

COLLECTIVE AGREEMENT

BETWEEN

TORONTO CATHOLIC DISTRICT SCHOOL BOARD

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 1328**



AFFECTING OFFICE, CLERICAL & TECHNICAL EMPLOYEES

September 1, 2022– August 31, 2026

**Attached as Part "A": Central Terms Between Canadian Union of Public Employees
And
Council of Trustees' Associations**

**Attached as Part "B" Local Collective Agreement Between CUPE Local 1328
And
Toronto Catholic District School Board**

CUPE – PART A – CENTRAL TERMS

PART “A”

CENTRAL TERMS

CUPE – PART A – CENTRAL TERMS

Table of Contents

CUPE – PART A: CENTRAL TERMS 1

C1.00 STRUCTURE AND ORGANIZATION OF COLLECTIVE AGREEMENT 1

C2.00 DEFINITIONS 1

C3.00 LENGTH OF TERM/NOTICE TO BARGAIN 2

C4.00 CENTRAL DISPUTE RESOLUTION PROCESS 3

C5.00 BENEFITS..... 8

C6.00 SICK LEAVE 10

C7.00 CENTRAL LABOUR RELATIONS COMMITTEE..... 16

C8.00 CUPE/SCFP MEMBERS ON PROVINCIAL COMMITTEES 17

C9.00 ATTENDANCE AT MANDATORY MEETINGS/SCHOOL EVENTS 17

C10.00 CASUAL SENIORITY EMPLOYEE LIST..... 17

C11.00 UNION REPRESENTATION AS IT RELATES TO CENTRAL BARGAINING 17

C12.00 STATUTORY LEAVES OF ABSENCE/SUPPLEMENTAL EMPLOYMENT BENEFITS (SEB) 17

C13.00 MERGER, AMALGAMATION OR INTEGRATION 18

C14.00 SPECIALIZED JOB CLASSES 18

C15.00 PROFESSIONAL ACTIVITY DAYS..... 19

APPENDIX A..... 20

APPENDIX B..... 21

APPENDIX C - Medical Certificate 22

LETTER OF UNDERSTANDING #1 29

 Re: Status Quo Central Items 29

LETTER OF UNDERSTANDING #2..... 30

 Re: Status Quo Central Items and Items Requiring Amendment and Incorporation..... 30

LETTER OF UNDERSTANDING #3..... 33

 Re: Job Security: Protected Complement..... 33

LETTER OF UNDERSTANDING #4..... 35

 Re: Education Worker Diverse and Inclusive Workforce Committee – Terms of Reference 35

LETTER OF UNDERSTANDING #5..... 37

 Re: Sick Leave 37

LETTER OF UNDERSTANDING #6..... 38

 Re: Central Labour Relations Committee 38

LETTER OF UNDERSTANDING #7..... 39

 RE: List of Arbitrators..... 39

LETTER OF UNDERSTANDING #8..... 40

 Re: Children’s Mental Health, Special Needs, and Other Initiatives 40

LETTER OF UNDERSTANDING #9..... 41

 Re: Provincial Working Group – Health and Safety 41

LETTER OF UNDERSTANDING # 10 42

 RE: Ministry Initiatives Committee..... 42

LETTER OF UNDERSTANDING #11 43

 RE: Bereavement Leave 43

LETTER OF UNDERSTANDING #12 44

 RE: Short Term Paid Leave..... 44

LETTER OF AGREEMENT # 13 45

 RE: Learning and Services Continuity and Absenteeism Task Force 45

CUPE – PART A – CENTRAL TERMS

CUPE – PART A: CENTRAL TERMS

C1.00 STRUCTURE AND ORGANIZATION OF COLLECTIVE AGREEMENT

C1.1 Separate Central and Local Terms

The collective agreement shall consist of two parts. Part “A” shall comprise those terms which are central terms. Part “B” shall comprise those terms which are local terms.

C1.2 Implementation

Part “A” may include provisions respecting the implementation of central terms by the school board and the union. Any such provision shall be binding on the school board and the union. Should a provision in Part A conflict with a provision in Part B, the provision in Part A, Central Term will apply.

C1.3 Parties

- a) The parties to the collective agreement are the school board or school Authority and the union.
- b) Central collective bargaining shall be conducted by the central employer and employee bargaining agencies representing the local parties.

C1.4 Single Collective Agreement

Central terms and local terms shall together constitute a single collective agreement for all purposes.

C2.00 DEFINITIONS

C2.1 Unless otherwise specified, the following definitions shall apply only with respect to their usage in standard central terms. Where the same word is used in Part B of this collective agreement, the definition in that part, or any existing local interpretation, shall prevail.

C2.2 The “Central Parties” shall be defined as the employer bargaining agency, the Council of Trustees’ Associations/Conseil d’Associations des Employeurs (CTA/CAE) and the employee bargaining agency, the Canadian Union of Public Employees/Syndicat Canadien de la Fonction Publique (CUPE/SCFP).

CUPE/SCFP refers to the designated employee bargaining agency pursuant to subsection 20 (1) of the School Boards Collective Bargaining Act, 2014 for central bargaining with respect to employees in the bargaining units for which CUPE/SCFP is the designated employee bargaining agency.

CTA/CAE refers to the designated employer bargaining agency pursuant to subsection 21 (6) of the School Boards Collective Bargaining Act, 2014 for central bargaining with respect to employees in the bargaining units for which CUPE/SCFP is the designated employee bargaining agency. The CTA/CAE is composed of:

1. ACEPO refers to l’Association des conseils scolaires des écoles publiques de l’Ontario as the designated bargaining agency for every French-language public district school board.

CUPE – PART A – CENTRAL TERMS

2. AFOCSC refers to l'Association franco-ontarienne des conseils scolaires catholiques as the designated bargaining agency for every French-language Catholic district school board.
3. OCSTA refers to the Ontario Catholic School Trustees' Association as the designated bargaining agency for every English-language Catholic district school board.
4. OPSBA refers to the Ontario Public School Boards' Association as the designated bargaining agency for every English-language public district school board, including isolate boards.

C3.00 LENGTH OF TERM/NOTICE TO BARGAIN

C3.1 Term of Agreement

The term of this collective agreement, including central terms and local terms, shall be from September 1, 2022 to August 31, 2026 inclusive.

C3.2 Term of Letters of Agreement/Understanding

All central letters of agreement/understanding appended to this agreement, or entered into after the execution of this agreement shall, unless otherwise stated therein, form part of the collective agreement, run concurrently with it, and have the same termination date as the agreement.

C3.3 Amendment of Terms

In accordance with Section 42 of the School Boards Collective Bargaining Act, 2014, the central terms of this agreement, excepting term, may be amended at any time during the life of the agreement upon mutual consent of the central parties and agreement of the Crown. It is understood the union will follow its internal approval process.

C3.4 Notice to Bargain

- a) Where central bargaining is required under the School Boards Collective Bargaining Act, 2014, notice to bargain centrally shall be in accordance with Sections 31 and 28 of that Act, and with Section 59 of the Labour Relations Act, 1995.

Notice to commence bargaining shall be given by a central party:

- i) within 90 (ninety) days of the expiry date of the collective agreement; or
 - ii) within such greater period agreed upon by the parties; or
 - iii) within any greater period set by regulation by the Minister of Education.
- b) Notice to bargain centrally constitutes notice to bargain locally.
 - c) Where no central table is designated, notice to bargain shall be consistent with section 59 of the Labour Relations Act, 1995.

C4.00 CENTRAL DISPUTE RESOLUTION PROCESS

The following process pertains exclusively to disputes and grievances on central matters that have been referred to the central process. In accordance with the School Board Collective Bargaining Act, 2014 central matters may also be grieved locally, in which case local grievance processes will apply. In the event that central language is being grieved locally, the local parties shall provide the grievance to their respective central agents. Where a local grievance has been filed, the central parties will jointly recommend in writing to the Local Parties that the local grievance be held in abeyance until the Central Dispute Resolution Committee, the Central Parties, or the Crown takes action under Article 4.

C4.1 Statement of Purpose

- a) The purposes of the Central Dispute Resolution Process (CDRP) shall include the expeditious processing and resolution of disputes through consultation, discussion, mediation or arbitration, and the avoidance thereby of multiplicity of proceedings.

C4.2 Parties to the Process

- a) There shall be established a Central Dispute Resolution Committee (“The Committee”), which shall be composed of equal representation of up to four (4) representatives each of the employer bargaining agency and employee bargaining agency (“the central parties”), and up to three representatives of the Crown. The Committee will be co-chaired by a representative from each bargaining agency. All correspondence to the committee will be sent to both co-chairs.
- b) The Central Parties and the Crown will provide a written list of representatives appointed to the Committee with contact information every September. Any changes in representation will be confirmed in writing.
- c) A local party shall not be party to the CDRP, or to the Committee, except to the extent its interests are represented by its respective central party on the Committee.
- d) For the purposes of this section, “central party” means an employer bargaining agency or employee bargaining agency, and “local party” means an employer or trade union party to a local collective agreement.

C4.3 Meetings of the Committee

- a) The Committee shall meet 8 (eight) times during the school year. The parties may schedule additional meetings by mutual agreement.

C4.4 Selection of Representatives

- a) Each central party and the Crown shall select its own representatives to the Committee.

C4.5 Mandate of the Committee

The mandate of the Committee shall be as follows:

- a) Dispute Resolution
A review of any dispute referred to the Committee respecting the interpretation, application, administration, alleged violation, or arbitrability of central terms in the agreement, for the purposes of determining whether the dispute might be settled,

CUPE – PART A – CENTRAL TERMS

withdrawn, referred to mediation/arbitration as a formal grievance, or referred to the local grievance procedure in accordance with this section.

b) Not Adjudicative

It is clearly understood that the Committee is not adjudicative in nature. Unless otherwise agreed to by the parties, decisions of the committee are without prejudice or precedent.

C4.6 Role of the Central Parties and Crown

a) The central parties shall each have the following rights:

- i) To file a dispute with the Committee.
- ii) To file a dispute as a grievance with the Committee.
- iii) To engage in settlement discussions, and to mutually settle a dispute or grievance.
- iv) To withdraw a dispute or grievance it filed.
- v) To mutually agree to refer a dispute or grievance to the local grievance procedure.
- vi) To refer a grievance it filed to final and binding arbitration.
- vii) To mutually agree to voluntary mediation.

b) The Crown shall have the following rights:

- i) To give or withhold approval to the employer bargaining agency, to any proposed settlement.
- ii) To participate in any matter referred to arbitration.
- iii) To participate in voluntary mediation.

C4.7 Referral of Disputes

a) Either central party must refer a dispute to the Committee for discussion and review

C4.8 Carriage Rights

a) The parties to settlement discussions shall be the central parties. The Crown may participate in settlement discussions.

C4.9 Responsibility to Communicate

a) It shall be the responsibility of a central party to refer a dispute to the Committee, or to arbitration, in a timely manner.

b) It shall be the responsibility of each central party to inform their respective local parties of the Committee's disposition of the dispute at each step in the CDRP, including mediation and arbitration, and to direct them accordingly.

CUPE – PART A – CENTRAL TERMS

C4.10 Language of Proceedings

- a) Where a dispute arises uniquely under a collective agreement in the French language, the documentation shall be provided, and the proceedings conducted in French. Interpretative and translation services shall be provided accordingly to ensure that non-francophone participants are able to participate effectively.
- b) Where such a dispute is filed:
 - i) The decision of the committee shall be available in both French and English.
 - ii) Mediation and arbitration shall be conducted in the French language with interpretative and translation services provided accordingly.
- c) Arbitration decisions and settlements that may have an impact on French language school boards shall be translated accordingly.

C4.11 Definition of Dispute

- a) A dispute can include:
 - i) A matter in dispute between the central parties respecting the interpretation, application, administration, alleged violation, or arbitrability of central terms in the agreement.

C4.12 Notice of Disputes

Notice of the dispute will be submitted on the form provided in Appendix A and sent to the responding party, in order to provide an opportunity to respond. The Crown shall be provided with a copy.

- a) Notice of the dispute shall include the following:
 - i) Any central provision of the collective agreement alleged to have been violated.
 - ii) The provision of any statute, regulation, policy, guideline, or directive at issue.
 - iii) A comprehensive statement of any relevant facts.
 - iv) The remedy requested

C4.13 Referral to the Committee

- a) A central party that has a dispute regarding the interpretation, application, administration, alleged violation, or arbitrability of a central term, shall refer it forthwith to the Committee by notice of dispute to the co-chair of the other central party, with a copy to the Crown, but in no case later than thirty (30) working days after becoming aware of the dispute. Where the responding party wishes to provide a written response prior to the committee meeting, that response shall be forwarded to the other Central party and the Crown.
- b) The Committee shall conduct a review of the dispute. The Committee will meet to review the dispute within twenty (20) working days or at the next scheduled meeting of the Committee.

CUPE – PART A – CENTRAL TERMS

- c) If the dispute is not settled or withdrawn, within twenty (20) working days of the Committee meeting, the central party submitting the dispute may:
 - i) Continue informal discussions; or
 - ii) Refer the dispute back to the local grievance procedure
- d) If the dispute remains unresolved for longer than sixty (60) working days, the dispute may be referred as a grievance. Once referred as a grievance the parties may:
 - i) Refer the grievance to Voluntary Mediation or Expedited Mediation
 - ii) Refer the grievance to Arbitration.

C4.14 Timelines

- a) Timelines may be extended by mutual consent of the parties.
- b) Working days shall be defined as Monday through Friday excluding statutory holidays.
- c) Disputes that arise during non-instructional days (Summer Months, Christmas Break, and March Break) will have timelines automatically extended.
- d) Local grievance timelines will be held in abeyance while the dispute is in the CDRP, in the event that the matter is referred back locally.

C4.15 Voluntary Mediation /Expedited Meditation

- a) The central parties may, on mutual agreement, request the assistance of a mediator.
- b) Where the central parties have agreed to mediation, the cost shall be shared equally between the central parties.
- c) Disputes that arise during non-instructional days (Summer Months, Christmas Break, and March Break) will have timelines automatically extended.
- d) Local grievance timelines will be held in abeyance while the dispute is in the CDRP, in the event that the matter is referred back locally.

C4.15 Voluntary Mediation /Expedited Meditation

- a) The central parties may, on mutual agreement, request the assistance of a mediator.
- b) Where the central parties have agreed to mediation, the cost shall be shared equally between the central parties.
- c) Timelines shall be held in abeyance from the time of referral to mediation until the completion of the mediation process. The referral of a grievance to mediation is without prejudice to either parties' position on jurisdictional matters, including timeliness.

CUPE – PART A – CENTRAL TERMS

- d) The Parties agree to refer any mediation to agreed-upon mediator(s). In selecting a mediator, the parties shall have regard to reasonable availability, sector knowledge, and linguistic competence.
- e) Following ratification, the parties shall contact mediator(s) to establish three dates for mediation. Dates shall be scheduled in consultation with the parties. One of the expedited mediation sessions shall be conducted in French and two of the expedited mediation sessions shall be conducted in English every school year of the agreement unless agreed otherwise by the parties.
- f) It is understood that the resolution of any grievance under the mediation process shall be without prejudice and shall not be raised or relied upon by either party or the Crown in any future proceeding, except for enforcement purposes.
- g) The parties may jointly set down up to 5 (five) grievances for each review.
- h) The mediator shall have the authority to assist the parties in a mediated resolution to the grievance.
- i) Each party shall prepare a mediation brief to assist the mediator, which shall include the following:
 - A short description of the grievance.
 - A statement of relevant facts.
 - A list of any relevant provisions of the collective agreement.
 - Any relevant documentation.
- j) The description of the grievance and the relevant facts shall not be typically longer than two pages.
- k) The party raising the grievance shall provide the opposing party (and the Crown, where applicable) with a complete brief no later than thirty (30) days prior to the scheduled review.
- l) The responding party shall provide their brief no later than five (5) days prior to the scheduled review.
- m) The Crown may provide a brief no later than two (2) days prior to the review.
- n) Where the matter is not resolved, the mediator is not seized to arbitrate the grievance.

C4.16 Arbitration

- a) Arbitration shall be by a single arbitrator.
- b) In order to have an expeditious process, the parties shall consider sharing prior to the hearing the following, “Written Briefs”, “Will Say Statements” “Agreed Statement of Facts” and the case law the parties intend to rely on. The parties will make best efforts to respond to disclosure requests in a timely fashion prior to the hearing.
- c) The central parties shall use the mutually agreed-to list of arbitrators set out in Letter of

CUPE – PART A – CENTRAL TERMS

Understanding #7. Arbitrators on the list will be used in rotation, based on availability. On mutual agreement, the parties may add to or delete from the list during the term of the agreement, as required.

