from one position to another in the same classification within the School District:

1. if it is considered by mutual agreement between the parties that he can better serve his Employer in the new situation.
2. by mutual agreement an employee may be temporarily transferred for appropriate training in any department within the School District.

(G) Date Hired Clusters

Date Hired Clusters are groups of Category 4 relief employees hired within six-month periods. Employees within a cluster will be called for positions for which they are qualified as provided for in Article 12 (H).

For the term of this Agreement date hired clusters are as follows:

Those with Seniority Date	0
July 1, 1999 – December 31, 1999	13
January 1, 2000 – June 30, 2000	14
July 1, 2000 – December 31, 2000	15
January 1, 2001 – June 30, 2001	16
July 1, 2001 – December 31, 2001	17
January 1, 2002 – June 30, 2002	18
July 1, 2002 – December 31, 2002	19
January 1, 2003 – June 30, 2003	20
July 1, 2003 – December 31, 2003	21
January 1, 2004 – June 30, 2004	22
July 1, 2004 – December 31, 2004	23
January 1, 2005 – June 30, 2005	24
July 1, 2005 – December 31, 2005	25
January 1, 2006 – June 30, 2006	26
July 1, 2006 – December 31, 2006	27
January 1, 2007 – June 30, 2007	28
July 1, 2007 – December 31, 2007	29
January 1, 2008 – June 30, 2008	30
July 1, 2008 – December 31, 2008	31
January 1, 2009 – June 30, 2009	32
July 1, 2009 – December 31, 2009	33
January 1, 2010 – June 30, 2010	34

(H) Filling of Relief Assignments

In order to provide senior relief **employees** and those employees on lay-off with long-term assignments:

1. **All** short-term assignments will be filled within a geographic area on a rotational basis by date hired **clusters** within each specific geographic area.
2. **All** assignments of a known duration **of** more than twenty (20) working days will be considered long-term and will be offered to those relief employees not already in a long-term assignment, based on a system rotational basis within the date hired **cluster** and not on a geographic basis.
3. Mileage will be paid as per Article 23(e) to any relief employee who **is** required to travel outside of their designated geographic area for **a** short-term assignments for the first twenty (20) days only.
4. Mileage will not be paid to relief employees when they accept a known long-term assignment based on date hired **cluster(s)** as in (2) above.
5. In the event an absence becomes known **as** long-term within the first five (5) days of **an** assignment, the **relief** employee assigned on a rotational basis within a geographic area will be removed and replaced with a relief **employee** in an earlier date **hired** cluster. In the event it may be necessary to **remove** a relief employee who **has** been in an assignment for more than five (5) days, **the parties will discuss this matter at that** time.
6. The relief roster in various **occupational** groups shall **be kept** to the minimum number of employees necessary to cover relief work and the **relief** work **shall be** allocated in a manner **that** will equalize as close as reasonably possible the monies earned **by** the employees **on** their respective rosters.

The Employer is committed not to use relief employees where it is feasible to establish a regular position.

(1) Assignments or Assignment Changes

Assignments or assignment changes will be determined through a consultative process at the school level or work location.

In the event an individual has a concern with the specific assignment and has legitimate grounds for appeal, the affected employee may appeal to a committee comprised of representatives from the Employer and the Union.

ARTICLE 13: GRIEVANCE PROCEDURE

A grievance shall be defined as any difference arising out of the interpretation, application, administration, or alleged violation of the Collective Agreement.

- (A) in order to provide an orderly procedure for the settling of grievances, the Employer acknowledges the right of the Union to appoint, or otherwise select a Grievance Committee of five (5) members, who shall process any grievance in their department in accordance with the Grievance Procedure.
- (B) The Employer shall recognize the Shop Stewards selected by the Union. Shop Stewards shall investigate and attempt to settle disputes before reaching the Grievance Committee.
- (C) The Union shall notify the Employer in writing of the name of each Grievance Committee member and Shop Steward before the Employer shall be required to recognize him.
- (D) In order that the work of the Employer shall not be unreasonably interrupted, Shop Stewards are required to advise their Supervisor of their time of departure and return to their regular duties when acting as Shop Stewards.
- (E) Should a dispute arise between the Employer and any employee(s) or the Union an earnest effort shall be made to settle the dispute fairly and promptly in the following manner:

Step 1: The aggrieved employee(s) shall submit the grievance to the Shop Steward within fifteen (15) days of becoming aware of an alleged violation.

Step 2: If the Shop Steward and/or the grievance committee consider the grievance to be justified, the grievant along with the Steward will seek to settle the dispute with the employee's work site supervisor within ten (10) working days.

Step 3: If the grievance is not resolved within ten (10) working days of the meeting referred to in Step 2, the grievance may be presented in written form to the Assistant Superintendent - Human Resources. The Assistant Superintendent - Human Resources will

meet with the grievant along with his Union representative in an attempt to resolve the dispute.

Step 4: If the grievance is not resolved within ten (10) working days of the meeting referred to in Step 3, the Union may within ten (10) working days of receipt of the written decision under Step 3, refer the matter to the Management Grievance Committee which will be comprised of the Secretary-Treasurer and at least one Trustee.

Step 5: Failing agreement being reached at Step 4, the Union may refer the dispute to Arbitration as per Article 14.

The Union shall receive replies at each step within ten (10) working days and will proceed to the succeeding step within ten (10) working days if applicable unless mutually agreed to otherwise.

- (F) The grievant shall have the right to be present at any step of the aforementioned procedure.
- (G) Where a dispute involves a question of general application of interpretation or where a dispute involves five (5) or more employees, or dismissal of an employee, Steps 1 and 2 may be bypassed.
- (H) Replies to written grievances shall be in writing at all stages.
- (I) Grievances settled satisfactorily within the time allowed shall date from the time that the grievance was filed.
- (J) The Employer shall supply the necessary facilities for the grievance meetings.
- (K) Employees together with their Shop Stewards shall have access to all information in their personal file.
- (L) If the grievant, Union or Management fails to process a grievance to the next step in the grievance procedure within the time limits specified they shall request an extension of the time limits in writing. Such requests shall not be unreasonably denied by the other party.

ARTICLE 14: ARBITRATION

(A) Composition of Board of Arbitration

When either party requests that a grievance be submitted to Arbitration, the request shall be made in writing addressed to the other party of the Agreement. Either party may proceed to expedited arbitration as per Section 104 of the Labour Relations Code. If there is no request to proceed to expedited arbitration, a full arbitration hearing shall be held. **Each** party shall name an arbitrator to an Arbitration Board within **five (5)** days thereafter and shall notify the other party of the name and address of its appointee.

If the recipient of the notice fails to appoint an arbitrator, or if the **two (2)** appointees **fail** to agree upon a Chairman within **five (5)** days, the appointment shall be **made** by **the** Minister of Labour upon the request of either party. **The** parties may, by mutual agreement appoint a single arbitrator.

(B) Arbitrator Exclusions

No person shall be **selected as a member** of an **Arbitration Board** who:

1. **Is** acting, or **has** within a period of six (6) months preceding the date of his appointment acted in **the capacity** of solicitor, legal advisor, counsel, **or** a paid agent of either of the parties.
2. Has any pecuniary interest **in** the matters referred to the Arbitration Board.

(C) Arbitration Board Procedure

The Board may determine its own procedure, but shall give full opportunity to all parties to present evidence and make representations to it. The decision of a majority shall be the decision of the **Board**.

(D) Decisions of the Board

Should the Board of Arbitration **find** that an employee has been suspended or dismissed for other than just cause, the Board of

Arbitration may direct the School Board to reinstate the employee and pay the employee a sum equal to the wages or salary lost by such suspension or discharge, or such lesser sum as in the opinion of the Board is fair and reasonable, or make such other order as it considers fair and reasonable. Provided always that any order relative to lost wages shall be less any wages or salary earned by an employee during a period of suspension or dismissal.

The decision of the Board of Arbitration shall be final and binding on all parties, but in no event shall the Board of Arbitration have the power to alter, modify, or amend this Agreement in any respect. Should the parties disagree as to the meaning of the decision, either party may apply to the Chairman of the Board of Arbitration to reconvene the Board to clarify the decision, which it shall do within three (3) days.

(E) Expenses of the Board

Each party shall pay:

1. The fees and expenses of the arbitrator it appoints.
2. One-half the fees and expenses of the Chairman.

(F) Time Limits

The time limits fixed in both the Grievance and Arbitration Procedure may be extended by mutual consent of the parties to this Agreement.

(G) Witnesses

At any stage of the Grievance or Arbitration Procedure, the parties may have the assistance of the employee(s) concerned as witnesses and any other witnesses, and all reasonable arrangements will be made to permit the conferring parties or the arbitrator(s) to have access to any part of the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.

ARTICLE 15: RESIGNATION, DISCHARGE OR SUSPENSION

(A) Warnings

Whenever the Employer or a Deputy **deems** it necessary to censure **an** employee in a **manner** indicating that dismissal may follow any repetition of the act complained **of**, or omission **referred** to, or may follow **if** such employee **fails** to bring his work up to **a required** standard by **a** given date, the Employer **shall**, within five (5) days thereafter, give **written particulars** of such censure to **the** employee and the Union.

(B) Discipline, Suspension, Discharge Procedure

1. An employee may be disciplined, suspended or discharged only *for* just cause.

When **an** employee is disciplined, suspended or **discharged** he **shall** be given **the** reason in the presence of his steward, **or** any member of the Executive available. Such employee and **the** Union **shall** be advised promptly in writing by **the** Employer **of the** reason for such discipline, suspension or discharge.

2. An employee considered **by the** Union to be wrongfully **or** unjustly discharged or suspended shall be entitled to a hearing under Article 13, Grievance Procedure.

(C) Resignation

Any employee may resign **by** giving the Employer two (2) **weeks'** notice.

(D) Removal of Disciplinary Letters

After eighteen (18) months has elapsed, an employee may apply to have letters of a disciplinary nature removed from their file.

(E) Falsely Accused Employee Assistance

1. An employee accused of misconduct and subsequently found to **be** not guilty shall:

- (i) be provided with **specialist counselling** and/or **medical assistance to deal with any negative effects of the allegations;**
 - (ii) be provided time off **as sick leave when supported by medical documentation.**
2. The Employer **shall issue, upon request, a clear written statement exonerating the employee who has been found to be falsely accused.**

ARTICLE 16: HOURS OF WORK

- (A) The Employer agrees ~~in~~ consultation with the Union, to set forth the working schedule for each work location in Schedule B.
- (B) Regular Hours
1. **The regular work** week for full-time **positions** shall consist of
 - (i) five (5), seven and one half (7.5) hour days, from Monday to Friday inclusive, for **all** employees other than clerical, bus drivers and school support **workers**.
 - (ii) five (5), seven (7) hour days, from Monday to Friday inclusive, for all clerical employees except as **noted in Schedule B**.
 - (iii) the regular scheduled route **to** a maximum of seven and one half (7.5) hours per day for all bus drivers.
 2. The hours of work for school support worker positions will be as **follows**:
 - (i) **All elementary positions at 5.75 hours/day.**
 - (ii) **All secondary school support worker positions at 6.25 hours/day. These positions will normally finish prior to exams in mid-June.**
 - (iii) A four (4) hour provision to provide half time **support** at either the elementary or secondary level .
 - (iv) Hours can **be** increased by **up to** one hour per day to the **end of** the school year without reposting.

Notwithstanding any other provisions of this Agreement, those **employees** who of necessity regularly work on Saturdays and **Sundays**, shall have as rest days, **two (2)** other consecutive

days of the week. In such event, Saturday and Sunday shall be considered working days and **overtime** rates shall not apply, **excepting** for that time **worked** in **excess of the normal**.

The work day **for** those employees classed **as trades**, grounds, **Shop** utility, media equipment operator, **audio** visual technician, **software** support technician, **I.E.** service technician, computer technician, low voltage technician, graphic technician, desk repairman **and** forestry assistant shall be eight (8) hours **per** day at straight time rate, of which 30 minutes will be accumulated so that on the 16th day they **will** be entitled to one seven and one-half (7.5) day off. This day to be the closest Monday or Friday after accumulation and **approved by the work site supervisor**.

Three (3) trades days may be banked as provided for in Article 17(B).

(C) **Working Ten (10) Hour Shifts Outside of Geographical Area**

Where **employees are required** to **work** in a geographic area requiring significant **travel time**, instead of working **five (5) regular** eight (8) hour days, the members can decide **on a crew basts**, to **work** four (4) – ten (10) hour days and **bank** the additional **two (2) hours** per day over **four** days, Refer to Letter of Understanding 39-5 for details.

(D) **Minimum Hours**

Except where otherwise provided in this Agreement, in the event of **an** employee starting work in any day, and being **sent** home before **he has completed** four hours, **he shall** be paid for four hours at his regular rate. In the event **that** an **employee reports for** work but **is sent home before** commencing work, **he** shall be paid for two (2) hours at regular **rates**.

(E) **Break Period**

All **employees** working in full time (7 or 7.5 hour) positions shall **be permitted** a **fifteen (15) minute rest** period both in the **first half** and **the second half of** a shift.

ARTICLE 17: OVERTIME

(A) Overtime Defined

All ~~time~~ worked beyond the normal work day as defined in Article 16(B) or normal days of rest shall be deemed to be overtime.

Prior approval from the immediate work site ~~supervisor~~ must be obtained for all overtime worked.

(B) Overtime Rates

All overtime shall be paid, or banked at double the standard rate. Overtime may be banked to a maximum of five (5) work days annually.

Three (3) Tradesmen's days off for employees as per Article 16(B) may be included in ~~this bank~~ to the five (5) day maximum. **Seasonal** grounds personnel must **take banked Tradesmen's days** off within term of appointment. All employees with more than three (3) TDO/overtime days must ~~take the~~ days in **excess** of ~~the~~ three (3) days off by December 31st of each year.

(C) Overtime on Normal Days of Rest and Holidays

All time ~~worked~~ on normal ~~days~~ of rest shall be paid at overtime ~~rates~~.

Any **employee** who ~~is~~ required to work on a holiday will be paid overtime rates in addition to his regular pay.

(D) Minimum Call-Back Time

Every employee **who** is **called** out in an emergency outside his regular working hours shall be paid for a minimum of two (2) hours at overtime rates and shall be paid from ~~the~~ time he leaves **his** home until ~~the time~~ he arrives **back** home. The **word** emergency **above** being **defined** as the instance where an employee does not receive notification during his regular working hours.

(E) Sharing of Overtime

Overtime and call-back time shall be divided equally among the employees engaged in similar types of operations and who are qualified to perform the work that is available.

(F) Overtime During Layoffs

There shall be no excessive amount of overtime worked in any operation while there are employees on layoff in the same or similar types of operations and who are qualified to perform the available work.

(G) Overnight Trips

School support workers who are on overnight trips will be granted one day off in lieu for each night. This time shall be mutually agreed upon between the employee and immediate work site supervisor and taken prior to the end of each school year.

ARTICLE 18: DIFFERENTIAL PAY

- (A) In addition to the employees' regular rate of pay, differential pay shall be paid at *the* following rates for each hour worked in the respective shift.

Afternoon Shift \$50.00 per bi-weekly pay period
Graveyard Shift: \$55.00 per bi-weekly pay period

The above differentials will be paid only when employees work in excess of one hour outside of the following shifts:

DAY	8:00 A.M.	TO	4:00 P.M.
AFTERNOON	4:00 P.M.	TO	MIDNIGHT
GRAVEYARD	MIDNIGHT	TO	8:00 A.M.

The Steno I Dispatcher position(s) will be paid 1.5 hours per day Graveyard Differential.

All employees whose normal work week includes work on Saturday or Sunday, shall receive one hour extra straight time pay for each Saturday or Sunday worked.

ARTICLE 19: HOLIDAYS

All employee's after fifteen (15) **days** of employment shall receive one **day's** pay for not working on the following holidays.

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Queen's Birthday	Christmas Day
Canada Day	Boxing Day
British Columbia Day	

And any **other** day as proclaimed by the Federal, Provincial or Municipal Government as a **holiday**.

