

COLLECTIVE AGREEMENT

between

the Edmonton Catholic Separate School Division
hereinafter referred to as the "Board"
of the first part

and



UNIFOR
theUnion | Canada

Unifor, Local Union No. 52-A
herein referred to as the "Local"
of the second part

September 1, 2024 – August 31, 2028

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PURPOSE

Whereas, the terms and conditions of employment and salaries have been the subject of negotiations between the parties and whereas, the parties desire that these matters be set forth in an agreement to govern terms of employment of the School Support Staff; and

Whereas, the purpose of the Board is to:

- (a) provide students with a sound education with a Christ-centred learning experience for all learners; and
- (b) provide services and programs for the benefit of students, families, and the community; and,
- (c) promote the well-being of its employees to the end that the people of the community will be better served.

Now therefore, the parties hereto agree as follows:

ARTICLE 1 - RECOGNITION

- 1.1 (a) The Board recognizes the Unifor, Local Union No. 52-A, hereinafter referred to as the “Local”, as the sole bargaining agent for those employees whose positions of employment are included under Certificate Number 39-2014. All support staff in Schools and all secretarial and clerical staff within the School Division Administration Offices, Maintenance and Warehouse Buildings, excluding those employees exercising supervisory or managerial functions, those employed in a confidential capacity in matters relating to labour relations pertaining to the Local, those covered by existing certificate and those excluded by agreement.
- (b) Notwithstanding (a) above, application of this agreement shall not apply to casual employees.
- 1.2 (a) The Employer and Local agree that there shall be a Liaison Committee consisting of four (4) members each from the Employer and the Union. Meetings shall be held at mutually agreeable times. The role of the committee is to consider matters of mutual concern and promote harmonious relations.
- (b) The Employer will file with the Local all policy decisions that impact the working conditions of the Collective Agreement at the first liaison meeting following the adoption of the policy.

- (c) The Employer and Local recognize our employees in equity seeking groups and recognize the value of the Unifor Women's Advocate program.

ARTICLE 2 - MANAGEMENT RIGHTS

- 2.1 Management and the direction of the working force are vested solely and exclusively with the Employer, and shall not in any way be abridged except by specific restrictions as set forth in this Agreement.

The Employer hereby retains the sole and exclusive control over any and all matters concerning the operation, management and administration of its business; the determination of the location, relocation, or termination of any or all of its facilities, including, without limitation, the determination of whether services or work will be carried out, subcontracted or otherwise acquired; the direction and control of employees including, but not limited to the determination of the number and qualifications, ability and experience, both technical and medical, of employees to perform work, the determination of quality and quantity standards and the required employee performance to meet such standards; the assignment of work or overtime; the right to select, hire, lay off, promote, discipline, suspend, discharge and retire; the right to determine job content; the right to determine the starting and closing time of work; the right to determine processes, methods and procedures to be employed, including technological change; the right to make and enforce rules, including safety matters, and to perform all other functions inherent in the administration and control and/or direction of business, except as expressly and specifically limited by the terms of this Agreement.

The foregoing enumeration of Management's Rights shall not be deemed to exclude other rights of management not specifically set forth. The Employer therefore retains all rights not otherwise specifically covered by this Agreement, irrespective of whether the same have been hereto exercised.

ARTICLE 3 - LOCAL MEMBERSHIP

- 3.1 Membership in the Local is voluntary, and there shall be no discrimination by the Employer or the Local against an employee because of membership or non-membership in the Local.
- 3.2 As a condition of employment, the Employer will deduct from each employee regular monthly dues. The deduction will be made from the last pay in the month and remitted to the Treasurer of the Local on or before the fifteenth (15th) day of the following month. A statement shall accompany these deductions indicating from whom the deductions were made and the amount of each deduction. The Local shall advise the Employer in writing the amount to be deducted and the effective date.

- 3.3 The Employer shall provide to the Local, once per month, a list of active and inactive including the name, location, classification, FTE, seniority date, contract status, employee contact information including home emails, where provided by the employee, amount of dues deducted for each employee, and relevant rate of pay.
- 3.4 Human Resources will notify the President of Unifor Local 52A the names of new Employees that are covered by this Agreement, by the end of the month in which their employment began.
- 3.5 Opportunities will be provided to the Union to provide orientation for new employees.

ARTICLE 4 - DEFINITIONS

- 4.1 A continuous employee is one who is employed by the Employer on an ongoing part time or full time basis (see sub article 9.1) following successful completion of a probationary period. A continuous employee is one who is assigned to work on a twelve (12) month basis or on an operational-year basis, either in a traditional or in a year-round school.
- 4.2 A probationary employee is the successful candidate on a posted permanent position.
- 4.3 A probationary period means the period of six (6) months that a new employee serves at commencement of employment in a posted permanent position with the employer, excluding any sick days or leaves of absence. An employee may be terminated at any time during the probationary period in accordance with Article 24.2.
- 4.4 A temporary employee is one who is employed on a temporary basis:
- (i) for a specific assignment of more than three (3) months but less than twelve (12) months; or
 - (ii) to replace an employee who is on an approved leave of absence for a period in excess of three (3) months; or
 - (iii) to replace an employee who is on leave due to illness or injury where the employee has indicated that the duration of such leave will be in excess of three (3) months.
- 4.5 A casual employee is one who is:
- (i) employed on a day-to-day basis; or
 - (ii) regularly scheduled for a period of three (3) months or less for a specific assignment; or

- 4.6 employed to replace another employee filling a position as per Article 1.1 (a) for a period of three (3) months or less.
- 4.7 A temporary position is a position established by the Employer for a specific assignment where the work is of limited or fixed duration exceeding three (3) months but less than twelve (12) months.
- 4.8 A permanent position is a position established by the Employer that requires services on a continuous basis and is intended to continue year after year.
- 4.9 Seniority is defined as the length of continuous service in the permanent employ of the employer from the date of hire as a continuous employee in accordance with Article 20. Seniority shall not apply during the probationary period; however, once the probationary period has been completed seniority shall be credited back to the commencement of the probationary period.
- 4.10 Year shall be defined as:
- for 10 month employees, a full school year generally from September of one year to June of the following year.
- for 12 month employees, a full 12 months from July of one year to June of the following year.
- for 10 month employees employed in the year round schooling program, 11 months from August of one year to the end of June of the following year.
- 4.11 Classification groupings shall be as follows:
- Administrative Support
 - Early Childhood Educator
 - English Language Learner Educator
 - Educational Assistant
 - Instructor
 - Licensed Practical Nurse
 - Media Resources
 - Printing Services
 - Intercultural Liaison
 - Therapeutic Assistant
 - Sign Language Interpreter
 - Brailist
 - Laboratory Technician
- 4.12 FTE shall mean full time equivalency.

- 4.13 A job description is a written statement identifying the classification, level and key responsibilities about the work expected to be performed in a particular job.
- 4.14 Priority placement is the procedure, prior to the layoff process as outlined in Article 23, for permanent employees when the employer determines that a change in FTE or a reduction in staff is necessary.
- 4.15 Transfer means a movement from one position to another position within the Division at the same classification, FTE and level.

ARTICLE 5 - POSTINGS AND TRANSFERS

5.1 Postings

- (a) All permanent vacancies, temporary vacancies or newly created positions will be posted electronically, internally for three (3) working days prior to posting externally.
- (i) Continuous employees cannot move positions more than two (2) times in a school year.
- (ii) Employees who are on the priority placement list and have previously held a position within the same classification, level and FTE will be offered the vacant position provided the employee has the qualifications, ability and experience to perform the work. In such cases, clause 5.1 (a) shall not apply and the vacant position will not be posted.
- (iii) During the layoff recall process any emergent vacancies will be offered to laid off employees, providing they have the qualifications, ability and experience to do the job, prior to posting. 5.1 (a) shall not apply.
- (b) A notice of vacancy shall specify the classification, salary range, qualifications, ability and experience as described in the job specification, and other pertinent information.
- (c) Where a casual employee is needed/occurs, a posting is not required.
- (d) Applicants with continuous status shall be given first consideration for appointment to posted positions in accordance with 5.1 (a) and (f). Should there be no qualified applicants with continuous status; applicants will be considered in the following order:
- i) probationary status employees;
- ii) all other employees.

- (e) When selecting the successful candidate for postings and transfers the Employer shall use the following determining factors: qualifications, ability, experience, and any other relevant factors. These factors will be considered by the Employer.
- (f) A continuous employee may apply for a temporary posting. Upon completion of the temporary position, the continuous employee will be placed in a vacant assignment equal to the classification, level and FTE- of the position they held prior to the temporary position when one becomes available. The continuous employee will continue to accrue seniority during the term of the temporary position.
- (g) Employees may choose to accept a vacant position at a lower level. Should an employee choose a position at a lower level their salary will be adjusted to fall within the range for the lower level position.
- (h) A notice with the names of successful candidates from the previous notice of vacancy shall be provided to the Local President by the 5th working day of the next school month.
- (i) Where an applicant does not receive the position he/she applied for, he/she may request an explanation from the principal/supervisor of the position.

5.2 Transfers

Transfers of employees may be made by mutual agreement between the Local and the Employer without posting.

ARTICLE 6 – PROBATIONARY PERIOD

- 6.1 (a) Upon assignment to probationary status, a probationary employee participates in a six (6) month evaluation process which upon successful completion will result in the employee achieving continuous status. Salary adjustments will continue to be made on the employee's anniversary date which will remain unchanged unless as outlined in 8.5 (a)(i)(ii).
 - (i) Prior to the end of the first six months worked the Employer may extend the probationary period for any periods of sick leave, vacation days or leaves of absence taken during the six (6) month probationary period. The Local President shall be informed of any such extension.
 - (ii) If an employee has not completed probation by June 30 and secures a permanent position by the first operational day of the following school year, their probationary period would be continued from the previous year.
 - (iii) With mutual agreement with the Union the Employer may extend the probationary period up to 4 months.

- (b) The Employer shall provide a preliminary evaluation, either verbal or written, prior to the mid-point of the probationary period. A complete evaluation shall be provided prior to the completion of the probationary period. Upon successful completion of the probationary period, the employee will achieve continuous status.
- (c) Applications for transfer or promotion will not normally be considered for employees who are serving a probationary or trial period. Should an employee be transferred or promoted during their probationary period they shall be required to complete their probationary period.

ARTICLE 7 - TRIAL PERIOD

- 7.1
- (a) An employee who is appointed to a different classification, level or position shall be required to serve a six (6) month trial period in which to demonstrate his/her ability to perform the new assignment satisfactorily.
 - (i) In cases of a transfer during the probationary period, the probation period shall continue. The time that overlaps between the trial and probationary period shall be concurrently served.
 - (ii) An employee shall not serve a trial period in cases of a lateral transfer when they have successfully completed a probationary period in the position.
 - (b) The Employer shall provide a preliminary evaluation prior to the mid-point of the trial period. A complete evaluation of the employee shall be provided prior to the completion of the trial period.
 - (c)
 - (i) Should the employee deem the position to be unsatisfactory, the employee shall be placed in an alternative vacant position at their previous classification and level as soon as such a position becomes available. Such placements shall not require posting of vacancies in accordance to Article 5.1.
 - (ii) During the trial period or after the six (6) month trial period, and provided the Employer has given the employee their performance review in accordance with 7.1 (b), if the Employer reasonably concludes the employee's performance in the new position continues to be unsatisfactory, the Employer shall place the employee in an alternative vacant position as soon as possible in accordance with clause 5.1. Such salary placement shall be at no lower than that previously held prior to the promotion or transfer. At the end of the current school year, the employee shall be placed on the priority placement list.

- (iii) Where the employee deems the position unsatisfactory, and where the employee is placed in an alternative vacant position, the employee's salary shall be adjusted to fall within the assigned salary range for the alternative position.