- d) The Parties shall select an arbitrator from the list to subject to their availability to hear the matter within eighteen (18) months, on a date convenient to the parties. If none of the arbitrators on the list are able to convene a hearing within eighteen (18) months the parties shall appoint a mutually agreed to arbitrator who is available within eighteen (18) months.
- e) The central parties may refer multiple grievances to a single arbitrator.
- f) The cost of proceedings, including arbitrator fees and rental of space, shall be shared equally between the central parties.
- g) This does not preclude either Party from proceeding to expedited arbitration under the Labour Relations Act.

C5.00 BENEFITS

The parties have agreed to participate in the Provincial Benefit Trust set out in the CUPE Education Workers Benefit Trust Agreement and Declaration of Trust "CUPE EWBT" established February 28, 2018. The date on which the board and the bargaining unit commenced participation in the Trust shall be referred to herein as the "Participation Date".

The parties agree that, once all employees to whom this memorandum of settlement applies transition to the CUPE EWBT, all references to existing life, health and dental benefits plans in the applicable local collective agreement shall be removed from that local agreement.

Consistent with section 144.1 of the Income Tax Act (Canada) ("ITA") Boards' benefit plans can only be moved into the Trust, such that the Trust will be in compliance with the ITA and Canada Revenue Agency administrative requirements for an ELHT.

Post Participation Date, the following shall apply:

C5.1 Eligibility and Coverage

- a) The Trust will maintain eligibility for CUPE represented employees who currently have benefits and any newly hired eligible employee covered by the local terms of applicable collective agreement ("CUPE represented employees").
- b) The Trust is also permitted to provide coverage to other active employee groups in the education sector with the consent of their bargaining agents and employer or, for non-union groups, in accordance with an agreement between the Trustees and the applicable Board.
- c) Retirees who were previously represented by CUPE, who were, and still are members of a Board benefit plan as at the participation date are eligible to receive benefits through the CUPE EWBT based on prior arrangements with the Board.

CUPE – PART A – CENTRAL TERMS

d) No individuals who retire after the Participation Date are eligible.

C5.2 Funding

Funding related to the CUPE EWBT will be based on the following:

a) Funding amounts:

- September 1, 2022: increase of 1% (\$5,712.00 per FTE)
- September 1, 2023: increase of 1% (\$5,769.12 per FTE)
- September 1, 2024: increase of 1% (\$5,826.82 per FTE)
- September 1, 2025: increase of 1% (\$5,885.08 per FTE)
- August 31, 2026: increase of 4% (\$6,120.48 per FTE)

C5.3 Cost Sharing

The terms and conditions of any existing Employee Assistance Program/Employee Family Assistance Program shall remain the responsibility of the respective Board and not the Trust maintaining current employer and employee co-share where they exist. The Board shall maintain its contribution to all statutory benefits as required by legislation (including but not limited to Canada Pension Plan, Employment Insurance, Employer Health Tax, etc.).

Any cost sharing or funding arrangements regarding the EI rebate will remain status quo.

C5.4 Full-Time Equivalent (FTE) and Employer Contributions

- a) The FTE used to determine the Board's benefits contributions will be based on the average of the Board's FTE as of October 31st and March 31st of each year.
- b) For the purposes of (a) above, the FTE positions will be those consistent with Appendix H of the Education Finance Information System (EFIS) for job classifications that are eligible for benefits.
- c) Amounts previously paid under (a) above will be reconciled to the agreed October 31st and March 31st FTE and any identified difference will be remitted to the Trust in a lump sum on or before the last day of the month following reconciliation.
- d) In the case of a dispute regarding the FTE number of members for whom the provincial benefits package is being provided, the dispute will be resolved between the Board and CUPE. If no resolution to the issue can be achieved, it shall be subject to the Central Dispute Resolution Process.

C5.5 Payment in Lieu of Benefits

- a) All employees not transferred to the Trust who received pay in lieu of benefits under a collective agreement in effect as of August 31, 2014, shall continue to receive the same benefit.
- b) New hires after the Participation Date who are eligible for benefits from the CUPE EWBT are not eligible for pay in lieu of benefits.

C5.6 Benefits Committee

- a) A benefits committee comprised of the employee representatives, the employer representatives, including the Crown, and Trust Representatives will meet to address all matters that may arise in the operation of the Trust. This committee is currently known as "TRAC 3".

CUPE – PART A – CENTRAL TERMS

C5.7 Privacy

- a) The Parties agree to inform the Trust Plan Administrator, that in accordance with applicable privacy legislation, the Trust Plan Administrator shall limit the collection, use and disclosure of personal information to information that is necessary for the purpose of providing benefits administration services. The Trust Plan Administrator’s policy shall also be based on the Personal Information Protection and Electronic Documents Act (PIPEDA).

C6.00 SICK LEAVE

C6.1 Sick Leave/Short Term Leave and Disability Plan

Definitions:

The definitions below shall be exclusively used for this article.

“**Full year**” refers to the ordinary period of employment for the position.

“**Permanent Employees**” – means all employees who are not casual employees, or employees working in a long-term supply assignment, as defined below.

“**Long Term Supply Assignment**” means, in relation to an employee,

- i) a long-term supply assignment within the meaning of the local collective agreement, or where no such definition exists, a long-term supply assignment will be defined as twelve (12) days of continuous employment in one assignment.
- ii) where no such definition exists, a long-term supply assignment will be defined as twelve (12) days of continuous employment in one assignment.

“**Casual Employees**” means,

- i) A casual employee within the meaning of the local collective agreement,
- ii) If clause (i) does not apply, an employee who is a casual employee as agreed upon by the board and the bargaining agent, or
- iii) If clauses (i) and (ii) do not apply, an employee who is not regularly scheduled to work.

Notwithstanding the above, an employee working in a Long-Term Supply Assignment shall not be considered a casual employee for purposes of sick leave entitlement under this article while working in the assignment.

“**Fiscal Year**” means September 1 to August 31.

“**Wages**” is defined as the amount of money the employee would have otherwise received over a period of absence, excluding overtime.

a) Sick Leave Benefit Plan

The Board will provide a Sick Leave Benefit Plan which will provide sick leave days and short-term disability coverage to provide protection against loss of income when ill or injured as defined below. An employee, other than a casual employee as defined above, is eligible for

CUPE – PART A – CENTRAL TERMS

benefits under this article.

Sick leave days may be used for reasons of personal illness, personal injury, personal medical appointments, or personal dental emergencies only. Appointments shall be scheduled outside of working hours, where possible.

Employees receiving benefits under the Workplace Safety and Insurance Act, or under an LTD plan, are not entitled to benefits under a school board's sick leave and short-term disability plan for the same condition.

b) Sick Leave Days Payable at 100% Wages

Permanent Employees

Subject to paragraphs d), e) and f) below, Employees will be allocated eleven (11) sick days payable at one hundred percent (100%) of wages on the first day of each fiscal year, or the first day of employment.

Employees on Long-Term Supply Assignments

Subject to paragraph d) below, Employees completing a full-year long-term supply assignment shall be allocated eleven (11) sick days payable at one hundred percent (100%) of wages at the start of the assignment. An employee completing a long-term supply assignment that is less than a full year will be allocated eleven (11) sick days payable at one hundred percent (100%) reduced to reflect the proportion the long-term supply assignment bears to the length of the regular work year for the position.

c) Short Term Disability Coverage – Days Payable at 90% Wages

Permanent Employees

Subject to paragraphs d), e) and f) below, permanent Employees will be allocated one hundred and twenty (120) short-term disability days at the start of each fiscal year or the first day of employment. Permanent Employees eligible to access short-term disability coverage shall receive payment equivalent to ninety percent (90%) of regular wages.

Employees on Long-Term Supply Assignments

Subject to paragraph d) below, Employees completing a full year long-term supply assignment shall be allocated one hundred and twenty (120) short-term disability days payable at ninety percent (90%) of wages at the start of the assignment.

An employee completing a long-term supply assignment that is less than a full year will be allocated one hundred and twenty (120) short-term disability days payable at ninety percent (90%) of wages reduced to reflect the proportion the long-term supply assignment bears to the length of the regular work year for the position.

d) Eligibility and Allocation

A sick leave day/short term disability leave day will be allocated and paid in accordance with current local practice.

Any changes to hours of work during a fiscal year shall result in an adjustment to the allocation.

CUPE – PART A – CENTRAL TERMS

Permanent Employees

The allocations outlined in paragraphs b) and c) above will be provided on the first day of each fiscal year, or the first day of employment, subject to the exceptions below: Where a permanent Employee is accessing sick leave and/or the short-term disability plan in a fiscal year and the absence continues into the following fiscal year for the same medical condition, the permanent Employee will continue to access any unused sick leave days or short-term disability days from the previous fiscal year's allocation.

A new allocation will not be provided to the permanent Employee until s/he has returned to work and completed eleven (11) consecutive working days at their regular working hours. The permanent Employee's new sick leave allocation will be eleven (11) sick leave days payable at one hundred percent (100%) wages. The permanent Employee will also be allocated one hundred and twenty (120) short-term disability leave days based on the provisions outlined in c) above reduced by any paid sick days already taken in the current fiscal year.

If a permanent Employee is absent on his/her last regularly scheduled workday and the first regularly scheduled workday of the following year for unrelated reasons, the allocation outlined above will be provided on the first day of the fiscal year, provided the employee submits medical documentation to support the absence, in accordance with paragraph (h).

Employees on Long-Term Supply Assignments

Employees completing long term supply assignments may only access sick leave and short-term disability leave in the fiscal year in which the allocation was provided. Any remaining allocation may be used in subsequent long-term supply assignments, provided these occur within the same fiscal year.

Employees employed in a long-term supply assignment which is less than the ordinary period of employment for the position shall have their sick leave and short-term disability allocations pro-rated accordingly. Where the length of the long-term supply assignment is not known in advance, a projected length must be determined at the start of the assignment in order for the appropriate allocation of sick leave/short-term disability leave to occur. If a change is made to the length of the assignment, an adjustment will be made to the allocation and applied retroactively.

e) Refresh Provision for Permanent Employees

Permanent Employees returning from LTD or workplace insurance leave to resume their regular working hours must complete eleven (11) consecutive working days at their regular working hours to receive a new allocation of sick/short-term disability leave. If the Employee has a recurrence of the same illness or injury, s/he is required to apply to reopen the previous LTD or WSIB claim, as applicable.

The Local union and Local school board agree to continue to cooperate in the implementation and administration of early intervention and safe return to work processes as a component of the Short-Term Leave and Long-Term Disability Plans.

In the event the Employee exhausts his/her sick/short-term disability leave allocation from the previous year and continues to work part-time, their salary will be reduced accordingly and a

CUPE – PART A – CENTRAL TERMS

pro-rated sick/short-term allocation for the employee's working portion of the current year will be provided. The new pro-rated sick/short-term leave allocation may not be used to top-up from part-time to full-time hours. Any changes to hours of work during a fiscal year shall result in an adjustment to the allocation.

For the purposes of d) and e) of this article, eleven (11) consecutive working days of employment shall not include a period of leave for a medical appointment, which is related to the illness/injury that had been the reason for the employee's previous absence, but days worked before and after such leave shall be considered consecutive. It shall be the employee's obligation to provide medical confirmation that the appointment was related to the illness/injury.

f) WSIB & LTD

An Employee who is receiving benefits under the Workplace Safety and Insurance Act, or under an LTD plan, is not entitled to benefits under a school board's sick leave and short-term disability plan for the same condition unless the employee is on a graduated return to work program then WSIB/LTD remains the first payor.

For clarity, where an employee is receiving partial benefits under WSIB/LTD, they may be entitled to receive benefits under the sick leave plan, subject to the circumstances of the specific situation. During the interim period from the date of the injury/incident or illness to the date of the approval by the WSIB/LTD of the claim, the employee may access sick leave and short-term leave and disability coverage. A reconciliation of sick leave deductions made, and payments provided, will be undertaken by the school board once the WSIB/LTD has adjudicated and approved the claim. In the event that the WSIB/LTD does not approve the claim, the school board shall deal with the absence consistent with the terms of the sick leave and short-term leave and disability plans.

g) Graduated Return to Work

Where an Employee is not receiving benefits from another source and is working less than his/her regular working hours in the course of a graduated return-to-work as the Employee recovers from an illness or injury, the Employee may use any unused sick/short term disability allocation remaining, if any, for the portion of the day where the Employee is unable to work due to illness or injury. A partial sick/short term leave day will be deducted for an absence of a partial day in the same proportion as the duration of the absence is to an employee's regular hours.

Where an employee returns on a graduated return to work from a WSIB/LTD claim and is working less than his/her regular hours, WSIB and LTD will be used to top up the employee's wages, as approved and if applicable.

Where an employee returns on a graduated return to work from an illness which commenced in the previous fiscal year,

- and is not receiving benefits from another source;
- and is working less than his/her regular hours of work;
- and has sick leave days and/or short-term disability days remaining from the previous year

CUPE – PART A – CENTRAL TERMS

The employee can access those remaining days to top up their wages proportional to the hours not worked.

Where an employee returns on a graduated return to work from an illness which commenced in the previous fiscal year,

- and is not receiving benefits from another source,
- and is working less than his/her regular hours of work,
- and has no sick leave days and/ or short-term disability days remaining from the previous year,

the employee will receive eleven (11) days of sick leave paid at one hundred percent (100%) of the new reduced working hours. When the employee's hours of work increase during the graduated return to work, the employee's sick leave will be adjusted in accordance with the new schedule. In accordance with paragraph c), the Employee will also be allocated one hundred and twenty (120) short-term disability days payable at ninety percent (90%) of regular salary proportional to the hours scheduled to work under the graduated return to work. The new pro-rated sick/short-term leave allocation may not be used to top-up from part-time to full-time hours.

h) Proof of Illness

Sick Leave Days Payable at 100%

A Board may request medical confirmation of illness or injury and any restrictions or limitations any Employee may have, confirming the dates of absence and the reason thereof (omitting a diagnosis). Medical confirmation is to be provided by the Employee for absences of five (5) consecutive working days or longer. The medical confirmation may be required to be provided on the form contained in Appendix C.

Short-Term Disability Leave

In order to access short-term disability leave, medical confirmation may be requested and shall be provided on the form attached as Appendix "C" to this Agreement.

In either instance where an Employee does not provide medical confirmation as requested, or otherwise declines to participate and/or cooperate in the administration of the Sick Leave Plan, access to compensation may be suspended or denied. Before access to compensation is denied, discussion will occur between the union and the school board. Compensation will not be denied for the sole reason that the medical practitioner refuses to provide the required medical information. A school board may require an independent medical examination to be completed by a medical practitioner qualified in respect of the illness or injury of the Board's choice at the Board's expense.

In cases where the Employee's failure to cooperate is the result of a medical condition, the Board shall consider those extenuating circumstances in arriving at a decision.

i) Notification of Sick Leave Days

The Board shall notify employees and the Bargaining Unit, when they have exhausted their

CUPE – PART A – CENTRAL TERMS

eleven (11) days allocation of sick leave at one hundred percent (100%) of salary.

j) Pension Contributions While on Short Term Disability

Contributions for OMERS Plan Members:

When an employee/plan member is on short-term sick leave and receiving less than one hundred percent (100%) of regular salary, the Board will continue to deduct and remit OMERS contributions based on one hundred percent (100%) of the employee/plan member's regular pay.

Contributions for OTPP Plan Members:

- i. When an employee/plan member is on short-term sick leave and receiving less than one hundred percent (100%) of regular salary, the Board will continue to deduct and remit OTPP contributions based on one hundred percent (100%) of the employee/plan member's regular pay.
- ii. If the plan employee/plan member exceeds the maximum allowable paid sick leave before qualifying for Long-Term Disability (LTD)/Long Term Income Protection (LTIP), pension contributions will cease. The employee/plan member is entitled to complete a purchase of credited service, subject to existing plan provisions for periods of absence due to illness between contributions ceasing under a paid short-term sick leave provision and qualification for Long-Term Disability (LTD)/Long-Term Income Protection (LTIP) when employee contributions are waived. If an employee/plan member is not approved for LTD/LTIP, such absence shall be subject to existing plan provisions.

k) Top-up Provisions

Employees accessing short-term disability leave as set out in paragraph c) will have access to any unused sick leave days from their last fiscal year worked for the purpose of topping up wages to one hundred percent (100%) under the short-term disability leave.

This top-up is calculated as follows:

Eleven (11) days less the number of sick leave days used in the most recent fiscal year worked.