Employees laid off from work shall be entitled to statutory **holiday** pay if a statutory **holiday** occurs during the first ten (10) working days of the **layoff**.

Employees on **general** leave shall **not** be entitled to **payment** for a **day** that falls within, or on a **calendar day** which falls **immediately** prior to or following such leave.

When any of the above **statutory** holidays fall on a normal **non-working** day and no other day is declared in substitution thereof, **employees** shall receive a day off in lieu of the statutory **holiday**.

Category 4 relief employees will receive **4%** in lieu of statutory holiday pay on each pay cheque.

ARTICLE 20: VACATIONS

(A) Definition of Vacation Year

The vacation **year** shall be defined as the period of **time** from June 1st to May 31st except as provided for in Article 23(B).

(B) Effective **the first:** day of **the** vacation **year** following the vacation year an **employee** enters service with the **Employer**, he **shall be** entitled to annual vacations in **accordance** with **the** following **schedule**:

1. Accumulated **service** from date of entering **service** to **May 31st**, ten (10) complete months or more, fifteen **(15)** working days.

2. Accumulated service at May 31st of **less** than ten (10) complete months, one and one half (1 1/2) working **days** for **each** completed month of service, plus **one** and one **half** (1 1/2) working **days** for the **total of partial months** of **service**, to a **maximum** of **fifteen (15)** working days.

3. **Vacation entitlements are based on** the anniversary of service as **follows**:

Year 1	1/2 days/month to maximum of 15 days
Years 2 - 5	15 working days
Years 6 - 13	20 working days
Years 14 - 19	25 working days
Years 20 +	30 working days

And one additional day for each year of **service** thereafter. **Employees** hired after **June 30, 1995** will be limited to a maximum of **35** days.

(C) If a Statutory or declared holiday **falls** or **is** observed during an employee's **vacation** period, he shall be granted **an** additional day's vacation **for** such **holiday** in addition to his regular vacation time.

(D) **Vacation entitlements shall not be** accumulated, and shall be taken in the vacation year following the vacation year in which **they are earned**. All employees shall be granted their vacation

during **the** months of July and August. Custodial and school term clerical, and school support worker classifications **who** wish to use vacation outside of the months of July and **August** shall be approved subject to **the** following provisions.

1. **Applications** will be made prior to September 30 of *the* school term for **the period** requested and will be approved/denied by **October 15**;
2. Up to five **(5)** employees in **each of the three (3) classifications** listed above per school year;
3. Up to a maximum of two (2) weeks vacation per year;
4. Based on seniority;
5. Based on operational requirements;
6. Only allowed once every five (5) years per individual.

Vacations will normally be taken through **the** months of July and August by all other classifications, except as arranged by mutual agreement. Preference over vacation dates shall be determined by seniority. **The foregoing shall** not preclude **the right** of an employee to apply for deferment of vacation entitlement **for good** cause.

Vacation entitlements shall be recorded on pay stubs.

(E) School Term Employees

School term employees who receive days off during **the** vacation year necessitated by school holidays and inservice days shall have **such days** deducted from their vacation entitlements to prevent **layoff** on such days.

(F) Worker Inservice Days

1. one district-wide inservice, and
2. any four non-instructional days

School **support workers** can be **granted** inservice days off by the **worksite supervisor** in lieu of **days owed** for **overnight trips** as per **Article 17(G)**.

ARTICLE 21: SICK LEAVE PROVISIONS

(A) Sick Leave Defined

Sick leave means the period of time an employee is **permitted to be absent from** work with full **pay** by **virtue of** being sick, **disabled**, exposed to **contagious disease**, or under examination or treatment of a physician, chiropractor, or **dentist**, or because **of** an accident for which compensation is not payable under ~~the~~ Worker's Compensation Act.

(B) Amount of Sick Leave

Sick **leave shall** be granted to employees on the **basis** of one and two-third (1 2/3) days for every month of **service**.

In any one calendar year when an employee **has** not had sick leave, or only a portion thereof, he shall **be** entitled to an accrual of all the unused portion of sick leave up to a maximum of 160 working days for his future benefits. Employees at maximum accumulation **of** 160 or more sick days **shall** accumulate **at one** half day per month effective January 1, 1993.

Employees who have accumulated 160 days or more **and** who become ill in **the** year preceding retirement will be allotted a maximum of **twenty** (20) days to maintain their entitlement. A deduction **shall** be made from accumulated sick leave **of** all normal working days (exclusive of Statutory **Holiday**) **absent** for **sick leave** as defined **in** (A) and Article 25 (Supplementation of Compensation).

The PEBT LTD Plan shall be fully integrated with **the** sick leave plan so that an employee will **be** entitled to use **sick** leave up to the date he/she is eligible to collect LTD (80 work days) at which time **sick** leave usage **shall cease**.

(C) Illness in the Family

In the **case of** illness at **the** employee's residence **and/or** a **medical** emergency/procedure at a hospital of an immediate family member where **no** one other than the employee, can provide for the needs of the ill person, the **employee**, after notifying his supervisor, **shall be entitled** to a maximum of six

(6) days per calendar year when supported by a medical certificate.

In the event that a non-resident parent requires support due to a serious medical condition as confirmed by a medical practitioner, such time will be provided under the Family Illness provisions of this Article.

(D) Proof of Illness

The **Employer** may request that an employee provide a **certificate** from a duly **qualified medical practitioner certifying** the employee was unable to **perform** his duties **due to personal or family member illness. The Employer shall reimburse costs associated with obtaining** a medical certificate upon **presentation of a paid receipt**

(E) Sick Leave During Leave of Absence

When an employee is given leave of **absence** without **pay** for **any reason, or is laid off on account of lack of work** and returns to the **service** of the Employer upon expiration of such leave of **absence, etc., he shall not receive sick leave credit for the period of such absence, but shall retain his cumulative credit, if any, existing at the time of such leave or layoff.**

(F) Sick Leave Without Pay

Sick leave without pay of **one year** shall be **granted** to an employee who does not **qualify for sick leave with pay, or who is unable to return to work at the termination of the period for which sick leave with pay is granted. At the end of one year, any extension can only be granted upon review and by mutual agreement** of the parties hereto.

(G) Sick Leave Records

A record of all unused sick leave will be kept by the Employer. Immediately after the close of each calendar year, each employee shall receive a record from the Employer of his accumulated sick leave credit. Any employee is to be advised on application of the amount of sick leave accrued to his credit.

Sick leave entitlements shall be recorded **on** pay stubs.

(H) **Payment of Accumulated Sick Leave**

Any employee having accrued sick leave to his credit shall, on retirement or termination, after ~~ten~~ (10) years of continuous service, receive a salary grant in lieu thereof equal to:

One half (1/2) of the days accumulated as per 21(B).

In the event of death, the salary grant shall be paid to his beneficiary.

Union dues will not be deducted from payout.

(I) **Compassionate Leave**

In the event of a life threatening illness or accident of a spouse, child, parent or sibling, an employee shall be granted up to three (3) working days per year without loss of salary which shall be deducted from the employee's accumulated sick leave entitlement.

ARTICLE 22: LEAVE OF ABSENCE

(A) The Employer agrees that, where **permission** has been granted to representatives of the Union to leave their employment: temporarily in order to meet or carry on negotiations with the Employer, or **with** respect to a grievance, they shall suffer no **loss** of pay for the time so spent

(B) Union Conventions and Seminars

Leave of absence without pay and without loss of seniority will be granted upon request to **the** Board, to employees elected or appointed to represent the Union at Union conventions and Seminars, One week's **notice** shall be given to **the** Employer.

The Employer agrees to continue regular payment of **wages** and deductions for employees on leave under (B) of this Article.

The Employer will be reimbursed by the Union **in full** including holiday **pay** and pension payments.

Where there **is no** replacement provided for the absent employee, the money reimbursed and **thus** saved by the **Employer** for said leave **will be used to establish a spacial** fund for educational **courses** for **employees**. The Employer will account in writing to the Union by November **30th** annually, for these funds.

(C) Bereavement Leave

An employee shall be granted three (3) **regularly** scheduled **consecutive** work days leave without **loss of salary** in case of the death of a parent, **spouse**, brother, sister, **child**, grandparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or grandchild.

in the event of death of a spouse, child, parent, brother or sister, two (2) additional days will **be** granted.

Reasonable leave of absence shall be granted for travel **and** estate affairs without pay and without loss of seniority.

Up to one-half (1/2) day shall be granted without loss of salary or wages to attend a funeral, **provided** such employee has given sufficient notice to his immediate work site supervisor.

(D) Jury Duty

The Employer shall pay an employee who is required to serve as a juror or subpoenaed court witness the difference between his normal earnings **and** the payment he received for jury service or court witness. The **employee** will present proof of service **and** the amount of pay received,

(E) Leave of Union Officers

Any employee who is **elected** or selected for a **full time position** with the Union, or any body with which **the Union** is affiliated, or who is elected to public office, shall be granted leave of absence **without pay and** without loss of seniority **by** the Employer for a period of one year. Such leave shall be renewed each year during his term of office. One month's notice to be given to the **Employer**.

(F) President's Leave

A President of the **Local Union** who is elected to take office 100% of the time, shall be granted a leave to **assume** presidential duties by the Board. **The Board** will continue to pay **the President** his **salary** and to provide benefits as specified in the Agreement. **The Union will** reimburse **the Board** monthly for all salary and **benefits** costs.

For **purposes** of pension, experience; sick **leave** and seniority, the President shall **be** deemed to be in the full employ of the **Board**. **The President shall** inform the Board of the number of days or **partial days**, if any, that **he** was absent from presidential duties. **Such** days or **partial days shall** be deducted from the President's accumulated sick leave or vacation credits.

Upon return from leave, the President has the option of returning to the position vacated or another position secured through **posting**.

(G) General Leave

Employees shall be granted unpaid leave(s) upon application as follows:

1. Up to two (2) days per calendar year for school term employees for personal business providing an adequate replacement is available at the time of approval. Additional days may be granted upon request.
2. Up to one (1) and to a maximum of four (4) months, upon written application without loss of seniority or position. The employee bears all costs associated with maintaining benefits.
3. Up to one (1) year, upon written application. The employee does not earn seniority for the year but maintains seniority rights as provided for in Article 10. The employee bears all costs associated with maintaining benefits and is required to relinquish his position and must exercise his adjusted seniority date to obtain a position upon his return,

Additional leave under subsection (2) or (3) may be granted every five (5) years provided:

- (i) The employee relinquishes their position.
- (ii) The employee taking the leave does not accept employment elsewhere.
- (iii) The employee bears all costs associated with maintaining benefits.
- (iv) The employee will not accrue seniority for the duration of the leave.

Educational leave shall be granted as per subsection (2) and (3) above.

(H) Maternity Leave

Pursuant to the Employment Standards Act **an employee** who becomes pregnant shall proceed on maternity leave and **shall:**

1. Officially notify the Board **of** her pregnancy **at** least four **(4)** weeks before the date the employee proposes to begin leave.
2. Return to duty no later than twelve (12) months **after** the birth of her child with **no** loss of seniority.
3. **Advise** her Employer **whether or** not **she** intends to **return** to the employ of the Employer following maternity **leave**.

An employee may be **requested** to go on maternity **leave** at **any time** before the dates **specified**, where **it** is considered in the **best interest** of **the Board** and not a violation of **the** Employment Standards Act.

(I) Supplemental Employment Benefits on Maternity Leave

When an employee **takes** the maternity **leave** to which she is entitled pursuant to the Employment Insurance Act, the Board **shall pay the employee:**

1. **95%** (ninety-five **percent**) of her current **salary** for the **first two** weeks of the leave which **falls** during times when school is in **session**,
2. the **difference between 95%** (ninety-five percent) of her current **salary and** the amount of **EI maternity benefits** received by **the** employee, for a maximum of fifteen (15) **weeks** providing such **time occurs** when the **employee is not on** normal **layoff**.

(J) Parental Leave

Parental leave shall be granted to an **employee** in accordance with the Employment Standards Act and the **Employment Insurance Act**.

ARTICLE 23: PAYMENT OF WAGES AND ALLOWANCES

(A) Pay Days

The Employer shall **pay salaries and wages bi-weekly** in accordance with **Schedule "A"** attached hereto and forming **part of this Agreement**. On each pay day, each **employee shall be provided** with an itemized statement of his wages and deductions.

(B) Vacation Pay

All 12-month employees shall receive their **pay** on regular bi-weekly **pay days unless** they request their vacation cheque early.

All 10-month **employees** will be offered a choice as to whether they want to be paid out their vacation entitlements at the **end of May each year** or to **use** their remaining vacation entitlements to stay on payroll past their **last day of** work.

All 8-month **grounds employees** will accrue vacation entitlement and not **be paid out vacation pay**.

Those employees **choosing** to be **paid** out their entitlements at the **end of May shall** receive vacation cheques on the **last** office day preceding commencement of the Christmas/Spring **break** with others receiving their **regular** bi-weekly pay cheques.

The vacation year shall be from July 1st until June 30th for those 10-month employees who **choose** to remain on **payroll** past **their last day** of work. Those **choosing** to remain on **payroll** will not **qualify** for the B.C. Day statutory holiday.

(C) Pay During Temporary Transfers

If an **employee substitutes on** any job during the **absence** of another employee, or performs duties **of a higher classification**, he **shall** receive the rate for the job or his regular rate, whichever **is** the greater.

When an **employee** is regularly assigned to a position paying a lower rate, **his** rate shall not be reduced for a period of three (3) months following his regular assignment to a lower rate position.

(D) Automobile Allowance

Where employees agree to use their personal vehicles for Board business they shall be reimbursed in accordance with Board Policy No. 318. This would include claims for working in two (2) or more work locations.

(E) Mileage for Relief Employees

Relief employees shall be paid \$25.00 per day in lieu of mileage if required to travel in their vehicle to an area outside their general geographic area (Barriere, Chase, Haffley Creek, Logan Lake, Pinantan, Brennan Creek, Savona, Tranquille Valley, Westwold) from the first day of an assignment up to a maximum of twenty (20) working days per assignment. For those areas not listed above, the following rates apply:

Barriere to Clearwater	\$25.00
Kamloops to Clearwater	\$50.00
Clearwater to Blue River	\$50.00

(F) Bus Drivers - Outside Bus Trips

The allocation of all extra bus trips shall be in accordance with Schedule "C" attached.

(G) Out of Town on Employer Business

Employees required to be out of town on educational courses or other Board business shall be reimbursed expenses in accordance with Board Policy No. 307. All educational courses shall receive prior approval of the Employer.

(H) First Aid Certificate

Employees required to possess a Level 3 Occupational First Aid certificate will receive an allowance of .50¢ per hour.

Employees required to possess a Level 2 Occupational First Aid certificate will receive an allowance of 40¢ per hour.

Employees required to possess a Level 1 Occupational First Aid certificate will receive an allowance of .30¢ per hour.

The Employer shall designate an employee who possesses a Level 1 Occupational First Aid certificate in each school. Other employees who volunteer and are designated by the school as a Level 1 Occupational First Aid attendant shall receive an additional .30¢ per hour.

(I) **Medical Exams**

In the event a driver has been required to have an examination under Section 49 under the Motor Vehicles Act, the driver will submit the examination to the School District and all costs associated with the physical exam will be borne by the Employer upon receipt of a copy of the examination and the receipt for same.

Bus Drivers are required to have an annual physical examination from a qualified medical practitioner each year prior to August 15". In the event a Bus Driver has been required to have an examination under Section 49 within three months prior to August 15th, the Bus Driver will submit the Motor Vehicle Examination to the School District and will not be required to undergo the School District medical in that year.

(J) **Bus Driver – Orientation Trips**

Bus drivers will be compensated \$25/trip after the initial orientation trip where mandated by the employer.

ARTICLE 24: JOB CLASSIFICATIONS AND RECLASSIFICATION

The **Board of School Trustees** will **develop job descriptions for all new classifications,**

The **Employer** agrees to **consult and receive Union input on preparation of job descriptions.**

ARTICLE 25: SUPPLEMENTATION OF COMPENSATION AWARD

An employee prevented from performing his regular work with the Employer on account of an occupational accident that is recognized by the Worker's Compensation Board as compensable within the meaning of the Compensation Act, shall have deductions of that portion of the day not paid by the Worker's Compensation Board made from his sick leave entitlement for each day the employee is entitled to Worker's Compensation, provided the employee has credit, provided further that this section shall only apply to those employees who have completed the probationary period.