ARTICLE 8 - SALARY ADMINISTRATION

- 8.1
 - (a) Salary shall be in accordance with Appendix A - Salary Schedule.
 - (b) The Employer shall pay a new employee no less than the minimum rate of pay in the level established for such position.
- 8.2 Employees shall be paid by the last working day of each month.
- 8.3
 - (a) All ten month continuous and probationary employees shall be paid the monthly salary to which they normally are entitled, for all the months of the school year, commencing the month of September and concluding the month of June. Notwithstanding the foregoing, all ten month employees required to work during the months of July or August shall be paid for that time at the same rate of pay to which they are normally entitled.
 - (b) For ten month employees, all work during July and August prior to school opening must be authorized in writing by the supervisor prior to being worked.
 - (i) Upon written request by the employee, the supervisor may allow the employee the option of taking time off in lieu of pay. The time taken shall be equivalent to one time the number of hours worked, and shall be taken at the time mutually agreed on by the supervisor and the employee within the next school year. Such time earned must be entered on the "extra time banked form" and maintained at the school site. Time taken must be entered as "time off in lieu" in the applicable tracking system.
 - (ii) For ten month employees, time worked during July and August does not accrue additional service.
 - (iii) Employees who "work prior", from August 15 to school opening, shall be paid according to the salary placement as of September 1 of that school year. Such payment to be made at September month end. However, employees may request and receive an advance for a claim for work prior at 100% for amounts over \$200.
 - (c) (i) All ten month employees employed in a year round schooling program will have their annual salary divided over the eleven (11) months of service found in the year round schooling program as opposed to the ten (10) months of service attributed to a regular ten month program.

- (ii) When an employee either transfers from a regular program to a year round schooling program, or from a year round schooling program to a regular program, the Employer will ensure that any salary and vacation adjustments will be made accordingly.
 - (iii) In no event shall a ten month employee, either employed in a regular program or in a year round schooling program, receive regular earnings in excess of the full- time regular earnings as provided for in this agreement. This shall not preclude employees from working additional hours or overtime as provided for and approved by the Employer.
- 8.4 A probationary employee shall remain at the rate of pay in the respective step for a period of one full year. At the beginning of their second year, they will be paid at 1 step higher in that level.
- 8.5 (a) All incremental increases, within a given pay level, shall be granted on the anniversary date for continuous employees. An increment shall be granted each year until the employee reaches the maximum salary of the applicable pay level.
 - (i) An employee who is granted any leave of absence of greater than sixty (60) consecutive calendar days shall not have the period of leave counted for incremental purposes and the date of eligibility for future increments will be adjusted accordingly.
 - (ii) An employee on layoff for greater than ninety (90) consecutive calendar days shall not have the period of layoff counted for incremental purposes and the date of eligibility for future increments will be adjusted accordingly.
- 8.6 (a) An employee who is promoted to a position at a higher level, shall be paid at that level from the commencement of employment in that position. The employee's salary shall be adjusted to the salary in the new salary level which provides an increase from their previous salary, plus one (1) additional step on the new position's level.
 - (b) An employee who requests a transfer to a position at the same or lower level will be paid at the same step in the new level as the employee was in the previous position.
 - (c) In the event that an employee is reclassified or transferred to a position requiring the same number of work hours per week, but for which a lower level has been established, the employee shall have his/her salary frozen at the rate they were earning prior to the reclassification or transfer until such time as they would otherwise be entitled to a greater rate of pay. An employee whose salary has been frozen shall be required to apply for

vacancies, which would return the employee to the original level. If qualifications, ability and experience and seniority allow the employee to advance to or toward the original level and the position is not accepted, the salary shall no longer be frozen and the employee will then be paid at the level for the position currently held. An electronic notification will be sent to affected employees on an annual basis via ECSD email reminding them of the frozen status.

- 8.7 (a) Prior to establishing or amending a classification of a position covered by this Agreement, the Joint Classification Review Committee shall meet to deal with the said classification matter. The committee shall consist of two representatives from the Local and two representatives from the Employer. The committee shall also include the Compensation Specialist to provide expertise and research in classification matters. Any majority decision of a quorum (all four representatives in attendance) of the committee shall not be subject to an appeal. Should the employee disagree with the committee's decision, a request for review may be submitted at the next deadline, provided there is additional relevant information to review.
- (b) In the event the committee is unable to agree upon the establishment or amendment of a classification, the Local may appeal to the Appeals Committee. The Appeals Committee shall consist of the President of the Local and the Superintendent of Human Resource Services. Should the Appeals Committee not be able to agree, the Superintendent of Human Resource Services shall make a final and binding determination.
- (c) Any salary increases resulting from a classification review shall be retroactive to the first of the month following receipt of the approved request. At no time shall the classification process be subject to the grievance or arbitration process.
- (d) The Employer shall maintain job descriptions for all positions for which the Local is the bargaining agent. These descriptions shall be available to the Local.
- (e) In such instances where the Employer significantly amends a job description of an existing position covered by this agreement, the Employer shall forward those positions to the reclassification committee.
- (f) Failing satisfactory resolution through the reclassification committee, the matter may be advanced to Step 2 of the Grievance Procedure without a restriction from arbitration.
- 8.8 Long Service Increment (LSI)
- (a) Upon completion of nine (9) years of unbroken service continuous employees shall be placed on LSI 1 of the Salary Schedule.

- (b) Upon completion of fourteen (14) years of unbroken service continuous employees shall be placed on LSI 2 of the Salary Schedule.

8.9 Acting Pay

- (a) Acting pay must be authorized in writing by the supervisor.
- (b) When an employee is temporarily assigned the responsibilities of a higher paying position for longer than five (5) consecutive working days, the employee shall receive the rate of pay for the position effective the sixth (6th) working day in that position. The rate of pay shall be equivalent to that which the employee would be entitled to if promoted to that position.
 - i) Where the employee's current salary is at LSI 1 or LSI 2, acting pay shall be two (2) times the difference between LSI 1 and LSI 2 at the employee's current level.
 - ii) Acting pay shall not be paid for coverage of vacation, time in lieu or non-operational days.
- (c) If the higher paying position is outside of the bargaining unit, the employee shall continue to accrue seniority and maintain union membership for a period not to exceed ninety (90) calendar days. This time limit may be extended with the agreement of the employee and the local.

ARTICLE 9 - HOURS OF WORK

- 9.1 (a) Full time employees shall normally work seven (7) hours per day, Monday through Friday of each week, with the schedule to be arranged according to location needs, through discussion with the supervisor and the employee. Unusual needs should be arranged in consultation with Human Resource Services.
- (b) Hours of part time employees shall be pro-rated according to their FTE. With 24 hours' notice, any hours worked beyond their regular FTE. up to 35 hours per week shall be paid at their regular rate of pay. Upon written request by the employee, the supervisor may allow the employee the option of taking time off in lieu of pay. The time taken shall be equivalent to the number of additional hours worked and shall be taken at a time mutually agreeable to the employee and their supervisor. The employee and their supervisor shall make reasonable effort to find mutually agreeable time in lieu, however, where a mutually agreeable time cannot be found, any unused time in lieu shall be paid out at the end of the year in which it is earned.

- 9.2 All employees shall be entitled to one (1) fifteen (15) minute paid rest period in each three and one half (3 1/2) hour daily shift worked. Employees working a daily shift of more than five (5) hours and up to seven (7) hours shall be entitled to two (2) fifteen (15) minute paid rest periods, and an unpaid lunch break of no less than thirty (30) continuous minutes and no more than one hour.
- 9.3 Split shifts should be avoided wherever possible. In the event of a need to schedule an employee on a split shift, every effort will be made, after consultation with the Local and the employee involved, to minimize its negative effects. The Employer shall attempt to minimize shifts of less than two (2) hours wherever possible.

ARTICLE 10 - OVERTIME

- 10.1 (a) All overtime shall be voluntary. Overtime shall be defined as work performed beyond the designated thirty five (35) work hours per week or for work performed on public or statutory holidays. Overtime shall be paid at time and one half of the employee's regular rate of pay. Any overtime worked shall be paid for on the basis of one half hour overtime pay for any proportion of the first half hour worked.
- (b) Overtime and time in lieu, must be authorized in writing by the supervisor prior to being worked. Records of all overtime and time in lieu transactions must be kept in the location.
- (c) When an employee is called from home to work overtime, the employee shall be paid a minimum of two hours pay at the employee's overtime rates.
- (d) In the absence of twenty four (24) hours' notice prior to commencing their regular work, part time employees shall be paid at a rate of time and one half for hours worked beyond their regular daily schedule.
- 10.2 Upon written request by the employee, the supervisor may allow the employee the option of taking time off in lieu of overtime pay. The time taken shall be equivalent to time and one half the number of hours worked, and shall be taken at a time mutually agreed on by the supervisor and the employee within the year in which it is earned.
- 10.3 Overtime shall be paid at time and one half (1.5) or time in lieu at time and one half (1.5) and be taken within one month of the end of the year in which it is earned. Requests for overtime payment must be submitted to Human Resource Services no later than the tenth of the month in which it is to be paid. Notwithstanding the above, overtime earned or submitted by ten month continuous and probationary employees after June 10 of each year, if not taken as time in lieu, shall be submitted by July 10, and paid at the same time as the September advance in Article 8.3.

ARTICLE 11 - PUBLIC AND STATUTORY HOLIDAYS

- 11.1 Temporary employees with at least 30 days of service in the previous twelve (12) months, continuous, and probationary employees shall be entitled to the following public or statutory holidays:

New Year's Day	Labour Day
Family Day	Truth and Reconciliation Day
Good Friday	Thanksgiving Day
Easter Monday or Monday of Spring Break	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
First Monday in August	

One (1) day floater holiday as determined by the Employer and Local Executive to be taken during the Christmas break.

Any other holiday declared by the City of Edmonton, Province of Alberta and/or Government of Canada for general observance except when replacing the holiday listed above, in which case only one holiday shall be recognized.

- 11.2 Employees shall be entitled to a day off with pay if a public or statutory holiday falls on a Saturday or Sunday and is not observed on another day. The date of such day off will be determined in consultation with the Executive of the Local. The foregoing does not apply to ten month employees during July and August.
- 11.3 When a public or statutory holiday falls on a day that would otherwise be an employee's regularly scheduled day off, the employee shall receive:
- (a) an alternate day off if they are working five (5) days a week.
 - (b) an amount of time off based on their FTE to be taken at an alternate time if they work less than five (5) days a week.
- 11.4 Holidays declared by the Employer during the vacation period of an employee are not considered as a holiday entitlement unless an employee works the working day prior to and the working day following the declared holiday.
- 11.5 To qualify for a statutory holiday with pay, the employee must work the scheduled shift prior to or following the holiday except where the employee is absent due to illness or other reasons acceptable to the employer.

ARTICLE 12 - VACATION LEAVE

- 12.1 For the purpose of this Article, "vacation year" corresponds to the school year and means the period commencing on the first day of September and concluding on the thirtieth day of June of each year for 10 month employees, and commencing on the first day of July and concluding on the thirtieth day of June of each year for 12 month employees.
- 12.2 Vacation entitlement is earned during each vacation year of unbroken service worked as a probationary or continuous employee and taken during the following vacation year. Seniority date will be used to determine vacation accrual rates, as set out below. Vacation entitlement with pay for employees shall be as follows:
- 12.2.1 12 Month Employees:
- (a) Shall earn one and one quarter ($1 \frac{1}{4}$) days' vacation for every full month worked (15 days).
 - (b) Upon completion of seven (7) years of service shall begin to earn one and two thirds ($1 \frac{2}{3}$) days' vacation for every full month worked (20 days).
 - (c) Upon completion of fifteen (15) years of service shall begin to earn two and one twelfth ($2 \frac{1}{12}$) days' vacation for every full month worked (25 days).
 - (d) Upon completion of twenty four (24) years of service shall begin to earn two and one half ($2 \frac{1}{2}$) days' vacation for every full month worked (30 days).
- 12.2.2 Part Time Employees
- (a) The above entitlements will be pro-rated for part time Employees based on their FTE.
- 12.2.3 10 Month Employees:
- (a) Shall earn one and one quarter ($1 \frac{1}{4}$) days' vacation for every full month worked ($12 \frac{1}{2}$ days).
 - (b) Upon completion of seven (7) years of service shall receive 2% to their base rate of pay.
 - (c) Upon completion of fifteen (15) years of service shall receive 4% to their base rate of pay.
 - (d) Upon completion of twenty four (24) years of service shall 6% to their base rate of pay.

12.2.4 11 Month Employees

- (a) Shall earn one and point one four (1.14) days' vacation for every full month worked (12 1/2 days).
- (b) Upon completion of seven (7) years of service shall receive 2% to their base rate of pay.
- (c) Upon completion of fifteen (15) years of service shall receive 4% to their base rate of pay.
- (d) Upon completion of twenty four (24) years of service shall 6% to their base rate of pay.

