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EFF. DATE	2000	09	01
TERM.	2002	08	31
No. OF EMPLOYEES	380		
NOMBRE D'EMPLOYÉS	JF		

OFFICE OF
 JUL 24 2000
 COLLECTIVE BARGAINING
 INFORMATION

THE AGREEMENT MADE THIS 3rd DAY OF APRIL, 2000.

BETWEEN:

GRANDERIE DISTRICT SCHOOL BOARD

(hereinafter called the 'Board')

of the first part;

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5100

{Educational Assistants}

(hereinafter called the 'Union')

of the second part.

FILE No.	SC 1 C 549	
CERT. FILE		
CERT. DATE		
MALE EMPS		
FEMALE EMPS		
TOTAL EMPS	381	
EFF. DATE	03-APR-2000	
EXP. DATE	31-AUG-2002	
CODING CONTROL	DATE	CODER
IDENT CODED		
SUB PROVS CODED		

Received - union

Received - employer

Received - other _____

12678(01)

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T 1 – GENER PURPOSE

- 1.1 In the interest of the efficient conduct and administration of the Boards affairs, it is desirable that there shall be harmonious relations. This Agreement is entered into by the Parties in order to provide for orderly collective bargaining relations between the Board and its employees. It is the desire of both Parties to co-operate in maintaining a mutually satisfactory relationship between the Board and its employees.
- 1.2 Wherever the singular or masculine is used in the Agreement, it shall be considered as if the plural or feminine has been used where the context so requires,

ARTICLE 2 – RECOGNITION AND COVERAGE

- 2.1 The Board recognizes the Canadian Union of Public Employees as the exclusive bargaining agent for all educational assistants save and except supervisors, persons above the rank of supervisors and students.
- 2.2 Union-Management Committee – The Parties agree to form a Union-Management Committee consisting of up to four representatives from each Party. This Committee shall meet as mutually determined by the Parties to discuss matters of mutual concern. This Committee shall not by-pass the Grievance Procedure or supersede the *Collective Agreement*. Management will be responsible for recording agreed matters and any commitments made by either Party, and circulating these to the representatives on the Committee,
- 2.3 Temporary Worker - A temporary worker is:
- (a) A person employed for the purpose of replacing an employee absent due to sickness, accident or other approved absence or leave. A temporary worker employed for the purpose of replacing an employee absent due to the reasons stated above may be engaged for the duration of the absence of the permanent employee so long as the permanent employee retains their right to return to the position from which they are absent.
- OR
- (b) A person employed for the purpose of performing a temporary assignment of up to sixty days worked. The length of the term or assignment within the sixty day limit shall be at the sole discretion of the Board. An extension of this period may be made by mutual agreement of the Union and the Board.

Temporary workers shall not be entitled to the accrual of seniority or employee benefits in excess of what is stipulated by the Employment Standards Act.

A temporary vacancy of sixty work days or longer must be posted in accordance with Article 6. Only the vacancy created by the initial leave request will be posted.

ARTICLE 3 – DISCRIMINATION

- 3.1 Each of the Parties hereto agree that there will be no discrimination, interference, restraint or coercion exercised or practiced upon any employee because of membership or non-membership in the Union or any prohibited grounds under the Ontario Human Rights Code.

ARTICLE 4 – CORRESPONDENCE AND UNION DUES

- 4.1 All correspondence from either party to the other, arising out of or incidental in this Agreement, shall be forwarded to the Superintendent responsible for Human Resources or designate or to the Recording Secretary (of the Union)
- 4.2 The Board will advise the Union of the names and addresses of all new employees within thirty (30) days of their employment.
- 4.3 The Board shall deduct regular union dues from employees on every pay.
- 4.4 All sums deducted pursuant to Section 4.3 will be remitted to the Treasurer of Local 5100 not later than the 15th day of the month following, accompanied by a list in duplicate of employees and their addresses in respect of whom deductions have been made.
- 4.5 The union shall indemnify and hold the Board harmless from any claims, suits, attachments and any form of liability as a result of such deductions authorized by the Union.

ARTICLE 5 – SENIORITY AND STAFF CHANGES

Seniority for employees in the bargaining unit will be calculated to December 31, 1997 according to the seniority rules in the relevant predecessor collective agreement. The seniority as at December 31, 1997 will be converted to hours and blended together to form one seniority list. Effective January 1, 1998, seniority will be calculated as per Article 5 herein. Upon completion of the blended seniority list, the list will be distributed as per Article 5.5.

- 5.1 Seniority is defined as the total accumulated regular paid hours in a permanent position in the bargaining unit and shall include service with the Board or one of the predecessor Boards prior to the certification or recognition of the Union as determined by the blended seniority list described above.

5.2 Seniority will continue to accrue if an employee:

- is on any period of paid leave of absence
- is on any period of paid sick leave/income protection
- is on any period of paid vacation or in receipt of vacation pay
- is on any period of W.S.I.B. (up to a limit of twenty-four (24) months)
- is on any period of S.T.D. or L.T.D. (up to a limit of twenty-four (24) months)
- is on pregnancy/parental leave
- is on any period of approved unpaid leave of absence for Union purposes.