The Board shall receive the Worker's Compensation cheque and shall pay the employee his regular rate. In the event an employee has not sufficient sick leave entitlement, the employee shall receive the Worker's Compensation cheque.

ARTICLE 26: TECHNOLOGICAL AND OTHER CHANGES

Adjustment Plan

- (A) If the Employer Introduces or intends to introduce a measure; policy, practice or change that affects the **terms, conditions or** security of employment of a **significant** number of employees by classification to whom ~~the~~ Collective Agreement applies;
1. the Employer **shall** give notice to the Union at least ~~sixty~~ (60) days before the date on which the measure, policy, practice or change is to ~~be~~ effected, and
 2. **after** notice has been given, ~~the~~ Employer and Union **shall** meet, in good faith, and endeavour to develop an adjustment **plan**, which may include provisions respecting any of ~~the~~ following:
 - (i) consideration of alternatives to the **proposed** measure, policy, practice or change, including amendment of provisions in ~~the~~ Collective Agreement;
 - (ii) resource planning and employee counselling and retraining;
 - (iii) notice ~~of~~ termination;
 - (iv) severance pay;
 - (v) entitlement to pension **and** other **benefits** including early retirement **benefits**;
 - (vi) a bipartite process for overseeing **the** implementation ~~of the~~ **adjustment plan**.
- (B) If, after meeting ~~in~~ accordance with subsection (1), the parties have **agreed** to an adjustment plan, it is **enforceable** as if it **were** part of the Collective Agreement.
- (C) Subsections ~~(1) and~~ (2) do not apply to the termination of the employment of employees referred to in section 49.2 of ~~the~~ Employment **Standards Act**.

Any training required as a result of technological change shall be given during work **hours**.

ARTICLE 27: OCCUPATIONAL HEALTH AND SAFETY

- (A) The Union and ~~the~~ Employer shall cooperate in continuing and perfecting the safety measures now in effect in accordance with ~~School~~ District Policy No. 308.
- (B) The Safety Committee shall ~~be~~ established and composed of ~~two~~ representatives appointed by the Employer, and ~~two~~ representatives of the Union and two members of the KTTA as per the Occupational Health and Safety policy.
- (C) The joint ~~safety~~ committee shall comply with and enforce all applicable federal, provincial ~~and~~ municipal health and safety legislation and regulations such as the Industrial Health and Safety Regulations established under the Workers' Compensation Act and regulations established under ~~W.H.M.I.S.~~ and the School District No. 73 Occupational Health ~~and Safety~~ Manual.
- (D) Where an employee working in an environment where serious communicable diseases have been determined by the Medical Health Officer to ~~exist~~, the Board will pay expenses associated with preventive medication not covered by the employee's own medical insurance coverage.
- (E) Severe ~~student~~ behaviour occurs when an employee has been physically or verbally abused by a student. That employee shall refer the student to the administrative officer who will investigate the concern and take appropriate corrective measures, in every case the administrative officer shall involve the employee, student and ~~parent/guardian~~ in the corrective plan, Incident ~~reports~~ that involve injury to employees shall be sent to the joint Health and ~~Safety~~ Committee monthly.
- (F) No employee will be required to work in environments that are unsafe or unhealthy.
- (G) The Employer agrees to have ~~site-based~~ procedures to deal with employee safety and protection in the workplace. Any employee upon beginning a new assignment at a work site shall be provided with safety ~~procedures/guidelines~~ for those students deemed to be high risk behaviourally and/or for students requiring extraordinary lifting or mobility assistance.

ARTICLE 28: BENEFITS

Eligibility for Benefits

1. Category 1 regular employees – entitled to all benefits as outlined in **this Agreement**

Category 2 regular recall ~~employees~~ – If recalled into a position that is known to extend **beyond** 12-weeks within 4-months of being placed on ~~the~~ recall list **are** treated as a Category ~~(1)~~ regular **employee** for **benefit** purposes. If not **recalled** into a position within 4-months of being placed on **the recall list** will **be** given the option to review benefit coverages to **determine** if they wish to continue as a Category ~~(1)~~ regular **employee** at their cost or be a Category (3) relief employee **with** seniority for benefit purposes.

3. Category 3 relief employees with **seniority** – Employees will upon **successful** completion of a probationary period be offered **Medical and Extended Health benefits**.
4. Category 4 relief **employees** – will **be entitled** to **statutory** benefits and **vacation pay**.
5. **Benefit Deductions** - All ten (10) month **employees** will have benefit premiums deducted in eighteen (18) **equal** instalments.
6. In the case of absence for illness, the Employer's contribution for the **Medical** and **Extended Health plans** will be paid for a maximum of **one-year** from the commencement of illness. Thereafter **and** for the full period of any other **absence**, the employee **may pay** the full premiums through the Employer if he **so desires**.

Other **coverages** can be maintained by the **employee** at their cost if **permitted** under the **plan(s)**.
7. For those benefits noted in B-C-F-G and I, as of **February 1, 2005**, the **parties** will participate in the Joint Benefit Trust Program offered **through** PEPT.

(A) Medical Insurance

The Employer shall contribute one hundred percent (100%) of the premiums of the recognized medical plan.

(B) Extended Health Care

The Employer shall contribute one hundred percent (100%) of the premiums of the Extended Health care plan (one million lifetime maximum), which shall include hospital co-insurance, eyeglass coverage and hearing aids. Eyeglass coverage shall be a maximum of \$400.00 every two (2) years for each family member.

(C) Group Life Insurance

Category 1 regular employees shall participate in a mutually agreeable Group Life Insurance Policy, with the Employer paying one hundred percent (100%) of the regular monthly premiums. Group Life Insurance coverage is two (2) times each employee's annual salary with a waiver of premium rider to age 65.

(D) Pension Plan

Category 1 regular employees shall participate in the existing pension plan in accordance with the terms of the plan, and in any future plan that may be entered into by mutual agreement by the parties hereto.

(E) Retirement Benefits

An employee not enrolled in the pension plan, upon retirement, as defined by Municipal Superannuation, shall be granted one-half (1/2) day's pay for every month of service with the Employer prior to January 1, 1988 and one day's pay for every month of service effective January 1, 1988, provided the employee has served a minimum of five (5) years' service, except in the case of dismissal for just cause.

Employees with Municipal Superannuation, who in the past were excluded from participation, will be granted this benefit on a pro-rated basis for the time worked as a regular or temporary employee (after successful completion of the probationary period) providing previous service was not picked up.

Payment of benefit to be based on the rate of pay effective immediately preceding retirement.

(F) Dental Insurance

Category 1 regular employees shall participate in the Pacific Blue Cross Dental Plan with the Employer contributing 75% of the premiums providing 100% of Plan A, 60% of Plan B and 60% of Plan C with a lifetime limit of \$3,500.00.

(G) Long Term Disability

Disability benefits will be as provided through the Public Education Benefits Trust (PEBT).

(H) Employee Assistance

All employees shall participate in the mutually agreed upon Employee Assistance Program with the Employer contributing 75 percent of the premium. Employee deductions will be made at date of hire and annually thereafter in the month of October.

(I) Accidental Death and Dismemberment Insurance.

The Employer agrees to check-off and remit premiums for a Voluntary Accidental Death and Dismemberment Insurance Plan and to provide any statistical data necessary for premium quotation. Such policy and the carrier shall be determined by the Union. The Employer agrees to provide application forms and details of this plan to new employees.

Voluntary A.D.&D. benefits in multiples of \$10,000 are available and paid for by the employee.

(J) Employment Insurance

All employees shall be covered by the provisions of the Employment Insurance Act, and the Employer agrees that no further certificates exempting employees from coverage under the Act shall be issued.

ARTICLE 29: GENERAL CONDITIONS

(A) Proper Accommodation

Where possible, proper accommodation shall be provided for employees to have their meals and keep their clothes.

(B) Bulletin Boards

The Employer shall provide bulletin boards in suitable locations upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees.

(C) Fire and Theft Insurance

The Employer shall provide fire and theft insurance covering the tools owned by employees and used in performance of their duties with the Employer and left on the Employer's premises. The employee shall provide the Employer with an itemized list of these tools as purchased.

(D) Strike at Employer's Premises

In the event that any employees of the Employer become engaged in a strike and maintain pickets at the Employer's premises, then any refusal to work or failure to cross such a picket line by employee members of this Union shall not be considered a violation of this Agreement, nor constitute sufficient grounds for dismissal. However, services essential to safeguarding buildings and property will be maintained.

(E) Instructional Courses and Course Reimbursement

The Employer agrees to pay the full cost for the one successful attempt of any course of instruction required and approved by the Employer. Employer initiated courses will be funded by the Employer. Other courses will be funded as per Article 22(B).

Employees who plan on requesting course reimbursements must receive prior approval. When approved by the Employer, courses that require the employee to travel out of town will be reimbursed for gas, toll, and ferry charges only upon

submission of appropriate receipts. The employee **will** assume any and **all other associated** expenses.

Employees taking courses should forward **a** copy of marks **and/or certificates** for inclusion **in** their personnel file.

(F) Dress

Employees shall keep themselves clean **and tidily dressed** at all times, except when it is **necessary** for them **to be** working in a particular **job** that **tends** to **require** an older type **of** working clothes.

(G) Protective Clothing

The Employer agrees to **supply** protective clothing to employees who require them.

(H) Work Boots

The Employer agrees to **pay** \$100.00 annually **towards** the cost **of** work boots where **required** when **supported** by an original receipt.

(I) Swim Suit Allowance

The Employer agrees to pay 50% to a maximum of **\$100** annually **towards** the cost of swimsuits for school support workers where **required** on a regular ongoing **basis** **and** when **supported** by an original receipt!

(J) Bus Mechanics

Bus Mechanics' tools that **are** broken, worn out, **lost** or stolen will, upon application, **be** replaced by the **Employer** at **no charge** to the employee.

New tools required for employees' **use** on the **job** due to new technology' will **be** purchased **by** the School District. **The** School District will retain ownership **of** new tools purchased.

(K) Copyright Infringement

Any employee whose job requires the copying and/or reproduction of material will not be held responsible for any copyright infringement violation incurred on behalf of the Employer.

(L) Special Eyeglasses - VDT's or CRT's

The Employer agrees to pay 50% to a maximum of \$250.00 every two (2) years for special eyeglasses required by employees working on VDT's or CRT's

(M) Indemnification

The School Board recognizes that as a general principle it has an obligation to its employees to indemnify them from damages and costs incurred by them as a result of actions or prosecutions brought against employees acting in the ordinary course of their duties.

ARTICLE 30: JOB SECURITY

No **permanent employee shall lose his** employment because of subcontracting engaged in by the **Employer**.

No paid staff position will **be displaced** or replaced by the use of volunteers.

The Employer **is** committed during the life of this Agreement not to contract out work presently performed by **C.U.P.E. members**.

The Employer **is** prepared to **review concerns** regarding contracting out informally with the **Union** through the Labour Management Liaison Committee structure.

ARTICLE 31: PRESENT CONDITIONS AND BENEFITS

All rights, benefits, privileges, and working conditions which employees now enjoy, receive, or possess as employees of the Employer shall continue to be enjoyed and possessed insofar as they are consistent with this Agreement, but may be modified by mutual agreement between the Employer and the Union.

ARTICLE 32: ACCESS TO INFORMATION

Agendas and minutes of all public Board Meetings with attachments will be provided to the Union at the time of distribution to the Board.

ARTICLE 33: TERM OF AGREEMENT

This Agreement, unless changed by mutual consent of both parties hereto, shall be in force and effect from and after the first day of July, 2006 and up to and including June 30, 2010, and thereafter from year to year unless either party to this Agreement gives notice to commence collective bargaining in accordance with the Labour Code of British Columbia. During the period of collective bargaining, this Agreement shall continue in full force and effect.

IN WITNESS WHEREOF BOTH PARTIES HERETO EXECUTED THESE PRESENTS:

Signed on behalf of the Employer:

Signed on behalf of the Union:

Originally signed by
The Board of School Trustees
School District No. 73
(Kamloops/Thompson)
On

Originally signed by
The Canadian Union of Public Employees
Local 3500
Originally signed by
The Canadian Union of Public Employees
Local 3500

DUTIES AND RESPONSIBILITIES OF SCHOOL BUS DRIVERS

1. All **Bus Drivers** must **possess** a valid B.C. "**Class 2**" Chauffeur's Licence and **air brake** endorsement.
2. Annual Driver **Medicals** – refer to **Article 23 (I)**.
3. The driver shall **sweep and clean** out the interior of the bus before or after each **trip**; and **shall keep** the bus well ventilated, and/or heated **at all times**.
4. Drivers will at **all times** adhere to **traffic** and **safety** regulations in **the** operation of his vehicle.
5. The Driver **shall** never drive **backwards** on the School Grounds until **he has** looked behind, **sounded** his horn, and **placed a** responsible pupil to guard the **rear**.
6. The driver shall not leave the **bus when** pupils are in it until he has shut **off** the motor, set the **brakes**, and **has** removed the ignition key.
7. The driver shall not **engage** in **unnecessary** conversation with anyone while the **bus is** in motion.
8. The driver **shall see that** all doors on the bus **are** kept closed while the bus **is** in motion.
9. The driver shall bring the bus to a **complete stop before** taking on or **letting off children**. **Whenever possible** the driver shall stop off the pavement, at a **place where the road may** be clearly seen for **several hundred feet** in **either** direction. **He shall always** signal to drivers coming up from **the rear before stopping** or turning.
10. The driver **shall** pre-trip his **bus before** driving it for the condition of **headlights, brakes, steering apparatus, tires, windshield wipers, horns and other mechanical features affecting safety** of the children in the bus **he drives**. **He shall** not **transport** pupils **unless the bus is safe to operate**.

11. The driver shall not permit anyone but himself to operate the bus, except with the permission of the Transportation Dispatcher or the Transportation Manager.
12. The driver shall not fill the fuel tank while pupils are in the bus, or while the motor is running.
13. Drivers shall report all student accidents to the Principal and the Transportation Office.
14. The drivers shall instruct the pupils at least twice during the school year in the following:
 - (A) Use of the Emergency Door.
 - (B) Safe operation of the windows.
 - (C) Proper use of the fire extinguisher.
15. In the case of an accident, the driver must not make any statement that may reflect liability for accident, on himself or other party.
16. Driver report, re vehicle accident forms, must be filed with the Manager or School Board Office within 24 hours of accident.
17. The driver shall report to the Transportation Dispatcher any new road hazards as they occur.
18. The driver shall adhere closely to the established schedule, which shall be approved by the Manager and placed in the bus where it can be easily seen,
19. The driver shall not, except on special order of the Transportation Manager, use a school bus for any purpose other than transporting pupils to and from school.
20. The driver shall not permit dogs or other animals in the bus.
21. The driver shall report to the Transportation Manager immediately when the bus is overloaded.
22. The driver shall keep his person dean and neat, and not use tobacco on the school bus.

SCHOOL BUS REGULATIONS

1. **Principals have the final responsibility for behaviour of all pupils transported on school buses.**
2. **Rules and regulations concerning safety and deportment to be:**
 - (A) **Discussed with students by school authorities.**
 - (B) **Given to Bus Driver.**
 - (C) **Copy sent to parents for signature.**
3. **Bus Drivers shall have the authority to maintain order on the bus, but shall report all cases requiring disciplinary action to the Principal on a form provided to the Bus Drivers for this purpose.**
4. **Parents shall be advised of all cases of misbehaviour reported by the Bus Drivers to the Principal.**
5. **Principals have the authority to suspend the right to ride on buses for repeated misbehaviour. This shall be for a stated period of time.**
6. **Any suspension shall be reported to the parents and to the School Board.**
7. **Privilege of transportation shall be restored to students suspended only upon assurance to the Principal of conforming to bus regulations.**
8. **Indefinite suspension shall be authorized only by the Board of School Trustees.**
9. **Pupils will be held responsible for wilful damage to the school bus under Section 124, Manual of School Law.**
10. **Bus drivers shall be provided with an up-to-date list of students eligible to ride on the bus. Drivers may require students to produce a student's card as proof of such eligibility. Such card to be issued free of charge.**

11. **Students must provide the Bus Driver with written permission from his parent or guardian to disembark at other than his normal location,**
12. **Drivers shall insure that sufficient fuel is held in tanks to complete inward and outward runs.**
13. **Drivers are responsible for care and protection of the transportation equipment in their charge during working hours.**

SCHEDULE "B": HOURS OF WORK

The Employer and the Union agree that the appended schedules sets out the hours worked in each work location.