- 12.3 (a) Vacation shall be taken at the discretion of the Employer after consideration of departmental needs and the wishes of the employee. Requests for vacation shall be made in writing at least two weeks prior to its commencement.
- (b) Notwithstanding Article 12.2, a twelve month employee may, subject to the approval of the Employer, utilize vacation credits during the year in which they are earned, provided such utilization does not exceed the vacation entitlements earned up to the commencement of the scheduled vacation.
- (c) A twelve month employee may carry forward a maximum of their annual vacation allotment plus ten (10) days' vacation less any vacation used up to June 30 of the previous vacation year. This vacation shall be scheduled only with the approval of the employee's immediate supervisor.
- 12.4 Except on termination, and as described in Article 12.7, pay in lieu of vacation time will normally not be permitted.
- 12.5 If an employee is absent due to illness or disability for a period of greater than sixty (60) consecutive calendar days, no further vacation leave shall be earned until such time as the employee returns to work.
- 12.6 Notwithstanding Article 12.2, vacation for ten month employees must be taken during the year in which it is earned, specifically at Christmas break, spring break, and the annual Teachers' Convention. Any difference in entitlement and vacation taken shall be adjusted according to Article 12.7.
- 12.7 Notwithstanding Article 12.2 and 12.6, adjustment for vacation entitlement shall be in accordance with the school year in effect for a given year.
- (a) When vacation days in the school year are less than those days provided for ten month employees, positive adjustments will be made to the employee's June cheque.

- (b) When vacation days in a school year are more than those days provided for ten month employees, reductions will be made accordingly.

ARTICLE 13 - SICK LEAVE

- 13.1 Sick leave benefits are with full pay and are sponsored by the Employer to protect eligible employees in the event of an unavoidable illness or injury not covered by the Workers' Compensation Board. Sick leave may also be granted to eligible employees for the purpose of obtaining necessary medical or dental treatment. Employees shall attempt to schedule medical or dental treatments so as to minimize time away from work.
- 13.2 Sick leave credits shall be accrued at the rate of two (2) working days per month by all continuous and probationary employees to a maximum accrual of two hundred (200) working days. Part time employees' sick leave accrual and credit shall be calculated on a pro-rated FTE.
- 13.3 Transfer, promotion, demotion and/or reclassification shall not affect sick leave entitlements of any employee.
- 13.4 Payment of sick leave benefits will be made upon the basis of medical evidence satisfactory to the Employer.
 - (a) After 30 calendar days of medical absence, the employee shall apply for extended disability benefits. An employee accepted by the insurance company to be on extended disability, and who has commenced their leave on extended disability, shall be considered to be on medical leave of absence without pay.
 - (b) Employees who exhaust their accrued sick leave credit or reach the 90 day extended disability elimination period shall not be entitled to the sick pay benefits provided elsewhere in the agreement.
- 13.5 When an employee is injured on the job they shall notify their supervisor immediately. Having done so, during such time as an employee is entitled to Workers' Compensation Benefits, pay will be maintained for a period not to exceed an employee's full sick leave entitlement, and such pay shall include amounts payable by the Workers' Compensation Board. If an employee is unable to return to work when this period expires, the person shall then be paid according to the rate prescribed by the Workers' Compensation Act. If an employee does not notify their supervisor immediately upon being injured the person shall be paid according to the rate prescribed by the Workers' Compensation Act.

- 13.6 When, during a scheduled vacation, an employee becomes seriously ill or suffers an accident, requiring the care of a medical Doctor or hospitalization, sick leave may be substituted for vacation days, for those days so incapacitated. Medical evidence satisfactory to the Employer must be provided.
- 13.7 If an employee is absent due to illness or disability for a period of greater than seventy (70) consecutive working days, no further sick leave shall be earned until such time as the employee returns to work.
- 13.8 Upon return from a medical leave of absence, paid or unpaid, of more than one (1) calendar year, the Employer will return the employee to the same or similar position in the Division that they held prior to the leave. A similar position is one at the same classification, level and FTE.

ARTICLE 14 - PERSONAL AND FAMILY LEAVE

14.1 Bereavement Leave

- (a) Upon request, an employee shall be granted reasonable leave of absence in the event of a death of a member of the employee's immediate family (e.g. spouse, child, parent, brother, sister, or parent-in-law, grandchild, grandparent, son-in-law, daughter-in-law). Bereavement leave with regular pay not exceeding five (5) working days will be allowed for the purpose of attending to matters related to the death when authorized by the Superintendent of Human Resource Services or designate.
- (b) In the event of a death of a brother-in-law, sister-in-law, or grandparent-in-law of an employee, bereavement leave with pay not exceeding two (2) working days will be allowed for the purpose of attending to matters related to the death when authorized by the Superintendent of Human Resource Services or designate.

14.2 Critical Illness Leave

In the event of critical illness of an employee's spouse, child, parent, brother, sister, parent-in-law, grandchild, grandparent, son-in-law, daughter-in-law, up to five (5) working days leave with pay will be granted provided that a letter from the employee is submitted to the supervisor verifying the illness and the necessity for the employee to be present. For the purposes of this clause, "critical illness" is understood to relate to situations where loss of life is imminent.

- 14.3 There may be circumstances where the above provisions may be extended. The Superintendent of Human Resource Services or designate may authorize such extension with or without pay at his/her sole discretion.

14.4 Family Related Leave

- (a) Eligible employees shall be entitled to a maximum of two (2) days leave per year, without loss of pay, for the purpose of caring for a family member or attending to personal matters. Eligible employees will be limited to active continuous employees working at 0.4 FTE. or greater.
- (b) Eligible employees shall be able to roll over and accumulate one (1) unused family related leave day for one year. The leave day from the previous year must be used before any further rollover may occur.
- (c) Family related leave is not prorated for part-time employees, however, shall be applied as full day deductions. Each instance of family related leave will result in a deduction of one day from the employee's annual entitlement.
- (d) Family related leave cannot be used to extend weekends, vacations or school closures without the prior approval of the Superintendent of Human Resources or Designate.
- (e) Family related leave cannot be used consecutively without the prior approval of the Employer.
- (f) When accessing family related leave, employees shall notify their supervisor.
- (g) Unused family related leave shall be forfeited upon termination.
- (h) Family Medical Leave – Effective September 1, 2025, employees shall be entitled to two (2) days' leave to be taken out of the employee's accumulated sick leave for Family Medical needs. This can be used in full or half day increments.

ARTICLE 15 - PARENTAL LEAVE

Notwithstanding, the rights and obligations detailed in this article, it is the intent of the Employer to administer Parental Leave in accordance with Alberta Employment Standards, as amended from time to time.

15.1 Maternity – Parental Leave

- (a) An employee who has been employed by the Employer for at least 52 consecutive weeks shall be granted leave without pay for maternity/parental reasons. The employee must apply three (3) months prior to their scheduled date of delivery. Such leave shall be for any period of time up to eighteen (18) months.

- (b) An employee granted leave without pay for maternity reasons shall be returned to the former position. Should her former position no longer exist, she shall be placed in accordance with the most current staffing procedures. In any event, the employee shall give the Employer no less than (30) calendar days' notice, in writing, of her intended return date.
- (c) The Employer shall determine the date that maternity leave commences, except:
 - i) where the employee presents a medical certificate which indicates that maternity leave must be commenced earlier than the date authorized by the Employer, in which case the maternity leave shall commence on the date indicated on the medical certificate; and
 - ii) where the employee indicates she requires leave to conform to the regulations applicable to Employment Insurance Benefits.
- (d) Illness arising prior to the commencement of maternity leave and which is due to complications resulting from pregnancy, other than normal delivery, shall require a medical certificate.
- (e) The portion of a maternity leave which is deemed by medical certificate to be a medical absence will be considered as sick leave and Employment Insurance payments will be topped to a maximum of ninety-five (95) percent (%) of the pre-disability earnings. Conditions of the SUB plan are in accordance with the sick leave provisions within this document and are payable only to an employee's accumulated sick leave maximum which is used as a guide for duration of SUB payments.

15.2 Adoption Leave

- (a) An employee who has been employed by the Employer for at least 52 consecutive weeks is eligible for leave without pay for adoption reasons. Such leave shall be for any period of time up to one (1) year or extended to a later date, which is mutually agreed upon.
- (b) The employee shall notify the Employer upon receipt of the Notice of Approval to adopt.
- (c) The leave shall begin the week of the adoption.
- (d) The employee granted leave without pay for adoption shall be returned to the former position. Should the former position no longer exist, the employee shall be placed in accordance with the most current staffing procedures. In any event, the employee shall give the Employer no less than thirty (30) calendar days' notice, in writing, of the intended return date.

15.3 Birth Leave

- (a) Two days leave on the birth of the child provided such birth takes place during the school year for a 10 month employee.
- (b) Two days leave on the birth of the child anytime during the year for a 12 month employee.

ARTICLE 16 - LEAVE OF ABSENCE

- 16.1 (a) Short leaves of absence with or without pay for personal reasons may be granted by the Superintendent of Human Resource Services or designate for periods not exceeding one (1) month. Application, in writing, will be made at least two weeks in advance of the requested commencement of the leave.
- (b) A leave of absence with pay shall be granted to continuous or probationary employees summoned for jury duty. Probationary employees whose absence due to jury duty extends beyond thirty (30) calendar days shall have their probationary period extended equivalent to the length of the jury duty.
- (c) No continuous or probationary employee shall suffer a loss of earning where required by subpoena or summons to attend as a witness arising as a result of the Employee's employment with the Employer in any proceeding authorized by a court of law. If the Employee receives a stipend for such attendance, it shall be remitted to the Employer.
- (d) Clause 16.1(c) shall not apply when an Employee is appearing on behalf of the Union. In such instances, the Union shall reimburse the Employer for that Employee's wages.
- 16.2 (a) Extended leaves of absence are absences of greater than one (1) month and less than one (1) year, and may be granted by the Superintendent, Human Resource Services or designate to employees who have completed a minimum of three (3) years unbroken, continuous contract service with the Employer having regard to all the circumstances and the interest of the school system. The seniority date will be used to determine length of service.
- (b) Application for extended leave of absence shall be made in writing to the Superintendent, Human Resource Services or designate at least one (1) month prior to the commencement of the proposed leave.
- (c) Upon return from an extended leave of absence the Employer will be under no obligation to reassign an employee to the prior placement but will place the employee in the same or similar position in the Division that they held prior to the leave in accordance with the most current staffing procedures. A similar position is one at the same classification, level and FTE.

- 16.3 Employees on leave of absence without pay for periods exceeding ten (10) consecutive working days shall not earn vacation or sick leave credits for the period of the leave.
- 16.4 Seniority shall continue to accrue during an approved leave of absence.
- 16.5 Any employee who has been granted a leave of absence and fails to return on the date agreed to by the Employer shall be deemed to have abandoned their position.

ARTICLE 17 - LEAVES OF ABSENCE FOR LOCAL BUSINESS

- 17.1 Provided they first notify their supervisor of their intention to leave their assignment, a leave of absence with pay shall be granted to a maximum of five Local representatives, to meet with the Employer or its designate in connection with matters of negotiations, liaison meetings and grievance processing.
- 17.2 Leave for negotiations shall not exceed an aggregate of twenty (20) working days per year.
- 17.3 Where an employee requests a leave of absence to serve as an officer of the union, or to attend to other Local affairs as approved by a member of the local Executive, such leave of absence shall be administered in accordance with Article 16. For such leaves of absence for local business, the employee shall be paid by the Board. The Union shall subsequently reimburse the Board for the employee's wages and benefits.
- 17.4 Leave of Absence Seconded Officer
 - 17.4.1 Upon written request by the Union, one employee designated by the local as an officer of the Union may be granted a leave of absence to perform Union duties. The Employer shall not unreasonably withhold approval for such a request.
 - 17.4.2 Requests for such leave shall be for a period of one (1) year. Leave granted for such purposes may be renewed, by June 1 of each year.
 - 17.4.3 While on such a leave of absence, the designate shall be allowed to accumulate seniority and service at thirty five (35) hours per week based on their current FTE.
 - 17.4.4 Such designate shall continue to be paid at their current rate of pay, at their current FTE., and will continue to be eligible to all benefits under the benefit plan and pension entitlements as provided by LAPP. The Union shall reimburse the Employer for all said wages and benefits.
 - 17.4.5 The leave may be terminated with at least thirty (30) calendar days' notice by the designate, Union or Employer.

17.4.6 Upon termination of this leave, the designate shall have the right to return to the same or similar position from which they were granted leave of absence. If such position is not available, the designate shall exercise their rights to displace another employee in accordance with Article 23.1.

17.4.7 The designate is not precluded from applying on other positions during the course of this leave.

17.5 Representatives Training Courses

Where notified by the Union in writing in advance, the employer may, subject to operational requirements, grant leave without pay to a reasonable number of employees to attend Union training sessions.

