



Creating a better world, one student at a time



**AN AGREEMENT**

**BETWEEN**

**THE BOARD OF EDUCATION  
OF  
THE HORIZON SCHOOL DIVISION NO. 205  
(Hereinafter called the “Employer”)**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL NO. 4799  
(Hereinafter called the “Union”)**

**September 1, 2023 – August 31, 2027**

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**THIS AGREEMENT ENTERED INTO THIS 6<sup>th</sup> DAY OF MAY 2024**

**BETWEEN**

**THE HORIZON SCHOOL DIVISION No. 205**  
**In the Province of Saskatchewan**  
***(Hereinafter called the “Employer”)***

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES**  
**LOCAL NO. 4799**  
***(Hereinafter called the “Union”)***

**Preamble:**

Subject to the terms and conditions herein contained, wherein the parties entered into a Collective Agreement with respect to the terms and conditions of employment,

The purpose of this Agreement is to:

- a) Maintain and improve harmonious relations and settled conditions of employment between the Employer and the Union
- b) Encourage efficiencies in operations and, through mutually valued joint discussions and negotiations, create a positive learning environment for staff and students.
- c) Promote and maintain respect for the roles and responsibilities of employees, the union and the employer.
- d) Promote an amicable method of settling differences or grievances which may arise with respect to matters covered by this Agreement.

**ARTICLE 1 – TERM OF AGREEMENT**

**1.1 Duration**

This Agreement shall be effective from September 1, 2023, and shall continue in force until August 31, 2027, and from year to year thereafter unless written notice is given as provided in Article 1.2.

**1.2 Written Notice**

Either Party may, not less than sixty (60) calendar days nor more than one hundred and twenty (120) calendar days prior to the expiry date of this Agreement, given written notice to the other party of its desire to negotiate a revision thereof.

## ARTICLE 2 – DESCRIPTION OF THE BARGAINING UNIT

The Employer recognizes the Canadian Union of Public Employees and its Local 4799 as the sole & exclusive Collective Bargaining agent for all employees as described below:

CUPE Local 4799 includes the following classifications:

Caretaker, Librarian, Educational Assistant, School Administrative Assistant, Nutrition Coordinator, and Language Assistant at the following locations:

Archerwill, Bruno, Bulyea, Cudworth, Drake, Foam Lake Composite, Foam Lake Elementary, George Gordon, HCI, Imperial, Ituna, Kelvington High, Lakeside Colony, Lanigan High, Lanigan Elementary, LeRoy, Nokomis, Punnichy Elementary, Punnichy High, Quill Lake, Raymore, Robert Melrose, Rose Valley, Sask Central Colony, Schell, Viscount, Wadena Composite, Wadena Elementary, Wakaw, Watrous Elementary, William Derby, Winston High, Wynyard Composite, Wynyard Elementary

The following classifications are also included in CUPE Local 4799:

MySchoolSask Support Secretary, Mechanic Helper, Occupational Therapist, Computer Technician, Student Counsellor, Maintenance Worker, Electrician, Plumber, Mechanic, and the central office Caretaker.

Any title changes to the above classifications will be communicated to the Union and shall not exclude the classification from the bargaining unit.

When the Employer creates a new classification(s), the Employer will negotiate with the Union the scope of the new classifications and if determined to be in-scope, the terms and conditions of employment of the new classification. Meetings to negotiate with the Union will be held within thirty (30) days, where possible.

## ARTICLE 3 – MANAGERIAL RESPONSIBILITIES

The Union recognizes the right, duty and responsibility of the Employer to organize the operation of the work force employed in the Horizon School Division #205, to maintain order, discipline and efficiency, and to manage and direct the employees in their duties, subject to the provisions of this Agreement.

## ARTICLE 4 – RECOGNITION

### 4.1 Union Security

Every employee who is now or hereafter becomes a member of the Union shall maintain membership in the Union as a condition of employment. Every new employee whose employment commences hereafter shall, within thirty (30) days after the commencement of employment, apply for and maintain membership in the Union, as a condition of employment. Any employee in the appropriate bargaining unit who is not required to maintain membership or apply for and maintain membership in the Union, shall, as a condition of employment, tender to the Union the periodic dues uniformly required to be paid by members of the Union.

#### 4.2 Deductions

The Employer agrees, upon written authorization from the employee and upon written request by the Union, to deduct from the pay of employees, including substitute employees, monthly dues. The total sum deducted shall be remitted by the 20th day of the following month, by cheque to the Secretary-Treasurer of the Union. The remittance shall be accompanied by a list of Employee Name, Gross Salary, Dues Deducted and full-time equivalency of all employees from who deductions have been made. The employer will email the union application to the President for approval. The approved union application, including member contact information, will be emailed to the President.

#### 4.3 Dues Receipts

An employee's income tax (T-4) slip shall indicate the amount of union dues paid in the previous calendar year.

#### 4.4 Union Representative

The Employer agrees that the Union may have the assistance of a representative of the Canadian Union of Public Employees in collective bargaining, in negotiations of grievances and in scheduled union-management discussions.

#### 4.5 Union Notification

The Union President of Local #4799 shall be notified of changes in employee personnel and job postings as they occur.

#### 4.6 Agreement Copies

The Employer agrees to inform each new employee that there is a Collective Agreement, provide them with electronic access to the Collective Agreement and any introductory documentation, as supplied by the Union, that the Union may wish to provide to new members. A printed copy of the Collective Agreement will be provided upon request.

#### 4.7 No Other Agreement

No employee shall be required or permitted to make a written or verbal agreement with the Employer, which may conflict with the terms of this Agreement.

#### 4.8 Prohibition of Strikes & Lockouts

The parties agree that during the term of this agreement there shall be no strike on the part of the Union and its members, nor a lockout by the Employer.

#### 4.9 Accessibility to Board Premises

The Employer agrees to make its school and/or Central Office facilities available for the purpose of conducting union meetings in accordance with any applicable Administrative Procedures at no cost to the Union.

## ARTICLE 5 - CUPE #4799 PRESIDENT RELEASE TIME

The Employer may provide up to fifty percent (50%) release time for the President of CUPE Local # 4799 on the following basis:

- 5.1 CUPE Local # 4799 shall apply, in writing, for release time by November 15<sup>th</sup> of each year. This application shall include the percentage of time requested.
- 5.2 The Director or designate shall respond to the request within one (1) calendar month.
- 5.3 This release time will only be provided if the operational feasibility of the provision of such time is ensured. The provision of effective learning and developmental supports for students shall remain the paramount consideration.
- 5.4 The release time will only be provided on the basis of the fulfillment of a percentage of the contract of the President by a suitable temporary part-time support staff member.
- 5.5 CUPE Local #4799 shall bear the cost of the provision for release time for the CUPE President and the Employer may support the provision of release time by funding up to 20% of the costs, depending upon fiscal sustainability.
- 5.6 The contract of the part-time support staff member hired to offset the leave allocated to the President shall be comprised of that time required in performing the established percentage of the CUPE President's work assignment.
- 5.7 Notwithstanding the provisions outlined above, this agreement may be terminated by either party within 30 days of written notice of intent.

## ARTICLE 6 – WORK OF THE BARGAINING UNIT

Employees whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit, except for the purposes of instruction, in emergencies when regular employees are not available, or during periods of absence by regular employees pursuant to the provisions of this Agreement, and provided that the performing of the aforementioned operations, in itself, does not reduce the work or pay of an employee.

## ARTICLE 7 – CORRESPONDENCE

- 7.1 Correspondence  
All correspondence between the parties arising out of this Agreement or incidental thereto, shall pass to and from the Director of Education or designate, and the President of the Union.
- 7.2 Bulletin Board  
The Union shall have a right to post notices of meetings and such other union notices of interest to the membership on designated bulletin boards.

## ARTICLE 8 – DISCRIMINATION

The Employer and the Union agree that there shall be no discrimination, interference, restriction or coercion exercised or practiced with respect to any employee, in accordance with the provisions outlined in **The Human Rights Act, The Saskatchewan Employment Act**, or any other applicable Act or Regulation, that includes, but is not limited to, reasons of: age, race or perceived race, creed, colour, nationality, ancestry, place of origin, political or religious affiliation, sex, sexual orientation, marital status, family status, disability, nor by reason of membership or activity in the Union.

## ARTICLE 9 – GRIEVANCES

A grievance exists when there is a dispute, disagreement, or difference of opinion between the Employer and the Union as to the interpretation or application of any provision of the Agreement.

### 9.1 Raising an Issue

Where an issue has been identified the Employer, Employee or Union shall approach the Employer (in the case of the Union); their immediate supervisor(s) (in the case of the Employee(s); or the Union (in the case of the Employer) to begin the Collaborative Problem-Solving process within twenty (20) calendar days of its discovery.

### 9.2 Collaborative Problem Solving

- a) For the purposes of this Article, this phase of collaborative problem-solving is without prejudice.
- b) Where disagreement arises out of the interpretation and/or application of any provision within this Collective Agreement, those bound by the terms of this Agreement will make every effort to resolve said disagreement through informal dialogue and collaborative problem solving within 30 (thirty) calendar days of its discovery.
- c) The member(s) concerned may request Union representation if required to meet with their supervisor.
- d) The process may be extended by mutual agreement.
- e) If no resolution is reached, the issue(s) may then be moved to the next step of the grievance process.