5.3 Seniority will be maintained but not accrue if any employee:

- is laid off for less than twenty-four (24) months
- is on a trial period of an out of scope position
- is on W.S.I.B. in excess of twenty-four (24) months
- is on L.T.D. in excess of twenty-four (24) months
- is awarded a position outside the bargaining unit for the first six (6) months of such placement
- is on an approved unpaid leave of absence

5.4 Loss of Seniority

Seniority and all other rights contained in the collective agreement shall cease and employment shall be considered terminated in the event that any of the following applies to the employee:

- is discharged for just cause and is not reinstated
- resigns in writing and does not withdraw in writing within two (2) working days
- is laid off for a period of twenty-four (24) consecutive months
- fails to report to work as scheduled at the end of an approved leave of absence, layoff or suspension without a reasonable explanation given in a timely fashion
- is absent without an approved leave without a reasonable explanation given in a timely fashion
- retires

5.5 Seniority lists will be issued by the Board to the Union's Secretary and each employee by February 15th of each year showing the seniority and classification of all employees up to and including December 31st of the previous year. One seniority list shall be sent to and posted in each work site. Within one (1) month of the posting of the seniority list, the Union and the Board will meet to approve the seniority list. Upon written request, further seniority information shall be supplied to the Union's Secretary.

probationary Employees

- 5.6** New employees hired to a permanent position shall be on probation during the first fifty (50) days worked (exclusive of time worked during July and August) and during that period shall have no seniority rights. Notwithstanding the foregoing, any employee who has worked fifty (50) days as a Temporary Worker shall be on probation for thirty (30) days worked and during that period shall have no seniority rights. Such extension is to be mutually agreed upon by the Parties. The probationary period may be extended for twenty (20) days worked. Upon successful completion of the probationary period, seniority shall be retroactive to the date of hire to the permanent position. During the *probationary* period the *employer* shall have the right to discipline, demote, discharge or lay off a probationary employee and such probationary employee shall have recourse to the Grievance Procedure. It is understood by the parties that, for the purposes of the above, a lesser standard will apply to a probationary employee than to an employee who has completed their probationary period.
- 5.7** If an employee is awarded a position outside the bargaining unit and returns to the bargaining unit within six months, the employee's seniority would resume effective with the date of their return to the bargaining unit. If the employee returns to the bargaining unit after six months, the employee returns to the bargaining unit with no previously accumulated seniority. The return of the employee to the bargaining unit shall not result in the lay-off or displacement of any bargaining unit member.
- 5.8** A temporary worker who is subsequently appointed to the probationary staff shall have his/her seniority dated back to the commencement of his/her last temporary assignment, provided there has not been an intervening employment break with the Board of more than one month between completing the temporary assignment and the probationary appointment. The months of July and August shall not be included in determining whether a person has had an intervening break.

ARTICLE 6 – JOB POSTINGS

- 6.1** Within two (2) weeks the employer will post any vacancy or new position which occurs in any occupation coming within the scope of this Agreement. If the employer determines to postpone filling or not to fill a vacancy, the union shall be notified in writing. The vacancy will be posted in all work sites for at least five (5) days prior to the filling of such positions, in order that all employees will know of the vacancies or new positions and will be able to make written application to the Human Resources Department at the Education Centre. Vacationing employees, employees on approved leave of absence, or otherwise absent from work, may register, in writing, in advance, their interest in applying for an anticipated posting.

- 6.2** New positions and permanent vacancies which become available after the beginning of the school year will be advertised throughout the system to take effect at:
- a) *the beginning of the calendar year*
 - b) *the beginning of the semester*
 - c) **Christmas or March Break**
 - d) *the beginning of the next school year*
 - e) **any other time mutually agreed to by the Union and the employer.**
- 6.3** A job posting shall contain the following information: location, nature of position, length of work year, qualifications, required knowledge and education, skills, specific/special requirements such as signing, lifting etc., regular hours of work, wage & salary rate & range.
- 6.4** The Union shall be notified of all promotions, demotions, hiring, layoffs, transfers, recalls, resignations, retirements or other terminations of employment of permanent employees within *the scope of this Agreement.*

ARTICLE 7 – LAYOFF AND RECALL

- 7.1** A layoff shall be defined as a reduction in the workforce & a reduction in the regular hours of work of an employee. Ten (10) month employees who are laid off during July and August will not be eligible to bump twelve (12) month employees during July and August.
- 7.2** Both parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of a layoff, an employee about to be laid off may bump a less senior employee in an equal & lesser classification providing that the employee exercising the right is qualified and able to perform the work of the less senior employee. An employee receiving notice of layoff must indicate in writing within five (5) working days (inclusive of July and August and exclusive of shutdown) that he/she wishes to accept the layoff or bump another employee and name the employee to be bumped. Displacement will occur according to Article 6 to minimize program disruption.
- 7.3** Unless legislation is more favourable to the employee(s), thirty (30) calendar days' notice of layoff shall be given. Should it not be possible to provide work during the *thirty (30) days*, the laid off employee(s) shall be paid their regular rate of pay for the days they would normally have worked during the thirty (30) calendar days.
- 7.4** Should a position become vacant or a new position be created while an employee is on layoff, the Employer will post the position through the normal job posting procedure. The vacancy that arises due to the filling of the initial vacancy will be subject to recall.