ARTICLE 18 - EDUCATION

- 18.1 (a) An Educational Leave shall mean a paid or partially paid leave from regularly assigned duties for the purpose of professional improvement as specified by the employee, and in accordance with the needs of the Employer, and as approved by the Superintendent.
- (b) Employees applying for an Educational Leave shall complete the proper application and submit it to Human Resource Services by the deadline advertised each year.
- (c) An employee granted paid or partially paid Educational Leave by the Employer shall receive no less than seventy-five (75%) percent of their basic salary.
- (d) An employee granted an Educational Leave, shall give an undertaking in writing to return to their duties following expiration of the leave. The employee shall not resign or retire for a period of at least two (2) years after resuming duties other than by:
- (i) mutual agreement between the Employer and the employee; or
 - (ii) repayment by the employee of all salaries and benefits paid by the Employer during the period of the leave.
- (e) Upon resumption of duties after an Educational Leave, the employee shall be returned to their former position or be placed in another position at a comparable salary level. If no such position exists, the employee shall be placed in accordance with the most current staffing procedures.

ARTICLE 19 - PROFESSIONAL DEVELOPMENT

- 19.1 Employees may be granted up to one professional development day per school year at their basic rate of pay. This professional development day, at the approval of the Site Supervisor may be taken as two (2) half days. Professional development days not taken in each school year shall not be carried forward to subsequent school years.
- 19.2 The Employer may consider requests for leaves of absence for the purposes of participating in professional development opportunities in accordance with Article 16.1.

ARTICLE 20 - SENIORITY AND SERVICE

- 20.1 Seniority shall accrue from the commencement date of the employee's unbroken probationary employment with the Employer within the bargaining unit. Seniority shall continue to accumulate except during a layoff. Seniority shall be lost only by termination of probationary or continuous contract.
- 20.2 Years of service with the Employer shall accrue in accordance with the appropriate articles of this agreement from the commencement date of the employee's unbroken probationary employment with the Employer.

ARTICLE 21 - RETIREMENT

- 21.1 (a) Employees who are at least age 55, with ten (10) years of service with the Employer shall receive a retirement bonus of \$4,000 for the first ten (10) years plus \$350 for each additional year of service with the Employer. After 26 years of service, add \$350 to the amount for every year of service until retirement.
- (b) Independent of (a) above, the Employer encourages employees to provide three (3) months' notice of intent to retire.

ARTICLE 22 - BENEFITS

- 22.1 The Employer shall contribute on behalf of all participating employees in group insurance plans, at a rate of one hundred percent (100) percent (%) of the total premium as follows:
- (a) Extended Health Care
 - (b) Dental Care
 - (c) Vision and Hearing Aid Care
 - (d) Extended Disability Benefit
 - (e) Life and Accidental Death and Dismemberment

- 22.2 Effective September 1, 2025, the following employer paid benefits will be amended as follows:
- (a) Vision - \$350/24 months adult, and 12 months for child;
 - (b) Hearing aids - \$3,000/36 months (\$3,000 lifetime repair or replacement due to accidental damage;
 - (c) Physiotherapy/Acupuncture/Chiropractic/Massage - \$70/per visit, \$700 annual maximum per practitioner combined to an annual maximum of \$1400 per participant per year; and,
 - (d) Dental to fee schedule as set by Alberta Blue Cross.
- 22.3
- (a) Participating employees shall be defined as all active continuous, or probationary employees working at 0.4 FTE. or greater.
 - (b) All eligible employees must participate in the Life and Accidental Death and Dismemberment and Extended Disability Benefit Plans.
 - (c) All eligible employees must participate in the Extended Health Care, Vision and Hearing Aid Care, and Dental Care Plans except that an employee may waive participation by providing satisfactory evidence that there is duplicate coverage through the spouse.
- 22.4 The Employer agrees to continue the benefit premium cost sharing for employees who are in receipt of Extended Disability Benefits.

ARTICLE 23 – PRIORITY PLACEMENT, LAYOFF AND RECALL

23.1 Priority Placement

As a matter of principle, the Employer is committed to maintaining hours of work and full time equivalencies (FTE). Where the Employer determines that a change in FTE is required, where possible, the Employer shall try to maintain FTE and promote larger FTE positions to the extent the needs of schools and students can be accommodated. Grievances filed to address concerns with respect to this clause may not be processed to arbitration though could be referred to mediation.

A communication outlining the Division's Priority Placement process will be sent to affected continuous employees.

- (a) When the Employer determines that a change in FTE, or a reduction in staff is necessary, the Employer shall identify staff for priority placement or reduction in hours. The Employer shall notify the employee and the Local at least fourteen (14) calendar days in advance of reducing an employee's hours of work. Nothing in Article 23.1 shall be deemed to limit or restrict the

right of the Employer to adjust its staffing component through the layoff provision of Article 23.3.

- (b) Continuous employees shall have their hours reduced only at the end of the school year. All continuous employees will be notified in writing of their assignment for the following school year by a date specified in the staffing procedures.
- (c) Priority placement applies to continuous employees whose FTE is reduced.
- (d) An employee may choose not to be placed on the priority placement list and may accept the position with the reduced FTE.
- (e) Vacant positions will be posted. Employees who are affected by priority placement and have previously held a position within the same classification, level and FTE will apply to and be offered a vacant position provided the employee has the qualifications, ability and experience to perform the work.
 - (i) Where two or more employees within the same classification, level and FTE are on priority placement, vacant positions will be offered in the order of seniority provided the employee has the qualifications, ability and experience as to perform the work.
 - (ii) Employees who do not secure a position by applying to vacancies through the priority placement process will be placed into an available vacant position within the same classification level and FTE.
- (f) In the event there are no available vacant positions, the employee will have the right to displace the least senior employee who is within their classification, at the same or lower level, and FTE and for whose position they have the qualifications, ability and experience.
 - (i) Employees shall not increase their FTE by more than 0.1 as a result of displacing the least senior employee.
- (g) Employees who refuse an offer of a position during the priority placement process in accordance with (e) and (f) above shall move to the bottom of the priority placement list.
- (h) Employees who refuse an offer of priority placement after moving to the bottom of the priority placement list shall forfeit any further rights to priority placement and be placed on layoff in accordance with Article 23.3.
- (i) An employee that has been displaced in accordance with (f) above will be laid off according to Article 23.3 – Layoff.

- (j) If the only position available to an employee during displacement is at a lower level classification, the employee's salary shall be frozen according to clause 8.6 (c).

23.2 The Union shall be notified in writing, and in a timely manner, of all priority placements resulting from the application of this article.

23.3 Layoff Procedure

- (a) Layoff is not a normal occurrence but may be necessary in certain circumstances. Article 23.1 does not apply to those employees on layoff.
- (b) Layoff applies to continuous employees only.
- (c) The Employer will notify employees who are to be laid off, and the Local, fourteen (14) calendar days prior to the date of layoff.
- (d) In the event of a layoff, employees shall be laid off in the reverse order of seniority within their classification and level provided the remaining employees have the qualifications, ability and experience to perform the work.
- (e) Prior to laying off any continuous employee, s/he shall be offered a vacant position at the same classification and level as currently held for which s/he has the qualifications, ability and experience.
- (f) An employee affected by layoff shall have the right to displace the least senior employee who is at the same classification and level and for whose position they have the qualifications, ability and experience.
- (g) An employee may choose to accept a vacant position at a lower level provided s/he has the qualifications, ability and experience to perform the work or may choose to be placed on the recall list. If an employee chooses a position at a lower level, his/her salary will be adjusted to fall within the salary range of the lower level position.
- (h) An employee who has been displaced will be laid off according to this article.

23.4 Recall Procedure

- (a) Continuous employees affected by 23.3 shall retain recall rights to any position for which they meet the minimum qualifications, ability and experience for a period of one year from the date of layoff.
- (b) Employees shall be recalled when work becomes available in reverse order of layoff, provided they have the qualifications, ability and experience to do the work available.

- (c) Employees shall be notified of recall by the Employer by telephone, or ECSD email. It is the employee's responsibility to ensure the Employer is kept informed of their most recent phone number, email address and mailing address.
 - (d) Employees being recalled shall notify the Employer of their intent to accept recall within twenty-four (24) hours of the date of the telephone call or email.
 - (e) Employees who refuse a recall shall move to the bottom of the recall list.
 - (f) Employees who refuse a recall after moving to the bottom of the recall list shall be deemed to have terminated their employment with the Employer and shall forfeit any further recall rights.
 - (g) Clauses 23.4 (e) and (f) do not apply when recall is to a position at a lower classification and level than the position from which the employee was laid off.
 - (h) Employees being recalled who fail to notify the Employer of their intent to accept recall within the specified twenty-four (24) hours shall be deemed to have refused a recall in accordance with clause 23.4 (e) and/or (f).
- 23.5 The Employer shall, during November and year end of each school year, provide to the Local a list of continuous employees awaiting recall.
- 23.6 Employees awaiting recall may, at any time, waive their right to recall by providing notice in writing to Human Resource Services. Their name shall be removed from the recall list and they will be deemed to have resigned.

ARTICLE 24 - DISCIPLINE PROCEDURE AND TERMINATION OF EMPLOYMENT

- 24.1 (a) It is the understanding of the parties that an employee may request Local representation at any point in the discipline meeting. If, during a meeting between an employee and their supervisor, the employee feels that the meeting has become disciplinary in nature, the employee has the right to request Local representation.
- (b) Reasonable attempts shall be made to ensure that a written reprimand, suspension without pay, or a discharge from employment shall only occur at a meeting at which the employee has Local representation, unless the employee waives in writing the right to representation.
- (c) In the event that disciplinary documentation is placed in the employee's Human Resource record, the Local shall be informed.

- (d) Excepting in cases of discharge for cause, the employees and the Employer shall give at least fourteen (14) calendar days' notice of termination of employment.
- (e) An employee who is discharged shall receive their termination entitlements at the time they leave the Employer. An employee who voluntarily leaves the employ of the Employer shall receive their wages and vacation pay to which they are entitled at the regular pay day next following the day on which they terminate their employment.
- (f) An employee may be terminated when:
 - (i) They are absent from work without good and proper reason and without notifying the Employer;
 - (ii) They do not return from leave of absence or vacation as scheduled; or
 - (iii) They do not return from layoff as required.
- (g) An employee's employment shall be terminated when layoff has exceeded a continuous period of twelve (12) months.

24.2 At any time during a temporary contract or the probationary period the Employer, at its discretion, may terminate the employment of such employees.

ARTICLE 25 - GRIEVANCE PROCEDURE

- 25.1
- (a) A grievance is defined as any difference arising out of interpretation, application, operation, contravention or alleged contravention of this Collective Agreement.
 - (b) A group grievance, which is any grievance in which more than one employee has been affected, may be filed in writing by the Local and presented by the Local with one or two of the grievors.
 - (c) A policy grievance may be filed in writing within ten (10) working days of the occurrence giving rise to the grievance or the date on which the Local or Employer ought to reasonably have become aware of that occurrence, and shall commence at Step 2 as defined in Article 25.2.
 - (d) A discharge grievance may be filed in writing within ten (10) working days of the discharge, and shall commence at Step 2 as defined in Article 25.2.
 - (e) It is the understanding of the parties that an employee may request Local representation at any point in the grievance procedure.

- (f) Submissions of and responses to grievances at Step 2 and 3 of the grievance procedure shall be forwarded electronically followed by the original via regular mail.

25.2 An earnest effort shall be made to settle grievances fairly and promptly in the manner hereinafter described:

Step 1 (Immediate Supervisor)

If a dispute arises between the Employer and an employee regarding the interpretation, application or alleged violation of this collective agreement, the employee shall first seek to settle the dispute through discussion with the immediate supervisor within ten (10) working days following the date the employee first became aware of or reasonably should have become aware of the occurrence of the act causing the dispute. The supervisor shall have ten (10) working days to respond to the dispute. If the dispute is not resolved satisfactorily, it may become a grievance and be advanced to Step 2.

Step 2 (Employee Relations Manager)

The grievance shall be submitted in writing to the Employee Relations Manager or designate within ten (10) working days of receiving the response to Step 1.

The grievance shall state the clause claimed to have been violated, the nature of the grievance, and the redress sought. The decision of the Employee Relations Manager or designate shall be communicated in writing to the Local within ten (10) working days of the submission of the grievance. If the dispute is not resolved satisfactorily in Step 2, it may be advanced to Step 3.