Provisions of Article 17(A) shall apply to hours worked outside of those set out in this schedule, Amendments to this schedule may only be made by mutual agreement of the parties to this Agreement.

- NOTE 1 - All library assistant positions in elementary schools are day shift and either twenty (20) hours per week in one location, or thirty-five (35) hours per week if combined positions.
- NOTE 2 - When the current incumbent vacates position, it will revert back to an 8:00am starting time.
- NOTE 3 - Denotes combination positions.
- NOTE 4 - Hours as per Letter of Agreement, Refer to page 39-4.
- NOTE 5 - When the current incumbent vacates position, it will revert back to a four (4) hour a day, five (5) days a week position.
- NOTE 6 - Denotes those positions which were reduced in hours by the School District without mutual agreement and were deferred to arbitration by the Union. Refer to Letter of Understanding of December 16, 1985 for resolve.
- NOTE 7 - Denotes the P.M. Custodian position in secondary school that is appointed in a 4:00 – 12:00 shift but permitted to work 3:00 to 11:00 except when required to work 5:00 to 11:00.
- NOTE 8 - Central Stores-Purchasing hours of work will be 8:30am – 4:00pm (1/2 hour lunch break) for the following positions: Steno 2, Data Input Operator 1, Buyer 2 and Buyer 1.

NOTE 9 - Bus Garage Hours – In the months of July and August, hours of work will be 7:00 am – 3:30pm with the assurance that one employee will work 7:30am – 4:00pm daily.,

**NOTE 10 - Grounds Department Hours shall be as follows:
May – September (inclusive): 7:00am – 3:30pm
October – April (inclusive): 8:00am – 4:30pm**

SCHEDULE "B": HOURS OF WORK

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
ABERDEEN ELEMENTARY					
1, 3	CLERICAL	SEC. IN CHARGE - ELEM. LIBRARY ASSISTANT I	see Dallas	Bet 8-4 pm	7.000
	CLERICAL/LIBRA			Bet 8-4 pm	3.500
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 PERSONAL CARE		Bet 8-4 pm	5.750
3	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)	see Pacific way	Bet 8-4 pm	5.750
	CUSTODIAL	SSW-3 PERSONAL CARE		Bet 8-4 pm	5.750
3	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)	see Pacific way	6:30 - 2:30 p	3.750
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500
3	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED	see South Sahali	4:30 - 11:00	6.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
ADMINISTRATION BUILDING (SCHOOL BOARD OFFICE)					
	CLERICAL	STENO 3		8:30 - 4:30	7.000
	CLERICAL	STENO 3		8:30 - 4:30	7.000
	CLERICAL	STENO 3		8:30 - 4:30	7.000
	CLERICAL	STENO 2	Teaching	8:30 - 4:30	7.000
	CLERICAL	STENO 2	Rentals & Acc.	8:30 - 4:30	7.000
	CLERICAL	STENO 1 RECEPTIONIST	Non Teaching	8:30 - 4:30	7.000
	CLERICAL	STENO 1 - SUBSTITUTE		6:30 - 2:30	7.000
	CLERICAL	DISPATCHER			
	CLERICAL	ACCOUNTING CLERK 4 - PAYROLL	Teacher Payroll	8:30 - 4:30	7.000
	CLERICAL	ACCOUNTING CLERK 4 - NON TEACHER PAYROLL	Non-Teacher Payroll	8:30 - 4:30	7.000
	CLERICAL	ACCOUNTING CLERK 4 - GENERAL		8:30 - 4:30	7.000
	CLERICAL	ACCOUNTING CLERK 4 - GENERAL		8:30 - 4:30	7.000
	CLERICAL	ACCOUNTING CLERK 2 - DATA INPUT		8:30 - 4:30	7.000
	CLERICAL	ACCOUNTING CLERK 2 - ACCOUNTS PAYABLE		8:30 - 4:30	7.000
	CLERICAL	ACCOUNTING CLERK 2 - GENERAL		8:30 - 4:30	7.000
	PROG. SUPPORT	NETWORK SUPPORT TECH - PROG		8:00 - 4:30	7.500
	PROG. SUPPORT	NETWORK SUPPORT TECH - PROG		8:00 - 4:30	7.500
	PROG. SUPPORT	SOFTWARE SUPPORT TECH.		8:00 - 4:30	7.500
	PROG. SUPPORT	SOFTWARE SUPPORT TECH.		8:00 - 4:30	7.500
3	CUSTODIAL	CUSTODIAN 4 - IN CHG. (1 PERSON SCHOOL)	see SKSS	5:00 - 9:00 p	3.750
	BUYER	BUYER II		8:30 - 4:30	7.000

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
A.E. PERRY ELEMENTARY					
1, 3	CLERICAL	SEC. IN CHARGE - ELEM. LIBRARY ASSISTANT 1	see Arthur Stevenson	Bet 8-4 pm	7.000
	CLERICAL/LIBRA			Bet 8-4 pm	3.500
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	5.750

	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	5.750
a	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)		6:30 - 2:30	3.750
			see George Hilliard		
3	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 7:00	2.000
			see Four Directions Storefront		
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500
CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
ARTHUR HATTON ELEMENTARY					
1, 3	CLERICAL CLERICAL/LIBRA	SEC. IN CHARGE - ELEM. LIBRARY ASSISTANT II		Bet 8-4 pm Bet 8-4 pm	7.000 4.000
			see Rayleigh		
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	4.000
3	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)		7:00 - 11:00 am	3.750
			see Parkcrest		
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500
CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
ARTHUR STEVENSON ELEMENTARY					
1, 3	CLERICAL CLERICAL/LIBRA	SEC. IN CHARGE - ELEM. LIBRARY ASSISTANT 1		Bet 8-4 pm Bet 8-4 pm	7.000 3.500
			see AE Perry		
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 PERSONAL CARE		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 PERSONAL CARE		Bet 8-4 pm	5.750
3	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)		6:30 - 2:30	3.750
			see David Thompson		
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 7:00	3.750
			see Oak Hills		
CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
BARRIERE ELEMENTARY					
3	CLERICAL CLERICAL/LIBRA	SEC. IN CHARGE - ELEM. LIBRARY ASSISTANT 1		Bet 8-4 pm Bet 8-4 pm	7.000 3.000
			see Barriere Secondary		
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	5.750
3	CUSTODIAL	CUSTODIAN 6 - IN CHG.		6:30 - 2:30	3.750
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500
CODE	DEPT	CLASSIFICATION	NOTE	SHIFT	HOURS
BARRIERE SECONDARY					
	CLERICAL	SEC. IN CHARGE - SEC.		Bet 8-4 pm	7.000
	CLERICAL	STENO 1/COUNSELLING		Bet 8-4 pm	7.000
3	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	3.000
			see Barriere Elementary		
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 PERSONAL CARE		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	6.250
3	CUSTODIAL	CUSTODIAN 6 - IN CHG. (3 OR MORE)		6:30 - 2:30 p	3.750
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 7:00	4.000
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
BEATTIE SCHOOL OF THE ARTS					
	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.00
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	4.000
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	4.000
3	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)		6:30 - 2:30 p	3.750
			see South Sahali		
3	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500
3	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 4:30 p	1.500
			see Ralph Bell		
CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
BERT EDWARDS ELEMENTARY					
	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	2.000
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 PERSONAL CARE		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	5.750
3	CUSTODIAL	CUSTODIAN 5 - INCHG. (ELEM/SMALL SEC)		6:30 - 2:30 p	3.750
			see John Tod		
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.50
CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
BLUE RIVER ELEMENTARY					
	CUSTODIAL	CUSTODIAN 4 - INCHG. (1 PERSON SCHOOL)		3:00 - 7:00	4.000
CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
BRENNAN CREEK ELEMENTARY					
3, 4	CUSTODIAL	CUSTODIAN 4 - INCHG. (1 PERSON SCHOOL)		after 3:00 pm	1.000
			see Transportation (Barriere)		
CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
BROCKLEHURST SECONDARY					
	CLERICAL	SEC. IN CHARGE - SEC.		Bet 8-4 pm	7.000
	CLERICAL	STENO 1		Bet 8-4 pm	7.000
	CLERICAL	COUNSELLING STENO		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT		Bet 8-4 pm	4.000
3	CLERICAL	SCIENCE ASSISTANT		Bet 8-4 pm	5.000
			rotates btwn Brock, NorKam & Westsyde Sec.		
	CLERICAL/SSW	SSW - INTERPRETER/SIGN		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	6.250
	CUSTODIAL	CUSTODIAN 3 SHIFT LEADER		3:00 - 11:00	7.500
	CUSTODIAL	CUSTODIAN 6 - INCHG. (3 OR MORE)		7:00 - 3:00	7.500

CUSTODIAL	CUSTODIAN 1 - SUPERVISED	3:30 - 11:30	7.500
CUSTODIAL	CUSTODIAN 1 - SUPERVISED	4:00 - 12:00 a	7.500
CUSTODIAL	CUSTODIAN 1 - SUPERVISED	7:30-11:30 p	4.000

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
CHASE SECONDARY					
3	CLERICAL	SEC. IN CHARGE - SEC.		Bet 8-4 pm	7.000
	CLERICAL	STENO 1/COUNSELLING STENO		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1	see Haldane Elementary	Bet 8-4 pm	6.000
3	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	6.250
	CUSTODIAL	CUSTODIAN 6 - INCHG. (3 OR MORE)	see Haldane Elementary	6:30 - 2:30 p	3.750
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:30 - 11:30	7.500
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
CLEARWATER SECONDARY					
3	CLERICAL	SEC. IN CHARGE - SEC.		Bet 8-4 pm	7.000
	CLERICAL	STENO 1/COUNSELLING STENO		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1	see Raft River	Bet 8-4 pm	6.000
3	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-4	see Star Lake	Bet 8-4 pm	6.250
3	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	6.250
	CUSTODIAL	CUSTODIAN 3 - SHIFT LEADER		3:00 - 11:00	7.500
	CUSTODIAL	CUSTODIAN 6 - INCHG. (3 OR MORE)	see Raft River	6:30 - 2:30 p	3.750
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED	See Raft River	3:30 - 11:30	6.500
	CUSTODIAL	CUSTODIAN 1 - SUPERVISED	see Raft River	3:30 - 11:30	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
DALLASELEMENTARY					
1, 3	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1	see Aberdeen	Bet 8-4 pm	3.500
3	CLERICAL/SSW	SSW-2		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	4.000
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CUSTODIAL	CUSTODIAN 6 - INCHG. (ELEM/SMALL SEC)	see RLC	6:30 - 2:30 p	3.750
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
DAVID THOMPSON ELEMENTARY					
3	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1	see Marlon Schilling/Pacific Way	Bet 8-4 pm	2.000
3	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 PERSONAL CARE		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW - INTERPRETER SIGN		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	4.000
	CUSTODIAL	CUSTODIAN 8	see Arthur Stevenson	11:30 - 3:00	3.750

CODE	DEPARTMENT	CLASSIFICATION ¹	NOTE	SHIFT	HOURS
	CUSTODIAL	CUSTODIAN2 - UNSUPERVISED		3:00 - 11:00	7.500
	CUSTODIAL	CUSTODIAN2- UNSUPERVISED		3:00-7:00 p	1.000
DUFFERIN ELEMENTARY					
3	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	2.000
			see RL Clemifson/Dufferin		
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 PERSONAL CARE		Bet 8-4 pm	5.750
	CUSTODIAL	CUSTODIAN 4 - INCHG. (1 PERSONSCHOOL)		12:00-8:00 p	7.500
			Incumbent works /1:00 - 7:00 p		
GEORGE HILLIARD ELEMENTARY					
1, 3	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	2.000
			see Kay Bingham		
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-4		Bet 8-4 pm	5.750
3	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	5.750
	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)		6:30 - 2:00 p	3.750
			see AE Perry		
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		Bet 3 - 11	1.500
GROUNDS DEPARTMENT					
	GROUNDS	GROUNDS EQUIPMENT OPERATOR (12 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS EQUIPMENT OPERATOR (12 Mos)		7:00 - 3:30	7.500
			Clearwater		
	GROUNDS	GROUNDS EQUIPMENT OPERATOR 1 (10 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS EQUIPMENT OPERATOR (7 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS EQUIPMENT OPERATOR (7 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS EQUIPMENT OPERATOR (6 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS EQUIPMENT OPERATOR (6 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS PERSON 3 - PLAYGROUND (7 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS PERSON 3 - FENCING (8 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS PERSON 3 - HORTICULTURE (12 Mos)		7:00 - 3:30	7.500
	GROUNDS	IRRIG MTCE 1 (7 Mos)		7:00 - 3:30	7.500
	GROUNDS	IRRIG MTCE 1 (7 Mos)		7:00 - 3:30	7.500
	GROUNDS	IRRIGATION MTCE 2 (8 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS PERSON (6 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS PERSON (6 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS PERSON (6 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS PERSON (6 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS PERSON (6 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS PERSON (6 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS PERSON (6 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS PERSON (6 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS PERSON (6 Mos)		7:00 - 3:30	7.500
	GROUNDS	GROUNDS PERSON (6 Mos)		7:00 - 3:30	7.500
	GROUNDS	LABOURER/GROUNDS (4 Mos)		7:00 - 3:30	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
HALDANE ELEMENTARY					
	CLERICAL	SEC. INCHARGE -- ELEM.		Bet 8-4 pm	7.000
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	5.750
3	CUSTODIAL	CUSTODIAN 6 - IN CHG. (3 OR MORE)		6:30 - 2:30 p	3.750
			see Chase Sec.		
	C ST IAL	ISTODIA 2 -	ERVISIED	2:30 - 7:30 p	5.000
	C ST IAL	ISTODIA -	ERVISIED	3:00 - 11:00	7.500

CODE	DEF	ASSIFICATION	NOTE	SHIFT	HOURS
HEFFLEY CREEK ELEMENTARY					
	CLERICAL	SEC. INCHARGE -- ELEM.		Bet 8-4 pm	6.000
	CUSTODIAL	CUSTODIAN 4 - INCHG. (1 PERSON SCHOOL)		12:00-6:00 p	6.000

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
HENRY GRUBE EDUCATION CENTRE					
	CLERICAL	SEC. INCHARGE -- SEC.		Bet 8-4 pm	7.000
	CLERICAL	STENO 1 RECEPTIONIST		8:30 - 4:30	7.000
	CLERICAL	BOOKING CLERK		Bet 8-4 pm	7.000
	CLERICAL	BOOKING CLERK		Bet 8-5 pm	4.000
	CLERICAL	SUPPORTED WORKER TRAINEE*		Bet 8-4 pm	4.000
	CLERICAL	AUDIO VISUAL		Bet 8-4 pm	7.500
	CLERICAL	MEDIA EQUIPMENT OPERATOR		8:00 - 4:30	7.500
	CLERICAL	LABOURER-PRINT MEDIA		Bet 8-5 pm	7.500
	CLERICAL	EQUIPMENT OPERATOR			
	CLERICAL/LIBRA	ITINERANT LIBRARY ASSISTANT		Bet 8-3 pm	6.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY TECHNICIAN		7:30 - 3:30	7.000
	CLERICAL/SSW	SSW-ADV BRAILLIST		Bet 8-4 pm	6.250
3	CUSTODIAL	CUSTODIAN 8 - INCHG. (ELEM/SMALL SEC)		4:30-11:00 p	6.000
			see George Hilliard		