Each top-up to one hundred percent (100%) from ninety (90) to one hundred percent (100%) requires the corresponding fraction of a day available for top-up.

In addition to the top-up bank, top-up for compassionate reasons may be considered at the discretion of the board on a case-by-case basis. The top-up will not exceed two (2) days and is dependent on having two (2) unused Short-Term Paid Leave Days/Miscellaneous Personal Leave Days in the current year. These days can be used to top-up salary under the short-term disability leave.

When employees use any part of a short-term disability leave day, they may access their top up bank to top up their salary to one hundred percent (100%).

l) Sick Leave to Establish EI Maternity Benefits

If the Employee will be able to establish a new EI Maternity Benefit claim in the six weeks immediately following the birth of her child through access to sick leave at one hundred percent

CUPE – PART A – CENTRAL TERMS

(100%) of her regular salary, she shall be eligible for up to six (6) weeks leave at one hundred percent (100%) of her regular salary without deduction from the sick days or short-term disability leave days (remainder of six (6) weeks topped-up as SEB).

C7.00 CENTRAL LABOUR RELATIONS COMMITTEE**C7.1 Preamble**

The Council of Trustees' Associations (CTA) and the Canadian Union of Public Employees (CUPE) agree to establish a joint Central Labour Relations Committee (Committee) to promote and facilitate communication between rounds of bargaining on issues of joint interest.

C7.2 Membership

The Committee shall include four (4) representatives from CUPE/SCFP and four (4) representatives from the CTA. The parties may mutually agree to invite the Crown and/or other persons to attend meetings in order to provide support and resources as required.

C7.3 Co-Chair Selection

CUPE/SCFP and CTA representatives will each select one (1) co-chair. The two (2) Co-Chairs will govern the group's agendas, work and meetings.

C7.4 Meetings

The Committee will meet within sixty (60) calendar days of the ratification of the central terms of the collective agreement. The Committee shall meet on agreed upon dates three (3) times in each school year, or more often as mutually agreed.

C7.5 Agenda and Minutes

- a) Agendas of reasonable length detailing issues in a clear and concise fashion will be developed jointly between the co-chairs, translated into the French language and provided to committee members at least ten (10) working days prior to the scheduled date of the meeting. Agenda items should be of general concern to the parties as opposed to personal concerns of individual employees. It is not the mandate of the Committee to deal with matters that have been filed as central disputes. With mutual consent, additional items may be added prior to, or at the meeting.
- b) The minutes will be produced by the CTA and agreed upon by the parties on an item-by-item basis. The minutes will reflect the items discussed and any agreement or disagreement on solutions. Where the matter is deferred, the minutes will reflect which party is responsible for follow-up. The minutes will be translated into the French language and authorized for distribution to the parties and the Crown once signed by a representative from both parties.

C7.6 Without Prejudice and Precedent

The parties to the Committee agree that any discussion at the Committee will be on a without prejudice and without precedent basis, unless agree e otherwise.

C7.7 Cost of Labour Relations Meetings

The parties agree that efforts will be made to minimize costs related to the committee.

CUPE – PART A – CENTRAL TERMS

C8.00 CUPE/SCFP MEMBERS ON PROVINCIAL COMMITTEES

CUPE/SCFP appointees to Provincial Committees will not have their participation charged against local collective agreement union release time or days.

C9.00 ATTENDANCE AT MANDATORY MEETINGS/SCHOOL EVENTS

Where an employee is required through clear direction by the board to attend work outside of regular working hours, the provisions of the local collective agreement regarding hours of work and compensation, including any relevant overtime/lieu time provisions, shall apply.

Required attendance outside of regular working hours may include, but is not limited to school staff meetings, parent/teacher interviews, curriculum nights, Individual Education Plan and Identification Placement Review Committee meetings, and consultations with board professional staff.

C10.00 CASUAL SENIORITY EMPLOYEE LIST

On or before September 1, 2016, school boards shall establish a seniority list for casual/temporary employees, where a list does not currently exist. This will be a separate list from permanent employees and shall have as its sole purpose to track length of service with the Board. Further, the list shall have no other force or effect on local collective agreements other than those that may already exist for casual/temporary employees in the 2008-12 local collective agreement.

C11.00 UNION REPRESENTATION AS IT RELATES TO CENTRAL BARGAINING

Negotiations Committee

At all central bargaining meetings with the Employer representatives the union will be represented by the OSBCU negotiations committee.

The union will be consulted prior to the tendering process for the broader central bargaining location. The tendering process shall be conducted in accordance with the OPS Procurement Directive.

C12.00 STATUTORY LEAVES OF ABSENCE/SUPPLEMENTAL EMPLOYMENT BENEFITS (SEB)

C12.1 Family Medical Leave or Critical Illness Leave

- a) Family Medical Leave or Critical Illness leaves granted to an employee under this Article shall be in accordance with the provisions of the Employment Standards Act, as amended.
- b) The employee will provide to the employer such evidence as necessary to prove entitlement under the ESA.
- c) An employee contemplating taking such leave(s) shall notify the employer of the intended date the leave is to begin and the anticipated date of return to active employment.
- d) Seniority and experience continue to accrue during such leave(s).
- e) Where an employee is on such leave(s), the Employer shall continue to pay its share of the benefit premiums, where applicable. To maintain participation and coverage under the Collective Agreement, the employee must agree to provide for payment for the employee's

CUPE – PART A – CENTRAL TERMS

share of the benefit premiums, where applicable.

- f) In order to receive pay for such leaves, an employee must access Employment Insurance and the Supplemental Employment Benefit (SEB) in accordance with g) to j), if allowable by legislation. An employee who is eligible for E.I. is not entitled to benefits under a school board's sick leave and short-term disability plan.

Supplemental Employment Benefits (SEB)

- g) The Employer shall provide for permanent employees who access such Leaves, a SEB plan to top up their E.I. Benefits. The permanent employee who is eligible for such leave shall receive one hundred percent (100%) salary for a period not to exceed eight (8) weeks provided the period falls within the work year and during a period for which the permanent employee would normally be paid. The SEB Plan pay will be the difference between the gross amount the employee receives from E.I. and their regular gross pay.
- h) Employees completing a term assignment shall also be eligible for the SEB plan with the length of the benefit limited by the length of the assignment.
- i) SEB payments are available only to supplement E.I. benefits during the absence period as specified in this plan.
- j) The employee must provide the Board with proof that he/she has applied for and is in receipt of employment insurance benefits in accordance with the Employment Insurance Act, as amended, before SEB is payable.

C13.00 MERGER, AMALGAMATION OR INTEGRATION

The parties (OSBCU and the CTA) agree to meet within thirty (30) days (or another mutually agreed time) of receiving written notice of a decision to fully or partially merge, amalgamate or integrate a school board or authority. The Crown shall receive an invitation to participate in the meeting. The parties agree to discuss the impact to the affected school board or authority of the merger, amalgamation or integration, including possible redeployment strategies.

C14.00 SPECIALIZED JOB CLASSES

The following language applies to a particular position that requires post-secondary training, licensing, and is not funded on a provincial grid. It also includes a position in the information technology sector requiring specialized skills.

Where a school board determines that an evaluation is necessary, and where the compensation package for the position is determined to be below the local market value outside of the education sector, as evidenced by a local market value assessment, the applicable school board may adjust the base wage or salary rate for the position following a discussion between the local Parties.

CUPE – PART A – CENTRAL TERMS

C15.00 PROFESSIONAL ACTIVITY DAYS

The parties agree that if the Ministry of Education declares a change in the number of PA Days the following shall apply:

The parties agree that there will be no loss of pay for CUPE members (excluding casual employees) as a result of the change in the number of PA Days determined by the Ministry of Education. The scheduling of PA days shall not change the number of paid days for the work year as per the Collective Agreement.

CUPE – PART A – CENTRAL TERMS

APPENDIX B

Sick Leave Credit-Based Retirement Gratuities (where applicable)

1. An Employee is not eligible to receive a sick leave credit gratuity after August 31, 2012, except a sick leave credit gratuity that the Employee had accumulated and was eligible to receive as of that day.
2. If the Employee is eligible to receive a sick leave credit gratuity, upon the Employee's retirement, the gratuity shall be paid out at the lesser of,
 - a) the rate of pay specified by the board's system of sick leave credit gratuities that applied to the Employee on August 31, 2012; and
 - b) the Employee's salary as of August 31, 2012.
3. If a sick leave credit gratuity is payable upon the death of an Employee, the gratuity shall be paid out upon death consistent with the rate in accordance with subsection (2).
4. For greater clarity, all eligibility requirements must have been met as of August 31, 2012 to be eligible for the aforementioned payment upon retirement, and except where there are grievances pending, the Employer and union agree that any and all wind-up payments to which Employees without the necessary years of service were entitled to under Ontario Regulation 01/13: Sick Leave Credits and Sick Leave Credit Gratuities, have been paid.
5. For the purposes of the following board, despite anything in the board's system of sick leave credit gratuities, it is a condition of eligibility to receive a sick leave credit gratuity that the Employee have ten (10) years of service with the board:
 - i. Near North District School Board
 - ii. Hamilton-Wentworth District School Board
 - iii. Huron Perth Catholic District School Board
 - iv. Peterborough Victoria Northumberland and Clarington Catholic District School Board
 - v. Hamilton-Wentworth Catholic District School Board
 - vi. Waterloo Catholic District School Board
 - vii. Limestone District School Board
 - viii. Conseil scolaire catholique MonAvenir
 - ix. Conseil scolaire Viamonde

Other Retirement Gratuities

An employee is not eligible to receive any non-sick leave credit retirement gratuity (such as, but not limited to, service gratuities or RRSP contributions) after August 31, 2012.

CUPE – PART A – CENTRAL TERMS

APPENDIX c - Medical Certificate

PART 1

The Board may request this medical confirmation in accordance with Article C6.1 h)

Part 2 of this form is to provide the Employer with information to assess whether the employee is able to perform the essential duties of their position and to understand restrictions and/or limitations to assess workplace accommodation if necessary.

Part 2 need only be completed for a return to work that requires an accommodation

<p>I, _____</p> <p>hereby authorize my Health Care Professional(s)</p> <p>_____</p> <p>to disclose medical information to my employer,</p> <p>_____</p> <p>In order to determine my ability to fulfill my duties as a</p> <p>_____</p> <p>from a medical standpoint, and whether my medical situation is such that it can support my sustained return to work in the foreseeable future. To this end, I specifically authorize my Health Care Professional(s) to respond to those questions from my employer set out in the medical certificate dated</p> <p>dd _____ mm _____ vvvv for</p> <p>my absence starting on the</p> <p>dd _____ mm _____ vvvv</p> <p>Signature _____ Date _____</p>	<p>Dear Health Care Professional, please be advised that the Employer has an accommodation and return to work program. The parties acknowledge that the employer has an obligation to provide reasonable accommodation to the point of undue hardship, and that the employee has an obligation to cooperate with reasonable accommodation measures. Consistent with this understanding, and with the objective of returning employees to active employment as soon as possible, we would ask the medical professional to provide as full and detailed information as possible.</p> <p><u>Please return the completed form to the attention of:</u></p> <p>_____</p>
---	--

CUPE – PART A – CENTRAL TERMS

Employee ID:	Telephone No:
Employee Address:	Work Location:

Health Care Professional: The following information should be completed by the Health Care Professional

First Day of Absence:

General Nature of Illness* (*please do not include diagnosis*):

Date of Assessment: dd mm yyyy	No limitations and/or restrictions <input type="checkbox"/> Return to work date: dd mm yyyy For limitations and restrictions, please complete Part 2.
---	---

Health Care Professional, please complete the confirmation and attestation in Part 3

PART 2 – Physical and/or Cognitive Abilities

Health Care Professional to complete. Please outline your patient’s abilities and/or restrictions based on your objective medical findings. (*please complete all that is applicable*)

CUPE – PART A – CENTRAL TERMS

PHYSICAL (if applicable)												
Walking: <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 100 meters <input type="checkbox"/> 100-200 meters <input type="checkbox"/> Other (specify):	Standing: <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 15 minutes <input type="checkbox"/> 15-30 minutes <input type="checkbox"/> Other (specify):	Sitting: <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 30 minutes <input type="checkbox"/> 30 minutes – 1 hour <input type="checkbox"/> Other (specify):	Lifting from floor to waist: <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5-10 kilograms <input type="checkbox"/> Other (specify):									
Lifting from Waist to Shoulder: <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5-10 kilograms <input type="checkbox"/> Other (specify):	Stair Climbing: <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 5 steps <input type="checkbox"/> 6-12 steps <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Use of hand(s): <table border="0"> <tr> <td style="text-align: center;">Left Hand</td> <td style="text-align: center;">Right Hand</td> </tr> <tr> <td><input type="checkbox"/> Gripping</td> <td><input type="checkbox"/> Gripping</td> </tr> <tr> <td><input type="checkbox"/> Pinching</td> <td><input type="checkbox"/> Pinching</td> </tr> <tr> <td><input type="checkbox"/> Other (specify):</td> <td><input type="checkbox"/> Other (specify):</td> </tr> </table>			Left Hand	Right Hand	<input type="checkbox"/> Gripping	<input type="checkbox"/> Gripping	<input type="checkbox"/> Pinching	<input type="checkbox"/> Pinching	<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Other (specify):
Left Hand	Right Hand											
<input type="checkbox"/> Gripping	<input type="checkbox"/> Gripping											
<input type="checkbox"/> Pinching	<input type="checkbox"/> Pinching											
<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Other (specify):											
<input type="checkbox"/> Bending/twisting repetitive movement of (please specify):	<input type="checkbox"/> Work at or above shoulder activity:	<input type="checkbox"/> Chemical exposure to:	Travel to Work: Ability to use public transit Ability to drive car	<input type="checkbox"/> Yes <input type="checkbox"/> No <hr/> <input type="checkbox"/> Yes <input type="checkbox"/> No								

CUPE – PART A – CENTRAL TERMS

COGNITIVE (if applicable)			
<p>Attention and Concentration:</p> <p><input type="checkbox"/> Full Abilities</p> <p><input type="checkbox"/> Limited Abilities</p> <p><input type="checkbox"/> Comments:</p>	<p>Following Directions:</p> <p><input type="checkbox"/> Full Abilities</p> <p><input type="checkbox"/> Limited Abilities</p> <p><input type="checkbox"/> Comments:</p>	<p>Decision-Making/Supervision:</p> <p><input type="checkbox"/> Full abilities</p> <p><input type="checkbox"/> Limited Abilities</p> <p><input type="checkbox"/> Comments:</p>	<p>Multi-Tasking:</p> <p><input type="checkbox"/> Full abilities</p> <p><input type="checkbox"/> Limited Abilities</p> <p><input type="checkbox"/> Comments:</p>
<p>Ability to Organize:</p> <p><input type="checkbox"/> Full abilities</p> <p><input type="checkbox"/> Limited Abilities</p> <p><input type="checkbox"/> Comments:</p>	<p>Memory:</p> <p><input type="checkbox"/> Full abilities</p> <p><input type="checkbox"/> Limited Abilities</p> <p><input type="checkbox"/> Comments:</p>	<p>Social Interaction:</p> <p><input type="checkbox"/> Full abilities</p> <p><input type="checkbox"/> Limited Abilities</p> <p><input type="checkbox"/> Comments:</p>	<p>Communication:</p> <p><input type="checkbox"/> Full abilities</p> <p><input type="checkbox"/> Limited Abilities</p> <p><input type="checkbox"/> Comments:</p>

CUPE – PART A – CENTRAL TERMS

Please identify the assessment tool(s) used to determine the above abilities (*Examples: Lifting tests, grip strength tests, Anxiety Inventories, Self-Reporting, etc.*).

Additional comments on **Limitations (not able to do) and/or Restrictions (should/must not do) for all medical conditions:**

Health Care Professional: The following information should be completed by the Health Care Professional

From the date of this assessment, the above will apply for approximately:

1-2 days 3-7 days 8-14 days

15 + days Permanent

Have you discussed return to work with your patient?

Yes No

Recommendations for work hours and start date (if applicable):

Regular full-time hours Modified Hours

Graduated hours

Start Date: **dd mm yyyy**

CUPE – PART A – CENTRAL TERMS

Is the patient on an active treatment plan?: Yes No

Has a referral to another Health Care Professional been made?

Yes (optional - please specify): _____ No

If a referral has been made, will you continue to be the patient's primary Health Care Provider?

Yes No

Please check one:

- Patient is capable of returning to work with no restrictions.
- Patient is capable of returning to work with restrictions. **(Complete Part 2)**
- I have reviewed Part 2 above and have determined that the Patient is totally disabled and is unable to return to work at this time.