Step 3 (Arbitration)

If the grievance is not settled at Step 2, the Employer or the Local may, within ten (10) working days following the conclusion of Step 2, submit the grievance to an arbitrator or, at the request of either party, to a Board of Arbitration.

Grievance Mediation

Prior to proceeding to arbitration, the parties may voluntarily agree to use the services of an independent mediator, to attempt resolution of a grievance prior to arbitration. The mediator will be mutually agreed upon and any recommendations made by the mediator shall not be binding on either party. The costs of the mediator will be equally shared between the parties.

25.3 Default

The purpose of the grievance provision is to ensure that any grievance is processed in an expeditious manner, therefore, compliance of the provisions and time limits is mandatory. If the Employer fails to comply with the provisions or time limits, the grievance may be processed to the next step. If the party advancing the grievance fails to comply with the provisions or time limits, the grievance shall be considered abandoned.

- 25.4 The time limits may be extended by the consent of both parties in writing. Furthermore, the time limits shall not include the summer break, Christmas break, spring break, or annual Teachers' Convention for ten month employees.

ARTICLE 26 - DURATION AND TERMINATION OF AGREEMENT

- 26.1 This Agreement shall take effect on September 1, 2024 and shall remain in full force and effect through August 31, 2028 except as hereinafter provided.
- 26.2 Either party desiring to amend or terminate this Agreement shall give notice in writing to the other party, not less than sixty (60) calendar days and not more than one hundred and fifty (150) calendar days prior to the expiry date. In the event the foregoing notice is served, the parties shall commence collective bargaining within sixty 60 calendar days of receipt of such notice. The parties may, by mutual agreement, extend the 60 calendar day period for commencement of collective bargaining.
- 26.3 During the life of this Agreement or while either party is under notice, or while negotiations for a further Agreement are in progress, there shall be no strikes or stoppages of work on the part of the employees, nor any lockout on the part of the Employer.
- 26.4 The parties may at any time, by agreement, negotiate revisions to this Agreement and any such revisions shall become effective from such date as may be mutually agreed upon by the parties.
- 26.5 This Agreement shall remain in full force and effect during negotiations for a further Agreement.

ARTICLE 27 - HEALTH CARE SPENDING ACCOUNT

- 27.1 Effective September 1, 2025, each probationary and continuous employee covered by this agreement will have access to a Flexible Spending Account at a rate of \$700 per 1.0 FTE annually on September 1. This amount will be prorated for employees employed less than full time with the Edmonton Catholic School Division. The unused balance will be carried forward for a total accumulation of two years.

ARTICLE 28 – HEALTH AND SAFETY

- 28.1 The Division and the Union agree to promote and encourage safety practices that will ensure the safety and health of all employees, pursuant to the Alberta Occupational Health and Safety legislation. Employees, in accordance with health and safety committee Division Administrative Procedures, will participate in any scheduled health and safety committee meetings.

ARTICLE 29 – RESPECT IN THE WORKPLACE

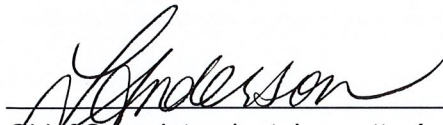
- 29.1 The parties recognize the value of informal discussion between Employees and their supervisors and between the Union and the Employer to the end that problems might be resolved without recourse to formal complaint. The Union Employer and Employees are committed to a safe and respectful workplace where workplace violence, bullying and harassment are not tolerated.

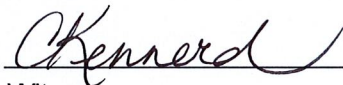
IN WITNESS WHEREOF: the Board and the Local have caused these presents to be executed by their duly authorized representatives on the 4th day of December, 2025 at Edmonton, Alberta.

FOR: Edmonton Catholic Separate School Division:

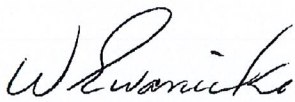

Board Chairperson, Sandra Palazzo


Witness

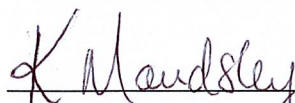

Chief Superintendent, Lynnette Anderson

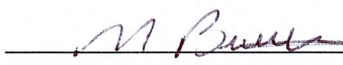

Witness

FOR: Unifor 52A


Unifor 52-A Representative, Wally Ewanicke


Witness


Unifor 52-A Chair, Kristine Maudsley


Witness

APPENDIX A - SALARY SCHEDULES

September 1, 2024 – 3%, Retro all current employees at time of ratification and retirees who retired since Sept 1, 2024.

September 1, 2025 - \$1.25 or 3%, whichever is greater

September 1, 2026 – 3%

September 1, 2027 - \$1.25 or 3%, whichever is greater

Levels of individual positions are determined in accordance with the Employer's classification plan.

LSI 1 – Upon completion of nine (9) years of unbroken service continuous employees shall be placed on LSI 1 of the Salary Schedule

LSI 2 – Upon completion of fourteen (14) years of unbroken service continuous employees shall be placed on LSI 2 of the Salary Schedule.

EFFECTIVE SEPTEMBER 1, 2024 - 12 MONTH SALARY SCHEDULE 3% Increase

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 1	1	2559	2689	2815	2944	3070	3198	3325	3448	3575
Level 2	2	2819	2966	3106	3249	3397	3540	3680	3826	3970
Level 3	3	3078	3245	3402	3560	3720	3876	4033	4195	4354
Level 4	4	3346	3518	3694	3870	4045	4216	4396	4571	4742
Level 5	5	3616	3804	3988	4178	4367	4551	4742	4934	5125
Level 6	6	3889	4091	4291	4489	4691	4890	5094	5296	5497
Level 7	7	4158	4371	4589	4795	5016	5230	5447	5659	5872
Level 8	8	4439	4662	4886	5113	5335	5561	5786	6009	6232
Level 9	9	4715	4952	5190	5419	5659	5895	6133	6362	6599
Level 10	10	4888	5150	5408	5662	5923	6178	6391	6693	6949

EFFECTIVE SEPTEMBER 1, 2025 - 12 MONTH SALARY SCHEDULE
\$1.25/hour or 3% Increase whichever is greater

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 1	1	2748	2878	3004	3133	3259	3387	3514	3637	3764
Level 2	2	3008	3155	3295	3438	3586	3729	3869	4015	4159
Level 3	3	3267	3434	3591	3749	3909	4065	4222	4384	4543
Level 4	4	3535	3707	3883	4059	4234	4405	4585	4760	4931
Level 5	5	3805	3993	4177	4367	4556	4740	4931	5123	5314
Level 6	6	4078	4280	4480	4678	4880	5079	5283	5485	5686
Level 7	7	4347	4560	4778	4984	5205	5419	5636	5848	6061
Level 8	8	4628	4851	5075	5302	5524	5750	5975	6198	6421
Level 9	9	4904	5141	5379	5608	5848	6084	6322	6552	6797
Level 10	10	5077	5339	5597	5851	6112	6367	6582	6893	7157

EFFECTIVE SEPTEMBER 1, 2026 - 12 MONTH SALARY SCHEDULE
3% Increase

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 1	1	2831	2964	3094	3227	3357	3489	3620	3746	3877
Level 2	2	3098	3250	3394	3541	3694	3841	3985	4136	4284
Level 3	3	3365	3537	3699	3862	4026	4187	4349	4516	4679
Level 4	4	3641	3818	4000	4181	4361	4537	4723	4903	5079
Level 5	5	3919	4113	4302	4498	4693	4882	5079	5277	5474
Level 6	6	4200	4409	4615	4818	5027	5231	5442	5650	5857
Level 7	7	4478	4697	4921	5134	5361	5582	5805	6024	6243
Level 8	8	4767	4997	5227	5461	5690	5923	6154	6384	6614
Level 9	9	5051	5295	5540	5776	6024	6267	6512	6749	7000
Level 10	10	5229	5499	5765	6027	6295	6558	6780	7100	7372

EFFECTIVE SEPTEMBER 1, 2027 - 12 MONTH SALARY SCHEDULE
\$1.25/hour or 3% Increase whichever is greater

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 1	1	3020	3154	3284	3417	3546	3678	3809	3936	4067
Level 2	2	3288	3439	3584	3731	3883	4031	4175	4325	4473
Level 3	3	3555	3727	3888	4051	4216	4377	4538	4705	4869
Level 4	4	3831	4008	4189	4370	4551	4727	4912	5092	5269
Level 5	5	4109	4302	4492	4688	4882	5072	5269	5466	5663
Level 6	6	4390	4598	4804	5008	5216	5421	5631	5839	6046
Level 7	7	4667	4886	5111	5323	5551	5771	5995	6213	6433
Level 8	8	4957	5186	5417	5651	5879	6112	6344	6576	6812
Level 9	9	5241	5485	5730	5966	6213	6456	6707	6951	7210
Level 10	10	5419	5689	5955	6216	6484	6755	6983	7313	7593

EFFECTIVE SEPTEMBER 1, 2024
11 MONTH SALARY SCHEDULE
3% Increase

- (A) Upon completion of seven (7) years of service shall receive 2% to their base rate of pay
 (B) Upon completion of fifteen (15) years of service shall receive 4% to their base rate of pay
 (C) Upon completion of twenty-four (24) years of service shall receive 6% to their base rate of pay

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
For pay purposes	Grade	0	1	2	3	4	5	6	7	8
Level 1										
Base Salary	1	2326	2443	2559	2677	2792	2908	3023	3135	3251
After 7 Years	1A	2373	2493	2609	2730	2848	2965	3081	3196	3316
After 15 Years	1B	2421	2541	2660	2784	2904	3024	3144	3261	3383
After 24 Years	1C	2467	2591	2713	2838	2959	3081	3203	3323	3446
Level 2										
Base Salary	2	2565	2698	2823	2954	3087	3219	3346	3478	3609
After 7 Years	2A	2615	2749	2879	3013	3149	3283	3412	3549	3680
After 15 Years	2B	2664	2805	2937	3071	3211	3346	3479	3618	3753
After 24 Years	2C	2717	2858	2992	3131	3274	3410	3548	3687	3825
Level 3										
Base Salary	3	2800	2950	3093	3235	3384	3523	3666	3815	3958
After 7 Years	3A	2855	3010	3154	3300	3452	3594	3739	3890	4039
After 15 Years	3B	2912	3067	3218	3365	3517	3664	3813	3967	4118
After 24 Years	3C	2967	3127	3280	3430	3584	3733	3887	4043	4196
Level 4										
Base Salary	4	3042	3199	3358	3516	3677	3832	3997	4155	4313
After 7 Years	4A	3102	3263	3424	3586	3749	3909	4078	4238	4397
After 15 Years	4B	3163	3329	3493	3658	3823	3986	4157	4321	4484
After 24 Years	4C	3224	3392	3560	3728	3898	4061	4236	4404	4571
Level 5										
Base Salary	5	3288	3459	3625	3800	3970	4136	4313	4485	4659
After 7 Years	5A	3354	3527	3699	3876	4049	4221	4397	4576	4751
After 15 Years	5B	3418	3597	3771	3951	4127	4303	4484	4665	4845
After 24 Years	5C	3484	3666	3842	4027	4208	4385	4571	4754	4937

EFFECTIVE SEPTEMBER 1, 2024
11 MONTH SALARY SCHEDULE
(Cont'd)

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 6										
Base Salary	6	3535	3718	3901	4081	4264	4444	4631	4814	4999
After 7 Years	6A	3607	3792	3979	4163	4350	4535	4725	4910	5096
After 15 Years	6B	3677	3867	4056	4245	4436	4623	4816	5007	5197
After 24 Years	6C	3746	3943	4135	4326	4521	4712	4909	5104	5298
Level 7										
Base Salary	7	3780	3973	4170	4359	4560	4754	4951	5144	5338
After 7 Years	7A	3855	4053	4255	4444	4651	4849	5051	5246	5445
After 15 Years	7B	3930	4132	4337	4533	4742	4944	5150	5349	5553
After 24 Years	7C	4006	4212	4422	4621	4834	5040	5248	5452	5659
Level 8										
Base Salary	8	4037	4238	4441	4649	4849	5055	5259	5463	5666
After 7 Years	8A	4117	4323	4531	4741	4946	5156	5364	5572	5778
After 15 Years	8B	4197	4407	4620	4834	5043	5256	5470	5681	5893
After 24 Years	8C	4277	4491	4707	4928	5141	5358	5575	5790	6005
Level 9										
Base Salary	9	4287	4502	4719	4926	5144	5358	5575	5784	5999
After 7 Years	9A	4373	4593	4813	5024	5247	5465	5687	5901	6118
After 15 Years	9B	4459	4682	4908	5124	5349	5572	5798	6015	6239
After 24 Years	9C	4543	4772	5003	5222	5452	5678	5910	6132	6358
Level 10										
Base Salary	10	4443	4681	4915	5148	5384	5617	5810	6085	6319
After 7 Years	10A	4534	4775	5013	5250	5492	5729	5927	6207	6443
After 15 Years	10B	4622	4870	5112	5353	5599	5840	6044	6328	6570
After 24 Years	10C	4711	4963	5211	5455	5708	5951	6160	6451	6696