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
JOHN TOD ELEMENTARY					
3	CLERICAL	SEC. INCHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	2.000
			see Ralph Bell		
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR INTER/SIGN		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW 1 TIES ROOM		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW 1 TIES ROOM		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW 1 TIES ROOM		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	5.750
3	CUSTODIAL	SSW 1 FIRST NATIONS CUSTODIAN 8 - INCHG. (ELEM/SMALL SEC)		Bet 8-4 pm 6:30 - 2:30 p	5.750 3.750
			see Bert Edwards		
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
JUNIPER RIDGE ELEMENTARY					
	CLERICAL	SEC. INCHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL	LIB ASSISTANT 2/		Bet 8-4 pm	3.500

CODE	DEPARTMENT	CLASSIFICATION ¹⁾	NOTE	SHIFT	HOURS
		LIBRARY ASSISTANT 1	see Lloyd George		
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
3	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)		8:30 - 2:30 p	3.750
			see Marion Schilling		
3	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		7:00 - 9:00	4.000
			see RLC/Lloyd George		

CODE	DEPARTMENT	CLASSIFICATION ¹⁾	NOTE	SHIFT	HOURS
KAY BINGHAM ELEMENTARY					
3	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	2.000
			see George Hilliard		
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-4		Bet 8-4 pm	7.000
				*Grandfathered	
3	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	5.750
	CLERICAL/SSW	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)		8:30 - 2:30 p	3.750
			see Parkcrest		
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.000

CODE	DEPARTMENT	CLASSIFICATION ¹⁾	NOTE	SHIFT	HOURS
LLOYD GEORGE ELEMENTARY					
3	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIB ASSISTANT 2/ LIBRARY ASSISTANT 1		Bet 8-4 pm	3.500
			see Juniper		
3	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-PERSONAL CARE		Bet 8-4 pm	4.000
	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)		8:30 - 2:30 p	3.750
			see Ralph Bell		
3	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 7:00	3.750
			see RLC & Juniper		

CODE	DEPARTMENT	CLASSIFICATION ¹⁾	NOTE	SHIFT	HOURS
LOGAN LAKE ELEMENTARY					
3, 4	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	5.750
	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)		8:30 - 2:30 p	3.750
			see Logan Lake Secondary		
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500

CODE	DEPARTMENT	CLASSIFICATION ¹⁾	NOTE	SHIFT	HOURS
LOGAN LAKE SECONDARY					
3	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL	STENO 1/COUNSELLING		Bet 8-4 pm	4.000
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)		8:30 - 2:30 p	3.750
			see Logan Lake Elementary		
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500

CODE	DEPARTMENT	CLASSIFICATION ¹⁾	NOTE	SHIFT	HOURS
MAINTENANCE					
	CLERICAL	STENO 3		Bet 8-4 pm	7.500
	CLERICAL	STENO 2		Bet 8-4 pm	5.500

	PROGRAM	COMPUTER TECH	Clearwater	7:00 -- 3:30	7.500
	PROGRAM	I.E. SERVICETECH		7:00 -- 3:30	7.500
	PROGRAM	I.T. SUPPORTTECH		8:00 -- 4:30	7.500
	PROGRAM	SOFTWR SUPPORTTECH		8:00 -- 4:30	7.500
	PROGRAM	SOFTWR SUPPORTTECH		8:00 -- 4:30	7.500
	PROGRAM	SOFTWR SUPPORTTECH		8:00 -- 4:30	7.500
	MAINTENANCE	DESK REPAIRPERSON		7:00 -- 3:30	7.500
	MAINT//TRADES	CARPENTER		ZOO -- 3:30	7.500
	MAINT//TRADES	CARPENTER		7:00 -- 3:30	7.500
	MAINT//TRADES	CARPENTER		7:00 -- 3:30	7.500
	MAINT//TRADES	CARPENTER		7:00 -- 3:30	7.500
	MAINT//TRADES	CARPENTER		7:00 -- 3:30	7.500
	MAINT//TRADES	ELECTRICIAN		7:00 -- 3:30	7.500
	MAINT//TRADES	ELECTRICIAN		7:00 -- 3:30	7.500
	MAINT//TRADES	ELECTRICIAN		7:00 -- 3:30	7.500
	MAINT//TRADES	ELECTRICIAN		7:00 -- 3:30	7.500
	MAINT//TRADES	ELECTRICIAN		7:00 -- 3:30	7.500
	MAINT//TRADES	ELECTRICIAN		7:00 -- 3:30	7.500
	MAINT//TRADES	ELECTRICIAN		7:00 -- 3:30	7.500
	MAINT//TRADES	ELECTRICIAN		7:00 -- 3:30	7.500
	MAINT//TRADES	HEATING/REFRIDGERAT	Clearwater	7:00 -- 3:30	7.500
	MAINT//TRADES	HEATING/REFRIDGERAT		7:00 -- 3:30	7.500
	MAINT//TRADES	HEATING/REFRIDGERAT		7:00 -- 3:30	7.500
	MAINT//TRADES	HEATING/REFRIDGERAT		7:00 -- 3:30	7.500
	MAINT//TRADES	MTCE TRADESPERSON	Clearwater	7:00 -- 3:30	7.500
	MAINT//TRADES	MECHANIC/WELDER		7:00 -- 3:30	7.500
	MAINT//TRADES	PAINTER		7:00 -- 3:30	7.500
	MAINT//TRADES	PAINTER		7:00 -- 3:30	7.500
	MAINT//TRADES	PAINTER		7:00 -- 3:30	7.500
	MAINT//TRADES	PAINTER		7:00 -- 3:30	7.500
	MAINT//TRADES	PAINTER		ZOO -- 3:30	7.500
	MAINT//TRADES	PAINTER		7:00 -- 3:30	7.500
	MAINT//TRADES	PLUMBER		7:30 -- 4:00	7.500
	MAINT//TRADES	PLUMBER		7:30 -- 4:00	7.500
3	PURCHASING	DRIVER/STORESPERSON		7:30 -- 4:00	7.500
	CUSTODIAL	CUSTODIAN4 - IN CHG. (1 PERSON SCHOOL)		4:00 -- 8:00	3.750
			see Bus Garage		
	CUSTODIAL	CUSTODIAN2 - UNSUPERVISED		Bet 4:00--1:00 a	7.500
	CUSTODIAL	CUSTODIAN2 - UNSUPERVISED		3:00 -- 11:00	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
MARION SCHILLING ELEMENTARY					
3	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	2.000
			See David Thompson/Pacific Way		
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 PERSONAL CARE		Bet 8-4 pm	5.750
					7.000*
	CLERICAL/SSW	SSW-4		Bet 8-4 pm	*Grandfat hered
3	CUSTODIAL	CUSTODIAN5 - IN CHG. (ELEM/SMALL SEC)	see Juniper	6:30 -- 2:30 p	3.750
	CUSTODIAL	CUSTODIAN2 - UNSUPERVISED		3:00 -- 11:00	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
McGOWAN PARKELEMENTARY					
3	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	2.000
			see Summit		
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW DIST. RES. ROOM		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW DIST. RES. ROOM		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW DIST. RES. ROOM		Bet 8-4 pm	5.750

	CLERICAL/SSW	SSW DIST. RES. ROOM		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW DIST. RES. ROOM		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW DIST. RES. ROOM		Bet 8-4 pm	5.750
3	CUSTODIAL	CUSTODIAN 5 - INCHG. (ELEM/SMALL SEC)		6:30-2:30 p	3.750
			see Summit		
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
McQUEEN LAKE					
	PROGRAM SUPPORT	RESIDENT CARETAKER		FLEXIBLE	7.500
			Must reside on site from Sunday through Thursday nights.		

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
NORKAM SECONDARY					
	CLERICAL	SEC. INCHARGE - SEC.		Bet 8-4 pm	7.000
	CLERICAL	COUNSELLING STENO		Bet 8-4 pm	7.000
	CLERICAL	STENO 1		Bet 8-4 pm	7.000
	CLERICAL	STENO 1		Bet 8-4 pm	4.000
3	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	6.000
	CLERICAL	SCIENCE ASSISTANT		Bet 8-4 pm	5.500
			rotates btwn Brock, Norkam & Westsyde Sec.		
	CLERICAL/SSW	SSW INTERPRETER/SIGN		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 PERSONAL CARE		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 PERSONAL CARE		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	6.250
	CUSTODIAL	CUSTODIAN 3 - SHIFT LEADER		3:00 - 11:00	7.500
	CUSTODIAL	CUSTODIAN 6 - INCHG. (3 OR MORE)		7:00 - 3:00	7.500
	CUSTODIAL	CUSTODIAN 1 - SUPERVISED		3:30 - 11:30	7.500
	CUSTODIAL	CUSTODIAN 1 - SUPERVISED		4:00-12:00 p	7.500
	CUSTODIAL	CUSTODIAN 1 - SUPERVISED		3:30 - 11:30	7.500
	CUSTODIAL	CUSTODIAN 1 - SUPERVISED		4:00-12:00 p	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
OAK HILLS					
	CUSTODIAL	CUSTODIAN 4 - INCHG. (1 PERSON SCHOOL)			4.000
			see Arthur Stevenson		

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
PACIFICWAY ELEMENTARY					
3	CLERICAL	SEC. INCHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	2.000
			see Marion Schilling/David Thompson		
3	CLERICAL/SSW	SSW-2		Bet 8-4 pm	5.750
	CUSTODIAL	CUSTODIAN 5 - INCHG. (ELEM/SMALL SEC)		6:30 - 2:30 p	3.750
			see Aberdeen		
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
PARKCREST ELEMENTARY					
3	CLERICAL	SEC. INCHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	4.000

	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	4.000
	CLERICAL/SSW	SSW-3 PERSONAL CARE		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	4.000
3	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)		6:30 - 2:30 p	3.750
			see Kay Bingham		
3	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 7:00	3.750
			see Arthur Hatton		

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
PINANTAN ELEMENTARY					
	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	6.000
	CUSTODIAL	CUSTODIAN 4 - IN CHG. (1 PERSONSCHOOL)		2:30 - 8:30 p	4.000

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
RAFT RIVER ELEMENTARY					
	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	4.000
	CLERICAL/SSW	SSW-3 PERSONAL CARE		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	5.750
3	CUSTODIAL	CUST. 4 IN CHG./CUST. 2		3:00 - 7:00 p	4.000
	CUSTODIAL	CUSTODIAN 6 - IN CHG. (3 OR MORE)		6:30 - 2:30 p	3.750
			see Clearwater Secondary		
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	3.000

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
RALPH BELL ELEMENTARY					
3	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	2.000
			see John Tod		
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-4		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	5.750
3	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)		6:30 - 2:30 p	3.750
			see Lloyd George		
3	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		4:30 - 11:00 p	6.000
			see Beattie		

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
RAYLEIGH ELEMENTARY					
3	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT II		Bet 8-4 pm	4.000
			see Arthur Hatton		
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	4.000
	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)		7:00 - 1:00	4.000
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
R.L. CLEMPTSON ELEMENTARY					
3	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	4.000
			see Dufferin		
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	5.750

	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
3	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	4.000
	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)		6:30 - 2:30 p	3.750
			see Dallas		
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500
3	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		8:00 - 11:00 p	2.000
			see Juniper/Lloyd George		

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
SAHALI SECONDARY					
	CLERICAL	SEC. IN CHARGE - SEC.		Bet 8-4 pm	7.000
3	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	4.000
			see South Sahali		
	CLERICAL	SCIENCE ASSISTANT		Bet 8-4 pm	5.500
	CLERICAL	COUNSELLING STENO		Bet 8-4 pm	7.000
	CLERICAL	STENO 1		Bet 8-4 pm	7.000
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 PERSONAL CARE		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW, DIST RES ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	6.250
	CUSTODIAL	CUSTODIAN 3 SHIFT LE. DEF		3:00 - 11:00	7.500
	CUSTODIAL	CUSTODIAN 6 - IN CHG. (30 x 10 x)		7:00 - 3:00	7.500
	CUSTODIAL	CUSTODIAN 1 - SERV		3:30 - 11:30	7.500
	CUSTODIAL	CUSTODIAN 1 - SERV		3:30 - 11:30	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
SAVONA ELEMENTARY					
	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	6.000
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CUSTODIAL	CUSTODIAN 4 - IN CHG. (1 PERSONSCHOOL)		1:00 - 6:00 p	4.000

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
SOUTH KAMLOOPS SECONDARY					
	CLERICAL	SEC. IN CHARGE - SEC.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	6.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 2		Bet 8-4 pm	6.000
	CLERICAL	COUNSELLING STENO		Bet 8-4 pm	7.000
	CLERICAL	STENO 1		Bet 8-4 pm	7.000
	CLERICAL	STENO 1/COUNSELLING STENO		Bet 8-4 pm	4.000
	CLERICAL	SCIENCE ASSISTANT		Bet 8-4 pm	5.500
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	6.250

	CLERICAL/SSW CUSTODIAL	SSW-1 FIRST NATIONS CUSTODIAN3 - SHIFT LEADER	Bet 8-4 pm 3:00 - 11:00	6.250 7.800
	CUSTODIAL	CUSTODIAN6 - IN CHG. (3 OR MORE)	7:00 - 3:00 p	7.500
	CUSTODIAL	CUSTODIAN 1 - SUPERVISED	Bet 4:30-8:30a Sagebrush 10 - 2 p	7.500
	CUSTODIAL	CUSTODIAN 1 - SUPERVISED	3:30 - 11:30	7.500
	CUSTODIAL	CUSTODIAN 1 - SUPERVISED	3:30 - 11:30	7.500
	CUSTODIAL	CUSTODIAN 1 - SUPERVISED	3:30 - 11:30	7.500
	CUSTODIAL	CUSTODIAN 1 - SUPERVISED	4:00-12:00 p	7.500
	CUSTODIAL	CUSTODIAN 1 - SUPERVISED	4:00-12:00 a	7.500
	CUSTODIAL	CUSTODIAN 1 - SUPERVISED	4:00-12:00 p	7.500
3	CUSTODIAL	CUSTODIAN 1 - SUPERVISED	7:30 - 11:30 p	3.750
			see Administration	

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
SOUTHSAHALI ELEMENTARY					
	CLERICAL	SEC. INCHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	2.000
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
3	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	5.750
	CUSTODIAL	CUSTODIAN5 - IN CHG. (ELEM/SMALL SEC)	see Beattie	6:30 - 2:30 p	3.750
3	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED	see Aberdeen	3:00 - 4:30	1.800
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.800

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
STAR LAKE CAMPUS					
	CLERICAL/SSW	SSW-4		Bet 8-4 pm	6.250
	CUSTODIAL	CUST. 4 IN CHG.		8:00 - 4:00 p	4.000