Recommended date of next appointment to review Abilities and/or Restrictions: dd mm yyyy

PART 3 – Confirmation and Attestation

Health Care Professional: The following information should be completed by the Health Care Professional

I confirm all of the information provided in this attestation is accurate and complete:

Completing Health Care Professional Name:
(Please Print)

Date:

Telephone Number:

Signature:

CUPE – PART A – CENTRAL TERMS

* “General Nature of Illness” (or injury) suggests a general statement of a person’s illness or injury in plain language without any technical medical details, including diagnosis. Although revealing the nature of an illness may suggest the diagnosis, it will not necessarily do so. “Nature of illness” and “diagnosis” are not congruent terms. For example, a statement that a person has a cardiac or abdominal condition or that s/he has undergone surgery in that respect reveals the essence of the situation without revealing a diagnosis.

Additional or follow up information may be requested as appropriate.

CUPE – PART A – CENTRAL TERMS

LETTER OF UNDERSTANDING #1

BETWEEN

**The Canadian Union of Public Employees
(Hereinafter 'CUPE')**

AND

**The Council of Trustees' Associations
(Hereinafter the 'CTA/CAE')**

Re: Status Quo Central Items

The parties agree that the following central issues have been addressed at the central table and that the language relating to these provisions shall remain status quo. For further clarity, if language exists in part B, the following items are to be retained as written in the 2019-2022 collective agreements. The issues listed below shall not be subject to local bargaining or to amendment by the local parties.

Issues:

- Paid Vacations
- Work week (excluding scheduling)
- Work year (excluding scheduling)
- Hours of Work (excluding scheduling)
- Preparation Time
- Staffing levels (including staffing levels related to permits and leases and replacement staffing)
- Allowances/Premiums
- OMERS
- LTD

CUPE – PART A – CENTRAL TERMS

LETTER OF UNDERSTANDING #2

BETWEEN

The Canadian Union of Public Employees (Hereinafter 'CUPE')
AND

The Council of Trustees' Associations (Hereinafter the 'CTA/CAE')

Re: Status Quo Central Items and Items Requiring Amendment and Incorporation

The parties agree that the following central issues have been addressed at the central table and that the provisions shall remain status quo or are altered as outlined below. The following language must, however, be aligned with current local provisions. The following issues are not subject to local bargaining or amendment by the local parties. Any disputes arising from these provisions may form the subject of a central dispute.

PREGNANCY/PARENTAL LEAVES OF ABSENCE/SEB – EI WAITING PERIOD

The parties agree that the issue of the statutory amendment to the Employment Insurance Act resulting in a reduction of the employment insurance waiting period has been addressed at the central table and the intent of any existing local collective agreement provisions shall remain status quo. Therefore, where a school board's local collective agreement language references a two-week waiting period and required payment for the two-week waiting period, the board shall ensure that the funds payable from the board to a permanent employee taking an approved leave of twelve (12) months or greater, shall reflect the full sum that would have been payable prior to the reduction of the waiting period.

Provisions with regard to waiting periods and/or payments during such waiting periods shall not be subject to local bargaining or amendment by local parties. However, existing local collective agreement language may need to be revised in order to align with the terms herein and to accord with the relevant statutory change that reduced the waiting period to one week.

STATUTORY/PUBLIC HOLIDAYS

School boards shall ensure that within their local collective agreement terms, Family Day is included as a statutory/public holiday.

WSIB TOP-UP

If a class of employee was entitled to receive WSIB top-up on August 31, 2012 deducted from sick leave, the parties who have not yet do so must incorporate those same provisions without deduction from sick leave. The top-up amount to a maximum of four (4) years and six (6) month shall be included in the 2019-2022 collective agreement.

For parties who have yet to incorporate or aligned local language into the 2014-2017 collective agreement, the following shall apply:

Common Central Provisions

Maternity Benefits/SEB Plan

- a) **A full-time and part-time permanent Employee who is eligible for pregnancy leave pursuant to the Employment Standards Act, shall receive *100% salary through a Supplemental Employment Benefit (SEB) plan for a total of *eight (8) weeks (*or insert local superior provision reflecting status**

CUPE – PART A – CENTRAL TERMS

quo) immediately following the birth of her child with no deduction from sick leave or the Short Term Leave Disability Program (STLDP).

- b) Full-time and part-time permanent Employees not eligible for a SEB plan as a result of failing to qualify for Employment Insurance will be eligible to receive 100% of salary from the employer for a total of eight (8) weeks with no deduction from sick leave or STLDP.**
- c) Where any part of the eight (8) weeks falls during the period of time that is not eligible for pay (i.e. summer, March Break, etc.), the full eight (8) weeks of top up shall continue to be paid.**
- d) Full-time and part-time permanent Employees who require longer than the eight (8) week recuperation period shall have access to sick leave and the STLDP subject to meeting the requirements to provide acceptable medical verification.**
- e) Employees completing a long-term supply assignment of six (6) months or more shall be eligible for the SEB as described herein for a maximum of eight (8) weeks or the remaining number of weeks in their current assignment after the birth of her child, whichever is less.**
- f) Employees not defined above have no entitlement to the benefits outlined in this article.**

SHORT-TERM PAID LEAVES

The parties agree that the issue of short-term paid leaves has been addressed at the central table and the provisions shall remain status quo to the provisions in current local collective agreements. For clarity, any leave of absence in the 2008-2012 local collective agreement that utilized deduction from sick leave, for reasons other than personal illness shall be granted without loss of salary or deduction from sick leave, to a maximum of five (5) days per school year. For further clarity, those boards that had five (5) or less shall remain at that level. Boards that had five (5) or more days shall be capped at five (5) days. These days shall not be used for the purpose of sick leave, nor shall they accumulate from year to year.

Short-term paid leave provisions in the 2008-12 collective agreement that did not utilize deduction from sick leave remain status quo and must be incorporated into the 2014-17 collective agreement.

Provisions with regard to short-term paid leaves shall not subject to local bargaining or amendment by local parties. However, existing local collective agreement language may need to be revised in order to align with the terms herein.

RETIREMENT GRATUITIES

The issue of Retirement Gratuities has been addressed at the Central Table and the parties agree that formulae contained in current local collective agreements for calculating Retirement Gratuities shall govern payment of retirement gratuities and be limited in their application to terms outlined in Appendix B - Retirement Gratuities.

The following language shall be inserted unaltered as a preamble to Retirement Gratuity language into every collective agreement:

“Retirement Gratuities were frozen as of August 31, 2012. Employees are not eligible to receive a sick leave credit gratuity or any non-sick leave credit retirement gratuity (such as, but not limited

CUPE – PART A – CENTRAL TERMS

to, service gratuities or RRSP contributions) after August 31, 2012, except a sick leave credit gratuity that the Employee had accumulated and was eligible to receive as of that day. The following language applies only to those employees eligible for the gratuity above.”

SICK LEAVE TO BRIDGE LONG-TERM DISABILITY WAITING PERIOD

Boards which have Long-Term Disability waiting periods greater than 131 days shall ensure there is language that accords with the following entitlement:

An Employee who has applied for long-term disability is eligible for additional short-term disability leave days up to the maximum difference between the long-term disability waiting period and 131 days. The additional days shall be payable at 90% and shall be used only to bridge the employee to the long-term disability waiting period if, under a collective agreement in effect on August 31, 2012, the employee was required to wait more than 131 days before being eligible for benefits under a long-term disability plan and the collective agreement did not allow the employee the option of reducing that waiting period.

CUPE – PART A – CENTRAL TERMS

LETTER OF UNDERSTANDING #3

BETWEEN

**The Canadian Union of Public Employees
(Hereinafter 'CUPE')**

AND

**The Council of Trustees' Associations
(Hereinafter the 'CTA/CAE')**

Re: Job Security: Protected Complement

The parties acknowledge that education workers contribute in a significant way to student achievement and well-being.

1. Effective as of the date of central ratification, the Board undertakes to maintain its Protected Complement, except in cases of:
 - a) A catastrophic or unforeseeable event or circumstance;
 - b) Declining enrolment;
 - c) Funding reductions directly related to services provided by bargaining unit members; or
 - d) School closure and/or school consolidation.

2. Where complement reductions are required pursuant to 1. above, they shall be achieved as follows:
 - a) In the case of declining enrolment, complement reductions shall occur at a rate not greater than the rate of student loss, and
 - b) In the case of funding reductions, complement reductions shall not exceed the amount of such funding reductions, and
 - c) In the case of school closure and/or school consolidation, complement reductions shall not exceed the number of staff prior to school closure/consolidation at the affected location(s).

Local collective agreement language will be respected, regarding notification to the union of complement reduction. In the case where there is no local language the board will notify the union within twenty (20) working days of determining there is to be a complement reduction.

3. For the purpose of this Letter of Understanding, at any relevant time, the overall protected complement is equal to:
 - a) The FTE number (excluding temporary, casual and/or occasional positions) as at date of central ratification. The FTE number is to be agreed to by the parties through consultation at the local level. Appropriate disclosure will be provided during this consultation. Disputes with regard to the FTE number may be referred to the Central Dispute Resolution Process.

 - b) Minus any attrition, defined as positions that become vacant and are not replaced, of bargaining unit members which occurs after the date of central ratification.

CUPE – PART A – CENTRAL TERMS

4. Once the FTE number has been established in accordance with paragraph 3, above, the local parties shall jointly report the number to the Central Labour Relations Committee.
5. Notwithstanding the provisions of the School Boards Collective Bargaining Act (SBCBA) requiring the ratification of both local and central terms for a collective agreement to be effective, the parties agree that CUPE locals and School Boards will meet within 30 days of ratification of the central agreement to establish and maintain the protected complement.
6. Reductions as may be required in 1. above shall only be achieved through lay-off after consultation with the union on alternative measures, which may include:
 - a) priority for available temporary, casual and/or occasional assignments;
 - b) the establishment of a permanent supply pool where feasible;
 - c) the development of a voluntary workforce reduction program (contingent on full provincial government funding).
7. The above language does not allow trade-offs between the classifications outlined below:
 - a) Educational Assistants
 - b) DECEs
 - c) Secretaries
 - d) Custodians
 - e) Cleaners
 - f) Information Technology Staff
 - g) Library Technicians
 - h) Instructors
 - i) Supervisors
 - j) Central Administration
 - k) Professionals
 - l) Maintenance/Trades
8. The parties agree that where local collective agreement language currently exists that provides a superior benefit specifically with regard to protected complement FTE number, that language will prevail
9. This Letter of Understanding expires on August 30, 2026.

CUPE – PART A – CENTRAL TERMS

LETTER OF UNDERSTANDING #4

BETWEEN

**The Canadian Union of Public Employees
(Hereinafter 'CUPE')**

AND

**The Council of Trustees' Associations
(Hereinafter the 'CTA/CAE')**

AND

The Crown

Re: Education Worker Diverse and Inclusive Workforce Committee – Terms of Reference

PREAMBLE:

The parties recognize the importance of embracing diversity and moving beyond tolerance and celebration to inclusivity and respect in our workplaces. Organizations are strengthened when employers can draw upon a broad range of talents, skills, and perspectives. The parties further recognize that a diverse and inclusive workforce may contribute to student success.

I. MANDATE OF THE COMMITTEE

The mandate of the Education Worker Diverse and Inclusive Workforce Committee is to jointly explore and identify best practices that support diversity, equity, inclusion and to foster diverse and inclusive workforces reflective of Ontario's diverse communities.

II. DELIVERABLES

The committee will identify existing recruitment, retention and promotion strategies that aim to eliminate barriers for individuals who identify as members of historically underrepresented groups. In addition, the committee will review training and education programs that support the creation of positive, equitable and inclusive workplaces, and foster diverse and inclusive workforces.

Once jointly identified, materials and resources may be shared with school boards and CUPE locals.

III. MEMBERSHIP

The Committee shall include nine (9) members - five (5) representatives from CUPE/SCFP and four (4) representatives from the CTA. Up to two (2) advisors from the Ministry of Education shall act in a resource capacity to the committee. Other persons may attend meetings in order to provide support and resources as mutually agreed. Up to one (1) representative from each of the four (4) employee bargaining agencies at the other education workers tables will be invited to participate on the Committee.

Should there be interest from other Education Worker tables in creating a comparable committee, the parties shall discuss the creation of a Provincial Education Worker Diverse and Inclusive Workforce Committee. If other comparable Education Worker committees are created, and in the absence of a Provincial Education Worker

CUPE – PART A – CENTRAL TERMS

Diverse Workforce Committee, the parties shall discuss holding joint meetings.

IV. CO-CHAIR SELECTION

CUPE/SCFP and CTA representatives will each select one co-chair. The two Co-Chairs will govern the group's work and meetings.

CUPE – PART A – CENTRAL TERMS

LETTER OF UNDERSTANDING #5

BETWEEN

**The Canadian Union of Public Employees
(Hereinafter 'CUPE')**

AND

**The Council of Trustees' Associations
(Hereinafter the 'CTA/CAE')**

Re: Sick Leave

The parties agree that any existing collective agreement provisions with respect to the items listed below, that do not conflict with the clauses in the Sick Leave article in the Central Agreement, shall remain status quo for the term of this collective agreement:

1. Responsibility for payment for medical documents.
2. Sick leave deduction for absences of partial days.

CUPE – PART A – CENTRAL TERMS

LETTER OF UNDERSTANDING #6

BETWEEN

**The Canadian Union of Public Employees
(Hereinafter 'CUPE')**

AND

**The Council of Trustees' Associations
(Hereinafter the 'CTA/CAE')**

Re: Central Labour Relations Committee

The parties agree that the Central Labour Relations Committee will discuss the following topics:

- Discussion of pilot project on arbitration
- Sick Leave and Short-Term Disability Leave
- Any other issues raised by the parties

The parties agree to schedule no fewer than four (4) meetings per year and that agenda items shall be exchanged one week prior to the meeting.

CUPE – PART A – CENTRAL TERMS

LETTER OF UNDERSTANDING #7

BETWEEN

**The Canadian Union of Public Employees
(Hereinafter 'CUPE')**

AND

**The Council of Trustees' Associations
(hereinafter the 'CTA/CAE')**

RE: List of Arbitrators

The following is the list of Agreed-To Arbitrators for the Collective Agreement in effect from September 1, 2022 to August 31, 2026 as referenced in Article C4 of the Central Terms of the Collective Agreement.

English Language:

Christopher Albertyn
Paula Knopf
Brian Sheehan
Jesse Nyman
Matthew Wilson
Bernard Fishbein

French Language:

Michelle Flaherty
Kathleen O'Neil
Bram Herlich
Graham Clarke
Geneviève Debané

The parties agree that bilingual Arbitrators may also be used on English cases.

CUPE – PART A – CENTRAL TERMS

LETTER OF UNDERSTANDING #8

BETWEEN

**The Canadian Union of Public Employees
(Hereinafter 'CUPE')**

AND

**The Council of Trustees' Associations
(Hereinafter the 'CTA/CAE')**

AND

The Crown

Re: Children's Mental Health, Special Needs, and Other Initiatives

The parties acknowledge the ongoing implementation of the children's Mental Health Strategy, the Special Needs Strategy, and other initiatives within the province of Ontario.

The parties further acknowledge the importance of initiatives being implemented within the provincial school system including but not limited to the addition of Mental Health Leads, and the protocol for partnerships with external agencies/service providers.

It is agreed and affirmed that the purpose of the initiatives is to enhance existing mental health and at risk supports to school boards in partnership with existing professional student services support staff and other school personnel. It is not the intention that these enhanced initiatives displace CUPE workers, nor diminish their hours of work.

CUPE – PART A – CENTRAL TERMS

LETTER OF UNDERSTANDING #9

BETWEEN

**The Canadian Union of Public Employees
(Hereinafter 'CUPE')**

AND

**The Council of Trustees' Associations
(Hereinafter the 'CTA/CAE')**

AND

The Crown

Re: Provincial Working Group – Health and Safety

The parties confirm their intent to continue to participate in the Provincial Working Group – Health and Safety in accordance with the Terms of Reference dated November 7, 2018, including any updates to such Terms of Reference. The purpose of the working group is to consider areas related to health and safety in order to continue to build and strengthen a culture of health and safety mindedness in the education sector.

Where best practices are identified by the working group, those practices will be shared with school boards.