EFFECTIVE SEPTEMBER 1, 2025
11 MONTH SALARY SCHEDULE
\$1.25/hour or 3% Increase whichever is greater

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 1										
Base Salary	1	2498	2616	2731	2848	2963	3079	3195	3306	3422
After 7 Years	1A	2545	2665	2782	2901	3020	3137	3255	3367	3487
After 15 Years	1B	2590	2714	2834	2955	3075	3196	3316	3430	3553
After 24 Years	1C	2638	2763	2885	3009	3132	3255	3375	3495	3617
Level 2										
Base Salary	2	2735	2868	2995	3125	3260	3390	3517	3650	3781
After 7 Years	2A	2786	2922	3051	3185	3322	3455	3585	3720	3853
After 15 Years	2B	2837	2975	3108	3244	3384	3517	3651	3791	3925
After 24 Years	2C	2888	3031	3165	3303	3446	3581	3719	3858	3998
Level 3										
Base Salary	3	2970	3122	3265	3408	3554	3695	3838	3985	4130
After 7 Years	3A	3025	3179	3326	3472	3622	3765	3912	4062	4209
After 15 Years	3B	3083	3240	3389	3538	3691	3835	3984	4139	4289
After 24 Years	3C	3139	3299	3452	3603	3758	3906	4056	4215	4368
Level 4										
Base Salary	4	3214	3370	3530	3690	3849	4005	4168	4327	4483
After 7 Years	4A	3273	3436	3598	3760	3922	4081	4249	4410	4569
After 15 Years	4B	3335	3501	3664	3830	3996	4158	4329	4492	4656
After 24 Years	4C	3396	3564	3731	3900	4069	4234	4409	4576	4741
Level 5										
Base Salary	5	3459	3630	3797	3970	4142	4309	4483	4657	4831
After 7 Years	5A	3525	3700	3868	4046	4222	4392	4569	4747	4924
After 15 Years	5B	3591	3768	3943	4123	4300	4475	4656	4836	5016
After 24 Years	5C	3656	3838	4015	4199	4379	4555	4741	4926	5110
Level 6										
Base Salary	6	3707	3891	4073	4253	4436	4617	4803	4986	5169
After 7 Years	6A	3777	3965	4152	4335	4523	4706	4895	5083	5268
After 15 Years	6B	3849	4038	4229	4415	4608	4795	4988	5178	5370
After 24 Years	6C	3919	4113	4306	4498	4693	4884	5081	5275	5470

EFFECTIVE SEPTEMBER 1, 2025
11 MONTH SALARY SCHEDULE
(Cont'd)

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 7										
Base Salary	7	3952	4145	4344	4531	4732	4926	5124	5316	5510
After 7 Years	7A	4028	4225	4426	4617	4823	5022	5224	5418	5617
After 15 Years	7B	4104	4304	4509	4705	4915	5116	5322	5520	5724
After 24 Years	7C	4177	4383	4594	4792	5007	5212	5421	5625	5830
Level 8										
Base Salary	8	4207	4410	4614	4820	5022	5227	5432	5635	5837
After 7 Years	8A	4288	4495	4703	4915	5118	5327	5537	5745	5951
After 15 Years	8B	4369	4579	4791	5007	5217	5428	5641	5854	6069
After 24 Years	8C	4450	4664	4878	5099	5314	5531	5747	5965	6185
Level 9										
Base Salary	9	4458	4674	4890	5098	5316	5531	5747	5956	6179
After 7 Years	9A	4544	4765	4985	5195	5419	5636	5858	6077	6302
After 15 Years	9B	4630	4855	5080	5295	5520	5745	5974	6197	6424
After 24 Years	9C	4716	4944	5174	5393	5625	5852	6087	6315	6549
Level 10										
Base Salary	10	4615	4854	5088	5319	5556	5788	5984	6266	6506
After 7 Years	10A	4705	4946	5185	5422	5664	5898	6105	6393	6636
After 15 Years	10B	4794	5041	5285	5525	5772	6015	6225	6517	6767
After 24 Years	10C	4883	5134	5383	5627	5880	6130	6345	6643	6898

EFFECTIVE SEPTEMBER 1, 2026
11 MONTH SALARY SCHEDULE
3% Increase

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 1										
Base Salary	1	2573	2695	2813	2934	3052	3172	3290	3406	3525
After 7 Years	1A	2621	2745	2865	2988	3111	3231	3352	3468	3592
After 15 Years	1B	2668	2795	2919	3043	3167	3292	3416	3533	3659
After 24 Years	1C	2717	2846	2971	3099	3226	3352	3477	3599	3726
Level 2										
Base Salary	2	2817	2954	3085	3219	3358	3492	3623	3760	3894
After 7 Years	2A	2870	3010	3142	3280	3422	3558	3692	3832	3968
After 15 Years	2B	2922	3065	3201	3341	3485	3623	3760	3905	4042
After 24 Years	2C	2975	3122	3260	3402	3550	3688	3831	3974	4118
Level 3										
Base Salary	3	3059	3216	3363	3510	3660	3806	3953	4105	4254
After 7 Years	3A	3116	3275	3426	3576	3731	3878	4029	4184	4335
After 15 Years	3B	3175	3337	3491	3644	3802	3950	4103	4263	4418
After 24 Years	3C	3233	3398	3555	3711	3871	4024	4178	4342	4499
Level 4										
Base Salary	4	3310	3471	3636	3801	3965	4125	4293	4457	4617
After 7 Years	4A	3371	3540	3706	3873	4040	4203	4377	4542	4706
After 15 Years	4B	3435	3606	3774	3945	4116	4283	4459	4627	4796
After 24 Years	4C	3498	3671	3843	4017	4191	4361	4541	4714	4883
Level 5										
Base Salary	5	3563	3739	3911	4089	4266	4438	4617	4797	4976
After 7 Years	5A	3630	3811	3984	4168	4349	4524	4706	4890	5071
After 15 Years	5B	3699	3881	4061	4246	4429	4609	4796	4982	5167
After 24 Years	5C	3766	3953	4135	4325	4511	4692	4883	5074	5263
Level 6										
Base Salary	6	3819	4008	4195	4380	4570	4756	4947	5136	5324
After 7 Years	6A	3891	4084	4276	4465	4658	4848	5042	5235	5426
After 15 Years	6B	3965	4159	4356	4548	4746	4938	5138	5334	5531
After 24 Years	6C	4037	4236	4436	4633	4834	5030	5233	5434	5634

**EFFECTIVE SEPTEMBER 1, 2026
11 MONTH SALARY SCHEDULE
(Cont'd)**

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 7										
Base Salary	7	4070	4270	4474	4667	4874	5074	5277	5476	5675
After 7 Years	7A	4149	4352	4559	4756	4967	5173	5380	5581	5786
After 15 Years	7B	4227	4433	4644	4846	5063	5270	5482	5686	5895
After 24 Years	7C	4303	4514	4731	4936	5158	5368	5584	5793	6005
Level 8										
Base Salary	8	4334	4542	4752	4965	5173	5384	5595	5804	6012
After 7 Years	8A	4417	4630	4844	5062	5272	5487	5703	5917	6130
After 15 Years	8B	4500	4717	4935	5158	5374	5591	5810	6029	6251
After 24 Years	8C	4584	4804	5025	5252	5473	5697	5920	6143	6371
Level 9										
Base Salary	9	4592	4814	5037	5251	5476	5697	5920	6135	6364
After 7 Years	9A	4680	4908	5135	5351	5582	5806	6034	6260	6491
After 15 Years	9B	4769	5000	5232	5454	5686	5917	6153	6383	6617
After 24 Years	9C	4858	5092	5329	5555	5793	6027	6269	6505	6746
Level 10										
Base Salary	10	4754	4999	5241	5479	5723	5962	6163	6455	6701
After 7 Years	10A	4847	5095	5341	5585	5834	6075	6289	6585	6836
After 15 Years	10B	4937	5192	5443	5691	5945	6195	6412	6713	6971
After 24 Years	10C	5029	5288	5544	5796	6056	6314	6535	6842	7105

EFFECTIVE SEPTEMBER 1, 2027
11 MONTH SALARY SCHEDULE
\$1.25/hour or 3% Increase whichever is greater

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 1										
Base Salary	1	2746	2867	2985	3106	3224	3344	3463	3578	3697
After 7 Years	1A	2793	2917	3038	3160	3283	3404	3525	3641	3764
After 15 Years	1B	2840	2967	3091	3216	3339	3465	3588	3705	3832
After 24 Years	1C	2890	3018	3143	3272	3398	3525	3649	3772	3898
Level 2										
Base Salary	2	2989	3127	3258	3392	3530	3664	3795	3932	4067
After 7 Years	2A	3042	3182	3315	3452	3594	3731	3864	4004	4141
After 15 Years	2B	3095	3237	3374	3513	3658	3795	3933	4077	4215
After 24 Years	2C	3147	3294	3432	3574	3722	3861	4003	4146	4291
Level 3										
Base Salary	3	3231	3388	3535	3683	3833	3979	4126	4277	4426
After 7 Years	3A	3289	3447	3599	3748	3903	4050	4202	4356	4508
After 15 Years	3B	3348	3510	3663	3817	3974	4122	4276	4436	4590
After 24 Years	3C	3406	3570	3728	3883	4043	4196	4350	4514	4672
Level 4										
Base Salary	4	3482	3643	3808	3973	4137	4297	4466	4629	4790
After 7 Years	4A	3543	3712	3879	4045	4212	4376	4549	4715	4879
After 15 Years	4B	3607	3778	3946	4117	4289	4455	4631	4799	4968
After 24 Years	4C	3671	3843	4015	4189	4364	4533	4714	4886	5056
Level 5										
Base Salary	5	3735	3911	4084	4261	4438	4611	4790	4969	5148
After 7 Years	5A	3803	3983	4157	4340	4521	4696	4879	5062	5244
After 15 Years	5B	3871	4054	4233	4419	4601	4781	4968	5154	5339
After 24 Years	5C	3938	4126	4307	4497	4683	4865	5056	5247	5436
Level 6										
Base Salary	6	3991	4180	4367	4553	4742	4928	5119	5308	5497
After 7 Years	6A	4063	4256	4449	4637	4831	5020	5215	5408	5599
After 15 Years	6B	4137	4332	4528	4720	4919	5111	5310	5506	5703
After 24 Years	6C	4209	4409	4608	4806	5006	5203	5406	5606	5806

EFFECTIVE SEPTEMBER 1, 2027
11 MONTH SALARY SCHEDULE
(Cont'd)

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 7										
Base Salary	7	4243	4442	4646	4839	5046	5247	5450	5648	5848
After 7 Years	7A	4321	4525	4732	4928	5140	5345	5553	5753	5958
After 15 Years	7B	4399	4605	4817	5018	5235	5442	5654	5858	6072
After 24 Years	7C	4475	4687	4904	5108	5330	5541	5756	5967	6185
Level 8										
Base Salary	8	4506	4715	4924	5137	5345	5556	5767	5978	6193
After 7 Years	8A	4589	4803	5016	5234	5444	5659	5876	6094	6313
After 15 Years	8B	4673	4889	5107	5330	5546	5763	5985	6210	6439
After 24 Years	8C	4756	4976	5197	5424	5645	5869	6097	6327	6562
Level 9										
Base Salary	9	4764	4986	5209	5424	5648	5869	6097	6319	6555
After 7 Years	9A	4852	5080	5307	5524	5754	5980	6215	6448	6686
After 15 Years	9B	4941	5173	5405	5627	5858	6094	6337	6575	6815
After 24 Years	9C	5030	5264	5501	5727	5967	6208	6458	6700	6948
Level 10										
Base Salary	10	4926	5172	5413	5651	5895	6141	6348	6648	6903
After 7 Years	10A	5019	5267	5513	5757	6009	6257	6477	6782	7041
After 15 Years	10B	5110	5365	5615	5864	6123	6381	6605	6914	7180
After 24 Years	10C	5202	5460	5717	5970	6238	6503	6731	7048	7318