### 9.3. Filing a Grievance

The Union or the Employer may file a written and signed grievance within fourteen (14) calendar days under the terms of this Collective Agreement for any issue that has not been resolved through Collaborative Problem Solving. The Union will file the grievance with the Human Resources, the Employer will file the grievance with the Union President or designate.

#### 9.3.1. Procedures

Step 1 Meeting with Human Resources

- a) The employee(s) or the Union upon filing a grievance shall meet with a Human Resources to discuss the grievance within thirty (30) calendar days

of its receipt. A decision shall be rendered in writing to the employee(s) and the Union within fourteen (14) calendar days of such discussion.

#### Step 2 - Director of Education Meeting

Meeting the Director of Education, representative of the Board of Education

- a) Failing settlement being reached in 9.3.1. Step 1 a), the Union shall submit the grievance to the Director of Education in writing within fourteen (14) calendar days. The Director of Education and the Union will meet to discuss the grievance within thirty (30) calendar days. The Employee(s) will have the option to attend the meeting. The Director of Education will render a decision in writing to the Union within fourteen (14) calendar days of the meeting.

#### Step 3 - Arbitration

Grievances which are not resolved through the above, may be referred to a Board of Arbitration within twenty (20) working days following receipt of the Director's decision at Step 2. The Board of Arbitration shall consist of one (1) member appointed by the Union, one (1) member appointed by the Employer and a Chairperson. Individuals appointed to the Board of Arbitration shall be named within ten (10) working days from the date of the request for Arbitration. If the parties cannot agree to a Chairperson, the Chairperson of the Labour Relations Board will appoint one, as provided by the **Saskatchewan Employment Act**.

The Board of Arbitration shall:

- a) Render a final and binding decision enforceable on both parties.
- b) Not be empowered to change this Agreement or to alter, modify or amend any of its provisions.
- c) Render a final and binding decision within thirty (30) working days following the arbitration.
  - Where there is a grievance involving discipline of an employee, the Employer and Union agree to bypass Step 2.
  - In cases of employee discharge or Union grievance or group grievance (affecting three (3) or more employees), the grievance shall be initiated at Step 2 of the grievance procedure within ten (10) working days of the event giving rise to the grievance.
  - Any time limits expressed in the grievance and arbitration procedure may, by mutual agreement between the parties, be extended.
  - The Union and the Employer shall each pay one-half (1/2) of remuneration and expenses of the Chairperson of the Board of Arbitration.
  - The employee(s) concerned, Union witnesses, Local Union Representative shall be granted leave without loss of pay, subject to reimbursement to the Employer by the Union, to attend arbitration hearings specified in this Article. In extenuating circumstances, additional Union representatives may be approved.

## ARTICLE 10 – DISCIPLINE, SUSPENSION AND DISCHARGE

- 10.1 Both parties agree that the principles of progressive discipline will be followed.
- 10.2 No employee shall be disciplined or discharged without just cause. In the case of discipline or discharge, the employee and the Union shall be advised in writing by the procedure. At the request of the employee, a Shop Steward or Union representative shall be present during any meetings, which may result in discipline, between an employee and the Employer.
- 10.3 The Employer will agree, upon request, to expunge records of disciplinary action from an employee's personnel file, after a period of three (3) years from the date of the infraction which led to the disciplinary action, unless there have been subsequent documented disciplinary incidents of a similar nature within the three (3) years. Any disciplinary actions that are older than three (3) years will not be used even if they have not been requested to be removed from the employee's personnel file.
- 10.4 Employees shall have access to their personnel files, with a written request to the Employer. The employee shall have the right to respond in writing to any comment and can request a photocopy be provided of anything in their personnel file. Such a response shall be placed in their file.

### Reinstatement:

Unless it is otherwise agreed and requested by the parties, if it is found upon investigation, that an employee has been unjustly disciplined, that employee shall be returned to work in accordance with the terms and conditions reached through negotiations between the Employer and the Union.

## ARTICLE 11 – SENIORITY

### 11.1 Definition

Seniority shall be determined on the basis of continuous service commencing the first day of work following hire and shall be effective, upon completion of the probationary period. Normal interruptions during the scheduled school vacation periods shall not constitute a break in service.

### 11.2 Continuous Service

For the purpose of computing terms of reference for permanent employees' remuneration, seniority, accumulation of sick leave and annual vacation pay, all service shall be deemed to be consecutive and continuous provided there has not been a break in employment for a period of longer than twenty-four (24) months.

### 11.3 Seniority List

The Employer shall share an up-to-date seniority list via email on November 1 of each year. Further up-to-date seniority lists will be supplied upon request. The list shall provide the following information:

- a) name of the employee

- b) date of commencement of employment
- c) job classification
- d) location of employment

Any errors will be corrected upon presentation of proof of errors.

Where two (2) or more employees have the same date of hire, the employee with the greater full-time equivalent (FTE) at the time of hire, will be deemed more senior. If both employees have the same FTE, the more senior employee will be determined by who was issued their "Letter of Offer of Employment" first. Failing the aforementioned, whoever's date of birth is earliest in the year, will be deemed more senior.

#### 11.4 Seniority Forfeited

Seniority of an employee shall be forfeited in the event that the employee:

- a) is discharged for just cause and is not reinstated;
- b) voluntarily resigns/retires from their employment;
- c) is laid off for a continuous period of twenty-four (24) months;
- d) temporary employees who have passed their probationary period will retain their seniority for nine (9) months.

#### 11.5 Notice of Retirement or Resignation

Both parties agree that an employee, when possible, shall provide the employer at least one month's notice of their intent to resign or retire from their employment.

### ARTICLE 12 – VACANCIES

#### 12.1 Definitions of positions:

For purposes of calculating seniority and rights of access to employee benefits, employees who are employed for ninety (90) consecutive calendar days, or more, and have successfully completed the probationary period, shall have calculations for seniority retroactive to the first day of work following their hire.

##### Permanent Contract of Employment

A contract for a permanent position

##### Temporary Contract of Employment

A contract for a pre-determined period of time to provide service for the Employer. The temporary contract may be extended at the discretion of the Employer upon consultation with the Union.

##### Substitute Employees

Substitute employees shall be those persons engaged to perform work on a call-in basis or in an emergent situation which does not require a posting. Substitute employees are not entitled to any benefits within this agreement other than salary rate.

## 12.2 Notice of Vacancies

### a) Posting

When a vacancy of an expected duration of sixty (60) calendar days or more is to be filled, the Employer shall post a notice of the vacancy on the Employer's website. The notice will be posted for a minimum of five (5) working days to allow the employees the opportunity to make application. An electronic copy of the posting will be emailed to the Union. (What is included in the posting is defined under Contents of Notice)

### b) Public Advertisement

At the same time as those vacant positions are advertised internally, they may also be advertised publicly. All external applications shall be held separately and not considered until it is determined that no internal applicant has the required qualifications, including education, knowledge, skills and ability to fulfill the designated position.

### c) Summer Posting

Vacancies that occur after the end of June will be listed on the Employer's website. Information regarding all vacancies and how to apply will be available on the website. Positions posted during the month of July for the start of the school year shall be posted for nine (9) working days for internal applicants.

## 12.3 Contents of Notice

Such notice shall contain information regarding the nature of the position, the required qualifications, including education, knowledge, skills and ability, the compensation, the start and end date of a temporary or term vacancy, location and the closing date for application.

## 12.4 Appointment

a) The posted vacancy shall be filled from within the bargaining unit, including probationary employees, by the senior internal applicant who possesses the required qualifications, including education, knowledge, skills and ability to fulfill the designated position.

b) In the event that there is no internal applicant who possesses the required qualifications, including education, knowledge, skills and ability to fulfill the designated position, it may be filled by an external applicant who has the required qualifications, including education, knowledge, skills and ability to fulfill the designated position

c) An unsuccessful internal candidate(s) shall be given notice of not being selected.

## 12.5 Probation

a) All newly hired employees shall be on probation for the first ninety (90) calendar days of employment. Use of approved leaves (e.g. sick time, personal leaves etc.) and scheduled school breaks shall extend the probationary period by the time utilized.

- The probationary period may be extended up to ninety (90) calendar days by mutual agreement between the Employer and the Union.
- b) During the probationary period, the employees shall be entitled to all rights and benefits of this Agreement except with respect to grievances for discharge for unsuitability. The union will be informed of the justification for termination. After completion of the probationary period, seniority shall be effective from the original date of hire (First day worked).
- c) In the event of the probationary employee being awarded a new position within the same classification during the probationary period only the initial probationary period will need to be completed.
- d) Any probationary employee who is awarded a new position within a different classification during the probationary period shall have the probationary period restarted.

#### 12.6 Trial Period

The successful internal applicant will be provided with a trial period of up to thirty (30) calendar days from the date of appointment to the new position. In the event the successful employee proves unsatisfactory to the position during the trial period, or, if the employee so wishes during the trial period, they shall be returned to their former position, wage or salary rate, without loss of seniority. Notice of the reversion shall be provided before the expiration of the trial period with a copy provided to the Union by the Employer. Any other employee promoted or transferred because of the rearrangements of the positions shall also be returned to their former position without loss of seniority.

Employees accepting out of scope positions shall have access to the provisions of this trial period and shall pay dues to CUPE for the thirty (30) calendar days of the trial period. The dues shall be calculated on their former in scope rate of pay.