- 7.5** New employees shall not be hired until laid off employees have been given an opportunity of recall. This does not prevent the employer from adding to the list of temporary employees
- 7.6** Employees qualifying for recall shall be recalled in order of their seniority (at the time of layoff) provided they have the qualifications and ability to perform the work available.
- 7.7** When an employee is offered recall to an equivalent permanent position, the employee's name shall be removed from the layoff list. Distance will be considered in determining equivalency of position. It is understood that employees on layoff will be offered all recalls to equivalent permanent positions. The issue of distance will be considered in determining whether an employee can reasonably decline the position and maintain a position on the recall list. Notification of recall to work shall be by priority post to the last known address of the employee which has been filed with Human Resources Services by the employee.
- 7.8** It shall be the duty of the employee to notify the Board promptly of any change of address. If the employee should fail to do so, the Board shall not be responsible for failure of official notices to reach the employee.
- 7.9** Employees who are not offered permanent positions will remain on layoff for up to twenty-four (24) consecutive months. After twenty-four (24) consecutive months of layoff, seniority and all other rights shall cease and employment shall be considered terminated.
- 7.10** Temporary/Casual Positions While on Layoff - Temporary/casual positions that become available while employee(s) are on layoff will be offered to qualified laid off employees. The employer shall make all reasonable efforts to assign temporary positions in order of seniority. Acceptance of a Temporary/Casual position while on layoff will not affect the permanent status of the employee(s) or rights pursuant to the layoff and recall article of the collective agreement. Laid off employee(s) will accumulate seniority while working as a Temporary/Casual employee and will receive the wage rate of the permanent position.
- 7.11** Any Grievance concerning layoff and recall shall be initiated at Step 2 of the Grievance Procedure.
- 7.12** Employees who are laid off during the months of July and August and have an expected date of return in September, shall be provided with continued benefit coverage as described in this Collective Agreement.
- 7.13** Subject to eligibility requirements as specified by the carriers, employees on lay-off and eligible for recall, shall be entitled to continued participation in the group extended health, dental benefit and life insurance plans to which he/she belongs at the time of layoff for a maximum of up to two (2) years from

date of layoff. Such employee must pay 100% of the premium costs by pre-authorized debit,

- 7.14** Laid off employees engaged in alternate employment and who are recalled shall be permitted to give their current employer reasonable notice of termination to accept the recall.

ARTICLE 8 – MANAGEMENT RIGHTS

The Union recognizes that it is the right of the employer to exercise the generally recognized regular and customary functions of management and to direct its working forces. The employer agrees not to exercise these functions in a manner inconsistent with the provisions of the collective agreement.

ARTICLE 9 – GRIEVANCE PROCEDURE

It is the mutual desire of the Board and the Union that the complaints of employees shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until they have first given the Principal or designate an opportunity to adjust the employee's complaints. It is further understood that an employee who uses avenues other than the Grievance Procedure contained in article 9 to rectify a complaint or grievance may prejudice their complaint or grievance or arbitration procedure.

Step One: Complaint

- 9.1** An employee who has a complaint must bring that complaint to the attention of the Principal or designate within ten (10) working days of when the employee became or ought reasonably to have become aware of the circumstances which gave rise to the complaint. The Principal or designate shall verbally reply to the complaint within ten (10) working days from the presentation of the complaint.

Step Two: Human Resources

- 9.2** Failing settlement when an employee has a complaint arising out of the interpretation, application, administration or alleged violation of the terms of the Agreement, the employee or union representative shall reduce the grievance to writing, stating the nature of the grievance, the Article or Articles allegedly violated, the redress sought, sign the grievance, and then, within five (5) working days of the verbal reply to 10.2 above, submit the grievance to the Superintendent responsible for Human Resources or designate, following which the grievance will be processed in the following manner and sequence.
- 9.3** Within ten (10) working days of receipt of the written grievance, the Superintendent responsible for Human Resources or designate shall convene a meeting with the Union Grievance Committee and grievor in an

effort to resolve the grievance, The Superintendent responsible for Human Resources or designate, shall render a decision in writing within ten (10) working days after the meeting.

- 9.4 In discussing a complaint, the employee shall *be* allowed time off during working hour?; (provided this occurs during normal business hours) and shall have Union representation, A National Representative of the Union may be present at the request of the Union,
- 9.5 The Union recognizes that each Union representative is employed and that he/she will not leave his/her work during working hours except to perform his/her duties under the Collective Agreement. Therefore, no Union representative shall leave his/her work without obtaining the permission of his/her supervisor. Permission shall not be withheld unreasonably.

Step Three: Board

- 9.6 Failing a settlement in Step two, the Union's Grievance Committee shall refer the matter to the Board within five (5) working days of receiving the decision in Step number 2. The Grievance Committee (which at this stage may consist of five (5) employees, one of whom may be the complainant) shall be granted a hearing at the next meeting of the Board after receiving the written grievance, and at which time the written record of the grievance shall be presented. A National Representative of the Union may be present at the request of either party. The decision of the Board shall be given, in writing, within five (5) working days following the meeting.

Policy and Group Grievance

- 9.7 The bargaining unit has the right to file a policy grievance or group grievance on behalf of two or more members who are similarly affected as a result of an alleged violation of the Agreement. The Board has the right to file a policy grievance. Any policy or group grievance must be filed within twenty (20) days of the event which gave rise to the grievance or within twenty (20) days of the time when the party should reasonably be expected to be ware of the relevant facts, Such grievance shall be filed at Step Two except that a Board grievance shall be filed with the President of the Bargaining Unit and at Step Three, a Board representative shall present its grievance to the Bargaining Unit's Grievance Committee.
- 9.8 Nothing in this Article precludes the Parties from mutually agreeing to grievance mediation during any stage of the grievance procedure. The agreement shall be made in writing and stipulate the *name of the* person and timeline for grievance mediation to occur.
- 9.9 Failing a settlement under Step three of any difference between the parties arising from interpretation, application, administration or alleged violation of this Agreement, including any questions as to whether a matter is arbitrable, such difference may be taken to arbitration as provided in Article 11 herein.

and if no written request is received within one (1) calendar month after the decision in Step three is given, it shall be deemed to have been abandoned

- 9.10** The time limits provided under the grievance procedure may be extended by mutual agreement of *the parties*.
- 9.11** All decisions agreed upon between the Board and *the Union* shall be final and binding upon the Board, the Union, and the employee or employees concerned.