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
STUART WOOD ELEMENTARY					
	CLERICAL	SEC. INCHARGE - ELEM.		Bet 8-4 pm	6.000
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	4.000
	CUSTODIAL	CUSTODIAN 4 - IN CHG. (1 PERSON SCHOOL)		12:00-8:00 p	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
SUMMIT ELEMENTARY					
	CLERICAL	SEC. INCHARGE - ELEM.		Bet 8-4 pm	7.000
3	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	2.000
			see McGowan Park		
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bat 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 PERSONALCARE		Bet 8-4 pm	5.750
3	CUSTODIAL	CUSTODIAN 5 - IN CHG. (ELEM/SMALL SEC)		6:30 - 2:30	3.750
			see McGowan Park		
	CUSTODIAL	CUSTODIAN 2 - UNSUPERVISED		3:00 - 11:00	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
TRANQUILLE VALLEY					
3, 4	CUSTODIAL	CUSTODIAN 4 - IN CHG. (1 PERSON SCHOOL)	see Beattie		1.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
TRANSPORTATION					
	TRANSPORT.	BUS DISPATCHER	Kernloops	7:30 - 4:00	7.500
	TRANSPORT.	MECHANIC FOREMAN		8:00 - 4:30	7.500
	TRANSPORT.	MECHANIC		8:00 - 4:30	7.500
	TRANSPORT.	MECHANIC		8:00 - 4:30	7.500
	TRANSPORT.	MECHANIC		8:00 - 4:30	7.500
	TRANSPORT.	MECHANIC APPRENTIC.		8:00 - 4:30	7.500
	TRANSPORT.	SHOP UTILITY - SERVICE		8:00 - 4:30	7.500
	TRANSPORT,	BUS WASHER		8:00 - 4:30	7.500
	CLERICAL	TRANSPORTATION CLERK		Bet 8-4 pm	7.000
	TRANSPORT.	BUS DRIVER	Kamloops		6.830
	TRANSPORT.	BUS DRIVER	Kamloops		4.170
	TRANSPORT.	BUS DRIVER	Kamloops		4.420
	TRANSPORT.	BUS DRIVER	Kamloops		4.000
	TRANSPORT,	BUS DRIVER	Kamloops		4.920
	TRANSPORT,	BUS DRIVER	Kamloops		6.330
	TRANSPORT,	BUS DRIVER	Kamloops		4.000
	TRANSPORT,	BUS DRIVER	Kamloops		6.170
	TRANSPORT.	BUS DRIVER	Kamloops		4.000
	TRANSPORT.	BUS DRIVER	Kamloops		4.450
	TRANSPORT.	BUS DRIVER	Kernloops		4.920
	TRANSPORT.	BUS DRIVER	Kamloops		4.000
	TRANSPORT,	BUS DRIVER	Kamloops		4.500
	TRANSPORT.	BUS DRIVER	Kamloops		4.000
	TRANSPORT.	BUS DRIVER	Kamloops		4.000
	TRANSPORT.	BUS DRIVER	Kamloops		4.000
	TRANSPORT.	BUS DRIVER	Kamloops		4.250
	TRANSPORT.	BUS DRIVER	Kamloops		4.830
	TRANSPORT.	BUS DRIVER	Kamloops		4.830
	TRANSPORT.	BUS DRIVER	Kamloops		5.000
	TRANSPORT.	BUS DRIVER	Kamloops		4.080
	TRANSPORT.	BUS DRIVER	Kamloops		3.750
	TRANSPORT.	BUS DRIVER	Kamloops		4.000
	TRANSPORT.	BUS DRIVER	Kamloops		4.750
	TRANSPORT.	BUS DRIVER	Kamloops		6.420
	TRANSPORT.	BUS DRIVER	Kamloops		4.750
	TRANSPORT.	BUS DRIVER	Kamloops		5.170
	TRANSPORT.	BUS DRIVER	Kamloops		4.330
	TRANSPORT.	BUS DRIVER	Kamloops		4.170
	TRANSPORT.	BUS DRIVER	Kamloops		5.170
	TRANSPORT.	BUS DRIVER	Kamloops		4.830
	TRANSPORT,	BUS DRIVER	Kamloops		6.500
	TRANSPORT.	BUS DRIVER	Kamloops		4.830
	TRANSPORT.	BUS DRIVER	Kamloops		5.580
	TRANSPORT.	BUS DRIVER	Kamloops		4.000
	TRANSPORT.	BUS DRIVER	Kamloops		5.420
	TRANSPORT.	BUS DRIVER	Kamloops		4.750
	TRANSPORT.	BUS DRIVER	Kamloops		6.080
	TRANSPORT.	BUS DRIVER	Kamloops		6.080
	TRANSPORT.	BUS DRIVER	Kamloops		6.080
	TRANSPORT.	BUS DRIVER	Kamloops		5.080
	TRANSPORT.	BUS DRIVER	Kamloops		4.580
	TRANSPORT.	BUS DRIVER	Kamloops		4.000
	TRANSPORT.	BUS DRIVER	Kamloops		4.000
	TRANSPORT.	BUS DRIVER	Kamloops		4.830
	TRANSPORT.	BUS DRIVER/MECHANIC	Clearwater		7.500
	TRANSPORT.	BUS DRIVER/MTCE UTILITY	Clearwater		7.500
	TRANSPORT.	BUS DRIVER	Clearwater		5.000
	TRANSPORT.	BUS DRIVER	Clearwater		4.750
	TRANSPORT.	BUS DRIVER	Clearwater		4.000
	TRANSPORT.	BUS DRIVER	Clearwater		6.000
	TRANSPORT.	BUS DRIVER	Clearwater		5.500
	TRANSPORT.	BUS DRIVER	Barriere		4.000
	TRANSPORT.	BUS DRIVER	Barriere		4.000
	TRANSPORT.	BUS DRIVER	Barriere		6.000
	TRANSPORT.	BUS DRIVER	Barriere		4.000
	TRANSPORT.	BUS DRIVER	Barriere		4.000
	TRANSPORT.	BUS DRIVER	Barriere		4.000
3	TRANSPORT.	BUS DRIVER/CUST 4 NCHQ.	Barriere		4.000
			Barriere		5.920
			see Brennan Creek		
3	TRANSPORT.	BUS DRIVER/CUST 2	Clearwater		5.200
			see Clearwater		

	CLERICAL/SSW	SSW-2 BUS SUPERVISION	Maintenance		
	CLERICAL/SSW	SSW-2 BUS SUPERVISION	Kamloops	Bet 6:30-4 p	6.000
	CLERICAL/SSW	SSW-2 BUS SUPERVISION	Kamloops	7-9 a & 2-4 p	5.670
	CLERICAL/SSW	SSW-2 BUS SUPERVISION	Kamloops	7-9 a & 2-4 p	4.000
	CLERICAL/SSW	SSW-2 BUS SUPERVISION	Kamloops	7-9 a & 2-4 p	5.330
3	CLERICAL/SSW	SSW-2 BUS SUPERVISION	Kamloops	7-9 a & 2-6 p	6.500
	CUSTODIAL	CUSTODIAN4 - INCHG. (1 PERSON SCHOOL)		4:00 - 8:00 p	3.750
			see Maintenance		

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
TWIN RIVERS EDUCATION CENTRE					
	CLERICAL	SEC. IN CHARGE - SEC.		Bet 8-4 pm	7.000
	CLERICAL	COUNSELLING STENO		Bet 8-4 pm	7.000
	CLERICAL	SUPPORTED WORKER TRAINEE		Bet 8-4 pm	4.000
	CLERICAL/SSW	SSW-4		Bet 8-4 pm	7.000
	CLERICAL/SSW	SSW-4		Bet 8-4 pm	7.000
	CLERICAL/SSW	SSW-4		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-4		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-4		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-4		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-1 FNSW	storefront	Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-1 FNSW	Storefront	Bet 8-4 pm	6.250
	CUSTODIAL	CUSTODIAN4 - INCHG. (1 PERSON SCHOOL)		3:00 - 9:30 P	6.000
3	CUSTODIAL	CUSTODIAN2 - UNSUPERVISED	Storefront	Flexible	2.000
			see AE Parry		

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
VALLEYVIEW (SECONDARY)					
	CLERICAL	SEC. IN CHARGE - SEC.		Bet 8-4 pm	7.000
	CLERICAL	COUNSELLING STENO		Bet 8-4 pm	7.000
	CLERICAL	STENO 1		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT		Bet 8-4 pm	4.000
			see Pacific Way		
	CLERICAL	SCIENCE ASSISTANT		Bet 8-4 pm	5.500
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW - DIST RES. ROOM		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	6.250
	CUSTODIAL	CUSTODIAN 3 - SHIFT LEADER		3:00 - 11:00	7.500
	CUSTODIAL	CUSTODIAN 6 - INCHG. (3 OR MORE)		7:00 - 3:00 p	7.500
	CUSTODIAL	CUSTODIAN 1 - SUPERVISED		3:30 - 11:30	7.500
	CUSTODIAL	CUSTODIAN 1 - SUPERVISED		4:30 - 12:00 p	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
VAVENBY ELEMENTARY					
	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	6.000
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	4.000
	CUSTODIAL	CUSTODIAN 4 - INCHG. (1 PERSON SCHOOL)		3:00 - 7:00	4.000

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
WESTMOUNT ELEMENTARY					
	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	7.000
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	5.750

CLERICAL/SSW	SSW-3 PERSONAL CARE	Bet 8-4 pm	5.750
CUSTODIAL	CUSTODIAN4 - INCHG. (1 PERSON SCHOOL)	12:00 -- 8:00 p	7.500
CUSTODIAL	CUSTODIAN2 - UNSUPERVISED	3:00 -- 7:00 pm	3.750

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
WESTSYDE SECONDARY					
	CLERICAL	SEC. IN CHARGE - SEC.		Bet 8-4 pm	7.000
	CLERICAL	COUNSELLING STENO		Bet 8-4 pm	7.000
	CLERICAL	STENO 1		Bet 8-4 pm	7.000
	CLERICAL/LIBRA	LIBRARY ASSISTANT 1		Bet 8-4 pm	7.000
					4 days/wk
3	CLERICAL	SCIENCE ASSISTANT	Rotates btwn Brock, NorKam & Westsyde Sec.	Bet 8-4 pm	
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-2		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-3 BEHAVIOUR		Bet 8-4 pm	6.250
	CLERICAL/SSW	SSW-1 FIRST NATIONS		Bet 8-4 pm	6.250
	CUSTODIAL	CUSTODIAN3 - SHIFT LEADER		3:00 -- 11:00	7.500
	CUSTODIAL	CUSTODIAN6 - INCHG. (3 OR MORE)		7:00 -- 3:00	7.500
	CUSTODIAL	CUSTODIAN1 - SUPERVISED		3:30 -- 11:30	7.500
	CUSTODIAL	CUSTODIAN1 - SUPERVISED		4:00 -- 12:00	7.500
	CUSTODIAL	CUSTODIAN1 - SUPERVISED		3:30 -- 11:30	7.500

CODE	DEPARTMENT	CLASSIFICATION	NOTE	SHIFT	HOURS
WESTWOLD ELEMENTARY					
3	CLERICAL	SEC. IN CHARGE - ELEM.		Bet 8-4 pm	6.000
	CUSTODIAL	CUSTODIAN4 - INCHG. (1 PERSON SCHOOL)		Bet 8-4 pm	3.750
			see Transportation		

SCHEDULE "C": ALLOCATION OF EXTRA BUS TRIPS

The fiscal period used for the equitable allocation of extra bus trips is from **September 1 to June 30**. Bus drivers in Kamloops who wish to drive extra trips shall **indicate** to the Bus Driver Dispatcher that they wish their name to be **placed on the daytime (8:30 am to 3:00 pm) extra trip roster and/or the evening and weekend roster**.

At the beginning of each fiscal period all Bus Drivers shall be **deemed** to have **zero** accumulated hours. Henceforth, all extra day trips shall be allocated in a manner that will **equalize** as close as reasonably possible the accumulated hours on extra day trips of each bus driver who has placed his name on the **daytime** roster throughout each fiscal period.

Evening and weekend extra trips shall be on a **rotating basis** among those drivers whose names have been placed on the **evening** and weekend extra trip roster, as per past practice. Hours will be **recorded on separate roster from the extra day trip roster**.

In cases where a bus driver places his name on the **daytime extra trip roster** during the fiscal term, the Dispatcher shall, at that time, **total the** number of **hours accumulated** from the start of the fiscal term by all the drivers on the **daytime roster and divide those hours** by the number of drivers. Those hours shall be then allocated to the new driver the **same** as if they had been **accrued** by working extra trips.

All trips which can commence and can be completed during school hours (8:30 am to 3:00 pm) without interfering with regular runs providing District buses and regular drivers are **available** will be driven by **CUPE** members.

All trips originating in Kamloops would be **dispatched** through the Dispatcher at the **Kamloops Bus Garage** who would **ensure** compliance to the above.

All **extra curricular** bus trips originating in Clearwater be offered to regular bus drivers by **seniority** on a **rotational basis** and those drivers choosing to take an **extra trip** shall **forfeit** their normal bus run(s) on the **day(s)** affected by the extra run.

All funds budgeted by the Board in the field trip account (E-4) will have to be accounted for by schools to the Secretary-Treasurer twice yearly (December 31 and June 30) and made available to the Union.

On field trips when the bus is not required to be held over, the driver will be paid as follows:

A minimum of one hour driver pay for the delivery and return or the actual time required to complete the trip, whichever is the greater.

A complete record of all extra trips shall be kept by the Bus Driver Dispatcher who shall make it available to the Union twice a year.

All drivers are to be paid for all time involved on a trip which returns within a 24 hour period and be provided with meals,

On all trips which take over four (4) hours, but under seven and one-half (7.5) hours, drivers shall be provided with a minimum of one meal.

SCHEDULE "D": LETTERS OF UNDERSTANDING

The following Letters of Understanding have been carried forward or added and will be in effect during the life of the current Collective Agreement.

INDEX

REFERENCE ARTICLE	DATE SIGNED	LETTER OF UNDERSTANDING	PAGE #
12	1988/03/14	ACCOUNTING CLERK 3 – PAYROLL ACCOUNTING CLERK 4 – PAYROLL ACCOUNTING CLERK 4 – GENERAL ACCOUNTING CLERK 5	39-1
	1995/10/03	EXCLUSION FROM BARGAINING UNIT (LEVEL III NURSE)	39-2
16	1993/01/15	SCHEDULE B	39-3
	1993/01/15	EXCLUSIONS TO ARTICLE 16	39-4
	1998/04/14	WORKING 10 HOUR SHIFTS OUTSIDE OF GEOGRAPHICAL AREA	39-5
Schedule "A"	1991/01/18 & 1996/10/06	SUPPORTED WORKER PROGRAM	39-7
	2000/09/22	COOP STUDENT	39-8
Other	1992/01/23	APPRENTICESHIP PROGRAM	39-9
	2000/09/22	JOB EVALUATION PROGRAM	39-11
	1992/05/25	UNION LABEL	39-14
	2003/04/29	JOB SHARING	39-15
	2006/10/14	ELECTRICIAN – FIELD SAFETY REPRESENTATIVE	39-18
	2006/06/02	LETTER OF UNDERSTANDING - PROVINCIAL	39-19

LETTER OF UNDERSTANDING

BETWEEN:

The Board of School Trustees
School District No. 73 (Kamloops/Thompson)

AND:

The Canadian Union of Public Employees
Local 3500

SUBJECT:

**ACCOUNTING CLERK 3 – PAYROLL
ACCOUNTING CLERK 4 – PAYROLL
ACCOUNTING CLERK 4 – GENERAL
ACCOUNTING CLERK 5**

The parties to the Agreement agree without prejudice to post the Accounting Clerk 3 – Payroll, Accounting Clerk 4 – Payroll, Accounting Clerk 4 – General and Accounting Clerk 5 positions as per Article 12(A) and that these positions will be filled by written application rather than at a posting meeting.

Either party may cancel this agreement in writing with sixty (60) days' notice.

Originally signed by
The Board of School Trustees
School District No. 73 (Kamloops/Thompson)
On March 14, 1988

Originally signed by
The Canadian Union of Public Employees
Local 3500
On March 14, 1988

Renewed June 30, 1983; Renewed January 11, 1996; Revised September 22, 2000 Revised
June 2005; Renewed June 2008

LETTER OF UNDERSTANDING

BETWEEN:

The Board of School Trustees
School District No. 73 (Kamloops/Thompson)

AND:

The Canadian Union of Public Employees
Local 3500

SUBJECT:

**EXCLUSION FROM BARGAINING UNIT (LEVEL III
NURSE)**

The parties to the Collective Agreement agree positions that are primarily established through the Ministry of Health Provincial Protocol to provide for the health needs of medically fragile students will be excluded from the Bargaining Unit.

These positions will not be tied to any specific educational program for students with special needs, and the incumbents will not be scheduled to provide general school support worker support to the school. They will perform medical support services to the child to which he/she is assigned and may provide, on an informal basis, tutorial support to other students in the classroom.

Incumbents in these positions have no status within the C.U.P.E. bargaining unit and cannot displace any C.U.P.E. member or be displaced by any C.U.P.E. member.

The parties finally agree that when any specific concerns of incumbents performing school support worker duties occur, that the concerns will be reviewed and resolved by the parties immediately.