#### 12.7 Temporary Leave for Out-of-Scope Positions

Employees accepting temporary out of scope positions with the Employer shall retain their seniority and pay dues to the Union based on their most recent in-scope wages. Extensions to the original out-of-scope term may be granted upon mutual agreement between the Employer and the employee. The Union shall be informed in writing of the expected length of the temporary contract between the Employer and the employee while out-of-scope.

#### 12.8 Reclassification

Where an employee believes that they are performing duties above those of their classification, the Union on behalf of the employee, may apply for reclassification to the Superintendent of Human Resources, or designate.

In the event the reclassification results in a higher rate of pay, the employee shall be paid the higher rate from the date of application.

### 12.9 Internal Transfer

Employees awarded a position in a different classification will retain their years of experience for purposes of salary and benefits.

### 12.10 Permanent Employees accepting a Temporary Contract

Pending operational feasibility, as determined by the Employer, a permanent employee may be granted a leave of absence to accept a temporary position within the organization. Upon completion of the temporary position the employee shall return to their permanent status.

## ARTICLE 13 – LAYOFF AND STAFF REDUCTION

### 13.1 Layoff

Except in the case of employment termination for “just cause”, an employee, who has been employed for at least 60 calendar days, who is to be laid off, shall receive notice in accordance with the provisions of The Saskatchewan Employment Act, which outlines the following:

- a) one (1) week written notice, if the period of employment is less than one year;
- b) two (2) weeks written notice, if the period of employment is greater than one (1) year and less than three (3) years;
- c) four (4) weeks written notice, if the period of employment is more than three (3) years, but less than five (5) years;
- d) six (6) weeks written notice, if the period of employment is greater than five (5) years, but less than ten (10) years;
- e) eight (8) weeks written notice, if the period of employment is ten (10) years or more.

A total lay-off of six (6) consecutive days of employment outside school closures/layoffs will re-set the notice period.

If notice is not provided as required, employees shall receive pay in lieu of notice as per above. The union will be notified of all layoffs as they occur.

### 13.2 Staff Layoff

Employees on lay off will be considered internal applicants for the purpose of appointment under Article 12.4

- a) An employee on layoff, who accepts a temporary position, shall have the expiry date of the lay off period extended by the duration of the temporary appointment.
- b) The Employer will post all job opportunities on the Employer’s website for five (5) full working days. Employees on lay off will be responsible to apply for positions they are interested in, within the time limits posted.

### 13.3 Staff Reduction

Where a staff reduction is necessitated:

- a) given that the particular educational or developmental needs of any directly affected pupil, if applicable, are, in the opinion of the Division, not affected, and;

- b) considering any additional and applicable qualifications of staff in that classification,

The affected employee may choose to:

- a) accept the layoff; or
- b) have a layoff notice served to the employee with the least applicable seniority in that classification in the affected employees' school, or
- c) have a layoff notice served to the employee with the least applicable seniority in that classification in the affected employees' quadrant, (see Appendix A), or
- d) have a layoff notice served to the employee with the least applicable seniority in that classification in the Division.

#### 13.4 Automatic Layoff and Recall

Notwithstanding Article 13.1, "Layoff", employees who work on the basis of the academic year shall be deemed to be laid off for the school vacation periods. Recall following the school vacation periods shall be automatic unless the Employer has served termination notice under 13.1, "Layoff". This Article will serve as notice of layoff and recall for the school vacation periods during the term of this Agreement.

#### 13.5 Staff Increase/Reduction

13.5.1. Where a staff increase/reduction is necessitated, and

- a) given that the particular educational or developmental needs of any directly affected pupil, if applicable, are a key consideration and,
- b) consideration of any additional and applicable qualifications of staff in that classification has been given,

then increases/reductions in full time equivalents of up to .29 FTE shall be applied based on seniority.

The allocation of the increases/reductions will be decided by the core team at the school level. The core team includes the principal, classroom teacher and learning resource room teacher.

All employees, who have made the principal aware of their interest in writing, shall be considered.

Where a staff reduction of .30 FTE or greater is required, the reduction in time shall be applied to the employee with the least seniority within the facility. Such a reduction shall be considered as a layoff and the affected employee may choose to:

- a) accept the layoff; or
- b) have a layoff notice served to the employee with the least applicable seniority in that classification in the affected employees' school, or
- c) have a layoff notice served to the employee with the least applicable seniority in that classification in the affected employees' quadrant, (see Appendix A), or
- d) have a layoff notice served to the employee with the least applicable seniority in that classification in the Division.

13.5.2. Where a staff increase is necessitated and it is in excess of .30 FTE, then the staffing increase will be regarded as a vacancy and will be posted in accordance to the provisions outlined in Article 13.3.

## ARTICLE 14 – ANNUAL VACATION AND STATUTORY HOLIDAYS

### 14.1 Vacation Entitlement

From first day of employment and up to and including ten (10) years of continuous service, fifteen (15) days' vacation.

At the commencement of eleven (11) years of continuous service and up to and including fifteen (15) years of continuous service, twenty (20) days' vacation.

At the commencement of sixteen (16) years of continuous service and up to and including twenty (20) years of continuous service, twenty-one (21) days' vacation.

At the commencement of twenty-one (21) years of continuous service and up to and including twenty-five (25) years of continuous service, twenty-two (22) days' vacation.

At the commencement of twenty-six (26) years of continuous service, twenty-five (25) days' vacation.

### 14.2 Vacation Pay

Vacation pay will be calculated semi-monthly and paid on each cheque to all employees who work on the basis of the academic year in accordance with Article 14.1 "Vacation Entitlement".

### 14.3 Statutory Holidays

Calendar year employees shall not be required by the Employer to work on statutory holidays, which fall within their work year and will be paid on the basis of a normal day's wages for that employee for each of the following days:

New Year's Day	Saskatchewan Day	Christmas Day
Family Day	Labour Day	Boxing Day
Good Friday	Thanksgiving Day	
Victoria Day	Remembrance Day	
Canada Day		

Academic year employees shall not be required by the Employer to work on statutory holidays, which fall within their work year and will be paid on the basis of a normal day's wages for that employee for each of the following days:

New Year's Day	Labour Day	Christmas Day
Family Day	Thanksgiving Day	Boxing Day
Good Friday	Remembrance Day	
Victoria Day		

#### 14.4 Vacation Scheduling

Employees, who work on the basis of the calendar year, shall take their annual vacations during school vacation periods or as otherwise arranged and agreed to with the Director of Education, or designate.

Employees who work on the basis of the academic year shall receive their vacation pay on their monthly cheque.

### ARTICLE 15 – WORKING CONDITIONS

#### 15.1 Hours of Work

The days to be worked and the daily hours of work, including starting time, lunch breaks, rest periods and finishing times shall be determined by the immediate supervisor and shall be communicated to the employee.

#### 15.2 Lunch and Rest Periods

Lunch period of no less than thirty (30) minutes per day shall be scheduled for all employees, as per **The Saskatchewan Employment Act**.

Rest periods shall be scheduled at the school level within the following parameters:

- a) Each rest period shall be scheduled in blocks of time of no fewer than ten (10) minutes duration.
- b) A minimum of twenty (20) minutes and a maximum of thirty (30) minutes shall be allocated in each day worked for full time (1.0 FTE) employees.
- c) Employees who are more than .50 FTE, but less than 1.0 FTE shall have the length of their rest periods pro-rated.
- d) Employees who are less than .50 FTE shall have no less than one ten-minute break scheduled during each day worked.

#### 15.3 Scheduled Hours

Scheduled hours of work shall not exceed eight (8) hours in a given day or forty (40) hours in a given week. Where the normal scheduled hours is less than eight (8) hours in a given day or forty (40) hours in a given week, the rates of pay identified in Schedule “A” will be paid until eight (8) hours in a given day or forty (40) hours in a given week is achieved.

The employer will provide one (1) week written notice of change to an employee’s schedule as per **The Saskatchewan Employment Act**.

#### 15.4 Additional Time (Employer Initiated)

Additional hours may be requested by the employer with mutual agreement between the employee and immediate supervisor. The time will be paid out at a rate of 1.5 the employee’s regular salary if the hours exceed eight hours per day or forty hours per week. The employee will have the option to bank time in lieu hour for hour or in the case of overtime hours at a rate of 1.5 hours for every hour worked. Time must be taken at a three (3) hour minimum if it involves the hiring of a substitute.

The time will be approved pending operational feasibility and any hours not accessed will be reconciled at the end of June for academic year employees and at the end of August for calendar year employees.

#### 15.5 Substitute Work

Once committed to a vacancy, the substitute shall not exchange the vacancy for another.

Employees who have been laid off or have retired who work in a casual capacity shall be paid at the grid step they earned at the time of lay-off or retirement.

Current part-time employees will have the ability to sub in same classification vacancies that have higher than their assigned FTE while keeping the vacancy whole. The current part-time employee shall access a General Leave without pay to fulfill the vacancy. A substitute will be hired to replace the General Leave. This does not apply to cross classifications unless in an emergency situation.

Current part-time employees will be paid at their rate of pay for substitution.

It is the responsibility of the existing employees to request their names be placed on the Division substitute list for those schools they are specifically interested in.

#### 15.6 Flex Time (Employee Initiated)

Flex hours may be requested by the employee with mutual agreement between the employee and immediate supervisor. The time is intended as an hour for hour arrangement with a plan for the use of time. Any flex time not accessed as planned will be paid out on the following month's payroll.

Use of flex time shall not require the hiring of a substitute.