ARTICLE 10 – ARBITRATION

- 10.1** Either of the Parties may notify the other Party in writing of its desire to submit a matter (as outlined in Article 10.10) to arbitration, and the notice shall contain the name of the first Party's appointee to an Arbitration Board. The recipient of the notice shall, within five (5) days, inform the other Party of the name of its appointee to the Arbitration Board. The two (2) appointees so selected shall appoint a third person who shall be the Chair. If the appointees fail to agree upon a Chair, the appointment shall be made by the Minister of Labour for *Ontario* upon *the* request of either Party.
- 10.2** Each of the parties hereto shall bear the expenses of the Arbitrator appointed by it, and the parties shall bear jointly and equally the expenses of the Chair of the Arbitration Board.
- 10.3** The Board of Arbitration, appointed pursuant to the provisions of this Agreement, has no jurisdiction to alter, amend, set aside, add to or delete from, any of the provisions herein contained, or to render any decision which is inconsistent with the provisions of this Agreement.

ARTICLE 11 – NO STRIKE AND NO LOCKOUT

- 11.1** The Employer agrees that there shall be no lockout of Employees and the Union agrees that there shall be no strike during the term of this Agreement. Lockout and strike shall be as defined in the Labour Relations Act.

CI 12 – DISCIPLINE CASES

- 12.1** When a supervisor intends to meet with an employee for disciplinary purposes, the Supervisor shall notify *the* employee in advance of the purpose of the meeting in order that the employee may contact a Union Official who may be present at the meeting.
- 12.2** Should it be found, upon investigation, that any employee has been unjustly suspended or discharged, such employee shall be immediately reinstated in their former position, without loss of seniority rating, and shall be compensated for all lost time and earnings. It is understood that this article is

not intended to restrict an arbitrator's ability to determine an appropriate remedy at arbitration.

ARTICLE 13 – HOURS OF WORK AND OVERTIME

- 13.1** Normal hours of work shall be six (6) hours per day, five days per week, Monday to Friday, for a total of thirty hours per week.
- 13.2** Educational Assistants are required to report for work on all instructional and professional development days.
- NOTE:** Articles 13.1 and 13.2 will be effective September 1, 2000.
- 13.3** Each employee is entitled to an uninterrupted unpaid lunch break of a minimum of thirty (30) minutes. The lunch break will be a maximum of one hour.
- 13.4** All time worked in excess of six hours per day or thirty hours per week shall be deemed overtime and shall be paid at the applicable overtime rate. Overtime must be authorized by the Superintendent responsible for Human Resources or designate.
- 13.5** It is understood that participation in overnight trips shall be on a voluntary basis and that overtime will not be paid.
- 13.6** An employee shall be permitted a paid rest period of fifteen (15) minutes in both the first and second half of a six-hour shift.

ARTICLE 14 – PAID HOLIDAYS

- 14.1** The Board will recognize as paid holidays: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day and Heritage Day if declared a statutory holiday and 3 float days. The float days shall be given between Christmas Day and New Year's Day to provide a Christmas shutdown.

ARTICLE 15 – VACATIONS

- 15.1** All permanent ten-month employees shall receive vacation pay each pay period as per the following. Vacation pay shall be determined as follows (based on gross pay earned from July 1st to June 30th inclusive):

0 years to 2 years = 4%

3 years to 8 years = 6%

9 years to 17 years = 8%

18 years to 24 years = 10%

25 years or more = 12%

After thirty years – An additional 0.4% for each additional year of service to a maximum of 2% (making 14% the highest rate for vacation pay).

15.2 Effective September 1, 2000 for the purposes of establishing vacation entitlement, the service calculations shall be made as of the anniversary date of permanent hire to the Board.

ARTICLE 16 – CUMULATIVE SICK LEAVE

16.1 Employees covered by this collective agreement will carry forward their accumulated sick leave days from the predecessor school boards to a maximum of 280 days. Effective September 1, 1999 employees (other than temporary employees) shall be credited with two (2) days of sick leave for each month of active full time service to a yearly maximum of 20 days for ten month employees. 100% of the unused days each year are accumulated, to a possible sick leave total of two hundred and eighty (280) days Sick leave days will be pro-rated for part-time employment.

16.2

(a) A Retirement and Sick Leave Gratuity has been approved for employees based on unused Cumulative Sick Leave Credits, up to a maximum of two hundred and sixty (260) days, to be based on the following formula:

$$\frac{\text{Unused C.S.L. (maximum 260)}}{260} \times 50\% \text{ of Salary}$$

A retiring employee may request that such payment be scheduled over an extended period save that payment must commence within one year of retirement and be completed within three years of retirement.

(b) This plan will apply to those employees:

A (i)

Who are compelled to retire because of a complete disability to engage in any employment with the Board. as certified to by a duly qualified physician or surgeon.