If the concerns are not resolved within five (5) working days, the duties of school support worker support will not be performed until a resolve is reached,

Originally signed by
The Board of School Trustees
School District No. 73 (Kamloops/Thompson)
On October 3, 1995

Originally signed by
The Canadian Union of Public Employees
Local 3500
On October 3, 1995

Renewed January 11/98; Revised September 22, 2000; Renewed June 2006; Renewed June 2006

LETTER OF UNDERSTANDING

BETWEEN:

**The Board of School Trustees
School District No. 73 (Kamloops/Thompson)**

AND:

**The Canadian Union of Public Employees
Local 3500**

SUBJECT:

SCHEDULE B

The parties to the Collective Agreement agree that, in addition to **Schedule B**, the **actual start and finish times for all positions** will be as set out in the **Staff List** which will be updated after each posting meeting.

Staff lists will be distributed to the Union after each update.

All changes to hours will be made on a "Request to Change Form".

Change of location for school support workers necessitated by movement of a child will be confirmed in writing to affected employee with a copy to the Union.

All additions and deletions of positions will be reflected in new staff lists. Positions increased by one (1) hour or less will not be reposted.

Originally signed by
The Board of School Trustees
School District No. 73 (Kamloops/Thompson)
On January 15, 1993

Originally signed by
The Canadian Union of Public Employees
Local 3500
On January 15, 1993

Renewed June 30, 1993; Renewed January 11, 1996; renewed September 22, 2000; Renewed June 2005; Renewed June 2006

LETTER OF UNDERSTANDING

BETWEEN:

The Board of School Trustees
School District No. 73 (Kamloops/Thompson)

AND:

The Canadian Union of Public Employees
Local 3500

SUBJECT:

EXCLUSIONS TO ARTICLE 16

The parties to the Collective Agreement agree exclude the following positions.

Classification	Location	Hours per day	Days per week
Custodian 4 – In charge (1 person school)	Brennan Creek Elementary	1.00	5
Custodian 4 – In Charge (1 person school)	Tranquille Valley	1.50	5
SSW-3 Behaviour	Logan take	5.75	3

review and, if nece
December 31

Originally signed by
The Board of School Trustees
School District No. 73 (Kamloops/Thompson)
On January 15, 1993

Originally signed by
The Canadian Union of Public Employees
Local 3500
On January 15, 1993

Renewed June 30, 1993; Renewed January 11, 1998; Revised September 22, 2000; Revised
June 2005; Renewed June 2006

LETTER OF UNDERSTANDING

BETWEEN:

The Board of School Trustees
School District No. 73 (Kamloops/Thompson)

AND:

The Canadian Union of Public Employees
Local 3500

SUBJECT:

**WORKING 10-HOUR SHIFTS OUTSIDE OF
GEOGRAPHICAL AREA**

In accordance with Article 16(C) the parties to the Collective Agreement agree as follows:

- The normal Trades Day Off (TD) time of 2.5 hours per week will be banked as per contract.
- Hours of work will be arranged in consultation with the employee to accommodate the most effective use of time and equipment.
- Company vehicle may be used on a casual basis.
- Employees who may have difficulty accommodating a temporary reassignment are invited to discuss their situation with their immediate worksite supervisor. In the event an accommodation cannot be agreed upon, the parties will meet to discuss the extenuating circumstances that restrict the employee from being re-assigned.

Employees working ten (10) hour days will, in addition to the aforementioned, be:

- Allowed an additional fifteen (15) minute break;
- Allowed to travel from their residential geographic area to the worksite geographic area on company time;
- Paid the per diem allowance as per Board Policy #307 in advance;
- Provided with accommodation when required to stay in the worksite geographic area; and,
- Allowed one ten (10) minute long distance phone call per day.

Employees, other than regular employees, who are offered and accept positions on a casual basis to work on an extended day assignment shall work the extended day, and shall qualify only for the benefits outlined in this Letter of Understanding.

Where practical, these re-assignments will be allocated on a rotational basis in one week blocks.

Once days are earned, they must be taken and cannot be accumulated.

Originally signed by
The Board of School Trustees
School District No. 73 (Kamloops/Thompson)
On April 14, 1998

Originally signed by
The Canadian Union of Public Employees
Local 3500
On April 14, 1998

Revised September 22, 2000; Renewed June 2005; Renewed June 2006

LETTER OF UNDERSTANDING

BETWEEN :

The **Board of School Trustees**
School District No. 73 (Kamloops/Thompson)

AND:

The **Canadian Union of Public Employees**
Local 3500

SUBJECT:

SUPPORTED WORKER PROGRAM

The parties to the Collective Agreement agree to establish Supported Worker Program position(s) as follows:

1. The position will be assigned the rate of pay of \$12.44 per hour.
2. The duties of the position will be as per the job description.
3. All terms and conditions of the Collective Agreement will apply with the exception of Articles 10, 11 and 12.
4. Hours of work:
 - Twin Rivers Education Centre shall be twenty (20) hours per week (shift). The start and end date will be based on twenty-four (24) weeks with the option to continue the position for the remainder of the school term dependent upon obtaining additional funding.
 - Henry Grube Education Centre shall be thirty (30) hours per week (shift). This shall be a school term position (10 months).

Originally signed by
The Board of School Trustees
School District No. 73 (Kamloops/Thompson)
On January 18, 1991/October 6, 1996

Originally signed by
The Canadian Union of Public Employees
Local 3500
On January 18, 1991/October 6, 1996

Revised June 30, 1993; Revised January 11, 1996; Revised September 22, 2000; Revised June 2005; Renewed June 2006

LETTER OF UNDERSTANDING

BETWEEN:

**The Board of School Trustees
School District No. 73 (Kamloops/Thompson)**

AND:

**The Canadian Union of Public Employees
Local 3500**

SUBJECT:

CO-OP STUDENT

The parties to the Collective Agreement agree to the following conditions in regards to the employment of a co-op student to support the District Software Support Technicians.

1. All terms and conditions of the Collective Agreement will apply with the exception of Articles 10, 11 and 12.
2. The rate for the position will be \$15 per hour.
3. The student will be enrolled in the Bachelor of Technology in Applied Computing Science program at Thompson Rivers University.
4. All things being equal, preference will be given to candidates who graduated at the secondary school level in School District No. 73 (Kamloops/Thompson).
5. Students will be appointed by the Board as required during periods agreed upon by the School District and Thompson Rivers University for placement between September through December, January through April, or May through August.
6. Students will be working directly with a member of the bargaining unit,

Originally signed by
The Board of School Trustees
School District No. 73 (Kamloops/Thompson)
On September 22, 2000

Originally signed by
The Canadian Union of Public Employees
Local 3500
On September 22, 2000

Revised June 2005; Renewed June 2006

LETTER OF UNDERSTANDING

BETWEEN:

**The Board of School Trustees
School District No. 73 (Kamloops/Thompson)**

AND:

**The Canadian Union of Public Employees
Local 3500**

SUBJECT:

APPRENTICESHIP PROGRAM

The Board of School Trustees of School District No. 73 (Kamloops/Thompson) and C.U.P.E. Local 3500 agree to cooperate in the establishment of an apprenticeship program and that the following terms and conditions will apply:

- 1) The chief purpose of this Program is to provide an opportunity for employees to gain career advancement in a specific trade.
- 2) The School Board will ensure that apprentices will be given on-the-job practical training.
- 3) Initial selection as an apprentice under this Program shall be through a pre-apprenticeship test administered by the Industry Training Authority (ITA), with a required passing grade of 80%.
- 4) Where there are more people initially selected in (3) above than actually needed for the Program, seniority will prevail.
- 5) School District No. 73 will authorize leave of absence to the apprentice for the purpose of attending full-time courses required under the ITA or will allow the apprentice to take their vacation during this time.
- 6) The School Board will ensure that the apprentice commences his/her apprenticeship with School District No. 73. For the remaining portion the apprentice will conclude their training with a different employer for which leave of absence will be granted. The duration of which will be decided by the ITA (as some trades will differ from others).
- 7) The employee shall not accrue seniority while on this leave of absence,

- 8) The starting rate of pay will be 60% of Journeyman rate and will rise in accordance with the apprenticeship contracts sliding scale.

4 year course:	60% - 1 st 6 mo.	3 year course:	60% - 1 st 6 mo.
	65% - 2 nd 6 mo.		65% - 2 nd 6 mo.
	70% - 3 rd 6 mo.		75% - 3 rd 6 mo.
	75% - 4 th 6 mo.		80% - 4 th 6 mo.
	80% - 5 th 6 mo.		85% - 5 th 6 mo.
	85% - 6 th 6 mo.		90% - 6 th 6 mo.
	95% - 8 th 6 mo.		

- 9) There will be an indenture set up between Employer, Employee and the Apprenticeship Board.
- 10) Employees selected as apprentices under this Program shall accrue seniority while in the Program, except while on leave as provided for in (7) above.
- 11) Once an apprentice has obtained a certificate of proficiency or a certificate of apprentice or Journeyman ticket in their designated trade they shall return to the relief list and be able to exercise their Seniority to bid on available positions within the District for which they are qualified.
- 12) Note: It is recognized that some unforeseen problems may arise in respect to this first apprenticeship training program. Therefore, it is agreed that such problems shall be discussed between the Union and the Employer with a view to the settlement of the problems to the mutual satisfaction of both parties.
- 13) All other terms and conditions to this Program will be governed by the "Apprenticeship A d" and current "Collective Agreement".

Originally signed by
The Board of School Trustees
School District No. 73 (Kamloops/Thompson)
On January 23, 1992

Originally signed by
The Canadian Union of Public Employees
Local 3500
On January 23, 1992

Renewed June 30, 1993; Renewed January 11, 1996; Renewed September 22, 2000; Revised June 2005; Renewed June 2006

LETTER OF UNDERSTANDING

BETWEEN:

**The Board of School Trustees
School District No. 73 (Kamloops/Thompson)**

AND:

**The Canadian Union of Public Employees
Local 3500**

SUBJECT:

JOB EVALUATION PROGRAM

(A) Joint Job Evaluation Program

The parties agree to participate in the established Job Evaluation Program as follows:

A joint standing Job Evaluation Committee (JEC) shall have equal representation and participation from the parties, consisting of two representatives from the Employer and two representatives from the Union. Each party may appoint alternate representatives to serve as replacements for absent representatives or to assist the committee in its work, from time to time.

Decisions of the committee shall be made by a simple majority and shall be final and will be referred to the bargaining committees so that they may be incorporated into the negotiation of the overall salary costs for the bargaining unit.

Either party may engage advisors to assist its representatives on the JEC. Any such advisor shall be entitled to voice opinions but not to vote and shall not be considered to be a member of the committee.

(B) Mandate of the Job Evaluation Committee

The JEC shall:

Maintain the integrity of the job evaluation program.

Use the established plan factors to review and rate updated and new job descriptions.

Recommend changes to the job evaluation plan, its procedures or methods as may be deemed necessary from time to time.

(C) JEC Program

New Positions

Within 30 days job descriptions for any newly created positions shall be referred to the JEC to be rated using the same job evaluation manual and criteria as used for all other positions.

Request for Review

Management and/or the Union may request a review of a job rating when the responsibilities of the job have changed to such a point as to alter the job itself.

The committee shall meet and rate the job description within 30 days.

No job may be reviewed a second time within a twelve (12) month period.

(D) JEC Maintenance Program

It is the intention of the parties to review the rating of all job descriptions over a 4-year period commencing January 1, 1998.

Proposed maintenance adjustments should be referred to the bargaining committees so that they may be incorporated into the negotiation of the overall salary costs for the bargaining unit.

If the JEC cannot reach agreement on a rating, the matter shall be referred to a single arbitrator who shall be jointly selected by both parties. The power of the arbitrator shall be limited to the matters in dispute as submitted. The decision of the arbitrator shall be final and binding. Costs for arbitration shall be as stated in the Collective Agreement.

Originally signed by
The Board of School Trustees
School District No. 73 (Kamloops/Thompson)
On September 22, 2000

Originally signed by
The Canadian Union of Public Employees
Local 3500
On September 22, 2000

Renewed June 2005; Renewed June 2006

LETTER OF UNDERSTANDING

BETWEEN:

**The Board of School Trustees
School District No. 73 (Kamloops/Thompson)**

AND:

**The Canadian Union of Public Employees
Local 3500**

SUBJECT:

UNION LABEL

The School District will establish a committee to develop and design a School District logo to be affixed to desks and other materials designed and built by employees who are members of CUPE Local 3500.

**Originally signed by
The Board of School Trustees
School District No. 73 (Kamloops/Thompson)
On May 25, 1992**

**Originally signed by
The Canadian Union of Public Employees
Local 3500
On May 25, 1992**

Renewed June 30, 1993; Renewed January 1 1996; Renewed September 22, 2000; Renewed June 2005

LETTER OF UNDERSTANDING

BETWEEN:

The Board of School Trustees
School District No. 73 (Kamloops/Thompson)

AND:

The Canadian Union of Public Employees
Local 3500

SUBJECT:

JOB SHARING

A position may be shared by two (2) employees where it is deemed to be acceptable by the Employer.

Incumbent refers to the individual who secured a posted position as per Article 12. Partner refers to the individual who secured a shared portion of a position as outlined in this LOU.

incumbents wishing to job share an assignment:

1. Shall make a written request to the worksite supervisor with a copy to the Employer and the Union describing the shared arrangement.
2. Where the request is approved by the Employer the shared portion of the position will be filled as per the Collective Agreement.
3. If the job sharing arrangement cannot continue because the incumbent leaves the position, the position shall be posted with its full hours.
4. The partner who posted into the shared portion of the position cannot assume the full hours on a permanent basis until the position is reposted.
5. The incumbent in the position may end the job sharing arrangement by giving 30 days written notice to the Employer and the Union.
6. The incumbent holds the position if the job share arrangement ends.

All shared positions:

1. Employees (incumbent and partner) shall **earn** full seniority, have **full rights** under the **Collective Agreement**, and shall be entitled to benefits as set out in the **agreement**, **except** that **the** Employer's cost for **premiums** for benefits covered in Article 28 (**Medical Services Plan, Pacific Blue Cross Extended Health, Pacific Blue Cross .Dental Plan and the Employee Assistance .Program**) shall not exceed the cost of **one full-time employee** on those plans.
2. The Employer shall **provide** orientation.
3. **Each incumbent** and partner shall be entitled to Statutory **Holiday** pay at the same percentage as the percentage of **full time** that he/she works.
4. An employee shall have the right to **post** on any position.
5. On **elimination** of the position the incumbent and partner left without a position each **have** the right to **bump**,
6. Employees sharing a **position** shall **have** first **opportunity** to cover the other employee's illness, vacation, leaves, etc.
7. Employees who **enter** into a job sharing arrangement **may accept** work **in** addition to the **job sharing arrangement** as long as the additional work does not **conflict** with the job share and does not exceed the **maximum** number of hours of work per day for the **classification**.
8. The Employer agrees not to increase the workload of the position **because** of the introduction of **job** sharing.
9. The Employer **agrees** there will be no reduction of the position as a consequence of the related **job** sharing arrangement.

The **parties** recognize that questions and/or **problems** may arise from this Letter of Understanding and agree to **meet, as necessary**, in order to **resolve** questions that **arise**.

In the event an individual **has** a concern with a specific application for **job** share and has legitimate grounds for **appeal**, the **affected** individual may **appeal to a committee** comprised of representatives **from** the **Employer and the** Union. In the event the parties are unable to reach a consensus resolution, the Letter of **Understanding** will **be cancelled**,

Upon written notification, either party can cancel *this* Letter of Understanding, with 30 days notice. In the event this Letter of Understanding is cancelled, the incumbent will hold the position and the partner will be placed on the relief roster.

All shared assignments shall be reviewed by the Employer annually. If not renewed the individual(s) involved may appeal to the Appeal Committee.