EFFECTIVE SEPTEMBER 1, 2024
10 MONTH SALARY SCHEDULE
3% Increase

- (A) Upon completion of seven (7) years of service shall receive 2% to their base rate of pay
 (B) Upon completion of fifteen (15) years of service shall receive 4% to their base rate of pay
 (C) Upon completion of twenty-four (24) years of service shall receive 6% to their base rate of pay

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
For pay purposes	Grade	0	1	2	3	4	5	6	7	8
Level 1										
Base Salary	1	2559	2689	2815	2944	3070	3198	3325	3448	3575
After 7 Years	1A	2610	2742	2871	3002	3133	3262	3391	3515	3647
After 15 Years	1B	2660	2796	2928	3061	3193	3327	3459	3584	3719
After 24 Years	1C	2713	2850	2984	3121	3256	3391	3524	3655	3790
Level 2										
Base Salary	2	2819	2966	3106	3249	3397	3540	3680	3826	3970
After 7 Years	2A	2876	3025	3167	3314	3465	3611	3754	3903	4049
After 15 Years	2B	2932	3084	3230	3379	3533	3680	3827	3981	4128
After 24 Years	2C	2988	3145	3292	3444	3602	3750	3902	4055	4209
Level 3										
Base Salary	3	3078	3245	3402	3560	3720	3876	4033	4195	4354
After 7 Years	3A	3139	3308	3470	3630	3795	3952	4114	4279	4441
After 15 Years	3B	3202	3375	3539	3703	3871	4029	4193	4364	4529
After 24 Years	3C	3264	3440	3608	3774	3945	4108	4273	4448	4616
Level 4										
Base Salary	4	3346	3518	3694	3870	4045	4216	4396	4571	4742
After 7 Years	4A	3411	3591	3769	3947	4125	4300	4485	4662	4837
After 15 Years	4B	3479	3662	3841	4024	4207	4385	4573	4752	4933
After 24 Years	4C	3547	3731	3915	4101	4287	4468	4661	4845	5026
Level 5										
Base Salary	5	3616	3804	3988	4178	4367	4551	4742	4934	5125
After 7 Years	5A	3688	3881	4066	4262	4455	4642	4837	5033	5227
After 15 Years	5B	3761	3956	4148	4346	4541	4733	4933	5131	5329
After 24 Years	5C	3833	4033	4227	4430	4628	4822	5026	5230	5432

EFFECTIVE SEPTEMBER 1, 2024
10 MONTH SALARY SCHEDULE
(Cont'd)

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 6										
Base Salary	6	3889	4091	4291	4489	4691	4890	5094	5296	5497
After 7 Years	6A	3966	4172	4378	4579	4786	4988	5196	5402	5606
After 15 Years	6B	4045	4253	4463	4668	4880	5085	5298	5507	5718
After 24 Years	6C	4122	4335	4548	4759	4973	5183	5400	5614	5828
Level 7										
Base Salary	7	4158	4371	4589	4795	5016	5230	5447	5659	5872
After 7 Years	7A	4242	4459	4680	4890	5116	5335	5557	5771	5990
After 15 Years	7B	4325	4545	4771	4986	5218	5439	5665	5883	6107
After 24 Years	7C	4406	4632	4864	5082	5319	5544	5774	5998	6224
Level 8										
Base Salary	8	4439	4662	4886	5113	5335	5561	5786	6009	6232
After 7 Years	8A	4528	4756	4984	5217	5441	5671	5902	6130	6356
After 15 Years	8B	4617	4848	5081	5319	5550	5782	6016	6250	6482
After 24 Years	8C	4706	4941	5177	5420	5656	5895	6133	6370	6606
Level 9										
Base Salary	9	4715	4952	5190	5419	5659	5895	6133	6362	6599
After 7 Years	9A	4809	5052	5295	5526	5772	6011	6255	6491	6731
After 15 Years	9B	4904	5151	5399	5636	5883	6130	6380	6619	6861
After 24 Years	9C	4999	5249	5502	5743	5998	6248	6501	6745	6995
Level 10										
Base Salary	10	4888	5150	5408	5662	5923	6178	6391	6693	6949
After 7 Years	10A	4987	5252	5515	5775	6041	6299	6521	6828	7088
After 15 Years	10B	5084	5356	5624	5889	6160	6424	6649	6961	7228
After 24 Years	10C	5182	5458	5732	6001	6279	6547	6776	7095	7367

EFFECTIVE SEPTEMBER 1, 2025
10 MONTH SALARY SCHEDULE
1.25% or 3% Increase whichever is greater

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 1										
Base Salary	1	2748	2878	3004	3133	3259	3387	3514	3637	3764
After 7 Years	1A	2799	2931	3060	3191	3322	3451	3580	3704	3836
After 15 Years	1B	2849	2985	3117	3250	3382	3516	3648	3773	3908
After 24 Years	1C	2902	3039	3173	3310	3445	3580	3713	3844	3979
Level 2										
Base Salary	2	3008	3155	3295	3438	3586	3729	3869	4015	4159
After 7 Years	2A	3065	3214	3356	3503	3654	3800	3943	4092	4238
After 15 Years	2B	3121	3273	3419	3568	3722	3869	4016	4170	4317
After 24 Years	2C	3177	3334	3481	3633	3791	3939	4091	4244	4398
Level 3										
Base Salary	3	3267	3434	3591	3749	3909	4065	4222	4384	4543
After 7 Years	3A	3328	3497	3659	3819	3984	4141	4303	4468	4630
After 15 Years	3B	3391	3564	3728	3892	4060	4218	4382	4553	4718
After 24 Years	3C	3453	3629	3797	3963	4134	4297	4462	4637	4805
Level 4										
Base Salary	4	3535	3707	3883	4059	4234	4405	4585	4760	4931
After 7 Years	4A	3600	3780	3958	4136	4314	4489	4674	4851	5026
After 15 Years	4B	3668	3851	4030	4213	4396	4574	4762	4941	5122
After 24 Years	4C	3736	3920	4104	4290	4476	4657	4850	5034	5215
Level 5										
Base Salary	5	3805	3993	4177	4367	4556	4740	4931	5123	5314
After 7 Years	5A	3877	4070	4255	4451	4644	4831	5026	5222	5416
After 15 Years	5B	3950	4145	4337	4535	4730	4922	5122	5320	5518
After 24 Years	5C	4022	4222	4416	4619	4817	5011	5215	5419	5621
Level 6										
Base Salary	6	4078	4280	4480	4678	4880	5079	5283	5485	5686
After 7 Years	6A	4155	4361	4567	4768	4975	5177	5385	5591	5795
After 15 Years	6B	4234	4442	4652	4857	5069	5274	5487	5696	5907
After 24 Years	6C	4311	4524	4737	4948	5162	5372	5589	5803	6017

**EFFECTIVE SEPTEMBER 1, 2025
10 MONTH SALARY SCHEDULE
(Cont'd)**

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 7										
Base Salary	7	4347	4560	4778	4984	5205	5419	5636	5848	6061
After 7 Years	7A	4431	4648	4869	5079	5305	5524	5746	5960	6179
After 15 Years	7B	4514	4734	4960	5175	5407	5628	5854	6072	6296
After 24 Years	7C	4595	4821	5053	5271	5508	5733	5963	6187	6413
Level 8										
Base Salary	8	4628	4851	5075	5302	5524	5750	5975	6198	6421
After 7 Years	8A	4717	4945	5173	5406	5630	5860	6091	6319	6546
After 15 Years	8B	4806	5037	5270	5508	5739	5971	6205	6439	6676
After 24 Years	8C	4895	5130	5366	5609	5845	6084	6322	6561	6804
Level 9										
Base Salary	9	4904	5141	5379	5608	5848	6084	6322	6552	6797
After 7 Years	9A	4998	5241	5484	5715	5961	6200	6444	6685	6932
After 15 Years	9B	5093	5340	5588	5825	6072	6319	6571	6817	7066
After 24 Years	9C	5188	5438	5691	5932	6187	6437	6696	6947	7204
Level 10										
Base Salary	10	5077	5339	5597	5851	6112	6367	6582	6893	7157
After 7 Years	10A	5176	5441	5704	5964	6230	6488	6716	7032	7300
After 15 Years	10B	5273	5545	5813	6078	6349	6616	6848	7169	7444
After 24 Years	10C	5371	5647	5921	6190	6468	6743	6979	7307	7588

EFFECTIVE SEPTEMBER 1, 2026
10 MONTH SALARY SCHEDULE
3% Increase

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 1										
Base Salary	1	2831	2964	3094	3227	3357	3489	3620	3746	3877
After 7 Years	1A	2883	3019	3152	3287	3422	3555	3688	3815	3951
After 15 Years	1B	2935	3075	3211	3348	3484	3622	3758	3886	4025
After 24 Years	1C	2989	3130	3268	3409	3548	3688	3824	3959	4098
Level 2										
Base Salary	2	3098	3250	3394	3541	3694	3841	3985	4136	4284
After 7 Years	2A	3157	3311	3457	3608	3764	3914	4061	4215	4365
After 15 Years	2B	3215	3371	3522	3675	3834	3985	4137	4295	4447
After 24 Years	2C	3272	3434	3586	3742	3905	4057	4214	4371	4530
Level 3										
Base Salary	3	3365	3537	3699	3862	4026	4187	4349	4516	4679
After 7 Years	3A	3428	3602	3769	3934	4104	4265	4432	4602	4769
After 15 Years	3B	3493	3671	3840	4009	4182	4345	4514	4690	4860
After 24 Years	3C	3557	3738	3911	4082	4258	4426	4596	4776	4949
Level 4										
Base Salary	4	3641	3818	4000	4181	4361	4537	4723	4903	5079
After 7 Years	4A	3708	3894	4077	4260	4444	4624	4814	4997	5177
After 15 Years	4B	3778	3967	4151	4339	4528	4711	4905	5089	5276
After 24 Years	4C	3848	4038	4227	4419	4610	4797	4996	5185	5372
Level 5										
Base Salary	5	3919	4113	4302	4498	4693	4882	5079	5277	5474
After 7 Years	5A	3993	4192	4383	4585	4783	4976	5177	5379	5579
After 15 Years	5B	4069	4269	4467	4671	4872	5070	5276	5480	5684
After 24 Years	5C	4143	4349	4549	4758	4962	5161	5372	5582	5790
Level 6										
Base Salary	6	4200	4409	4615	4818	5027	5231	5442	5650	5857
After 7 Years	6A	4280	4492	4704	4911	5124	5332	5547	5759	5969
After 15 Years	6B	4361	4575	4792	5003	5221	5432	5652	5867	6084
After 24 Years	6C	4440	4660	4879	5097	5317	5533	5757	5977	6198

EFFECTIVE SEPTEMBER 1, 2026
10 MONTH SALARY SCHEDULE
(Cont'd)

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 7										
Base Salary	7	4478	4697	4921	5134	5361	5582	5805	6024	6243
After 7 Years	7A	4564	4788	5015	5231	5464	5690	5918	6139	6364
After 15 Years	7B	4650	4876	5109	5330	5569	5797	6030	6254	6485
After 24 Years	7C	4733	4966	5205	5429	5673	5905	6142	6373	6605
Level 8										
Base Salary	8	4767	4997	5227	5461	5690	5923	6154	6384	6614
After 7 Years	8A	4859	5093	5328	5568	5799	6036	6274	6509	6743
After 15 Years	8B	4950	5188	5428	5673	5911	6150	6391	6632	6876
After 24 Years	8C	5042	5284	5527	5777	6020	6267	6512	6757	7008
Level 9										
Base Salary	9	5051	5295	5540	5776	6024	6267	6512	6749	7000
After 7 Years	9A	5148	5398	5649	5887	6140	6386	6637	6886	7140
After 15 Years	9B	5246	5500	5756	6000	6254	6509	6768	7022	7278
After 24 Years	9C	5344	5601	5862	6110	6373	6630	6896	7155	7420
Level 10										
Base Salary	10	5229	5499	5765	6027	6295	6558	6780	7100	7372
After 7 Years	10A	5331	5604	5875	6143	6417	6683	6918	7243	7519
After 15 Years	10B	5431	5711	5987	6260	6540	6815	7053	7384	7668
After 24 Years	10C	5532	5817	6099	6376	6662	6945	7188	7527	7815