OR

B (i)

Who are retiring on a pension, payment of which will commence within twelve months from the day of such retirement, and

B (ii)

Who have been employed on the staff of the Board for a period of ten (10) years or more of continuous service.

- (c) In the event of the death of a retired employee, any allowance or benefit for which they are eligible under the Retirement Gratuity Plan and which remains unpaid shall be paid to the employee's estate,
- (d) In the event of the death of an employee, a sick leave credit gratuity payment equivalent to the applicable formula of Section 17.2(a) will be paid to his/her estate. This provision will apply to all employees who have had a minimum of ten (10) years' service with the Board.

16.3 An employee who is injured in the course of their duties will have their Workers Safety Insurance salary award supplemented from their sick leave credits to provide for payment of their full salary, until the sick leave credits have been exhausted. In the event an employee does not wish to use their sick leave credits in this manner, they shall receive their Workers Safety Insurance salary award, and there shall be no deduction from their sick leave credits. Written notification selecting this latter option must be given to the Board's business office at the time the accident is reported.

ARTICLE 17 – LEAVE OF ABSENCE FOR UNION BUSINESS

- 17.1** The Board acknowledges the right of the Union to appoint or select a Negotiation Committee of not more than seven (7) employees and will recognize and deal with this Committee with respect to contract negotiations. The Union agrees to provide the names of all Committee members to the Board in writing.
- 17.2** The Union may have the service of a CUPE Staff Representative, Counsel or adviser at any meeting with representatives of the Board during negotiations pertaining to renewal or amendment of the Collective Agreement.
- 17.3** Members of the Union negotiating committee shall be paid at their regular straight time rate of pay for their regularly scheduled work time spent with officials of the Board for purposes of amending or renewing the Agreement up to and including, but not beyond the stage of conciliation, provided, however, that such committee members shall not be compensated for time spent prior to or beyond their regular working hours.

17.4 Upon request, members of the Union's Negotiating Committee shall be permitted leave of absence to prepare for the commencement of formal contract negotiations with the Board. The total number of days of leave under this Article shall not exceed 28 days during the lifetime of the Agreement and no member shall be absent for more than 4 days for this purpose. The Union shall give the Board a minimum of 5 days advance notice of any such request. An employee on such leave shall continue to receive pay and benefits provided in this Agreement. The Union shall reimburse the Board for all pay and benefits for the period of absence.

17.5 Leave of absence without pay and without loss of sick leave credits or seniority shall be granted upon request to the Board to employees elected or appointed to represent the Union at recognized Union conventions or conferences. In addition, up to twenty-five (25) days leave of absence per Agreement year shall be granted for local Union business, and such leave shall be without pay and without loss of sick leave credits or seniority. An employee or any of the foregoing leaves shall receive the pay and benefits provided in this Agreement. The Union shall reimburse the Board for all pay and benefits for the period of absence.

In addition to the above, the Board will grant up to two (2) employees per year (successful candidates for labour college and/or for recognized Union education courses) two (2) months leave of absence without pay, provided such leave does not interfere with the efficiency of the Board's operation

17.6 An employee selected for up to and including a full-time position with the local shall be granted leave of absence without loss of seniority or benefits for a period of one (1) year. Such leave shall be renewed each year, on request, during the term of office. An employee on such leave shall receive the pay and benefits provided in this Agreement. The Union shall reimburse the Board for all pay and benefits for the period of absence.

17.7 Any employee who is elected or selected for a full-time position with the Union, or any body with which the Union is affiliated, upon application will be granted leave of absence without salary, benefits, and loss of seniority, by the Board for a period of up to one year. Such leave shall be extended annually, upon request, up to a maximum of five years.

ARTICLE 18 - LEAVES OF ABSENCE

18.1 The following absences will be without loss of sick leave credit; loss of salary, or loss of seniority:

(a) **Bereavement**

A total of five (5) working days may be allowed per bereavement of the following: father, mother, spouse, child, or common-law spouse. A total of three (3) working days may be allowed per bereavement of the following: brother, sister, grandparent, grandchild, father-in-law,

mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law fiance or other person in loco parentis or any relative who lived in the home. One (1) work day may be allowed per bereavement to attend the funeral of a grandparent-in-law, aunt or uncle. In case of extenuating circumstances, application may be made to the Director of Education, or designate, for additional time under this Article. For any working days which fall in this period and for which approval is granted, there shall be no deduction of pay.

(b) **Examinations and Convocations**

An employee, with *the* prior approval of the Director of Education, or designate, may be absent from duty without loss of salary by reasons of examination and convocations as follows:

- (i) For the purpose of writing examinations, only the half-day period in which the examination occurs shall be granted. In addition, to the half-day mentioned in the foregoing, one half-day shall be allowed for travel if necessary as determined by the Director of Education, or designate.
- (ii) A half-day period is granted for an employee to attend their own graduation ceremony, or those of their son, daughter, husband, wife or fiance. In addition to the half-day period mentioned in the foregoing, one half-day shall be allowed for travel if necessary, as determined by the Director of Education, or designate,

18.2 Pregnancy/Parental Leave shall be granted in accordance with the Employment Standards Act. For pregnancy Leave and for Parental Leave for the purpose of Adoption, the Board shall compensate the employee, through an Employment Insurance Commission approved Supplemental Employment Benefit Plan, for the two-week waiting period in an amount equal to the Employment Insurance Commission benefit that would be payable to the employee during each week of the benefit period.