#### 15.7 Averaging

Averaging of hours will be allowed in scheduling of hours for 12-month employees to accommodate variations in the daily, weekend, summer and holiday hours of work, providing appropriate arrangements have been made to ensure availability when needed during the regular work day. All such scheduling must have the prior approval of the immediate supervisor. During the months of September to June, averaging is to be reconciled on a monthly basis. During the summer months of July and August, averaging shall be reconciled at the end of the second month.

#### 15.8 Timing of Increments

- a) Increments shall be calculated from the first of the month following the anniversary date of employment.
- b) Employees on Director approved leaves shall receive any missed increment(s) upon their return.

## 15.9 Caretakers

### a) Change in Square Footage

In the event of addition or deletion of square footage at a school, the Employer shall provide thirty (30) day's notice to the caretaker and the Union of such change. The adjustment in compensation shall take effect as of the date on which the change is effective.

### b) Increase in Square Footage

When more than one part time position exists within a school, the Employer shall:

- a) where the percentage of employment is equal, offer the right of first refusal for an increase in contract to the caretaker with the greatest seniority; or
- b) where the employment percentage and seniority are equal, allocate additional area equally among the part-time caretakers.

### c) Decrease in Square Footage

Any decrease in the square footage of a school shall be applied to the part-time caretaker. When more than one (1) part-time person exists within a school, the Employer shall:

- a) percentage of employment being equal, decrease the contract of the caretaker with the least seniority; or
- b) employment percentage and seniority being equal, decrease the area equally among the part-time caretakers.

Approximately Twenty-four thousand (24,000) square feet is accepted by both parties to represent an eight-hour day of caretaking responsibility.

The Union shall be notified of any changes to existing FTE allocations.

Where there is more than one caretaker in a school, they may enter into a reciprocal arrangement to assist each other with prior approval from their direct supervisor and agreed upon in writing by all parties. The union will be notified of the arrangement.

## 15.10 Callout Pay

A minimum of three (3) hours shall be paid on callouts for alarms and emergencies. If overtime applies caretakers, shall be paid a call-out rate of time and one-half of their regular hourly rate.

## 15.11 Travel Allowance

Employees who are requested by the Division to use their personal vehicles for Division business shall be compensated at the Division rate as per Board protocol. Employees who use their personal vehicle for Division business, as approved by their Principal or designate, will receive a flat rate of five dollars (\$5.00) per in-town trip.

In exceptional circumstances where damage to a vehicle caused by a student occurs when transporting a student(s), the employee shall report the damage to their direct supervisor.

The Employer will be responsible to cover the cost of student related damage. If while using their personal vehicle for school division business, the employee's vehicle is damaged at no fault of the employee, the deductible will be reimbursed by the Employer.

#### 15.12 Occupational Health and Safety

Both parties to this Agreement agree to comply with the terms and conditions of The Saskatchewan Employment Act.

#### 15.13 Workers' Compensation

In the event of an injury sustained while at work for Horizon School Division #205, an employee shall have access to their available sick leave credits while awaiting acceptance of a Workers' Compensation claim. Upon acceptance of the claim through Workers' Compensation, the Employer will reimburse all such available sick leave credits.

While an Employee is on an approved WCB claim, the employee's benefits, as per Article 28, and pension contributions will be maintained.

For the duration of the accepted claim through the Worker's Compensation board, the Employee shall continue to receive his/her gross wages and any Workers' Compensation Benefits will be paid directly to the Employer.

### ARTICLE 16 – JOB SHARING

Job sharing is defined as the voluntary sharing of a permanent contract of employment by two (2) union members, one (1) who holds the permanent contract and the other who will hold the remaining portion as a temporary contract. Job shares will be reviewed annually.

#### 16.1 Job Holder

Only an employee on a permanent contract can initiate a request to establish a job share arrangement. A copy of all requests for job share will be forwarded to the Union. Details of the job share shall be mutually agreed between the Employer and the Union. Such an approval will be subject to the operational feasibility determined by the Employer. If the employee holding the permanent contract resigns/retires, the entire vacant position shall be posted.

#### 16.2 Temporary Contract

The temporary portion of a job share arrangement is filled with a temporary contract and is subject to all rights and conditions of the Collective Agreement. For the sake of this Article, the term of the temporary contract ends when the employee on the permanent contract or the Employer terminates the job share arrangement. If the employee holding the temporary contract resigns/retires from the job share, the job share shall be terminated.

### 16.3 Terminating a Job Share

Upon a minimum of two (2) weeks written notice the employee on a permanent contract or the Employer may terminate the job share arrangement.

## ARTICLE 17 – PROFESSIONAL GROWTH

The Employer values the principles of lifelong learning and is committed to supporting its employees in their ongoing professional growth and development.

Each school or site shall establish a professional development committee consisting of the Principal or supervisor and two (2) CUPE members to review and approve professional development requests.

The two (2) CUPE members on the committee shall be chosen by the CUPE members at that location.

- In the event a committee cannot be established, the Principal or supervisor will appoint the member(s).

The Employer shall establish a professional growth and development protocol that supports the principles of life-long learning.

Employees may contact the Human Resource Services regarding the fund.

## ARTICLE 18 – EMPLOYMENT INSURANCE REBATE

The Employment Insurance Rebate shall be refunded to the Union.

## ARTICLE 19 – BURSARY

The Employer will reimburse fees, in proportion of time worked by the individual employee who is upgrading their qualifications, provided prior approval has been obtained from the Director of Education, or designate. The class taken must complement the employee's job classification.

Occupational Therapists who are required annually to renew their SSOT license, carry liability insurance and/or submit CAOT (Canadian Association of Occupational Therapists) membership fees will have their costs reimbursed by the Employer upon receipt of proof of payment.

## ARTICLE 20 – COMPENSATION

For the purposes of this Article the term “employees” does not include substitutes.

Employees shall be compensated in accordance with their respective rate as set out in Schedule “A”. On each pay day, the employee shall be provided with an electronic itemized statement of their pay, supplementary pay, deductions and vacation pay.

Employees who are employed on an academic year basis shall have their pay equalized and paid September through June. Pay shall include pay for assigned work which is calculated in accordance with the hourly and annual pay rates which are set out in Schedule “A”.

For the purposes of this Article, substitutes and casuals shall receive their pay on or before the sixth (6th) day or on or before the twenty-first day (21st) day of each month and will be provided a written itemized statement of their earnings. All employees shall be paid on or before the fifteenth (15th) day and on or before the thirty-first (31st) day of each month. Adjustments for additional pay for hours worked, or deletions for hours not worked, shall be made by the following pay period, wherever possible.

## ARTICLE 21 – PREVIOUS EXPERIENCE

The Director of Education or designate shall determine the initial placement of an employee, upon hire based on relevant work experience and education.

## ARTICLE 22 – Clothing Reimbursement and/or Provision

### 22.1 Swimsuit Reimbursement

Employees required to swim with student(s) shall receive reimbursement to a maximum of one-hundred dollars (\$100.00) per fiscal year, upon submission of receipts.

### 22.2 Mechanic Clothing Provision

Employees shall be supplied three pairs of coveralls on a biweekly basis.

### 22.3 Footwear Reimbursement

Employees required to wear safety footwear shall receive reimbursement to a maximum of two-hundred fifty dollars (\$250.00) per fiscal year, upon submission of receipts. Caretakers may request reimbursement for safety footwear, upon submission of receipts.

## ARTICLE 23 – LEAVES

### 23.1 Sick Leave

- a) Sick Leave Defined: Sick leave is defined as the period of time an employee is absent from work with pay by virtue of being sick or disabled due to illness or injury not covered because of an accident for which compensation is not payable under *The Workers' Compensation Act, 1979*, and/or *The Automobile Accident Insurance Act*.

Employees will make reasonable efforts to schedule medical appointments to minimize the employee's absence from work.

In the event that financial compensation is received through provisions of *The Workers' Compensation Act, 1979*, and/ or *The Automobile Accident Insurance Act*, any sick leave accessed by the employee prior to the Employer receiving payment will be restored.

### 23.2 Accumulation of Sick Leave

- a) For the purposes of this agreement, all employees shall be entitled to two (2) days of sick leave per month of active employment to a maximum of 180 days.

- b) Part time employees shall earn sick leave credits on a basis relative to the full-time work hours in the same classification.
- c) Employees shall not accumulate sick leave credits during a period of unpaid leave.

### 23.3 Forfeiture of Credits

- a) An employee shall not forfeit sick leave credits during a period while on approved leave.
- b) An employee shall not accumulate sick leave credits during a period of unpaid leave.

### 23.4 Statement of Sick Leave Accumulation

Sick leave balances shall be recorded on each employee's monthly pay statement.

### 23.5 Proof of Illness

- a) An employee may be required to provide proof of illness from a medical practitioner confirming that the employee is unable to carry out their duties due to illness after accessing three (3) consecutive working days.
- b) Employees requiring more than three (3) consecutive working days of a known sick leave shall provide proof of illness.
- c) The Employer reserves the right to request proof of illness for any absence due to illness where abuse is suspected and where the Director or designate has previously indicated its concerns to the employee.

When the Director, or designate, requests a second opinion for any absence due to illness, the Employer shall pay expenses incurred in obtaining the medical certificate.