CUPE – PART A – CENTRAL TERMS

LETTER OF UNDERSTANDING # 10

BETWEEN

**The Canadian Union of Public Employees
(Hereinafter 'CUPE')**

AND

**The Council of Trustees' Associations
(Hereinafter the 'CTA/CAE')**

AND

The Crown

RE: Ministry Initiatives Committee

The Provincial Committee on Ministry Initiatives provides advice to the Ministry of Education, on new or existing ministry initiatives/strategies to support improvement to achievement and well-being of all learners. The Crown may convene a meeting of this committee to discuss such initiatives.

CUPE-OSBCU will be an active participant in the consultation process at the Ministry Initiatives Committee.

CUPE – PART A – CENTRAL TERMS

LETTER OF UNDERSTANDING #11

BETWEEN

**The Canadian Union of Public Employees
(Hereinafter 'CUPE')**

AND

**The Council of Trustees' Associations (Hereinafter the 'CTA/CAE')
AND**

The Crown

RE: Bereavement Leave

1. The parties agree that the issue of bereavement leave has been addressed at the central table.
2. Where local (Part B) collective agreement terms provide for a total paid bereavement leave entitlement for Permanent Employees of less than three (3) days, local parties shall insert the following into the local (Part B) collective agreement, with such language replacing existing language in its entirety:

Permanent Employees shall be provided with three (3) consecutive regularly scheduled work days' bereavement leave without loss of salary or wages immediately upon the death of or to attend a funeral for an employee's spouse, parent, step-parent, child, step-child, grandparent, grandchild, sibling, spouse's parent, or child's spouse.

3. Where local (Part B) collective agreement terms provide for a total paid bereavement leave entitlement for Permanent Employees of three (3) days or more, there shall be no change to such language and this Letter of Understanding shall not apply.
4. Permanent Employees shall be as defined in local collective agreement terms, or if no such definition exists in a particular collective agreement, as defined in C6.
5. For clarity, while the specific provisions above (including the number of bereavement leave days and eligibility criteria) are not subject to local bargaining or amendment by the local parties, the local parties shall be permitted to negotiate, as a local matter, the administration terms associated with bereavement leave.

CUPE – PART A – CENTRAL TERMS

LETTER OF UNDERSTANDING #12

BETWEEN

**The Canadian Union of Public Employees
(Hereinafter 'CUPE')**

AND

**The Council of Trustees' Associations
(Hereinafter the 'CTA/CAE')**

AND

The Crown

RE: Short Term Paid Leave

1. The parties agree that the issue of short term paid leave has been addressed at the central table and will remain status quo with the exception of the following.
2. Local parties shall ensure that within their local (Part B) collective agreement terms, existing language with respect to short term paid leave shall be amended to allow Indigenous employees to use existing short term paid leave for purposes of:
 - a. Voting in elections as indicated by a self-governing Indigenous authority where the employee's working hours do not otherwise provide three consecutive hours free from work; and
 - b. Attendance at Indigenous cultural/ceremonial events.
3. For clarity, provisions with regard to the number of days of short term paid leave shall not be subject to local bargaining or amendment by local parties and remain status quo at a maximum of five (5) days per school year.

CUPE – PART A – CENTRAL TERMS

LETTER OF AGREEMENT # 13

BETWEEN

**The Council of Trustees' Associations
(hereinafter called 'CTA')**

And

**The Canadian Union of Public Employees
(hereinafter 'CUPE')**

and

The Crown

RE: Learning and Services Continuity and Absenteeism Task Force

The parties and the Crown agree to establish a provincial task force to review data and explore leading practices related to learning and service continuity and absenteeism.

The Crown will facilitate the meetings of the task force. The task force will be composed of members of CUPE and the CTA, with members of the Ministry of Education serving in a resource and support capacity. Members from other employee bargaining agencies will be invited to participate, with the intention of creating a sector-wide task force. There shall be an equal number of representatives of all participating groups.

The task force shall meet 4 times per school year, in the 2023-2024 and 2024-2025 school years. The task force will:

1. explore data and best practices relating to absenteeism initiatives including return to/remain at work practices;
2. gather and review information including but not restricted to the following:
 - a. utilization of the sick leave and short-term disability plans;
 - b. a jurisdictional scan on sick leave and short-term disability plans from the education sector in Canada and other broader public sector employers;
3. report its findings to school boards and local unions.

The task force shall complete its work by August 31, 2025.

PART "B"

LOCAL TERMS

CUPE 1328

**OFFICE, CLERICAL & TECHNICAL EMPLOYEES
COLLECTIVE AGREEMENT**

Changes appear in Bold Text

PART B – Local Terms

Contents

ARTICLE 1 - RECOGNITION 1
ARTICLE 2 - MANAGEMENT RIGHTS 2
ARTICLE 3 - NO UNION ACTIVITY OR DISCRIMINATION 3
ARTICLE 4 - NO CESSATION OF WORK 4
ARTICLE 5 - UNION SECURITY 5
ARTICLE 6 - UNION REPRESENTATION 6
ARTICLE 7 - GRIEVANCE PROCEDURE AND MEDIATION/ARBITRATION 8
ARTICLE 8 - DISCHARGE AND DISCIPLINARY PROCEDURES 11
ARTICLE 9 - SENIORITY 12
ARTICLE 10 - PERIOD OF WORK 16
ARTICLE 11 - SPECIFIED HOLIDAYS 19
ARTICLE 12 - VACATIONS 21
ARTICLE 13 - SALARY RATES AND ADJUSTMENTS 24
ARTICLE 14 - WELFARE BENEFITS 33
ARTICLE 15 - LEAVES OF ABSENCE 34
ARTICLE 16 - JOB POSTING 43
ARTICLE 17 - PROBATIONARY EMPLOYEES 45
ARTICLE 18 – SUBSTITUTE, PART-TIME AND TEMPORARY EMPLOYEES 46
ARTICLE 19 – HUMAN RIGHTS 49
ARTICLE 20 - MISCELLANEOUS 50
ARTICLE 21 - PLAN FOR SICK LEAVE AND RETIREMENT GRATUITY 55
ARTICLE 22 - IMPLEMENTATION AND TERMINATION 57
ARTICLE 23 - NOTICE OF RENEWAL 58
APPENDIX A – NON-UNION POSITIONS 60
APPENDIX B - SUPPLEMENTAL UNEMPLOYMENT BENEFITS (SUB) PLAN 61
APPENDIX C 63
APPENDIX D 64
APPENDIX E 65
APPENDIX F 65
APPENDIX G 65
APPENDIX H 65
APPENDIX I 65
APPENDIX J 66
APPENDIX K 66
APPENDIX L 68

PART B – LOCAL TERMS

ARTICLE 1 RECOGNITION

- 1.01** The Board recognizes the Union as the exclusive bargaining agent for the purpose of collective bargaining in respect of rates of pay, hours of work and other working conditions for all office, clerical, technical employees and placement clerks and supply and contract employees who perform the duties of library technician for of the Board in the City of Toronto save and except supervisors, persons above the rank of supervisor, employees in the classifications set out in Appendix A hereto, employees covered by the certificate dated April 23, 1970, issued by the Ontario Labour Relations Board to the Union, and students employed during the school vacation period.
- 1.02** The word "employee" or "employees" wherever used in this Agreement shall mean any or all of the employees in the bargaining unit as defined above, except where the context otherwise provides.
- 1.03** The singular shall include the plural when the context so requires.
- 1.04** Unless explicitly stated to the contrary in an article or clause, the term "days" or "working days" shall mean a day when employees are expected to work, but excluding Saturday, Sunday and specified holidays recognized in this Agreement.

PART B – LOCAL TERMS

ARTICLE 2 MANAGEMENT RIGHTS

2.01 The Union acknowledges that it is the exclusive function of the Board to:

- i) maintain order, discipline and efficiency;
- ii) hire, direct, classify, transfer, promote, demote, lay off and to discharge, suspend, demote, or otherwise discipline employees for just cause;
- iii) establish from time to time and enforce written rules and regulations, not inconsistent with the provisions of this Agreement, governing the conduct of the employees; AND
- iv) generally, to manage, maintain and operate its school system in accordance with the laws of the Province of Ontario and the regulations made pursuant thereto subject to the provisions of this Agreement.

2.02 The Union also acknowledges that all managerial rights, powers, and authority of the Board shall be reserved to it except to the extent herein expressly limited.

PART B – LOCAL TERMS

ARTICLE 3 NO UNION ACTIVITY OR DISCRIMINATION

- 3.01** There shall be no solicitations of membership in any union or collection of union dues, assessments or fines or any union activity on any premises of the Board except as expressly permitted.

- 3.02** The Board and the Union agree there shall be no discrimination practiced or permitted by either the Board, the Union, or the Local Union, or any of their officers or representatives, against any employee or any representative of the Board in accordance with the Ontario Human Rights Code, as amended from time to time.

PART B – LOCAL TERMS

ARTICLE 4 NO CESSATION OF WORK

4.01 Neither the Union, the Local Union, nor any employees shall take part in or call or encourage any strike, sit-down, slowdown, any suspension of work, picketing or other concerted or individual activity designed to restrict or limit the operations of the Board. In the event of any such activity, the Union, and the Local Union, through its officers, representatives, and stewards, will instruct the employees involved to return to work and perform their usual duties and, if advisable, resort to the grievance procedure provided herein. The Board shall not engage in any lockout of the employees. "Lockout" shall be as defined in The Labour Relations Act of Ontario.

Notwithstanding the foregoing, employees may strike, and the Board may lock out employees in accordance with the provisions of The Labour Relations Act.

PART B – LOCAL TERMS

ARTICLE 5 UNION SECURITY

- 5.01** The Board shall deduct from each pay cheque in each month of every employee a sum equal to the monthly dues as determined by the Local Union's by-laws. The Board shall remit such deduction to the CUPE National Office with a copy to the Secretary Treasurer of the Local Union along with dues deductions and the list of salaries from which such dues are deducted together with a list of the names of the employees from whom such deductions were made, (five) 5 days after deductions were made.
- 5.02** The Board shall supply the Local Union, upon request with an up-to-date computerized list containing the names, addresses, phone number, and worksite then of file for each employee.
- 5.03** The Board shall supply the Local Union on a monthly basis a computerized list containing the names, address, phone numbers and worksite of all new permanent employees unless the employee objects.

PART B – LOCAL TERMS

ARTICLE 6 UNION REPRESENTATION

6.01 The Local Union may appoint or otherwise select a bargaining committee which shall be composed of not more than five (5) employees, not more than one (1) of whom shall be employed in the same location or school, with the exception of the Catholic Education Centre (CEC) location which can have more than one (1) person provided that they do not also come out of the same sub-group. Such committee shall represent the Union in all negotiations with representatives of the Board for a renewal of this Agreement. The National Representative may form part of the committee if the Local Union so desires.

6.02

a) The Local Union may also appoint or otherwise select eight (8) stewards. The Local Union may also appoint or otherwise select a Grievance Officer to represent the Local in the Grievance process.

b) In addition to the Local Union President or designate, the Local Union may be represented in the grievance process by the respective steward or Grievance Officer appointed or otherwise selected by the Local Union.

6.03 A steward's function shall be to assist an employee in the preparation and presentation of grievances. A steward, with the prior permission of the steward's supervisor (in the case of school secretaries, the principal), shall be allowed such time off as is necessary for the prompt investigation and settlement of grievances. Until such time as the Board believes the privilege of such time off is being abused, stewards shall suffer no loss in pay for any portion of their regularly scheduled work time spent with such permission in servicing grievances.

6.04 Members of the bargaining committee, for any portion of their regularly scheduled work time spent with the permission of the Board in attending negotiation meetings, shall suffer no loss in pay.

6.05 The Local Union shall notify the Superintendent of Human Resources in writing of the names of its officers, Grievance Officer, stewards and members of the bargaining committee whenever changes occur.

6.06 The Board shall notify the President to arrange with one of the stewards to speak to each new employee for not more than twenty (20) minutes during a monthly orientation period without loss of pay for the purpose of acquainting the new employee about membership in the Union and the employee's responsibilities and obligations to the Board and to the Union.

Return to Work Committee**6.07**

a) The Board agrees to establish a committee comprised of two (2) representatives of the union and two (2) representatives of the Board. The committee's terms of reference will be to make recommendations to affected employees and the Board regarding return to work/accommodation opportunities for injured workers, including modification to the existing jobs and descriptions of other jobs appropriate to such employee's capabilities.

PART B – LOCAL TERMS

The Committee will take into account:

- i) the type of work the individual is capable of performing;
 - ii) the medical and physical restrictions imposed on the individual by a legally qualified medical practitioner(s);
 - iii) the level of the individual's physical and occupational abilities;
 - iv) the level of educational qualifications possessed by the individual; and
 - v) the type of training or modifications of the job required in order for the individual to fully and capably perform the major responsibilities of an available rehabilitative employment assignment.
- b) Should jobs be recommended by the committee requiring a new wage rate, the committee shall advise the Board and the Union, the parties shall meet to negotiate an appropriate rate of pay for the new job or classification.
- c) In order to achieve a safe return to work for an injured employee, the Board shall provide a written plan of accommodation to the injured employee notwithstanding Article 6.07 a). Such plan of accommodation shall provide a provision to address any change in the accommodated employee's circumstances.
- d) A CUPE Union worker representative may attend grievance meetings regarding a WSIB dispute.

6.08 Any appointments requiring union representation to Joint Committees shall be established in consultation with the Union.

PART B – LOCAL TERMS

ARTICLE 7 GRIEVANCE PROCEDURE AND MEDIATION/ARBITRATION

7.01

- i) Should any difference (hereinafter called a "grievance") arise between the Board and any employee as to the interpretation, application, administration or alleged violation of this Agreement, an earnest effort to settle such grievance without undue delay shall be made in the following manner.

Time Limits

- ii) The time limits specified in this Article shall be deemed to be exclusive of Saturdays, Sundays and the specified holidays recognized herein and may be extended in writing by mutual consent of the parties.

7.02 Stage One - An aggrieved employee shall first meet with their supervisor/principal to discuss the grievance. The meeting shall take place within ten (10) working days from the time when the issue arose. The aggrieved employee may request to have a steward present.

7.03 Stage Two - The Grievance Officer shall first communicate with the Principal/Supervisor to discuss the grievance. This communication shall take place within ten (10) working days from the date that Stage One took place.

7.04 Stage Three - If within (5) days from the time of such communication with the Principal/Supervisor, a satisfactory decision in writing is not given, the employee accompanied by a steward and/or grievance officer or designate, may within ten (10) days after such decision has been given make representation in writing to the Senior Coordinator of Employee Relations.

Such representations shall state the nature of the grievance, the remedy sought and any provisions of the Collective Agreement, Legislation or Act, upon which the grievance is based. Such official or other designate shall notify the Union of the time and place at which they will meet to discuss and consider the written representations. Every effort will be made to settle such grievance within (10) days of receipt of the written grievance. Such official shall give the decision in writing on behalf of the Board within ten (10) days of such meeting. At the request of either party, a national representative of the Union may be present.

7.05 Any difference (hereinafter called a "policy difference") arising directly between the Board and the Local Union as to the interpretation, application, administration, or alleged violation of the Agreement, other than a difference directly affecting individual employees, may be submitted in writing by either party hereto with opportunity for discussion between the officers of the Local Union and representatives of the Board. A meeting for the purposes of such discussion shall be held within fifteen (15) days from the date when the policy difference was submitted. At the request of either party a national representative of the Union shall be present at such meeting. If the parties are unable to settle such policy difference within ten (10) days from such discussion, then the party to whom the said notice was delivered shall reply to such policy difference in writing within ten (10) days from such discussion. **All policy grievances shall be lodged at stage three of the grievance procedure.**

PART B – LOCAL TERMS

Arbitration/Mediation

7.06

- a) If any grievance or policy difference, including any question as to whether the matter is arbitrable or not, shall not have been satisfactorily settled pursuant to the provisions of this Article, the grievance or policy difference may then be referred by either party to this Agreement to mediation/ arbitration by written notice given to the other party within ten (10) days from the date of the decision of the Board's Stage Three response. Either party can refer the grievance to Mediation/Arbitration. No person may be appointed as a mediator/arbitrator who has participated directly in any attempt to settle the grievance or policy difference.
- b) The parties mutually agree to appoint a single arbitrator to resolve any such grievance within the provisions of this Article.

7.07

Nothing in this Agreement shall be deemed to take away the right of an individual employee to present any of the employee's personal problems (other than one which could be presented as a grievance hereunder) to any official.

7.08

If the parties fail to agree upon an Arbitrator within ten (10) days, either party may request the Office of Arbitration of the Ministry of Labour to choose the arbitrator. The decision of the arbitrator shall be final and binding upon all parties concerned, and any employee affected by it. In no event shall the arbitrators be authorized to alter, modify, or amend any part of this Agreement.