18.3 An employee may be entitled to a maximum of one (1) year leave of absence without pay, and without loss of seniority but without accrual of seniority when they *request* such leave for good and sufficient cause. Such request shall be in writing no later than 30 days prior to the requested start of the leave and shall not be denied without just cause. Such notice may be waived in exceptional circumstances.

18.4 The Board shall grant leave of absence without loss of seniority or benefits for an employee who is absent from duty by reason of a summons to serve as a juror or of a subpoena as a witness in any proceedings to which they are not a party of one of the persons charged. The Board shall pay such an employee their full pay provided such employee pays to the Board any fee, exclusive of travelling allowances and living allowances, received as a juror or

witness. The employee will present proof of service and the amount of pay received.

18.5 The following absences shall be with pay and without loss of seniority, but shall be charged to the employee's cumulative sick leave credits:

- (a) Up to a maximum of three (3) working days per school year for urgent matters (including adoptive and paternity leave), or observance of recognized religious Holy Days, or emergency family-related matters or community or public service which cannot be conducted other than during working hours may be allowed. Such requests must state the reasons for absence, and approval is at the discretion of the Director, or designate.
- (b) One (1) day per school year shall be allowed for moving from a personal principal residence, but it shall not apply to an employee who has submitted his/her resignation. The day allowed shall be the day of the move.
- (c) An employee who is unable to arrive at his/her workplace or designated workplace due to hazardous weather may have up to three (3) days in any one school year. Such requests must state the reason for absence, and approval is at the sole discretion of the Director, or designate.

18.6 An employee who is quarantined or otherwise prevented by an order of the Medical Health Authority from attending their duties because of exposure to a communicable disease shall be absent from duty without loss of sick leave credit or loss of salary.

18.7 The Union President or designate shall be permitted a leave of absence for one day without pay and without loss of seniority, for the purpose of attending the funeral of an employee who came within the scope of this Agreement, subject to the request for such leave being received by the Superintendent responsible for Human Resources at least one working day prior to the start of such leave.

ARTICLE 19 – PAYMENT OF WAGES

19.1 Salaries will be paid bi-weekly and shall be deposited directly into the employee's personal account in the financial institution of his/her choice.

ARTICLE 20 – FRINGE BENEFITS

20.1 It is understood and agreed between the parties hereto that the Board, in making available the benefit plans set out in this Article, has not agreed to act as an insurer itself. The benefit plans are underwritten by insurance companies and the actual provisions of the policies issued shall govern each plan. The parties agree that the Board is not responsible in the event that the

insurer determines that a claim is not payable. All group insurance coverage is subject to the approval of the insurance carrier.

20.2 Until August 31, 2000, the benefit plans will continue as per the plans in effect on August 31, 1998. Effective September 1, 2000 the Board shall implement a newly-designed benefit plan package to provide group insurance coverage for each eligible employee who wishes to participate in the plans. The Board agrees to administer the following plans:

(a) **Extended Health Care**

The Board shall pay 90% of the monthly premium cost for each eligible employee who wishes to participate in the Plan. The Plan shall include:

Vision Care: Maximum payment of \$250 every two years for employee and spouse and \$100 every year for a dependent child (to a maximum of \$200 per child in any 2 consecutive benefit years)

Drug Plan: Dispensing fee cap of \$7.00 per prescription; no deductible.

Semi-private: No semi-private hospital coverage is provided.

Paramedical Services: (Chiropractor, Podiatrist, Naturopath, Osteopath) - A maximum of \$350 per year (1st dollar value)

Out-of-Province Coverage: Enhanced Liberty Health Plan, or equivalent.

(b) **Group Life Insurance**

Each employee who is eligible and wishes to participate, shall be covered by Group Life Insurance for an amount equal to two times annual salary and the Board shall pay 90% of the premium cost. Notwithstanding the foregoing, there shall be no reduction in the amount of life insurance coverage in effect on August 31, 1999 provided that the employee agrees to pay 100% of the premium cost of the insurance in excess of two times annual salary.

(c) **_____ Life Insurance**

Subject to the approval of the insurance carrier, optional life insurance shall be available in units of \$25,000 to a maximum of \$250,000 provided that the employee pays 100% of the premium costs.

(d) **_____ Dependent _____**

Insurance or the life of an employee's spouse shall be available on the application by the employee in the amount of \$20,000 for spouse and \$10,000 for each dependent child. The employee shall pay 100% of the premium cost for such insurance.

(e) **Dental**

The Board shall pay 90% of the premium cost for each eligible employee who wishes to participate in the plan, The plan shall include basic dental services to a \$2,000 annual maximum per insured person, with dentures and major restorative (\$2,000 annual maximum and 50% co-insurance for each employee, spouse and dependent child); and with Orthodontics (\$2,000 lifetime maximum and 50% co-insurance for each dependent child under 18 years of age). All benefits will be payable in accordance with the previous year's Ontario Dental Association General Practitioners' Schedule of Fees.

(f) **Long Term Disability**

The Board will pay fifty (50) per cent of the premium cost of a LTD Plan. The Plan shall provide employees with a monthly benefit equal to 66 2/3% of earnings to a maximum of \$2,000 per month. The waiting period shall be 120 days.

20.3 The Board agrees to consult with the Union, prior to a change in insurance carriers. A copy of the Group Master Policy or Policies of the benefit plans shall be given to the union. Details of the plans are outlined in booklets provided to each employee by the carriers.

20.4 Effective date of ratification, all new employees shall as a condition of employment be enrolled in the Ontario Municipal Employees' Retirement System on the first day of employment in accordance with the provisions of the OMERS Act. Employees not enrolled will be given the option to enroll in OMERS within 60 days of ratification.