For the purpose of Family Medical and Parenting, Compassionate/Serious Illness and Bereavement Leaves, immediate family includes:

- a) the employee's spouse, parent, grandparent, child, son/daughter-in-law, grandchild, brother or sister, or the spouse of the brother or sister; or
- b) the employee's spouse's parent, grandparent, child, grandchild, brother or sister or the spouse of the brother or sister.

Also, for the purpose of Compassionate/Serious Illness and Bereavement Leaves, extended family includes:

- a) the employee's aunt, uncle, niece or nephew.

### 23.6 Family Medical and Parenting Leave

- a) An employee shall be eligible to use a maximum of ten (10) days of accumulated sick leave per fiscal year without loss of pay or benefits, to attend to the medical needs of an immediate family member.
- b) Any leave that is in excess of three (3) consecutive days may require verification acceptable to the Employer, while respecting the privacy of medical information.

### 23.7 Compassionate/Critical Illness Leave

Compassionate Leave is defined as a leave to attend a family members illness requiring an overnight hospital stay or a leave that is related to critical illness.

Critical illness is defined as relating to or being at the stage at which an abrupt change for the better or worse may be expected and/or relating to an illness or condition involving danger of death.

The Employer may request a medical certificate.

- a) An employee shall be eligible to access up to five (5) consecutive days leave with pay to attend to each serious illness of each member of the employee's immediate family.
- b) An employee shall be eligible to access up to three (3) consecutive days leave with pay to attend to each serious illness of each member of the employee's extended family.

### 23.8 Bereavement Leave

- a) Employees shall be eligible to access up to a maximum of five (5) days leave, without loss of pay or benefits, in the event of the death of each member of the employee's immediate family.
- b) Employees shall be eligible to access up to a maximum of three (3) days leave, without loss of pay or benefits, in the event of the death of each member of the employee's extended family.

### 23.9 Pallbearer/Mourners Leave

Depending upon the operational feasibility of the facility, the Employer, upon written request, shall grant one (1) day leave without loss of pay or benefits to attend a funeral as a pallbearer or a mourner.

### 23.10 General Leave

An employee may be granted a leave of absence with or without pay and without loss of seniority up to a maximum of one year. The request shall be made in writing and may be approved by the Employer based on operational feasibility and the needs of students.

### 23.11 Years of Service Leave

- a) Upon completion of fifteen (15) years of service employees shall be eligible for a Leave of two (2) days without pay every three (3) years.
- b) Upon completion of twenty (20) years of service employees shall be eligible for a Leave of five (5) days without pay every three (3) years.
- c) Upon completion of thirty (30) years of service employees shall be eligible for a Leave of ten (10) days without pay every three (3) years.

### 23.12 Educational Leave

An employee may be granted a leave of absence with or without pay and without loss of seniority for the purpose of continuing education. This yearly request shall be made in writing and may be approved by the Employer based on operational feasibility and the needs of students.

### 23.13 Personal Leave

- a) Employees shall be granted, with prior approval from the direct supervisor based on operational feasibility, a leave of absence without pay, not exceeding three (3) working days per academic year for personal reasons. Where such leave can be taken when a sub is not required, or, when a sub is required but cannot be found, the employee shall take the day with pay.
- b) An employee must give as much notice as possible for planned events.
- c) When an unforeseen circumstance occurs, employees shall contact their immediate supervisor as soon as possible.
- d) This leave entitlement shall not accumulate from one year to the next.

### 23.14 Maternity, Parental, Adoption Leave

- a) Employees shall qualify for maternity, parental and adoption leave as provided for by *The Saskatchewan Employment Act*.
- b) A leave of absence for a period greater than that provided for in *The Saskatchewan Employment Act*, will be considered by the Director or designate pursuant to the provisions under General Leave.

### 23.15 Negotiation Leave

- a) The Union shall appoint a bargaining committee of no more than eight (8) members to represent the employees in negotiations with the Employer.
- b) If the bargaining committee representatives of the Employer and the Union agree to meet to conduct negotiations during working hours, the Employer will provide leave, without loss of pay or benefits, for the employees for the time, within their regular work day, spent in negotiations.

### 23.16 Jury or Witness Duty Leave

- a) An employee who is absent from work as a result of being subpoenaed to be a witness in a court, or who is required to serve on a jury, shall be paid their normal salary while absent.
- b) The employee shall notify the Employer as soon as possible after receipt of notice for such an absence.
- c) This provision does not apply to an employee:
  - i. Who has a direct or indirect interest in the outcome of any proceedings;
  - ii. Who appears as an accused in any proceedings.

### 23.17 Required Course Leave

Where the Employer requires an employee to take a specific course, the Employer will pay the cost of the course and associated costs at the Board approved rates.

### 23.18 Citizenship Ceremony

One day paid leave shall be granted to attend your citizenship ceremony.

## ARTICLE 24 - UNION LEAVE

For the purpose of attending Union Business, requests must be submitted with as much notice as possible. Emergent leave, with less than forty-eight (48) hours' notice, may only be granted by the Director of Education or designate. Response to the request will be received by the applicant within forty-eight (48) hours.

- a) Provided the leave of absence does not unduly interfere with operational feasibility, the Employer shall grant a leave of absence with pay. The Union shall reimburse the Employer for all of the employee's pay and benefits for the period of absence.
- b) Where the Union has requested a Secondment of an employee to a Provincial or National Union position:
  - i. The Employer, pending operational feasibility, will grant leave to the employee.
  - ii. The vacancy created by the Secondment may be covered by a temporary position for the duration of the leave.
  - iii. Any positions that have been impacted by the Secondment are subject to Article 12.2 Notice of Vacancies (a).

## ARTICLE 25 - EARNED DAYS OFF

1. Subject to approval by the principal or immediate supervisor, EDOs can be accessed on any day of the year.
2. EDOs must be scheduled in consultation with the School-based Administrator and are dependent upon operational feasibility of the school.
  - a) A maximum of six (6) EDOs per year can be earned.
  - b) EDOs to a maximum of six (6) days may be carried over into the next school year. EDOs in excess of six (6) days shall be paid out on June payroll.
  - c) Members may request partial or complete payment for EDOs at any time during the school year. Payment shall be made the month following receipt of the request.

### 25.1 NOON HOUR SUPERVISION

1. Each school principal shall develop a supervision cycle based on the number of total noon period supervision hours required in the school year. CUPE members will have the opportunity to volunteer to provide noon hour period supervision in the school in which they are currently assigned if there are less than ten (10) teachers on the supervision cycle. CUPE members will have the ability to earn earned days off (EDO's), to a maximum of three (3) days per school year. CUPE members must declare no later than the first day of the school year calendar.
  - a) A permanent member who commits to provide noon period supervision will be recognized for providing that service pro-rated at their percentage of contract.
  - b) A temporary member employed for thirty (30) calendar days or more who commits to provide noon period supervision will be recognized for providing that service pro-rated as per the number of school days included in their contract and their FTE.

2. For the purpose of this section, student activities inside and outside the school as well as student activities in the gym are recognized as noon period supervision.
3. Where a member chooses to participate in the noon supervision schedule during their scheduled meal break, they will be allowed to eat lunch during the supervision period.
4. Members whose regular scheduled hours of work fall within the noon supervision period may not participate in noon period supervision during those scheduled hours.

## 25.2 Extra-Curricular Activity

Extra-curricular hours can be claimed for extra-curricular time up to fifteen (15) minutes prior to the first bell and again fifteen (15) minutes after the employee's scheduled workday ends. Extra-curricular time involves direct supervision of students participating in activities that have been recognized and approved by the Director, or designate.

School Day is defined as a day that a CUPE member is required to be at work according to the Division calendar for that academic year.

### 1. Extra-Curricular

CUPE members have the opportunity to earn up to a maximum of 300 hours in an academic year.

- a) A maximum of 180 hours may be accessed as Earned Days Off, in full or partial days, at a rate of one (1) day for every sixty (60) hours.
  - b) Hours not accessed as Earned Days Off will be paid out, in full or partial days, at a rate of their rate of pay for every sixty (60) hours.
  - c) Any hours in excess of six (6) days will be paid out.
2. The maximum number of hours that will be recognized as extra-curricular time on schooldays is eight (8) and on non-school days is fourteen (14).
    - a) At the employee's discretion, any accumulated hours that are between zero (0) to sixty (60) may be carried over to the next year.

## ARTICLE 26 - Pre-Retirement Transition Leave

An employee who has declared their intention to retire within two (2) years will have the option to request pre-retirement transition leave to assist with the transition into retirement. The request shall be made in writing no less than three (3) months in advance and may be approved by the Employer based on operational feasibility and the needs of students. An employee may be granted a leave of absence without pay and without loss of seniority for the purposes of transitioning into retirement. Pre-retirement transition leave is a leave of absence of up to three (3) consecutive months during the school year. This leave can be requested in year 1, year 2, or both years. In exceptional circumstances a declaration of intention to retire may be rescinded with mutual agreement by both parties.

## ARTICLE 27 – UNION MEETINGS WITH THE BOARD OF EDUCATION

The Board of Education agrees to meet with the Union annually.

## ARTICLE 28 – BENEFITS

Employees will become eligible for benefits on the 1<sup>st</sup> day of the month following completion of the probationary period if they work a minimum of 15 hours per week.

The following employees will be enrolled in the SSBA Plan as listed in (b). For these employees, the employee benefits will be paid 100% by the Employer.

Matai, Judy                      Myrah, Rita

- a) All employees will have the following benefits effective November 1, 2010.