7.09

In any arbitration the written representation of the employee made at Stage Three and any decision of the Board, or, in the case of a policy difference, the written submission and any reply thereto shall be presented to the mediator/arbitrator and the award of the mediator/arbitrator shall be confined to determining the issue therein set out.

7.10

Each party to an arbitration shall be entitled through counsel or otherwise to present evidence, to cross-examine any witnesses of the other party and to present oral arguments. Briefs of arguments may be presented by each party and each party shall be entitled to reply to the brief of argument presented by the other.

7.11

Witness fees and allowances shall be paid by the party calling the witness.

7.12

Each party shall pay one-half (1/2) of the fees and out-of-pocket expenses of the mediator/arbitrator.

7.13

If any party disagrees with the other as to the meaning or application of the decision, it may apply to the arbitrator within ten (10) days from the issue of the decision with a request that the arbitrator clarify the decision, and for such purpose the arbitrator may issue a clarification of their decision.

7.14

Should any grievance arise between the Board and any employee or any direct difference between the Board and the Union or Local Union, or should any employee believe that the employee's discharge is in violation of this Agreement and should any party desire to take advantage of the procedure provided for in this Article, each step in such procedure (including any reference to

PART B – LOCAL TERMS

arbitration) required to effect a satisfactory disposition of the matter shall be taken by such party within the time limited above set forth or the matter shall be deemed to have been abandoned.

- 7.15** The time limits outlined herein for the grievance process may be extended in writing by mutual consent.

PART B – LOCAL TERMS

ARTICLE 8 DISCHARGE AND DISCIPLINARY PROCEDURES

8.01 A claim by an employee that the employee has been unjustly discharged or suspended for more than part of a day will be treated as a grievance if a written statement of such grievance is lodged at Stage Three within **ten (10)** working days of the discharge or suspension. Such written statement shall state the nature of the grievance, the remedy sought and any provisions of the Agreement upon which the grievance is based. Failure to state one or more provisions of the Agreement shall not prejudice the right of the employee or of the Union to rely on any other provisions of the Agreement.

8.02

- i) At the written request of an employee the Board shall, within 5 days, allow the employee to inspect the employee's Human Resources file with prior arrangement made with the Superintendent of Education, Human Resources or designate. Such inspection may be made up to twice a year and shall be in the presence of such Superintendent or designate. The employee's response to anything contained in such file shall become a part of such file provided such response is made within five (5) days from the date when the employee inspected the file. The employee's Human Resources file shall be defined herein as such file containing the employee's official work record including all references to performance, evaluation, and discipline.
- ii) Employees shall be responsible to ensure that such official file reflects their up-to- date qualifications and awards.

8.03 Where an employee has a clear record for three (3) years following a threat of discharge, for one (1) year following a suspension or a written or oral warning, the employee's prior record shall be destroyed and not be used against the employee in any subsequent discipline. Where the Board issues an adverse report concerning an employee, such employee may, if the employee acknowledges receipt of a copy of such report, file a reply thereto with the Board within ten (10) days from such receipt and such reply shall become a part of the employee's file.

8.04 In the event the Board intends to give an employee a written reprimand, suspend the employee for more than part of a day or discharge the employee, the immediate supervisor or designate of the Board shall inform such employee prior to the occurrence of such of the reason(s) therefor and that a steward may be present. The absence of a steward shall not affect the validity of the reprimand, suspension, or discharge.

PART B – LOCAL TERMS

ARTICLE 9 SENIORITY

9.01

- a) For the purpose of this Agreement an employee's seniority (other than a term employee or supply secretary or supply and contract library technician), shall commence with the date of the employee's most recent hiring (other than as a result of a recall after a layoff) by the Board and shall be maintained and accumulated so long as the employee remains in the employ of the Board during:
 - i) a layoff within any period during which the employee was entitled to be recalled;
 - ii) any sickness or accident up to but not exceeding a maximum of two years of continuous absence from work;
 - iii) any authorized leave of absence up to but not exceeding a maximum of two years of continuous absence from the Board; and
 - iv) any period of secondment to another organization, authorized by the Board
- b) "Service" or "continuous service" shall be determined by the length of actual service with the Board and shall not include any period of time while the employee is absent from work because of:
 - i) leave of absence in excess of thirty (30) consecutive days; but shall not include any leave of absence granted in accordance with Article I 6.03(b).
 - ii) layoff;
 - iii) strike or lockout; OR
 - iv) illness or accident (unless covered by Workplace Safety and Insurance, sick leave with pay or LTD) in excess of thirty (30) consecutive days.

9.02

- a) When a probationary employee finishes the probationary period the employee shall be entered on the seniority list and shall rank for seniority from the date the employee was last hired.
- b) An employee who is rehired by the Board within six (6) months of termination shall be deemed to have the seniority the employee had at the date of such termination.
- c) An employee with continuous service with the Board who has returned to the bargaining unit shall be deemed to have a length of seniority equal to that which the employee had accumulated at the time the employee was last appointed to a position outside the bargaining unit and after six months in the bargaining unit such employee shall have the seniority calculated as if all of the service with the Board had been in the bargaining unit.

PART B – LOCAL TERMS

- 9.03** A loss of seniority shall be deemed to have occurred if an individual employed by the Board
- i) quits;
 - ii) is discharged and is not reinstated by reason of the grievance procedure; OR
 - iii) is laid off beyond the period during which the employee was entitled to be recalled.
- 9.04**
- a) The Board shall maintain a master seniority list showing the name, classification and hiring date of each employee. Seniority will be unit wide.
 - b) Master seniority lists will be posted annually by the Board by January 30 and a copy thereof shall be sent to the Recording Secretary of the Local Union. Such list shall include the job classification of each employee. In addition, the copy of the seniority list forwarded to the Local Union shall include the employee's work locations.
- 9.05**
- a) Layoff shall include a reduction in the normal daily or weekly hours of work of one or more full-time or regular part-time employee(s).
 - b) In all other cases of layoffs and demotions due to a reduction in the work force (other than layoffs and demotions of a temporary nature, i.e., two (2) weeks or less) employees shall be laid off or demoted in reverse order of their seniority ranking provided the Board may retain sufficient employees in each job classification to meet the requirements of operations. It is understood that school secretaries while not required to work during the Summer Break shall not be regarded as being on temporary layoff for the purpose of this section.
 - c) An employee shall have the opportunity of recall from a layoff to an available opening at the same or lower grade level, in order of seniority, provided he or she has the ability and the qualifications to perform the work or can learn the job in a reasonable time.
 - d) An employee recalled to work in a different classification from which he or she was laid off should have the privilege of returning to the position held prior to layoff should it become vacant within twelve (12) calendar months after the recall.
- 9.06**
- a) In the event of any layoff, probationary employees shall be laid off first and thereafter employees shall be laid off in accordance with section 9.05. If an employee is not returned directly to the classification held before the layoff, the employee will have the first opportunity to be transferred back to the original classification when an opening occurs. The Board shall give at least two (2) months' notice to any employee who has completed probation (other than a temporary layoff, i.e., less than thirteen (13) weeks).

PART B – LOCAL TERMS

- b) In the event that the Board proposes to reduce the hours of an employee, the employee has the right to elect in writing within five (5) working days from the day written notice was received of such reduction of hours to:
- i) accept such reduced hours of work;
- OR
- ii) forthwith displace the least senior employee in the same classification and geographic area (Toronto, North York, Etobicoke/York and Scarborough/East York, with the Catholic Education Centre and each of the four (4) regional offices constituting, for the purpose of this provision, a fifth (5th) geographic area) with the same number of weekly hours if the employee is qualified to perform the duties of such employee.

Except where an employee has been awarded or assigned a position consisting of more than one school/department, the provision herein is applicable on an individual location basis and not on a collective basis where an employee may work at more than one school/department.

Any employee displaced by reason of (ii) shall be forthwith transferred to the job of the displacing employee with the hours of work reduced in accordance with the written notice. Such transfer shall not be subject to section 16.06.

With respect to any vacancy that may arise in the same classification and for the same number of hours per week as the displaced employee had been employed prior to such transfer within the succeeding twelve (12) months, such displaced employee shall have the right, upon being notified thereof by the Board in writing, to elect to be transferred to fill such vacancy if the employee is qualified to perform the duties thereof. Such right to fill such vacancy is exercisable within five (5) working days, notwithstanding sections 16.01 and 16.06.

9.07 Notice of recall shall be sent by registered mail and Board e-mail to the last address recorded by the Board by the individual laid off requiring the employee to report to work on a date not earlier than seven (7) days after the date of such notice. If the employee does not reply within seven (7) days or fails to report for work at the time and date specified in the notice, the employee shall be deemed unavailable and the next eligible laid off individual shall be called. Notwithstanding the foregoing, a laid off individual shall have the right to refuse work that is or is expected to be often (10) days' duration or less without loss of seniority or recall rights provided the employee so informs the Board within said seven (7) days. Employees shall remain on the recall list for a period of two (2) years.

9.08 No union employee shall be laid off while a probationary employee is employed at a job in that employee's classification or at a job which the employee is capable of doing. No probationary employee shall be engaged or recalled for any job while an employee who is capable of doing that job remains laid off and is willing to be rehired.

9.09 In the event the Board proposes to contract out any work normally performed by employees, the

PART B – LOCAL TERMS

Board shall notify the Local Union at least two months in advance, where possible, and discuss with the Union such proposal or decision. No bargaining unit work shall be contracted out without prior consultation with the Union.

9.10 No work will be contracted out if it causes:

- i) the termination or layoff of an employee with seniority or;
- ii) the permanent reduction of regular non-overtime hours of work for an employee with seniority,

except work that has been contracted out, on or before the date of signing of this collective agreement.

9.11 An employee assigned to a position shall not have their duties and responsibilities significantly altered without prior discussion between the Union and the Board.

9.12 It is agreed that persons such as volunteers, students, co-op students, parents and others who provide assistance to the Employer on a paid or unpaid basis shall be used only to enrich programs or provide other services and shall not be used if such use adversely affects the terms and conditions of employment of a bargaining unit employee.

PART B – LOCAL TERMS

ARTICLE 10 PERIOD OF WORK

10.01 Except as otherwise stated in this Agreement, the normal hours of work for employees shall be thirty - five (35) hours per week made up of five (5) 7 hour days - 8:30 a.m. to 4:30 p.m. with one (1) hour off for lunch, Monday to Friday, both inclusive. The starting and leaving times stipulated may be changed from time to time with the consent of the Local Union.

10.02 Notwithstanding the foregoing, a system of staggered hours shall be available on the following basis:

i) Employees who wish to participate shall obtain the approval of their department head or principal. Upon approval, the staggered hours shall be mutually agreed upon and arranged in order that the department or school is able to function uninterrupted from 8:30 AM to 4:30 PM.

ii) Band hours shall be from 7:30 AM to 5:30 PM for all months.

Core hours shall be from 9:30 AM to 3:30 PM for all months.

Core hours shall be from 8:30 AM to 4:30 PM for schools with only one employee.

iii) All twelve (12) month employees shall work thirty-six and a quarter (36 1/4) hours in each work week and all casual time allowed off during core time for personal reasons which are not credited against unused sick leave shall be made up. No banking of hours shall be permitted.

10.03 The Board may require employees to sign in and sign out in a book, including lunch periods.

10.04

a) Eleven (11) month school secretaries shall be required to work:

i) Thirty-five (35) hours per week, Monday to Friday inclusive, from 8:30 am to 4:30 pm or at such starting or leaving times as may be required with one hour off for lunch; and

ii) from the beginning of an August week (to be determined on an annual basis) to the end of a following July week (to be determined on an annual basis) but excluding the Christmas and mid-winter breaks.

b) Ten (10) month school secretaries/library technicians shall be required to work:

i) thirty-five (35) hours per week, Monday to Friday inclusive, from 8:30 a.m. to 4:30 p.m. or at such other starting or leaving times as may be required with one (1) hour off for lunch; AND

ii) from the beginning of the week immediately before the opening of school in September to the end of the week immediately following the closing of school in

PART B – LOCAL TERMS

June but excluding the Christmas and mid-winter breaks.

10.05

- a) Effective January 2, 1989, the normal hours of work for twelve-month employees shall be thirty-six and a quarter hours (36.25) per week, made up of five 7.25 hour days - 8:30 AM to 4:45 PM with one hour off for lunch, Monday to Friday, both inclusive. The starting and leaving times stipulated may be changed from time to time with the consent of the Local Union. Notwithstanding the foregoing, but subject to the approval of the department head or principal, an employee may elect to take a 45 minute or 75-minute lunch break and adjust the starting or leaving time accordingly.
- (b) In lieu of payment for the additional fifteen minutes per day, employees will not be required to work:
 - i. on the second Friday in July and the following five Fridays in July and August;
 - ii. on any workday between Christmas and New Year's which is not a holiday; or a day in lieu of a holiday; OR
 - iii. on December 24 when December 24 falls on a Monday.
- (c) The Board may not require employees to work on the remaining Fridays in July and August not included in 10.05(b) except that they will usually be required to work on the first Friday after Canada Day and the last Friday before Labour Day. The day(s) so affected will be a vacation day(s) as outlined in Article 12.02.
- (d) In any event, the Board may require the services of an employee on workdays between Christmas and New Year's or on a Friday in July or August. Any employee so affected will be entitled to another day(s) off in lieu thereof.
- (e) It is understood that any employee commencing a twelve (12) month position shall not be required to work any additional time over and above the requirements of 10.05(a) in order to enjoy the subsequently scheduled benefits as specified in 10.05(b), nor shall any reimbursement or time off be given because of the date on which the twelve (12) month position began.

Similarly, any employee who resigns or leaves a twelve (12) month position to accept a ten (10) month position shall not be required to make up time or be given any reimbursement or time off, because of the requirements of clause 10.05(a).

10.06 The telephone operators shall be required to work an 8:00 AM to 4:15 PM shift or a 9:00 AM to 5:15 PM shift.

10.07 Employees working in the Printing Department, the Computer Services Department, the Audio Visual Department, or the Assessment Department who occupy positions where, in the view of the Board, it is desirable that they commence and end their hours of work at times other than those specified in section 10.01 shall continue to work such hours at such times until or unless otherwise required by the Board.

PART B – LOCAL TERMS

At any time the Board proposes to change the regular hours of work of any such employees, it shall notify the Local Union of such proposed change at least one week in advance and, if so requested by the Local Union, shall discuss such change with it.

- 10.08** The Board does not guarantee to provide work for any employee or to maintain the work week or working hours presently in force.
- 10.09** Each employee will be permitted a fifteen (15) minute rest period in each half of their scheduled hours of work to be taken at times scheduled by the department head, supervisor, or principal.
- 10.10** Employees should be mindful that changes in their basic time class may affect the calculation of their pension and their sick leave retirement gratuity at retirement.

PART B – LOCAL TERMS

ARTICLE 11 SPECIFIED HOLIDAYS

11.01 For the purposes of this article the following shall be specified as holidays under this Agreement and "holiday" means:

- | | |
|----------------|------------------|
| New Year's Day | Simcoe Day |
| Family Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Easter Monday | Christmas Day |
| Victoria Day | Boxing Day |
| Canada Day | |

and the half day immediately before Christmas Day and the half day immediately before New Year's Day, unless any such days are school days, or such day as may be established as a holiday in lieu of any said days by statute, statutory regulation, proclamation, or similar authority or by the Board and any named holiday added to The Education Act of Ontario or to its regulations and enjoyed by the Board's students.

If the Board determines that where a holiday falls on a non-working day that a working day not later than the next annual vacation of the employee shall be the holiday in lieu thereof, then for the purpose of this Agreement such substituted day shall be regarded as the employee's holiday notwithstanding the foregoing.

11.02 A specified holiday shall be considered as commencing at midnight of the day preceding the holiday and ending 12 midnight on the holiday.

11.03 If an employee is required to work on any specified holiday, the employee shall be entitled to receive twice the employee's prorated salary for such work in addition to any holiday pay to which the employee may be entitled.

11.04 An employee shall be entitled to each of the holidays without any loss in pay:

- a) if the employee was not absent from work on the employee's last scheduled workday or shift immediately preceding or the employee's first scheduled workday or shift immediately following such holiday unless such absence was because of an illness or injury and is supported by a physician's certificate to that effect;
- b) if the employee has been instructed to report for work on such holiday and does so;
- c) if the employee was not on strike; or
- d) if the employee was not on a leave of absence without pay for a period of time in excess of ten (10) working days that encompasses the holiday;

PART B – LOCAL TERMS

provided the employee shall not be paid if the employee has not worked in the thirty (30) day period immediately preceding such holiday and is not receiving sick leave pay when such holiday occurs but if the employee is absent for more than such thirty (30) day period and is receiving sick leave pay the employee shall receive pay for such holiday.