20.5 The Board shall upon application by the employee make payroll deductions for Registered Retirement Savings Plan contributions. The Union shall select the financial institution to administer the Plan. The participating employee agrees to pay 100% of the contribution to his/her individual plan.

20.6 Continuation of Benefits on Early Retirement

- (a) Subject to eligibility requirements as specified by the carriers, an employee who takes early retirement on a pension pursuant to the OMERS Plan (with payments to begin within two (2) months of the employee's retirement date), may retain membership in any of the benefit plans to which he/she belongs at the time of retirement until he/she attains the age of sixty-five (65) years.
- (b) To maintain participation and coverage under the Agreement, the retired employee must agree to participate in a pre-authorized debit plan to pay the full monthly premiums, The retired employee shall

supply the Board *with* a VOID cheque from her/his bank account. Deductions will be made from the employee's account on the first banking day of each month. The Board reserves the right to discontinue participation in the benefit plans for anyone should any two payments be denied for insufficient funds.

- (c) The Board reserves the right to establish a separate group for retirees with premiums determined on the basis of the participants in the group.

20.7 The employer shall provide each employee with a booklet of explanation of their benefit coverage.

ARTICLE 21 – RETIREMENT AGE

21.1 The mandatory retirement age of employees is sixty-five years of age.

ARTICLE 22 – SAFETY

22.1 The Board shall continue to observe all reasonable precautions for the safety of its employees and shall supply such safety equipment as is necessary. All employees shall cooperate with the Board in the prevention of accidents, damage and fire on Board property, and shall from time to time make recommendations to the Board as to the prevention of accidents, damage and fire on Board property.

ARTICLE 23 – TERM OF AGREEMENT

- 23.1** The terms of this Agreement shall continue in effect from the date of ratification until the 31st day of August, 2002, and shall continue automatically thereafter for annual periods of one (1) year each, unless either party notifies the other in writing within the period of four (4) months immediately prior to the expiration date, that it desires to amend this Agreement
- 23.2** Negotiations shall begin with thirty (30) days following notification for amendment, as provided in the preceding paragraph.
- 23.3** If, pursuant to such negotiations, agreement is not reached on the renewal or amendment of this Agreement or the making of a new Agreement prior to the current expiry date, this Agreement shall continue *in full force and effect* and a new Agreement is signed between the parties, or until conciliation proceedings prescribed under the Ontario Labour Relations Act have been completed, whichever date should occur first,
- 23.4** The Union and the Board desire every employee to be familiar with the provisions of this Agreement and their rights and obligations under it, For this reason the Board shall provide each employee with a copy of this Agreement,

ARTICLE 24 – NOTICE OF TERMINATION

24.1 Employees covered by this Agreement are required to give the Board at least three weeks' written notice, where possible, of their intention to leave the Board's employment, and the Board will give employees written notice as per the Employment Standards Act except if the employee is dismissed for just cause.

ARTICLE 25 – PRO RATA DEFINITION

For the purposes of this Agreement "pro rata" shall mean the appropriate regular hourly work schedule of the employee so affected, divided by 1236 hours.

Proration shall apply to article 21 Benefits – Extended Health Insurance, Life Insurance, Dental and Long term Disability

Example:

Employee's regular hours – 1200 per year

- (a) Extended health, Family coverage
 $1200/1236 \times 90\% =$
 $= \$$ (Board participation)

ARTICLE 26 – PERSONNEL FILES

26.1 The Board agrees that an employee, with one (1) day's notice, shall have the right to review their personnel file in the presence of a member of the Human Resources Department, during normal working hours.

26.2 An employee may request photocopies of any document in the personnel file and that request shall not be denied.

ARTICLE 27 – STAFF DEVELOPMENT DAYS

The union will be consulted regarding the content of any Staff Development Days.

ARTICLE 28 – SCHEDULES,

28.1 Attached hereto and forming part of this Agreement is a Schedule of Wage Rates known as Schedule 'A'

SCHEDULE A – WAGE RATES

Up to August 31, 2000, each employee shall be paid in accordance with the salary schedule that applied to his/her workplace in accordance with the composite collective agreement.

Classification	Wage Rates Effective Sept. 1, 2000	Wage Rates Effective Sept. 1, 2001
Educational Assistants	16.97	17.31
Food Technician	15.69	16.00
Communicative Disorders Assistants	18.01	18.37
Temporary/Casual (no employee benefits)	12.24	12.48

LUMP SUM PAYMENT ASAP AFTER RATIFICATION OF \$500 FOR EACH FTE EMPLOYEE (IE PRORATED FOR PART TIME) (rolled into a group RSP)

Mileage Allowance

All employees shall be paid mileage as established by Board policy for authorized use of their own vehicle in carrying out the business of the Board. The Board agrees that use of an employee's vehicle shall not be compulsory.