While on approved leave without pay, employees may choose to continue to access their benefits on a 100% employee paid basis.

All Employees will have the following benefits:

### Saskatchewan School Boards Association Benefits

<b>Life Insurance</b>	2x Salary		
<b>Accidental Death and Dismemberment</b>	2x Salary		
<b>Employee Family Assistance Plan</b>			
<b>Dependent Life</b>	Plan A		
<b>Long Term Disability</b>	Plan C - 75% Taxable (with COLA CLAUSE)		
<b>Health</b>	Plan B		
<b>Dental</b>	Plan B		
<b>Ortho</b>	50/50 cost share		

**The Premiums will be cost shared with the Board 50%**

## ARTICLE 29 – APPRENTICESHIPS

Employer approved apprenticeships shall be enacted under the terms of the Apprenticeship Act of the Province of Saskatchewan. In general terms the program will operate as follows:

- a) Apprenticeship positions shall be established in certain trades according to requirements and within the limits for training. Positions may be filled at different levels of experience within a trade.
- b) Apprentices will be given leave to attend courses required by the Apprenticeship Branch. Such leave will be partially funded by the Employer to maximum amount that does not result in a reduction of the Employment Insurance payments to the employee. The employer will bear the cost of tuition and learning materials.
- c) The rate of pay for apprentices shall be Step 1 of the Mechanic Rate of Pay and shall continue until such time the Apprentice completes the Apprenticeship. Upon completion of Apprenticeship, the Mechanic will qualify for Step 2 of the Mechanic Rate of Pay.

## SALARIES

Facilities – Caretakers				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Caretakers	2.00%	3.00%	3.00%	3.50%
Step 1	\$21.64	\$22.29	\$22.96	\$23.77
Step 2	\$22.29	\$22.96	\$23.65	\$24.48
Step 3	\$22.96	\$23.65	\$24.36	\$25.21
Step 4	\$23.65	\$24.36	\$25.09	\$25.97

Facilities - Maintenance				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Maintenance	2.00%	3.00%	3.00%	3.50%
Step 1	\$25.95	\$26.73	\$27.53	\$28.49
Step 2	\$26.99	\$27.80	\$28.63	\$29.63
Step 3	\$28.07	\$28.91	\$29.78	\$30.82
Step 4	\$29.19	\$30.06	\$30.97	\$32.05

Facilities – Plumber/Electrician				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Plumber/Electrician	2.00%	3.00%	3.00%	3.50%
Step 1	\$39.03	\$40.20	\$41.40	\$42.85
Step 2	\$40.37	\$41.58	\$42.82	\$44.32
Step 3	\$41.71	\$42.96	\$44.25	\$45.79
Step 4	\$43.05	\$44.35	\$45.68	\$47.27

Transportation - Mechanic				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Mechanic	2.00%	3.00%	3.00%	3.50%
Step 1	\$31.83	\$32.79	\$33.77	\$34.95
Step 2	\$32.79	\$33.77	\$34.79	\$36.00
Step 3	\$33.77	\$34.79	\$35.83	\$37.08
Step 4	\$34.68	\$35.72	\$36.79	\$38.08

Transportation – Mechanic Helper				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Mechanic Helper	2.00%	3.00%	3.00%	3.50%
Step 1	\$21.65	\$22.30	\$22.97	\$23.78
Step 2	\$22.30	\$22.97	\$23.66	\$24.49
Step 3	\$22.97	\$23.66	\$24.37	\$25.23
Step 4	\$23.66	\$24.37	\$25.10	\$25.98

IT – Computer Technician				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Computer Technician	2.00%	3.00%	3.00%	3.50%
Step 1	\$27.30	\$28.11	\$28.96	\$29.97
Step 2	\$28.93	\$29.80	\$30.69	\$30.87
Step 3	\$30.67	\$31.59	\$32.54	\$32.72
Step 4	\$33.74	\$34.75	\$35.79	\$36.32

IT – MySchoolSask Support Secretary				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
IT – MySchoolSask Support Secretary	2.00%	3.00%	3.00%	3.50%
Step 1	\$29.90	\$30.80	\$31.72	\$32.83
Step 2	\$30.39	\$31.30	\$32.24	\$33.37
Step 3	\$30.68	\$31.60	\$32.55	\$33.69
Step 4	\$30.98	\$31.91	\$32.87	\$34.02

School Staff – Nutrition Coordinator				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Nutrition Coordinator	2.00%	3.00%	3.00%	3.50%
Step 1	\$25.71	\$26.49	\$27.28	\$28.24
Step 2	\$26.92	\$27.73	\$28.56	\$29.56
Step 3	\$28.09	\$28.93	\$29.80	\$30.84
Step 4	\$29.29	\$30.17	\$31.08	\$32.17

School Staff – Language Assistant				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Language Assistant	2.00%	3.00%	3.00%	3.50%
Step 1	\$23.70	\$24.41	\$25.14	\$26.02
Step 2	\$24.17	\$24.90	\$25.64	\$26.54
Step 3	\$24.65	\$25.39	\$26.15	\$27.07
Step 4	\$25.79	\$26.56	\$27.36	\$28.32

School Staff – EA/Librarian (Non-Certified)				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
EA/Librarian (Non-Certified)	2.00%	3.00%	3.00%	3.50%
Step 1	\$20.05	\$20.65	\$21.27	\$22.02
Step 2	\$21.50	\$22.15	\$22.81	\$23.61
Step 3	\$22.93	\$23.62	\$24.33	\$25.18
Step 4	\$23.64	\$24.35	\$25.08	\$25.96


School Staff – EA/Librarian (Certified)				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
EA/Librarian (Certified)	2.00%	3.00%	3.00%	3.50%
Step 1	\$20.85	\$21.47	\$22.12	\$22.89
Step 2	\$22.28	\$22.95	\$23.63	\$24.46
Step 3	\$23.70	\$24.42	\$25.15	\$26.03
Step 4	\$25.79	\$26.56	\$27.36	\$28.31
School Staff – School Administrative Assistant				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
School Administrative Assistant	2.00%	3.00%	3.00%	3.50%
Step 1	\$23.49	\$24.20	\$24.92	\$25.79
Step 2	\$24.94	\$25.69	\$26.46	\$27.38
Step 3	\$25.79	\$26.56	\$27.36	\$28.31
Step 4	\$26.56	\$27.36	\$28.18	\$29.16

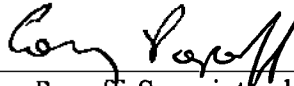
Counselor (Undergraduate)				
Two undergraduate degrees start on Step 3				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Counselor (Undergraduate)	2.00%	3.00%	3.00%	3.50%
<i>Salary is inclusive of public holiday and vacation pay</i>				
Step 1	\$39.83	\$41.03	\$42.26	\$43.74
Step 2	\$41.42	\$42.67	\$43.95	\$45.49
Step 3	\$43.08	\$44.37	\$45.70	\$47.30
Step 4	\$44.80	\$46.15	\$47.53	\$49.20
Step 5	\$46.60	\$47.99	\$49.43	\$51.16
Step 6	\$48.93	\$50.39	\$51.91	\$53.72
Step 7	\$51.86	\$53.42	\$55.02	\$56.95

Counselor (Graduate) / Occupational Therapist				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Counselor (Graduate)	2.00%	3.00%	3.00%	3.50%
<i>Salary is inclusive of public holiday and vacation pay</i>				
Step 1	\$45.20	\$46.56	\$47.95	\$49.63
Step 2	\$47.01	\$48.42	\$49.87	\$51.62
Step 3	\$48.89	\$50.35	\$51.87	\$53.68
Step 4	\$50.84	\$52.37	\$53.94	\$55.83
Step 5	\$52.88	\$54.46	\$56.10	\$58.06
Step 6	\$54.99	\$56.64	\$58.34	\$60.38
Step 7	\$57.74	\$59.47	\$61.26	\$63.40

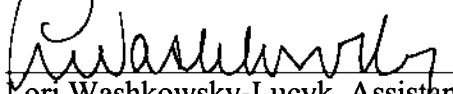
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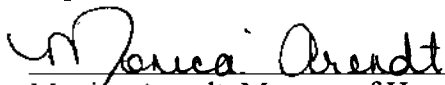
THE BOARD OF EDUCATION FOR  
THE HORIZON SCHOOL DIVISION  
#205

  
\_\_\_\_\_  
Kevin Garinger, Director of Education

  
\_\_\_\_\_  
Cory Popoff, Superintendent of Human  
Resources

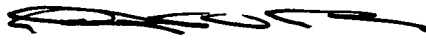
  
\_\_\_\_\_  
Sarah Reding, Superintendent of Finance

  
\_\_\_\_\_  
Lori Washkowsky-Lucyk, Assistant  
Superintendent of Finance

  
\_\_\_\_\_  
Monica Arendt, Manager of Human  
Resources


  
\_\_\_\_\_  
Sydney Oddelein, HR Generalist

THE CANADIAN UNION OF PUBLIC  
EMPLOYEES LOCAL #4799

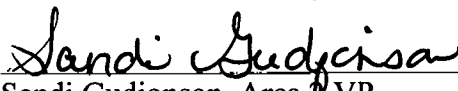
  
\_\_\_\_\_  
Marie Moore, President

  
\_\_\_\_\_  
Carleen Theissing, Area 1 VP

  
\_\_\_\_\_  
Justin Keller, Executive Member

  
\_\_\_\_\_  
Lawrence Dunne, Executive Member

  
\_\_\_\_\_  
Brenda Dufaut, Secretary Treasurer

  
\_\_\_\_\_  
Sandi Gudjonson, Area 2 VP

  
\_\_\_\_\_  
Krista McLeod, Area 3 VP

  
\_\_\_\_\_  
Cara Elphinstone, Executive Member

LETTER OF UNDERSTANDING #1

BETWEEN

THE BOARD OF EDUCATION FOR THE HORIZON SCHOOL DIVISION #205  
(hereinafter called the "Employer")