- 11.05** If a holiday falls during an employee's vacation, the employee shall be entitled to an extra day off work with pay, as mutually agreed.
- 11.06** Notwithstanding the foregoing, school secretaries not required to work during the summer vacation period shall not be entitled to be paid for Simcoe Day.

PART B – LOCAL TERMS

ARTICLE 12 VACATIONS

12.01

- a) An employee shall be entitled to vacation with pay at the employee's regular rate of pay as follows:

Length of continuous service as at June 30	Length of vacation or pay in lieu thereof
Less than one year	One day for each month of service up to a maximum of 10 days
One year or over	15 days
Nine years	20 days
Seventeen years	25 days
Twenty-three years	26 days
Twenty-four years	27 days
Twenty-five years	28 days
Twenty-six years	29 days
Twenty-seven years	30 days

provided that in no case shall any employee receive less than the amount to which an individual is entitled under The Employment Standards Act, R.S.O. 1980, C.137, as amended.

- b) In the event of any leave of absence without pay, excluding leave because of a Workers' Compensation claim or statutory pregnancy and/or parental leave, in excess of fifteen (15) consecutive working days in a vacation year, the paid vacation will be prorated to reflect the days paid during the time period on which the earned vacation is based.
- c) In the event of a leave of absence because of a Workers' Compensation claim, the employee will continue to accumulate vacation entitlement during the leave for up to one (1) year from the time such leave began. There shall be no vacation entitlement for an employee for the period of time on leave in excess of one (1) year.

PART B – LOCAL TERMS

12.02

- a) Such vacation shall be taken at a time convenient to the Board, preferably during the summer period after the schools have closed and the two (2) weeks before they are to reopen, and to the extent practicable, relative seniority shall determine the choice thereof among the employees.

Notwithstanding the foregoing:

- i) when twelve-month (12) employees are not required to work on the Fridays referred to in clause 10.05 (c), the vacation days provided in 12.01 shall be used first to cover these days;
- ii) a ten (10) or eleven (11) month employee, unless required to work pursuant to section 10.01, shall take any vacation with pay to which the employee is entitled hereunder during firstly, the Christmas Break, secondly, the mid-winter break, and thirdly, the summer break; AND

12.03

If an employee's service with the Board is terminated before the employee has taken vacation the employee shall be paid in lieu thereof:

- i) in the case of an employee with less than one (1) year's continuous service, four percent (4%) of any earnings;
- ii) in the case of an employee qualified for three (3) weeks' vacation, a sum equal to six percent (6%) of the employee's earnings from the previous June 30;
- iii) in the case of an employee qualified for four (4) weeks' vacation, a sum equal to eight percent (8%) of the employee's earnings from the previous June 30;
- iv) in the case of an employee qualified for five (5) weeks' vacation, a sum equal to ten percent (10%) of the employee's earnings from the previous June 30; and
- v) in the case of an employee qualified for six (6) weeks' vacation, a sum equal to twelve percent (12%) of the employee's earnings from the previous June 30.

12.04

In the absence of any special arrangement made with the Board, vacations shall be commenced in the calendar year, (i.e., prior to December 31) for which they are due or shall be forfeited, but any employee forfeiting vacation shall be paid the vacation pay to which the employee is entitled. Vacations are considered essential to the wellbeing of each and every employee and pay in lieu thereof will be considered in exceptional circumstances and with the approval of the department head. Notwithstanding the foregoing, a twelve (12) month employee with 3 or more years of service may, with the approval of the department head or principal, take one week of vacation in conjunction with the employee's vacation in the following year.

12.05

An employee who will be entitled during any calendar year to an additional one (1) week of vacation in excess of the employee's regular vacation of at least three (3) weeks by reason of then having completed the appropriate number of years of service with the Board shall be entitled to take such additional week at the same time as the employee's regular vacation or at such other time as may be mutually agreed upon.

PART B – LOCAL TERMS

ARTICLE 13 SALARY RATES AND ADJUSTMENTS**13.01**

a) The bi-weekly salary rates for full time employees shall be as follows:

Effective September 1, 2019 (1.75% incr.)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Grade 1	1,195.62	1,228.04	\$1,252.29	\$1,284.64	\$1,333.19	\$1,353.44
Grade 2	\$1,288.69	\$1,321.05	\$1,348.99	\$1,373.64	\$1,406.02	\$1,442.50
Grade 3	\$1,410.04	\$1,442.43	\$1,486.89	\$1,511.20	\$1,551.98	\$1,602.96
Grade 4	\$1,519.29	\$1,579.97	\$1,628.53	\$1,685.16	\$1,741.76	\$1,794.37
Grade 5	\$1,740.54	\$1,798.86	\$1,861.60	\$1,908.95	\$1,970.20	\$2,021.98
Grade 6	\$2,054.97	\$2,111.52	\$2,158.57	\$2,210.35	\$2,262.15	\$2,309.32
Grade 7	\$2,229.18	\$2,285.69	\$2,351.64	\$2,412.91	\$2,474.02	\$2,539.96
Grade 8	\$2,558.81	\$2,638.83	\$2,709.47	\$2,780.08	\$2,855.43	\$2,926.05

Effective September 1, 2020 (1.75% incr.)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Grade 1	\$1,216.54	\$1,249.53	\$1,274.21	\$1,307.12	\$1,356.52	\$1,377.13
Grade 2	\$1,311.24	\$1,344.17	\$1,372.60	\$1,397.68	\$1,430.63	\$1,467.74
Grade 3	\$1,434.72	\$1,467.67	\$1,512.91	\$1,537.65	\$1,579.14	\$1,631.01
Grade 4	\$1,545.88	\$1,607.62	\$1,657.03	\$1,714.65	\$1,772.24	\$1,825.77
Grade 5	\$1,771.00	\$1,830.34	\$1,894.18	\$1,942.36	\$2,004.68	\$2,057.36
Grade 6	\$2,090.93	\$2,148.47	\$2,196.34	\$2,249.03	\$2,301.74	\$2,349.73
Grade 7	\$2,268.19	\$2,325.69	\$2,392.79	\$2,455.14	\$2,517.32	\$2,584.41
Grade 8	\$2,603.59	\$2,685.01	\$2,756.89	\$2,828.73	\$2,905.40	\$2,977.26

Effective September 1, 2021 (3.75% incr.)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Grade 1	\$1,262.16	\$1,296.39	\$1,321.99	\$1,356.14	\$1,407.39	\$1,428.77
Grade 2	\$1,360.41	\$1,394.58	\$1,424.07	\$1,450.09	\$1,484.28	\$1,522.78
Grade 3	\$1,488.52	\$1,522.71	\$1,569.64	\$1,595.31	\$1,638.36	\$1,692.17
Grade 4	\$1,603.85	\$1,667.91	\$1,719.17	\$1,778.95	\$1,838.70	\$1,894.24
Grade 5	\$1,837.41	\$1,898.98	\$1,965.21	\$2,015.20	\$2,079.86	\$2,134.51
Grade 6	\$2,169.34	\$2,229.04	\$2,278.70	\$2,333.37	\$2,388.06	\$2,437.84
Grade 7	\$2,353.25	\$2,412.90	\$2,482.52	\$2,547.21	\$2,611.72	\$2,681.33
Grade 8	\$2,701.22	\$2,785.70	\$2,860.27	\$2,934.81	\$3,014.35	\$3,088.91

Effective September 1, 2022 (\$1.00/hour) PART B – LOCAL TERMS

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Grade 1	\$1,332.16	\$1,366.39	\$1,391.99	\$1,426.14	\$1,477.39	\$1,498.77
Grade 2	\$1,430.41	\$1,464.58	\$1,494.07	\$1,520.09	\$1,554.28	\$1,592.78
Grade 3	\$1,558.52	\$1,592.71	\$1,639.64	\$1,665.31	\$1,708.36	\$1,762.17
Grade 4	\$1,673.85	\$1,737.91	\$1,789.17	\$1,848.95	\$1,908.70	\$1,964.24
Grade 5	\$1,907.41	\$1,968.98	\$2,035.21	\$2,085.20	\$2,149.86	\$2,204.51
Grade 6	\$2,239.34	\$2,299.04	\$2,348.70	\$2,403.37	\$2,458.06	\$2,507.84
Grade 7	\$2,423.25	\$2,482.90	\$2,552.52	\$2,617.21	\$2,681.72	\$2,751.33
Grade 8	\$2,771.22	\$2,855.70	\$2,930.27	\$3,004.81	\$3,084.35	\$3,158.91

Effective September 1, 2023 (\$1.00/hour)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Grade 1	\$1,402.16	\$1,436.39	\$1,461.99	\$1,496.14	\$1,547.39	\$1,568.77
Grade 2	\$1,500.41	\$1,534.58	\$1,564.07	\$1,590.09	\$1,624.28	\$1,662.78
Grade 3	\$1,628.52	\$1,662.71	\$1,709.64	\$1,735.31	\$1,778.36	\$1,832.17
Grade 4	\$1,743.85	\$1,807.91	\$1,859.17	\$1,918.95	\$1,978.70	\$2,034.24
Grade 5	\$1,977.41	\$2,038.98	\$2,105.21	\$2,155.20	\$2,219.86	\$2,274.51
Grade 6	\$2,309.34	\$2,369.04	\$2,418.70	\$2,473.37	\$2,528.06	\$2,577.84
Grade 7	\$2,493.25	\$2,552.90	\$2,622.52	\$2,687.21	\$2,751.72	\$2,821.33
Grade 8	\$2,841.22	\$2,925.70	\$3,000.27	\$3,074.81	\$3,154.35	\$3,228.91

Effective September 1, 2024 (\$1.00/hour)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Grade 1	\$1,472.16	\$1,506.39	\$1,531.99	\$1,566.14	\$1,617.39	\$1,638.77
Grade 2	\$1,570.41	\$1,604.58	\$1,634.07	\$1,660.09	\$1,694.28	\$1,732.78
Grade 3	\$1,698.52	\$1,732.71	\$1,779.64	\$1,805.31	\$1,848.36	\$1,902.17
Grade 4	\$1,813.85	\$1,877.91	\$1,929.17	\$1,988.95	\$2,048.70	\$2,104.24
Grade 5	\$2,047.41	\$2,108.98	\$2,175.21	\$2,225.20	\$2,289.86	\$2,344.51
Grade 6	\$2,379.34	\$2,439.04	\$2,488.70	\$2,543.37	\$2,598.06	\$2,647.84
Grade 7	\$2,563.25	\$2,622.90	\$2,692.52	\$2,757.21	\$2,821.72	\$2,891.33
Grade 8	\$2,911.22	\$2,995.70	\$3,070.27	\$3,144.81	\$3,224.35	\$3,298.91

Effective September 1, 2025 (\$1.00/hour)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Grade 1	\$1,542.16	\$1,576.39	\$1,601.99	\$1,636.14	\$1,687.39	\$1,708.77
Grade 2	\$1,640.41	\$1,674.58	\$1,704.07	\$1,730.09	\$1,764.28	\$1,802.78
Grade 3	\$1,768.52	\$1,802.71	\$1,849.64	\$1,875.31	\$1,918.36	\$1,972.17
Grade 4	\$1,883.85	\$1,947.91	\$1,999.17	\$2,058.95	\$2,118.70	\$2,174.24
Grade 5	\$2,117.41	\$2,178.98	\$2,245.21	\$2,295.20	\$2,359.86	\$2,414.51
Grade 6	\$2,449.34	\$2,509.04	\$2,558.70	\$2,613.37	\$2,668.06	\$2,717.84
Grade 7	\$2,633.25	\$2,692.90	\$2,762.52	\$2,827.21	\$2,891.72	\$2,961.33
Grade 8	\$2,981.22	\$3,065.70	\$3,140.27	\$3,214.81	\$3,294.35	\$3,368.91

PART B – LOCAL TERMS

- b) Any incumbent of a job, as of January 1, 1990, whose job classification was downgraded as a result of the job evaluation process shall be "grandfathered" in the job classification the employee held on January 1, 1990 until December 31, 1995, provided that such employee continues in the same job classification.
- c) The job classifications which were downgraded, and which continue to have incumbents who were "grandfathered" under clause 13.0l(b), shall be re- evaluated prior to December 31, 1995, using the same process and job evaluation system as for pay equity.
- d) The Board will be deemed to have met its obligations under clause 13.0l(c) if a general review of job classifications is undertaken as part of pay equity maintenance or as a result of new legislation.
- e) Should the job class for any of the "grandfathered" employees be raised to its previous level, either through a re-evaluation process or through the regular collective bargaining process, the "grandfathering" requirement will be removed.
- f) Those incumbents who are in the same job on January 1, 1996 as they were on January 1, 1990 shall have their rate of pay adjusted at that time. The rate shall be the appropriate rate for the job as defined in the collective agreement in effect on January 1, 1996; however, the Board shall not implement this clause until it has met its obligations under 13.0l(c).

13.02 The classifications for each grade are set out below; however, the grade determination of a job classification is determined by the final Pay Equity Agreement, not by this clause.

GRADE 1
Mail Clerk
GRADE 2
A/V Clerk
Assessment Clerk
Library/Circulation Desk

PART B – LOCAL TERMS

Mail Clerk
Jr. Clerk/Accounting
Jr. Clerk/Purchasing

GRADE 3

Switchboard Operator
Student Data Clerk
Cheque Production Clerk
Data Entry Operator/A.V.
Print Clerk
Steno/Office Services
School Library Purchases
Clerk Accounts Clerk
Teacher Records Clerk
Human Resources/Microfiche Clerk
Lib. Orders Clerk, Purchasing
Lib. Acquisitions Clerk
Bibliographies Clerk
Assessment, Student Data Clerk
Clerk Typist
Psychology Commercial
Assessment Clerk
Human Resources Clerk
Clerical Assistant, Continuing Education Secretary, Staff Allocation
Sr. Mail clerk
Data Entry Operator

GRADE 4

Manual Purchase Orders
Purchasing Clerk
Accounting/Filing Clerk
A/V Library Clerk General
General Accounts Clerk
Budget Accounts Clerk
Clerk typist
Dispatcher
Inter-Library Loan Clerk

PART B – LOCAL TERMS

Microfilm Clerk
Transportation Clerk
Sr. Data Entry Operator
Permits Clerk
SEMS Operator
Library Technical Services Clerk
Computer Technician -
Elem./Sec Supply Secretary
Supply/Contract Library Technicians
Curriculum support unit
Secretary Academic Test Centre Control Clerk
Secretary, French Language, Curriculum support unit Admissions
Clerk
Utilities Payable Clerk

GRADE 5

A/V Technician - Secondary Schools
A/V Technician - Photography
AN Technician - Curriculum support units
Accounts Payable Clerk
Accounts Receivable Clerk
Benefits Clerk
Budget Disbursement Clerk
Library Assistant/Secretary
Library Technician
School Secretary/Elementary
School Secretary/Secondary
Department Secretary
Curriculum support unit Secretary, Plant
Secretary, Human Resources
Secretary, Community Relations

Secretary, Continuing Education
Sr. Print Clerk
Inventory Control Clerk Science
Tech Computer Resource
Technician Secretary, Staff
Development Secretary, Teacher
Records Risk Management Clerk
Secretary, Recruitment and Records Steno/Payroll
Budget Control
Clerk WSIB Clerk

PART B – LOCAL TERMS

GRADE 6

Assessment Revisor
A/V Technician - Curriculum Support Units
AN Technician - Repair
A/V Technician - Video
Client Support Specialist
Computer Support Technologist
Payroll Clerk
Pension Clerk
Planning Technician - Planning and Facilities
Secretary, Psychology Department
Secretary, Social Work Department
Corporate Services Technician
Planning Technician/Real Property
Telephony Technician
Graphic Artist
Computer Software Technician
Head School Secretary/Secondary
Buyer, Administration
A/V Technician - Computers
A/V Technician - C.E.C.

GRADE 7

Grants Technician
IT Technician
Network
Technician
Sr. Buyer,
Programmer
Sr. Computer Software Technician

Training/Documentation Support Technician
Sr. Computer, Support Technician
Transportation Planning Technician
Computer Assistant Design and Draft, (CADD OP)

GRADE 8

Programmer/Analyst
Sr. A/V Technician

PART B – LOCAL TERMS

13.03 The salary rate scales set out above shall be implemented as follows:

- i) effective January 1st and payable on the normal payroll date for the first full pay period in the month of January, permanent employees shall be advanced to the next higher step from that which the employee had previously attained, except that,
- ii) effective on the first of the month following the successful completion of the probationary period and payable on the first payroll date of such month, an employee shall be advanced to the next higher step from that which the employee had previously attained except that an employee so advanced in November, December or January is not eligible for advancement under 13.02(i) above.