EFFECTIVE SEPTEMBER 1, 2027
10 MONTH SALARY SCHEDULE
\$1.25/hour or 3% Increase whichever is greater

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 1										
Base Salary	1	3020	3154	3284	3417	3546	3678	3809	3936	4067
After 7 Years	1A	3073	3209	3341	3476	3611	3744	3877	4005	4141
After 15 Years	1B	3124	3264	3400	3537	3673	3811	3947	4076	4215
After 24 Years	1C	3179	3320	3458	3599	3738	3877	4014	4149	4288
Level 2										
Base Salary	2	3288	3439	3584	3731	3883	4031	4175	4325	4473
After 7 Years	2A	3347	3500	3646	3798	3953	4104	4251	4404	4555
After 15 Years	2B	3404	3561	3711	3865	4023	4175	4326	4485	4636
After 24 Years	2C	3462	3624	3775	3932	4094	4247	4403	4561	4720
Level 3										
Base Salary	3	3555	3727	3888	4051	4216	4377	4538	4705	4869
After 7 Years	3A	3618	3792	3958	4123	4293	4455	4622	4792	4959
After 15 Years	3B	3682	3861	4030	4198	4371	4534	4703	4879	5049
After 24 Years	3C	3746	3928	4101	4272	4448	4616	4786	4966	5139
Level 4										
Base Salary	4	3831	4008	4189	4370	4551	4727	4912	5092	5269
After 7 Years	4A	3898	4083	4266	4450	4633	4813	5004	5186	5366
After 15 Years	4B	3968	4156	4341	4529	4718	4901	5095	5279	5465
After 24 Years	4C	4038	4227	4417	4608	4800	4986	5185	5375	5561
Level 5										
Base Salary	5	4109	4302	4492	4688	4882	5072	5269	5466	5663
After 7 Years	5A	4183	4382	4572	4774	4973	5166	5366	5568	5768
After 15 Years	5B	4258	4459	4657	4861	5062	5259	5465	5669	5873
After 24 Years	5C	4332	4538	4738	4947	5151	5351	5561	5771	5979
Level 6										
Base Salary	6	4390	4598	4804	5008	5216	5421	5631	5839	6046
After 7 Years	6A	4469	4682	4894	5101	5314	5522	5736	5948	6159
After 15 Years	6B	4551	4765	4981	5192	5411	5622	5841	6057	6274
After 24 Years	6C	4630	4849	5069	5286	5507	5723	5946	6167	6387

EFFECTIVE SEPTEMBER 1, 2027
10 MONTH SALARY SCHEDULE
(Cont'd)

		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	LSI 1	LSI 2
<i>For pay purposes</i>	Grade	0	1	2	3	4	5	6	7	8
Level 7										
Base Salary	7	4667	4886	5111	5323	5551	5771	5995	6213	6433
After 7 Years	7A	4754	4977	5205	5421	5654	5879	6108	6328	6554
After 15 Years	7B	4839	5066	5298	5520	5759	5987	6219	6444	6680
After 24 Years	7C	4923	5155	5394	5619	5863	6095	6332	6564	6804
Level 8										
Base Salary	8	4957	5186	5417	5651	5879	6112	6344	6576	6812
After 7 Years	8A	5048	5283	5518	5758	5989	6225	6463	6704	6945
After 15 Years	8B	5140	5378	5618	5863	6101	6340	6583	6831	7083
After 24 Years	8C	5232	5474	5717	5967	6210	6456	6707	6960	7218
Level 9										
Base Salary	9	5241	5485	5730	5966	6213	6456	6707	6951	7210
After 7 Years	9A	5338	5588	5838	6076	6330	6578	6837	7092	7355
After 15 Years	9B	5435	5690	5945	6189	6444	6704	6971	7232	7497
After 24 Years	9C	5533	5791	6051	6300	6564	6829	7103	7370	7643
Level 10										
Base Salary	10	5419	5689	5955	6216	6484	6755	6983	7313	7593
After 7 Years	10A	5521	5794	6065	6333	6610	6883	7125	7461	7745
After 15 Years	10B	5621	5901	6177	6450	6736	7019	7265	7606	7898
After 24 Years	10C	5722	6006	6288	6567	6862	7154	7404	7752	8050

APPENDIX B - ALLOWANCES

Multiple Worksite Allowance

Multiple work site travel allowance of \$70.00 per month will be paid to employees where an employee is required to travel between work sites as part of his/her regular work assignment.

Use of Personal Vehicles

The use of personal vehicles for Employer business shall be voluntary. Employees shall be reimbursed on a per kilometer basis for the use of personal vehicles in accordance with Employer practices and procedures as amended from time to time.

APPENDIX C - SENIORITY AND SERVICE CHART

SENIORITY/YEARS OF SERVICE ACCRUAL AND RETENTION

Seniority and years of service shall be accrued and/or retained as per the limits within the Collective Agreement as summarized below.

TYPE OF SERVICE	SERVICE		SENIORITY	
	ACCRUE	RETAIN	ACCRUE 14.1	RETAIN
Leave without pay up to 10 work days (14.3)	Yes	Yes	Yes	Yes
Mid Term Leave (11 work days to 30 calendar days)	No except 6.8	Yes	Yes	Yes
Extended Leave (between one month and one year) (14.2)	No	Yes	Yes	Yes
Vacation Leave (10)	Yes	Yes	Yes	Yes
Sick Leave (11.2) WCB Leave (11.6)	Yes	Yes	Yes	Yes
Sick Leave without pay including EDB	No	Yes	Yes	Yes
Compassionate Leave (12)	Yes	Yes	Yes	Yes
Adoption Leave (13.2) Maternity Leave (13.1)	No	Yes	Yes	Yes
Maternity Leave - Sick Leave Portion	Yes	Yes	Yes	Yes
Jury Duty Leave 14.1(b)	Yes	Yes	Yes	Yes
Union Leave (15)	Yes	Yes	Yes	Yes
Education Leave (16)	No except 6.5(b)	Yes	Yes	Yes
Layoff	No	Yes	No	Yes

Note: It is not intended that this chart shall supersede any clause in the Collective Agreement.

LETTERS OF UNDERSTANDING

Letter of Understanding - Subrogation Rights

The following provisions apply to Article 13 - Sick Leave and Article 22 - Benefits:

1. All employees covered by the articles set out above do hereby on their behalf and on behalf of their dependents assign to the Employer in consideration of benefits provided in the said articles all rights or recovery against any person whose action caused or contributed to an occurrence giving rise to the payments under such articles to any employee and/or the employee's dependents. The Employer shall thereby subrogate to any rights the employee or the employee's dependents may have against any such third party for any amounts paid pursuant to the said articles or for which there is liability under the said articles. When the net amount recovered is after deduction of the costs of recovery not sufficient to provide complete indemnity for the loss suffered the amount remaining shall be divided between the Employer and the employee in the proportion by which the loss has been born by them.
2. The employees on their own and on their dependents' behalf agree that the said subrogated rights of the Employer may be exercised by the Employer bringing action for recovery in the name of the employee and/or dependent of the employee directly against a third party or by the Employer assigning its rights of subrogation to the employee or the employee's dependent in care of the solicitor representing such employee or employee's dependent. Such assignment will be on the basis that the Employer shall negotiate in its sole discretion such amount by way of legal fees and costs in connection with collecting monies paid to the employee under the articles as it deems acceptable.
3. The Employer shall pay into the appropriate insurance plan where applicable or credit the employee's sick leave entitlement where applicable any monies received as a result of exercising the aforesaid subrogation rights less legal fees and costs incurred and the member status and/or entitlement shall be restored to the extent of such monies applied.

Letter of Understanding - Contracting Out

The Employer has neither identified nor communicated any intention to contract out the services which are contemplated by the bargaining certificate held by the Union.

Notwithstanding, the parties share an interest in engaging in open dialogue on such matters and in a reasonable and timely fashion; for the purposes of seeking to understand one another, to clarify respective interests, and to consider potential alternatives to contracting out.

Unless agreed to otherwise by the parties, where either party requests a meeting to discuss interests related to contracting out, the parties shall endeavor to meet within thirty (30) calendar days.

Any decisions reached at such meetings will be communicated in a manner that is mutually agreeable to the parties.

Unless agreed to otherwise by the parties, this letter shall expire and have no further force and effect as of August 31, 2028.

Letter of Understanding - Paid Domestic Violence Leave

When there is adequate verification from a recognized professional, an employee who is in an abusive or violent situation will not be subject to discipline if work performance or absence can be linked to the abusive or violent situation. Absences which are not covered by sick leave or disability insurance will be granted as follows: During the life of the collective agreement the parties agree that leave requirements not appropriate for sick leave will be covered to a maximum of three paid days per year.

- Effective period: September 1, 2024 – August 31, 2028
- Approval via Employee Health Services, no onerous documentation required
- Unique AESOP coding

Letter of Understanding - Extra Designated Breaks

The parties agree that Articles 7 and 8 of the collective agreement provide:

- 7.1 (b) Hours of part time employees shall be pro-rated according to their FTE. With 24 hours' notice, any hours worked beyond their regular FTE, up to 35 hours per week shall be paid at their regular rate of pay. Upon written request by the employee, the supervisor may allow the employee the option of taking time off in lieu of pay. The time taken shall be equivalent to the number of additional hours worked and shall be taken at a time mutually agreeable to the employee and their supervisor. The employee and their supervisor shall make reasonable effort to find mutually agreeable time in lieu, however, where a mutually agreeable time cannot be found, any unused time in lieu shall be paid out at the end of the year-in which it is earned.
- 8.1 (a) All overtime shall be voluntary. Overtime shall be defined as work performed beyond the designated thirty five (35) work hours per week or for work performed on public or statutory holidays. Overtime shall be paid at time and one half of the employee's regular rate of pay. Any overtime worked shall be paid for on the basis of one half hour overtime pay for any proportion of the first half hour worked.
- (b) Overtime and time in lieu, must be authorized in writing by the supervisor prior to being worked. Records of all overtime and time in lieu transactions must be kept in the location.
- 8.2 Upon written request by the employee, the supervisor may allow the employee the option of taking time off in lieu of overtime pay. The time taken shall be equivalent to time and one half the number of hours worked and shall be taken at a time mutually agreed on by the supervisor and the employee within the year in which it is earned.

Notwithstanding the language outlined above, for any additional breaks designated by the Division, such as Fall Break and/or Victoria Day Break, the parties agree to the following for the duration of this collective agreement:

- 1) The extra break days designated by the Division are considered non-instructional days.
- 2) The designated extra break days will be placed in the school calendar and communicated to the Union by the Division by the beginning of each school year.
- 3) Every 10-month, school-based employee (the "Eligible Employee(s)") will be able to take time off during the designated extra breaks without a reduction in salary.

- 4) Providing the Union agrees, each Eligible Employee will be required to work extra minutes, in accordance with their FTE, spread throughout the instructional days of the school year during the term of the Collective Agreement in order to cover the additional breaks. Notwithstanding Article 8.1(a) and 8.2 of the Collective Agreement, all extra minutes worked pursuant to this Letter of Understanding will accumulate as straight time (1:1) and will be used to cover the designated extra breaks.
- 5) Site administrators, educational leaders and union representatives will be provided with standard information (for example, a table) which summarizes the extra minutes which must be worked by each Eligible Employee, calculated according to their FTE.
- 6) The Parties recognize that not all Eligible Employees will accumulate sufficient extra minutes to cover the designated extra breaks and that some Eligible Employees may not be paid for the break(s) (for example, if they are terminated or resign prior to a designated extra break). Notwithstanding, no Eligible Employee will be paid additional compensation for any extra minutes worked pursuant to this Letter of Understanding. Further, no Eligible Employee will be required to reimburse the Employer for salary received pursuant to this Letter of Understanding.

Unless agreed to otherwise by the parties, this letter shall expire and have no further force and effect as of August 31, 2028.

Letter of Understanding – Domestic Violence – Women’s Advocate

The parties recognize that Unifor members may sometimes need to discuss matters such as violence or abuse at home or workplace harassment. They may also need to find out about specialized resources in the community such as counselors or shelters to assist them in dealing with these or other issues.

For this reason the parties agree to recognize the role of a Unifor Women’s Advocate in the workplace. The Women’s Advocate will be determined by the Union amongst the bargaining unit employees. The Advocate will meet with members outside of work hours as required, discuss problems with them and refer them to the appropriate agency when necessary.

The Board and the Union will develop appropriate communications to inform Unifor members about the advocacy role of the Unifor’s Women’s Advocate.