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL # 4799  
(hereinafter called the "Union")

RE: HOURS OF WORK

The parties agree that:

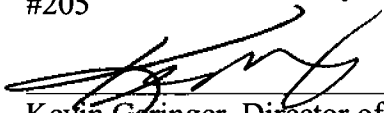
The full-time equivalent hours for the following Librarians shall be seven (7) hours and twelve (12) minutes per day:

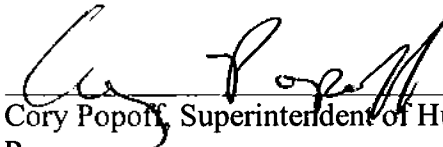
Karen Hancock

Betty Anderson


EXECUTED ON BEHALF OF:

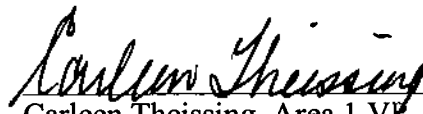
THE BOARD OF EDUCATION FOR  
THE HORIZON SCHOOL DIVISION  
#205

  
Kevin Garinger, Director of Education

  
Cory Popoff, Superintendent of Human  
Resources

THE CANADIAN UNION OF PUBLIC  
EMPLOYEES LOCAL #4799

  
Marie Moore, President

  
Carleen Theissing, Area 1 VP

LETTER OF UNDERSTANDING #2

BETWEEN

THE BOARD OF EDUCATION FOR THE HORIZON SCHOOL DIVISION #205  
(hereinafter called the "Employer")

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL # 4799  
(hereinafter called the "Union")

RE: MECHANIC COMPENSATION

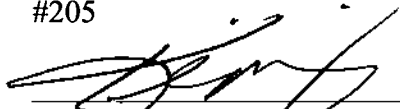
The parties agree:

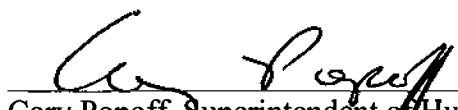
The Mechanic, Brent Downes, will receive a temporary increase to his salary of \$2.50/hour per employee, to a maximum of two employees, when a Mechanic's Helper and/or an Apprentice is on staff at the Foam Lake Bus Garage.

Once Tyson Zastrisny completes his apprenticeship program and becomes a Mechanic, he will receive a temporary increase to his salary of \$2.50/hour per employee, to a maximum of two employees, when a Mechanic's Helper and/or an Apprentice is on staff at the Foam Lake Bus Garage.


EXECUTED ON BEHALF OF:

THE BOARD OF EDUCATION FOR  
THE HORIZON SCHOOL DIVISION  
#205

  
Kevin Garinger, Director of Education

  
Cory Popoff, Superintendent of Human  
Resources

THE CANADIAN UNION OF PUBLIC  
EMPLOYEES LOCAL #4799

  
Marie Moore, President

  
Carleen Theissing, Area 1 VP

LETTER OF UNDERSTANDING #3

BETWEEN

THE BOARD OF EDUCATION FOR THE HORIZON SCHOOL DIVISION #205  
(hereinafter called the "Employer")

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL # 4799  
(hereinafter called the "Union")

RE: RED-CIRCLED STUDENT COUNSELLORS

The parties agree:

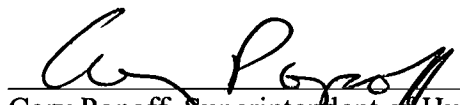
Counselors whose wages exceed the established wage grids effective August 31, 2023 will continue to receive their current wages until the wage grid is adjusted to include their wages.

Additionally, for the duration of this Agreement, these "red-circled" employees will be entitled to an annual lump sum payment amounting to 1.5% of their salaries effective August 31, 2023. This payment will serve as compensation in lieu of regular wage increases that they are not eligible for, due to being beyond the wage grid.

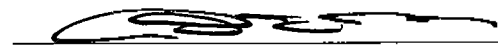
EXECUTED ON BEHALF OF:

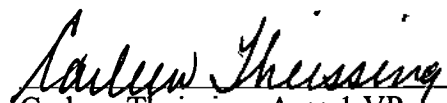
THE BOARD OF EDUCATION FOR  
THE HORIZON SCHOOL DIVISION  
#205

  
Kevin Garinger, Director of Education

  
Cory Popoff, Superintendent of Human  
Resources

THE CANADIAN UNION OF PUBLIC  
EMPLOYEES LOCAL #4799

  
Marie Moore, President

  
Carleen Theissing, Area 1 VP

LETTER OF UNDERSTANDING #4

BETWEEN

THE BOARD OF EDUCATION FOR THE HORIZON SCHOOL DIVISION #205  
(hereinafter called the “Employer”)

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL # 4799  
(hereinafter called the “Union”)

RE: Compensation – Counsellor Grids

The parties agree that the established grids are inclusive of STAT pay and reflect vacation increments inclusive:

Counselor (Undergraduate) – 3 weeks vacation

Counselor (Undergraduate) Two undergraduate degrees start on Step 3				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Counselor (Undergraduate)	2.00%	3.00%	3.00%	3.50%
<i>Salary is inclusive of public holiday and vacation pay</i>				
Step 1	\$39.83	\$41.03	\$42.26	\$43.74
Step 2	\$41.42	\$42.67	\$43.95	\$45.49
Step 3	\$43.08	\$44.37	\$45.70	\$47.30
Step 4	\$44.80	\$46.15	\$47.53	\$49.20
Step 5	\$46.60	\$47.99	\$49.43	\$51.16
Step 6	\$48.93	\$50.39	\$51.91	\$53.72
Step 7	\$51.86	\$53.42	\$55.02	\$56.95

Counselor (Undergraduate) – 4 weeks vacation

Counselor (Undergraduate) Two undergraduate degrees start on Step 3				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Counselor (Undergraduate)	2.00%	3.00%	3.00%	3.50%
<i>Salary is inclusive of public holiday and vacation pay</i>				
Step 1	\$40.65	\$41.88	\$43.14	\$44.63
Step 2	\$42.27	\$43.55	\$44.86	\$46.43
Step 3	\$43.97	\$45.28	\$46.64	\$48.28
Step 4	\$45.72	\$47.10	\$48.52	\$50.21
Step 5	\$47.56	\$48.97	\$50.44	\$52.21
Step 6	\$49.94	\$51.42	\$52.98	\$54.82
Step 7	\$52.93	\$54.51	\$56.15	\$58.13

**Counselor (Undergraduate) – 4 weeks plus 1 day vacation**

Counselor (Undergraduate) Two undergraduate degrees start on Step 3				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Counselor (Undergraduate)	2.00%	3.00%	3.00%	3.50%
<i>Salary is inclusive of public holiday and vacation pay</i>				
Step 1	\$40.82	\$42.05	\$43.31	\$44.82
Step 2	\$42.45	\$43.73	\$45.04	\$46.62
Step 3	\$44.15	\$45.47	\$46.84	\$48.47
Step 4	\$45.91	\$47.30	\$48.72	\$50.42
Step 5	\$47.75	\$49.18	\$50.65	\$52.42
Step 6	\$50.14	\$51.64	\$53.19	\$55.05
Step 7	\$53.14	\$54.74	\$56.38	\$58.36

**Counselor (Undergraduate) – 4 weeks plus 2 days' vacation**

Counselor (Undergraduate) Two undergraduate degrees start on Step 3				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Counselor (Undergraduate)	2.00%	3.00%	3.00%	3.50%
<i>Salary is inclusive of public holiday and vacation pay</i>				
Step 1	\$40.98	\$42.22	\$43.49	\$45.00
Step 2	\$42.62	\$43.91	\$45.23	\$46.81
Step 3	\$44.33	\$45.66	\$47.03	\$48.67
Step 4	\$46.10	\$47.49	\$48.92	\$50.63
Step 5	\$47.95	\$49.38	\$50.86	\$52.64
Step 6	\$50.35	\$51.85	\$53.41	\$55.27
Step 7	\$53.36	\$54.96	\$56.61	\$58.60

**Counselor (Undergraduate) – 5 weeks vacation**

Counselor (Undergraduate) Two undergraduate degrees start on Step 3				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Counselor (Undergraduate)	2.00%	3.00%	3.00%	3.50%
<i>Salary is inclusive of public holiday and vacation pay</i>				
Step 1	\$41.50	\$42.75	\$44.03	\$45.56
Step 2	\$43.15	\$44.46	\$45.79	\$47.39
Step 3	\$44.88	\$46.23	\$47.62	\$49.28
Step 4	\$46.67	\$48.08	\$49.53	\$51.26
Step 5	\$48.55	\$50.00	\$51.50	\$53.30
Step 6	\$50.98	\$52.50	\$54.08	\$55.96
Step 7	\$54.03	\$55.65	\$57.32	\$59.34