IN WITNESS THEREOF each of the Parties has caused this Agreement to be signed by their duly authorized officials or representatives as of the 3rd day of April, 2000

FOR THE UNION

FOR THE BOARD

M.L. Reeves

Thomas Wallace

Shawn Harland

James L. Rutledge

Erney [unclear]

Nancy Hondela

Shawn [unclear]

Debbie Smith

Kenneth Manna

[Large handwritten signature]

Joseph White

Arlene [unclear]

PCP/11

Letter of Intent - Seniority

The **Board does not have complete records prior to January 1, 1998** with which to calculate **seniority** accurately for all employees in the bargaining unit **on the basis of hours worked.**

The employer shall provide the seniority list to the union within 45 days of the establishment of the common seniority provisions. The union shall advise the employer in writing of any objections to the initial list within 45 days of the receipt of the list. The parties shall meet within 10 days to discuss any dispute with respect to any employee's seniority standing or any of the information contained on the seniority list. In the event that the parties are unable to resolve such matter, the employee or the union may file a grievance with respect to that matter within 10 working days of the conclusion of the meetings referred to herein. Any employee for whom no written objection is raised shall have their seniority date confirmed as stated. The employer will post the seniority list. It is agreed that the seniority calculation will be according to the rules in the relevant predecessor collective agreement for the period prior to January 1, 1998. Norfolk temporary employees who were made permanent on March 1, 1999 will have temporary service recognized.

Letter of Understanding- Norfolk cumulative sick leave credit

The employees in this **bargaining** unit formerly covered by the Norfolk collective **agreement**, had **their** cumulative sick **leave days** halved when entered as cumulative sick leave credits. The parties therefore **agree** to adjust the cumulative sick leave credit account for **these employees by crediting such employees with the** full number of days for the period of their employment.

Letter of Intent – Layoff/Restructuring/Downsizing

The parties agree to meet as far in advance as possible of any layoff, restructuring, downsizing to explore all options/alternatives to layoffs.

Letter of Intent – Job Descriptions

The employer agrees to establish a joint committee with the union to develop job descriptions. The parties agree that the job descriptions will form a basis for Pay Equity discussions

Letter of Intent – Safe Schools

The Grand Erie District School Board believes that all its facilities and learning environments must be safe places for staff, students and community members. The employer agrees to develop policies and procedures to deal with safe schools. The employer will include union representatives in the development of policies and procedures related to safe schools.

Letter of Intent – Duties Outside the Classroom

The parties agree to meet within 60 days of ratification of the collective agreement to address concerns related to the distribution of duties outside the classroom.

Letter of Understanding – Parental and Community Involvement

It is agreed that no permanent employee will be laid off as a direct result of the use of volunteers, Cooperative Education Students, parents or other persons. The Board will meet with the Union to discuss parental and community involvement in schools

APPENDIX A - I PROCEDURES

1. The Board will establish the number of *Educational Assistants required for the coming school year*. The number will be established, if possible, by the end of April
2. In April or May a meeting will be convened with all employees to discuss and outline program expectations for the next school year.
3. Subsequent to *the meeting in 2 above*, *Educational Assistants* wishing to vacate their current assignment must indicate in writing to Human Resources their intention to do so.
4. Prior to June 1st, the Board will inform each Employee if their current assignment will be available or if they will be declared surplus according to programs and assignments available in order of seniority subject to ability and qualifications.
5. On or before June 30th, *Educational Assistants* who choose to vacate their assignment or were declared surplus, will attend a meeting to select an assignment. Assignments will be chosen in order of seniority subject to ability and qualification.
6. A second and final assignment meeting will take place during the week prior to school start to allow *Educational Assistants* without an assignment to choose from any continuing open assignment. The Board will notify laid off Employees of the meeting, time and place.
7. New assignments, existing after the second assignment meeting, will be posted as per Article 6 of the Collective Agreement.
8. Where circumstances require and after consultation with the union, *Educational Assistants* may be transferred, to address changing system needs, at the discretion of the Superintendent of Schools with responsibility for Special Education. Such transfers will occur with as much consultation as is possible, but in no circumstance with fewer than 5 (five) working days notice unless with the agreement of the *Educational Assistant*. Such a transfer will not result in an increase in distance of more than 45 kilometers traveled for the *Educational Assistant*.

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APPENDIX B - ROLE DESCRIPTION

- (a) Educational Assistants are persons employed by the Grand Erie District School Board to assist with the preparation, delivery and supervision of special educational programs and services for exceptional pupils and education programs for other pupils.
- (b) The Educational Assistant is responsible to the **designated** Principal for the **effective discharge** of the assigned duties and works **most directly with the teacher who has been assigned program** responsibilities.
- (c) An Educational Assistant's assignment will include any or **all** of the following:
- i. **assisting** in instruction, evaluation and supervision of pupils **and** the integration of exceptional **pupils** into regular elementary **and** secondary classrooms;
 - ii. preparation and delivery of programs **and services**;
 - iii. preparation of learning materials and environments;
 - iv. lifting **and** positioning of pupils;
 - v. assisting with mobility of pupils;
 - vi. feeding of **pupils** and their subsequent non-intrusive hygiene needs;
 - vii. **toileting** of pupils and their subsequent non-intrusive hygiene needs;
 - viii. maintaining occupational and physiotherapy **programs**;
 - ix. **assisting** with **speech correction and remediation** of pupils **and** alternative communication methods;
 - x. participation in conferences **and** interviews **during** normal **working** hours;
 - xi. assisting **in** the instruction of "life skills";
 - xii. job coaching;
 - xiii. **assisting** in the **evaluation** of relevant, **cooperative** education student placements;
 - xiv. **such other duties as are** reasonably related to the **Educational Assistant's specific assignment**,
- (d) Educational Assistants will maintain **the confidentiality** of all **aspects** of **their assignment**.
- (e) **An Educational Assistant shall** ~~no?be required~~ to administer medication by injection or to catheterize, suction, **or** tube feed students.