Signed on behalf of
The Board of School Trustees
School District No. 73 (Kamloops/Thompson)

Signed of behalf of
The Canadian Union of Public Employees
Local 3500

Date: April 29, 2003; Renewed June 2005; Renewed June 2006

LETTER OF UNDERSTANDING

BETWEEN:

The Board of School Trustees
School District No. 73 (Kamloops/Thompson)

AND

The Canadian Union of Public Employees
Local 3500

SUBJECT:

**ELECTRICIAN~ FIELD SAFETY
REPRESENTATIVE**

The Board of School Trustees of School District No. 73 (Kamloops/Thompson) and C.U.P.E. Local 3500 agree to the following Electrician-- Field Safety Representative as follows:

Effective April 1, 2006, the parties agree to pay a maximum District-wide allowance of 15 percent of the established Electrician classification rate for the service of Field Safety Representative. The individual(s) will perform the duties as noted in the Safety Standards Act and the Electrical Safety Regulations.

1. All terms and conditions of the Collective Agreement will apply.
2. This Letter of Understanding shall remain in full force and effect until such time as it is altered or deleted by the mutual agreement of the parties.

Signed on behalf of
The Board of School Trustees
School District No. 73 (Kamloops/Thompson)

Signed of behalf of
The Canadian Union of Public Employees
Local 3500

Date: October 14, 2006

Letter of Understanding (LOU)

Between

BC Public School Employers' Association

And

School Boards who are Signatories to this LOU

And

Support Staff Unions who are Signatories to this LOU

The parties to this **Letter of Understanding** are the **BC Public School Employers' Association (BCPSEA)**, school boards who are signatories to this LOU, and the support staff unions who are Signatories to **this** LOU.

The terms set out below represent a full and final **settlement** of all outstanding cost **Issues** between the parties who are signatories to this LOU, All outstanding cost demands not specifically addressed below are deemed to be withdrawn.

Subsequent to the execution of this document, the local parties will prepare and execute a Memorandum of Agreement incorporating the terms set out herein, together with any other non-cost issues agreed to between **the parties**.

It is understood and agreed that the obligations of school districts set out in this Letter of Understanding shall be of no force and effect unless a collective agreement has been reached by the affected local parties prior to June 30, 2006, and subsequently ratified.

Term

July 1, 2006 to June 30, 2010

General Wage Increase

July 1, 2006	2%
July 1, 2007	2%
July 1, 2008	2%
July 1, 2009	2%

Incentive Payment

Should the parties conclude an agreement by June 30, 2006 and the settlement is subsequently ratified, each bargaining unit member who is an employee of the School District at the earlier of the date of ratification or June 30, 2006 shall be eligible to receive a one time lump sum incentive payment.

The following principles for distribution shall guide the parties in the distribution of this one-time funding:

- The incentive payment shall be up to \$3,700 for each full-time equivalent employee and shall be pro-rated for part-time employees.
- For the purpose of the determination of the amount of the incentive payment, a full-time equivalent employee is an employee who worked on a full-time basis for the period of July 1, 2005 to June 30, 2006. For the purposes of this payment, "full-time" means the greater of 35 hours per week or the definition of "full-time" employee set out in the collective agreement. If ratification occurs prior to June 30, 2006, the Incentive payment would be based from September 1 2005 to the date of ratification. The incentive payment for an employee who worked less than full-time over this period shall be pro-rated for the fraction of full-time work over this period that the employee worked.
- The one-time payment is subject to normal statutory deductions.
- Time spent by employees on the following leaves shall be considered as time worked for the purpose of calculating the amount of an employee's incentive payment
 - maternity or parental
 - short-term disability
 - long-term disability that commenced within the twelve (12)-month period ending on the incentive eligibility date
 - leaves granted to employees in receipt of workers' compensation benefits

The incentive payment shall be paid to employees as soon after the date of ratification as is practicable for the institution to determine and pay the payment amounts to employees. The employer shall

make every reasonable effort to make **the** incentive payment to **employees** no later than June 30, 2006.

Subject to the allocated funding above, the local and the district may **also** choose to allocate the funds in a **manner** consistent with the district's **staffing** structure.

Public Education Support Staff Skills Enhancement, Apprenticeship and Workforce Adjustment Committee

1. The **parties** agree to **establish** a Support **staff** Skills Enhancement, Apprenticeship and Workforce Adjustment Committee which shall consist of four (4) representatives **of** support staff unions who are signatories to this LOU, **and** four (4) representatives **of** BCPSEA.
2. **By** no later than **September 30, 2006**, the Committee **shall** develop Specific criteria **to be used** in allocating **the funds provided** to it **under** this **Letter of Understanding**, including the **processes** and deadlines under which Districts and **local** unions **may** jointly **seek** to access funds held by the Committee. These processes will include a requirement **that** Districts and local unions seeking to access the funds provide the Committee with:
 - a. an employee demographic analysis; and
 - b. a human resource plan which provides for the development **and** maintenance **of** a qualified and **sustainable support** staff workforce.

in the event the **Committee** cannot agree **on** any **of the** matters within its jurisdiction, these matters will **be** referred to **Mark Brown** for mediation and, if, necessary **final** adjudication.

Skills Enhancement and Retraining Funding

3. **The** Committee will be provided **with** a one-time payment **equal** to a province-wide maximum of \$3,000,000, **pro-rated** based on **the** support staff salary expenditures reported in the 2005-2006 audited financial **statements** of Districts whose **support** staff unions **which** become **signatories** to this Letter of Understanding (for **example** if unions representing 50% **of** support **staff salary** expenditures in **the** Province **become** signatories to this LOU, the Committee will be **provided** with \$1.5 million). These monies will

be used to ~~support~~ skills training, retraining, or professional enhancement for ~~support~~ staff employees.

4. The funding will be available to all ~~support~~ staff employees whose support staff unions become signatories to this Letter of Understanding.
5. Upon request, the Committee shall provide to the Ministry of Education a report in the form and manner prescribed by the Ministry, showing the expenditures made to date and the estimated future expenditures from the funding provided..

Apprenticeship Opportunities Funding

6. The Committee will be provided with a one-time payment equal to a maximum of \$3,000,000, pro-rated based on the support staff salary expenditures reported in the 2005-2006 audited financial statements of Districts whose support staff unions which become signatories to this Letter of Understanding (for example if unions representing 50% of support staff salary expenditures in the Province become signatories to this LOU, the Committee will be provided with \$1.5 million). These monies will be used to facilitate and support apprenticeship opportunities in British Columbia school districts,
7. The funding will be available to all support staff employees whose bargaining agents become signatories to this Letter of Understanding.
8. Upon request, the Committee shall provide to the Ministry of Education a report in the form and manner prescribed by the Ministry, showing the expenditures made to date and the estimated future expenditures from the funding provided.

Apprentice Sponsor Funding

9. The Committee shall be provided with funding in the following maximum amounts, pro-rated based on the Support staff salary expenditures reported in the 2005-2006 audited financial statements of Districts whose support staff unions which become signatories to this Letter of Understanding (for example if unions representing 50% of support staff salary expenditures in the Province become signatories to this LOU, the Committee will be provided with 50% of the funding set out below), to provide a wage increase to all employees with Trades Qualifications:

July 1, 2007	\$828,000
July 1, 2008	\$828,000
July 1, 2009	\$828,000

10. It is understood that employees with **Trade** Qualifications will provide **guidance** and **support** to apprentice employees as directed by their employer.
11. The funding will be available to all support **staff** employees whose bargaining agents becomes signatories to a Letter of Understanding containing the terms and conditions outlined herein.
12. The amount of the wage increase shall be determined by **dividing** the **available** monies in each year equally between **employees** with Trades Qualifications in signatory bargaining units.
13. Upon request, the Committee shall **provide** to the **Ministry of Education** a report in the form and **manner** as prescribed by the Ministry, showing the expenditures made to date and the estimated future expenditures from the funding provided.

Workforce Adjustment Committee Funding

14. The Committee will be provided with a **one-time** payment equal to a maximum of \$4,000,000, pro-rated **based** on the support staff salary expenditure reported in the 2005-2006 audited financial **statements** of **Districts** whose **support** staff unions which become signatories to this Letter of Understanding (for example if unions representing **50%** of support **staff** salary expenditures in the Province become signatories to this LOU, **the Committee will be** provided with \$2 million). **These monies will be used to facilitate** and support workforce adjustment **issues** arising from non-routine and fundamental restructuring within a given school district, including **shared services and regionalization**. Any unused portion of the money from **this** fund will be **reallocated** (in the discretion of the Committee) to **either** the **Skills** Enhancement and Retraining Fund and/or the Apprenticeship Opportunities Fund.
15. The funding will **be** available to **all** support staff employees whose bargaining agents become signatories to this Letter of Understanding

16. Upon request, the Committee shall provide to the Ministry of Education a report in the form and manner prescribed by the Ministry, showing the expenditures made to date and the estimated future expenditures from the funding provided.

Labour Market Adjustment: Fund

17. Subject to the approval of the Committee, a district may address demonstrated recruitment or retention issues that can be objectively determined with reference to specific criteria, including:

- i. Demonstrating evidence of recruitment or retention difficulties;
- ii. Providing relevant market data that specifically includes employers likely to recruit from the public sector employer and employers that the public sector employer has recruited from;
- iii. Identifying which occupations and the number of employees that will be affected by the adjustment
- iv. Identifying options for the size of the market adjustments, and identify the risks associated with each of the options; i.e. collective bargaining;
- v. Demonstrating that the employer has provided significant training to employees in an occupation, and that a business case can be made for an adjustment.

Adjustments proposed under this paragraph must be funded through demonstrable cost neutral trade-offs.

18. In addition, the Committee shall be provided with Labour Market Adjustment funding in the following maximum amounts, pro-rated based on the support staff salary expenditures reported in the 2005-2006 audited financial statements of Districts whose support staff unions which become signatories to this Letter of Understanding (for example if unions representing 50% of support staff salary expenditures in the Province become signatories to this LOU, the Committee will be provided with 50% of the funding set out below):

July 1, 2007	\$1,656,000
July 1, 2008	\$828,000
July 1, 2009	\$828,000

19. **The** funding will be available to **all** support staff employees whose bargaining agents become **signatories** to **this** Letter of Understanding.
20. In order to access the funding set out in paragraph **18** above, districts and **locals** **must make** joint application to the **Committee** and must demonstrate that the funding **sought** will be **used** to address recruitment and retention **issues** on the basis of the criteria set out in paragraph 17 above, The provision of this funding will be subject to **the** approval of PSEC.
21. Upon request, the Committee shall provide to **the Ministry of Education** a report in **the** form and manner prescribed by **the** Ministry, showing the expenditures made to **date and the** estimated **future expenditures** from **the funding provided**.
22. The continuation **of the** Labour Market Adjustment Fund beyond July 1, 2009 **shall be** determined during the next round of collective bargaining **between the** parties.

Trades Adjustment

23. The **Committee shall be provided** with funding in the following maximum amounts, **pro-rated based** on the support staff salary expenditures reported in the **2005-2006 audited** financial statements of Districts **whose support staff unions** which become signatories to this Letter of Understanding (**for** example if unions representing 50% of **support staff** salary expenditures in the Province **become** signatories to this LOU, **the** Committee will **be** provided with **50%** of the funding set out below), to provide a wage increase to all employees with Trades Qualifications:

July 1, 2006	\$1,656,000
July 1, 2007	\$828,000
July 1, 2008	\$828,000

24. **The** amount of the wage increase **shall** be determined by dividing the **available** monies **in each** year **equally between** employees with Trades Qualifications **in** signatory bargaining units.
25. Upon request, **the** Committee **shall provide** to the Ministry of Education a report in the form and manner prescribed by **the** Ministry, **showing the** expenditures made to date and the estimated future expenditures from the funding provided.

Liaison on Education Policy Matters

27. The Minister of Education will establish **scheduled** opportunities for representatives of support staff unions to discuss education policy **matters** that have employment implications for their **bargaining** unit members.

Education Assistants Committee

28. **During** this round of **collective** bargaining, representatives of the support staff unions raised concerns **with** educational assistants working hours and **not being** paid.
29. The **parties** agree to **establish** an Educational Assistants Committee which shall consist of **two** (2) representatives of support staff unions who **are** signatories to this LOU and **two** (2) representatives of BCPSEA by no later than July **1** 2006. The committee shall investigate **and** make recommendations concerning **this Issue**, including directions for resolution to Districts and locals.

Long Term Disability and Joint Early Intervention

30. Employers whose bargaining **units** become signatories to **this** LOU and who **are** not currently members of the Public **Education Benefits Trust (PEBT)** shall become members of the **PEBT** (including the operation of the Joint Early Intervention **Service**). It **is** understood that Government **will** provide the **PEBT** with funding in the **maximum** amount of \$7.9 million **dollars annually** for **this** purpose, pro-rated based on the support staff salary **expenditures** reported in the 2005-2006 audited financial statements of Districts whose support staff unions which become signatories to this Letter of Understanding (**for example** if unions representing **50%** of support staff salary **expenditures** in the Province become signatories to this **LOU**, the maximum financial commitment of Government **shall** be \$3.95 million). Subject to the above, funding will be provided on **the** first **business** day after **July 1, 2006**, and **on the** first business day after January 1 in each calendar year commencing January 1, 2007. The **parties** further agree that **in** order to access the government funded **LTD** plan **and** the Joint **Early** Intervention Service they **shall** place their dental, extended health, group life insurance and, where **applicable**, accidental death and dismemberment benefit coverage as soon as the **PEBT** is able to take on this responsibility,

31. Once the PEBT is able to do so, the parties agree that they will participate on the following conditions:
- a. If there is no penalty clause in the current contract(s) with existing benefit carrier(s)/consultants, as soon as possible; or
 - b. If there is a penalty clause, the benefits will be transferred when the current contract(s) expires.
32. The Parties agree that any references to specific benefit carriers providing the benefits identified above will be effective only until the date of participation in the benefits trust.

Fiscal Dividend

33. Each Memorandum of Agreement shall include a Letter of Agreement for a Fiscal Dividend Bonus.

THE PARTIES AGREE AS FOLLOWS:

Having agreed the term of the Collective Agreement to be from **July 1, 2006 to June 30, 2010** a Fiscal Dividend Bonus may be paid from a one-time fund (the "Fund") generated out of monies, in excess of \$150 million, surplus to the BC government, as defined in the Province's audited financial statements, for the fiscal year 2009-10.

1.0 Fiscal Dividend:

- 1.1** If fiscal dividend funds are determined to be available, upon receipt of funding from the government, a fiscal dividend will be paid to employees as soon as practicable for the school district to calculate the individual payment amounts and distribute the funds.
- 1.2** The quantum of the Fund accessible for the parties to this agreement will be based on the Province's audited financial statements as at March 31 2010.

The Fund will be determined as follows:

- i. The calculations will be based on the surplus, as calculated before deduction of any expense associated with the Fiscal Dividend Bonus, achieved in fiscal 2009-10, as published in the audited financial statements for that fiscal year, provided that the surplus is in excess of \$150 million.
- ii. Only final surplus monies in excess of \$150 million will be part of the Fund, and the total quantum of the Fund for the entire public sector (including all categories of employees) will not exceed \$300 million.
- iii. The quantum of the Fund will be constrained by the proportion of the public sector that is eligible to participate in the Fiscal Dividend Bonus; i.e., 100% of the Fund will be available if 100% of all categories of employees in the public sector under the purview of the Public Sector Employers' Council participate, but if a lesser number participate, a proportionately lesser amount of the Fund will be available.
- iv. Additionally, the Fund will be proportioned among all groups of public sector employees by ratio of group population to total population participating.

1.3 Each bargaining unit member who is a regular employee of the School District on March 31, 2010 shall be eligible to receive the Fiscal Dividend Bonus.

1.4 The fiscal dividend payment shall be an amount as described in clause 1.2 above for each regular full time equivalent employee and shall be pro-rated for regular part time employees. For the purpose of the determination of the amount of the fiscal dividend payment, a full time equivalent employee is a regular employee who worked on a full time basis for the period September 1, 2009 -- June 30, 2010. The fiscal dividend payment for a regular employee who worked less than full time over this period of time shall be pro-rated based on the actual straight-time hours worked as a percentage of full time hours.

Time spent by employees on the following leaves shall be considered as time worked for the purpose of calculating the amount of an employee's dividend payment:

- **All leaves with pay**
- **Maternity and parental leave**
- **All unpaid medical leaves that commenced between July 1, 2009 and June 30, 2010**