Counselor (Graduate) – 3 weeks vacation

Counselor (Graduate) / Occupational Therapist				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Counselor (Graduate)	2.00%	3.00%	3.00%	3.50%
<i>Salary is inclusive of public holiday and vacation pay</i>				
Step 1	\$45.20	\$46.56	\$47.95	\$49.63
Step 2	\$47.01	\$48.42	\$49.87	\$51.62
Step 3	\$48.89	\$50.35	\$51.87	\$53.68
Step 4	\$50.84	\$52.37	\$53.94	\$55.83
Step 5	\$52.88	\$54.46	\$56.10	\$58.06
Step 6	\$54.99	\$56.64	\$58.34	\$60.38
Step 7	\$57.74	\$59.47	\$61.26	\$63.40

Counselor (Graduate) – 4 weeks vacation

Counselor (Undergraduate)				
Two undergraduate degrees start on Step 3				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Counselor (Undergraduate)	2.00%	3.00%	3.00%	3.50%
<i>Salary is inclusive of public holiday and vacation pay</i>				
Step 1	\$46.13	\$47.51	\$48.94	\$50.65
Step 2	\$47.98	\$49.42	\$50.90	\$52.68
Step 3	\$49.90	\$51.38	\$52.93	\$54.79
Step 4	\$51.89	\$53.44	\$55.05	\$56.98
Step 5	\$53.97	\$55.58	\$57.25	\$59.26
Step 6	\$56.12	\$57.80	\$59.54	\$61.62
Step 7	\$58.93	\$60.70	\$62.52	\$64.70

Counselor (Graduate) – 4 weeks plus 1 day vacation

Counselor (Undergraduate)				
Two undergraduate degrees start on Step 3				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Counselor (Undergraduate)	2.00%	3.00%	3.00%	3.50%
<i>Salary is inclusive of public holiday and vacation pay</i>				
Step 1	\$46.32	\$47.71	\$49.14	\$50.86
Step 2	\$48.17	\$49.62	\$51.11	\$52.90
Step 3	\$50.10	\$51.59	\$53.15	\$55.01
Step 4	\$52.10	\$53.66	\$55.27	\$57.22
Step 5	\$54.19	\$55.80	\$57.49	\$59.50
Step 6	\$56.35	\$58.04	\$59.78	\$61.88
Step 7	\$59.17	\$60.94	\$62.77	\$64.97

Counselor (Graduate) - 4 weeks plus 2 days' vacation

Counselor (Undergraduate)				
Two undergraduate degrees start on Step 3				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Counselor (Undergraduate)	2.00%	3.00%	3.00%	3.50%
<i>Salary is inclusive of public holiday and vacation pay</i>				
Step 1	\$46.51	\$47.91	\$49.34	\$51.07
Step 2	\$48.37	\$49.82	\$51.32	\$53.11
Step 3	\$50.31	\$51.81	\$53.37	\$55.24
Step 4	\$52.31	\$53.88	\$55.50	\$57.45
Step 5	\$54.41	\$56.03	\$57.73	\$59.75
Step 6	\$56.58	\$58.28	\$60.03	\$62.13
Step 7	\$59.41	\$61.20	\$63.03	\$65.24

Counselor (Graduate) – 5 weeks vacation

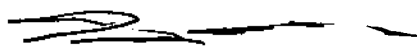
Counselor (Undergraduate)				
Two undergraduate degrees start on Step 3				
	2023-24	2024-25	2025-26	2026-27
	Year 1	Year 2	Year 3	Year 4
Counselor (Undergraduate)	2.00%	3.00%	3.00%	3.50%
<i>Salary is inclusive of public holiday and vacation pay</i>				
Step 1	\$47.09	\$48.50	\$49.96	\$51.71
Step 2	\$48.98	\$50.45	\$51.96	\$53.78
Step 3	\$50.93	\$52.45	\$54.04	\$55.93
Step 4	\$52.97	\$54.56	\$56.19	\$58.17
Step 5	\$55.09	\$56.73	\$58.45	\$60.49
Step 6	\$57.29	\$59.01	\$60.78	\$62.91
Step 7	\$60.16	\$61.96	\$63.82	\$66.05

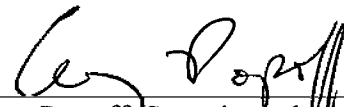
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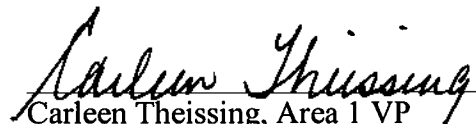
THE BOARD OF EDUCATION FOR  
THE HORIZON SCHOOL DIVISION  
#205

THE CANADIAN UNION OF PUBLIC  
EMPLOYEES LOCAL #4799

  
Kevin Garinger, Director of Education

  
Marie Moore, President

  
Cory Popoff, Superintendent of Human  
Resources

  
Carleen Theissing, Area 1 VP

LETTER OF UNDERSTANDING #5

BETWEEN

THE BOARD OF EDUCATION FOR THE HORIZON SCHOOL DIVISION #205  
(hereinafter called the "Employer")

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL # 4799  
(hereinafter called the "Union")

RE: VACATION ENTITLEMENT AND VACATION PAY


Those calendar year employees who are currently granted six weeks of paid vacation for continuous years of service greater than twenty-five years, shall continue to be granted paid vacation time of six weeks. The employee is identified as:

Judy Matai


EXECUTED ON BEHALF OF:

THE BOARD OF EDUCATION FOR  
THE HORIZON SCHOOL DIVISION  
#205

  
Kevin Garinger, Director of Education

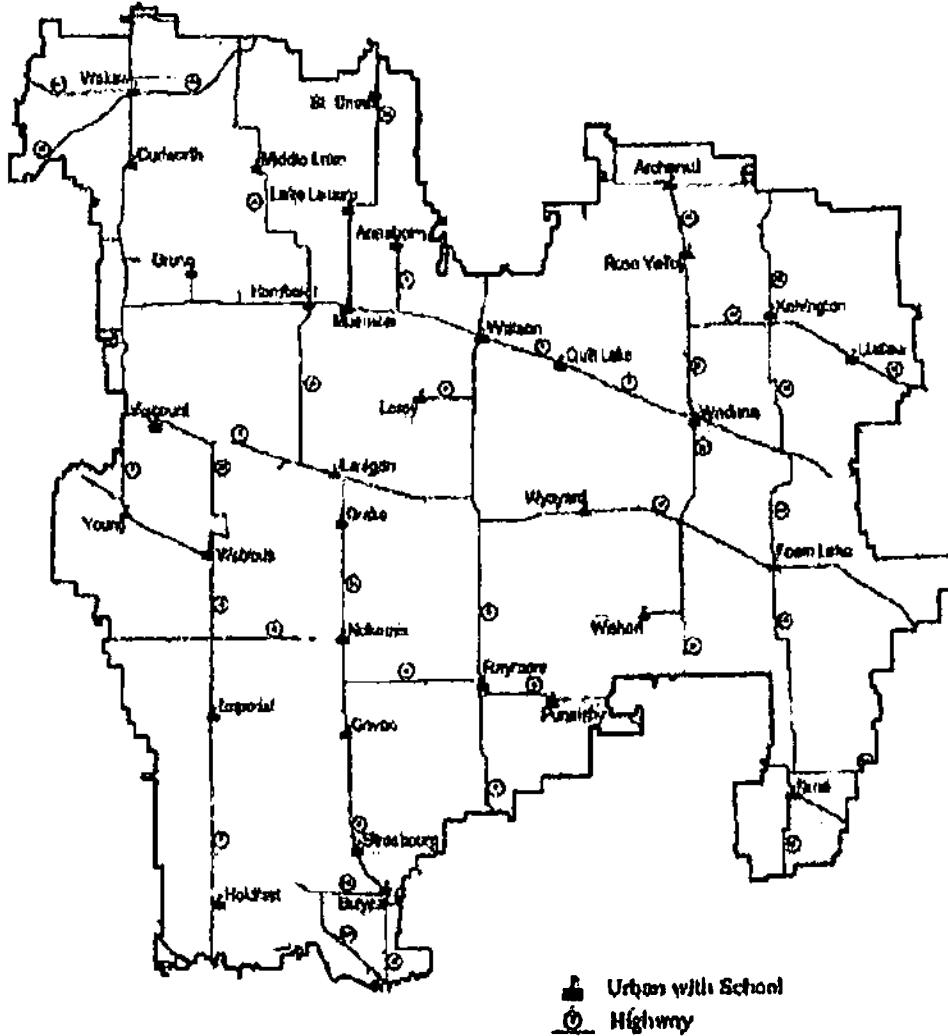
  
Cory Popoff, Superintendent of Human  
Resources

THE CANADIAN UNION OF PUBLIC  
EMPLOYEES LOCAL #4799

  
Marie Moore, President

  
Carleen Theissing, Executive Member

**APPENDIX A - Map of Horizon School Division # 205**



***Northwest Quadrant***

Wakaw Cudworth Humboldt Collegiate Institute  
Bruno LeRoy

***Northeast Quadrant***

Archerwil Rose Valley Kelvington Foam Lake  
Wadena Quill Lake Lakeside Colony School

***Southeast Quadrant***

Wynyard Punnichy Raymore George Gordon  
Ilwaco Sask. Central Colony School

***Southwest Quadrant***

Strasbourg Holdfast Imperial Wazrou Bulyea  
Viscount Ianigan Drake Bulyea Nokomis