13.04 The Board may:

- i) withhold from an employee a progressive increase if the supervisor has a good reason that such employee is not making satisfactory progress, provided any employee so denied this increase may bring a grievance under Article 7;
- ii) hire a new employee into a classification no greater than Step 3 unless otherwise mutually agreed to by the parties; and
- iii) in cases of merit grant more than one progressive increase at any time in which event it shall notify the Local Union.

13.05 An employee who is promoted to a job classification in a higher grade shall receive immediately as salary the salary determined by:

- i) ascertaining the salary paid in such higher grade that is the same as or immediately higher than the employee's existing salary, and
- ii) adding thereto the amount of the increment paid at the next higher step of such grade. Such increase shall be in addition to any normal increment to which the employee is entitled.

If the date of such promotion coincides with the date of granting of the annual increment, the salary adjustment for such promotion shall be made first and be followed by the normal increment if the resulting amount does not exceed the maximum for the grade.

New Job Classifications

13.06

- a) In the event that the Board intends to implement a new job classification, it shall fix the salary range therefor at a range which it considers to be in line with present ranges in effect under this Agreement on the date when fixed. The Board shall notify the Local Union in writing of such intention, the salary range so fixed and the date of implementation of such new classification, which such date be no earlier than thirty (30) days after the date of such notice.
- b) If the Local Union believes that the range fixed for such new classification is not in line with such present ranges then it may discuss such new range with a representative of the Board if a request is made to the Executive Superintendent of Human Resources, Leadership and

PART B – LOCAL TERMS

Equity or designate, Human Resources or designate within fifteen (15) days of such notice. If, within fifteen (15) days of initiating the discussion of the new range, the parties cannot agree the Local Union may submit the dispute to arbitration in accordance with clause 7.05.

- c) In its submission to the arbitrator, the Local Union shall state the range it proposes for the classification and why it believes the Board's new range is out of line with present ranges. If the arbitrator is satisfied that the new range is out of line, then it may set the range at such range as it deems appropriate but in no event higher than the range proposed by the Local Union.

If the arbitrator should set a range the minimum of which is higher than that of the range set initially by the Board, then an employee who has been paid less than the minimum range set by the arbitrator shall be awarded the difference between the rate the employee was being paid and the minimum of the range set by the arbitrator for all hours worked at such rate commencing with the day upon which the employee commenced to work in such new classification.

- d) Notwithstanding any discussions with the Local Union concerning the new range or any submission to arbitration, the Board may proceed to install an employee in such new classification on or after the date specified in the notice to the Local Union.

13.07 When an employee is assigned during the absence of another employee of a higher classification for fifteen (15) days or more the employee shall be paid during the period of such replacement the greater of:

- i) the employee's present salary plus an increment equal to the difference between the ultimate and penultimate steps in the employee's classification;

OR

- ii) the minimum salary rate of the higher classification to which the employee has been so assigned.

Overtime

13.08

- a) A ten (10) or eleven (11) month employee, who while authorized works:

- i) in excess of seven and a half (7 1/2) hours per day on any Monday through Friday, or on any Saturday, shall be paid for such time worked at the rate of one and one-half (1 1/2) the employee's prorated hourly rate; or provided that where an employee works in excess of seven and a half (7 1/2) hours the employee shall be entitled to be paid for all time in excess of seven (7) hours;

- ii) on any Sunday, shall be paid for such time worked at the rate of double the employee's prorated hourly rate.

- b) A twelve (12) month employee, other than an assessment reviser, who while authorized works:

PART B – LOCAL TERMS

i) in excess of 7 3/4 hours per day on any Monday through Friday, or on any Saturday, shall be

paid for such time worked at the rate of one and one-half (1 1/2) the employee's prorated hourly rate; or provided that where an employee works in excess of 7 3/4 hours the employee shall be entitled to be paid for all time in excess of 7 1/4 hours;

ii) on any Sunday, shall be paid for such time worked at the rate of double the employee's prorated hourly rate.

c) Such employee who is entitled to overtime premium pay may elect to take the equivalent time off at the appropriate overtime rate at a time mutually acceptable to the Board and the employee but if the Board and the employee are unable to agree on an acceptable time before the end of the calendar year, the employee shall be paid the overtime pay.

13.09 An employee shall be paid a minimum of three (3) hours at the employee's appropriate prorated overtime hourly rate for the time worked during such callout when

i) at least two (2) hours prior to the employee's next regularly scheduled work period, or later than two (2) hours after the completion of the employee's scheduled work period, an employee is recalled to work after leaving the employee's place of employment; OR

ii) an employee is required to work at a time starting more than two (2) hours after the completion of the employee's regularly scheduled work period.

13.10

a) **An employee who is regularly scheduled to work outside the band hours of 7:30a.m. and 5:30 p.m. shall be paid a shift premium of \$0.73 effective August 31, 2019, \$0.74 effective September 1, 2019, \$0.75 effective September 1, 2020, \$0.78 effective September 1, 2021 per hour for work performed by the employee. Such premium shall not be payable to any employee who is regularly scheduled to work within such band hours but who may be required to work on overtime outside such hours. For the purpose of calculating overtime pay, Saturday or Sunday premium, the shift premium shall not be considered as part of an employee's prorated hourly rate.**

b) In recognition of the hours worked outside the band hours, an assessment reviser who has completed the probationary period, shall be paid a lump sum of \$450.00 calculated as of December 1, and payable as soon as reasonable thereafter. The lump sum shall be prorated for any employee who was not entitled to be paid full time for the workdays during the previous year.

PART B – LOCAL TERMS

ARTICLE 14 WELFARE BENEFITS

NOTE: Please refer to the Employee Self Service Portal, the TCDSB Intranet, and Part A of the Collective Agreement for explanation of Health Benefits coverage.

- 14.01** The Board's obligation to pay on behalf of any employee and dependents, if any, the percentages of the premiums referred to in sections 14.05 for LTD or any benefit plan substituted therefor in accordance with section 14.02, shall not arise until the employee has executed and returned to the Human Resources Office the appropriate application forms that may be required for coverage under such plans.
- 14.02** The Board shall have the right to determine the carrier for any of the benefit plans covered in section 14.05, provided that any new plan is equal or better in every respect to the provisions of the existing plan. The Board shall meet and discuss with the Union any plan changes before they are implemented.
- 14.03** The Board shall contribute on behalf of employees according to the requirements of the Basic Plan and Supplemental Plan Type I of the Ontario Municipal Employees' Retirement System.
- 14.04**
- a) Any reduction of unemployment insurance premium to which the employees and the Board are entitled to by reason of the sick leave plan shall be applied by the Board to the cost of the premiums payable by the Board with respect to the plans and insurance referred to in 14.01 and 14.02.
 - b) The Board shall provide a detailed report regarding (a) to the Local on an annual basis.
- 14.05** The Board shall continue the Long-Term Disability plan in which all eligible employees are required to participate and shall pay 75% of the premiums.

PART B – LOCAL TERMS

ARTICLE 15 LEAVES OF ABSENCE

General

15.01

- a) Leaves of absence without pay, unless explicitly stated to the contrary in another clause or Article, are granted with the following conditions:
 - i) the Board shall not be required to pay benefits during the leave;
 - ii) vacation entitlement will be prorated in accordance with 12.01 b) and 12.01 c).
- b) If the leave of absence without pay including any extension to the initial leave, is fifteen (15) working days or less, the Board will continue to pay its share of the health and life insurance plans unless prohibited by the carrier.
- c) An employee who is on any leave without pay in excess of fifteen (15) working days may, to the extent permitted by the carriers thereof, continue to be covered by the Board's health and life insurance plans if the employee pays the total cost of the premiums therefor.

15.02

- a) If an employee is absent from work due to illness or accident for a period of one year, or if such absence is contemplated to be for a period of one year or more, the Board may post the employee's last position.
- b) If an employee returns to work from sick leave or leave of absence (including Workplace Safety and Insurance) and the last position which the employee held has been posted, the employee shall be given preference in the same manner as a redundant employee.

Union Business

15.03

- a) An employee who is elected or appointed for a full-time position with the Local or National Union, will be granted a leave of absence without pay for a period of up to **three (3) years**. Such leave may be extended by the Board. Upon completion of the leave of absence, the employee shall return to the same position and location they held at the beginning of the leave. In the event that the leave is extended beyond **three (3) years** the Board may fill the vacancy arising out of the leave of absence permanently in accordance with Article 16. The redundancy clause under Article 20.13 shall apply in the event the position disappears.
- b) Any leave of absence granted in accordance with Article 15.03 a) shall be without loss of seniority and will continue to accumulate seniority and years of service notwithstanding Article 9.01 b).
- c) **The President of the local shall be granted a leave of absence without pay and without loss of seniority. Upon completion of the leave of absence, the employee shall return to the same position and location they held at the beginning of the leave. This provision shall apply to a single non-renewable term not exceeding three (3) consecutive years. In the event that the leave is extended beyond three (3) years, or the position has disappeared,**

PART B – LOCAL TERMS

the redundancy clause, under Article 20.13 shall apply.

15.04 Upon written request by the Local Union to the Superintendent of Human Resources given at least ten (10) days in advance, the Board will grant leaves of absence without pay, if such leaves do not unduly interfere with the Board's operations, to employees to attend Union conventions or seminars provided:

- i) such leaves do not exceed an aggregate of **fifty-five (55)** workdays in any calendar year;
- ii) no more than ten (10) employees are absent on such leaves at any one (1) time and no more than one (1) employee is absent from the same department or school; AND
- iii) no employee is entitled to more than twenty (20) such days off in any one calendar year.

Compassionate Leave

15.05

- a) The Board shall grant to an employee requiring leave by reason of a death in the employee's immediate family (spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, grandchild, or grandparent) up to five (5) working days without loss in pay, for the purpose of attending the funeral.
- b) The Board shall grant an employee a leave of absence of up to two (2) days with pay to enable the employee to attend the funeral of an uncle, aunt, brother-in-law, son-in-law, daughter-in-law, sister-in-law, or grandparent-in-law of the employee.

15.06 The Board may grant one (1) day's leave without loss in pay to an employee to attend a funeral as a pallbearer or mourner.

Pregnancy/Parental Leave

15.07

- a) Upon request, employees shall be granted pregnancy and/or parental leave without pay in accordance with the Employment Standards Act.
- b) Upon application by the employee granted a pregnancy and/or parental leave, the Board shall continue to pay its share of those benefit plans which the employee already enjoys, in accordance with the Employment Standards Act.
- c) An employee taking a pregnancy and/or parental leave who is subject to a waiting period of at least one week before receiving E.I. benefits, shall receive a Supplemental Unemployment Benefits (SUB) payment as described in Appendix B, upon appropriate verification to the Board. This payment shall be the same amount as the employee receives in E.I. benefits for a one week period. In order to meet the requirements of the Central agreement, for employee taking a leave of greater than 12 months, the total payment they receive for the waiting period is equal to the total payment received for two weeks EI rate to a maximum of \$900.

PART B – LOCAL TERMS

- d) Employees who take leaves in accordance with the Employment Standards Act, shall return to the same school and/or assignment. For those taking an extended leave, every effort will be made to place them in the same family of schools or administrative area in accordance with clause 22.13.

Personal Leave

15.08 Paid Leaves of absence for reasons other than personal illness shall be granted without loss of salary or deduction from sick leave to a maximum of 5 days per school year. These days shall not be used for the purpose of sick leave, nor shall they accumulate from year to year.

- a) Urgent personal business is business affecting one's personal affairs which must be conducted, and which cannot be scheduled outside regular hours of work.
- b) If leave is for urgent personal business and is approved by the employee's Principal/Supervisor and the Superintendent of Education, Human Resources, or designate, the employee may elect take up to two (2) days per calendar year with no loss in pay resulting therefrom or to take such leave without pay.
- c) A request for leave to fulfill a religious obligation, will be treated as a request for urgent personal business.
- d) Leave for Indigenous Employees for the purposes of:
- voting in elections as indicated by self-governing Indigenous authority where the employee's working hours do not otherwise provide three consecutive hours free from work;
 - Attendance at Indigenous cultural/ceremonial event.

15.09 Where an employee is unable to arrange for anyone other than the employee to care for a member of the employee's immediate family, as defined in section 16.05(a) who is seriously ill, such employee may, with the permission of the department supervisor, use up to a maximum of five (5) days to care for such member. On request, the employee shall furnish acceptable evidence of such illness.

15.10

- a) An employee may be granted a leave of absence for personal reasons (including a leave to attend an accredited education institution) other than illness or accident without pay if the completed application therefor is approved by the appropriate official of the Board and is sent to the Board's Human Resources office at least fifteen (15) days prior to the requested leave provided that in unusual circumstances the Board may waive such fifteen (15) day requirement.
- b) If the employee returns to work within thirty (30) days from the commencement of such leave, the employee shall return to the position with the same classification and shall be entitled to any salary adjustments to which the employee would have been entitled if the employee had not been absent on leave.

PART B – LOCAL TERMS

- c) A vacancy arising out of a leave of absence for personal reasons as in Article 15.10 (a) may be permanently filled in accordance with Article 17 provided such leave is in excess of thirty (30) days.
- d) An employee returning from a leave of absence for personal reasons in excess of thirty (30 days) shall,
 - i) return to work in accordance with Article 15.10 (b) if the employee's position was not posted to be filled on a permanent basis; or
 - ii) shall be considered redundant in the event the employee's position was permanently filled during the absence, in which case Article 22.13 will apply.

Extended Vacation

15.11 An employee on application to the Board's Superintendent of Education, Human Resources or designate shall be granted leave of absence without pay for up to three (3) weeks to be taken in conjunction with the employee's annual vacation provided:

- i) such leave shall not be granted more than once in every three (3) years;
- ii) such leave may be denied by the Superintendent of Education, Human Resources or designate when in the Superintendent's opinion the absence of such employee and of any other employees by reason of any leave, illness, accident, or vacation would impair the efficiency of operations; any such denial may not be submitted to the grievance procedure set out in Article 7 but may be discussed by the Local Union officers with a representative of management designated by the Board; AND
- iii) the application for such leave shall be made at least fifteen (15) days in advance but the Board may waive such requirement in unusual circumstances.

Workplace Safety and Insurance

15.12

a) While an employee is entitled to payment from the Workplace Safety and Insurance Board, the following shall apply:

- i) **any employee entitled to Workplace Safety and Insurance benefits shall be regarded as being on a leave of absence beginning on the first day for which such benefits are received. Such leave shall be granted initially to the end of the school year or for a period of time not exceeding one (1) year and upon request(s) shall be extended from time to time for up to, but not exceeding, two (2) full years from the date at which the leave began or the date on which a permanent pension is granted, whichever comes first;**
- ii) **during such leave, the payment will be 90% of the employee's regular salary for a maximum of four (4) years and six (6) months.**

PART B – LOCAL TERMS

- iii) the employee will direct all Workplace Safety and Insurance payments to the Board; and**
- iv) the Board may use sick leave credits to which such employee is entitled, pending the decision of the Workplace Safety and Insurance Board to provide the 90% salary. Following the decision of the Workplace Safety and Insurance Board to grant payment of benefits, the Board shall reinstate the sick leave credits which have been utilized.**
- b) The Board shall continue to pay its share of the premiums required to be paid under Article 14 for employees who are in receipt of compensation other than for permanent disability or pension from the Workplace Safety and Insurance Board for a period of two years.**
- c) The employer agrees to provide a completed copy of the Form 7 to the employee concerned and the Local at the time the form is submitted to Workplace and Safety Insurance Board.**
- d) The Board agrees to establish a committee comprised of one (1) representative of the union and one (1) representative of the Board. Where so requested by an injured worker, the committee's terms of reference will be to make recommendations to affected employees and the Board regarding employment opportunities for injured workers, including modifications to the existing jobs and descriptions of other jobs appropriate to such employee's capabilities.**

The Committee will take into account:

- i) the type of work the individual is capable of performing;**
- ii) the medical and physical restrictions imposed on the individual by a legally qualified medical practitioner(s);**
- iii) the level of the individual's physical and occupational abilities;**
- iv) the level of educational qualifications possessed by the individual; and**
- v) the type of training or modifications of the job required in order for the individual to fully and capably perform the major responsibilities of an available rehabilitative employment assignment.**

Should jobs be recommended by the committee requiring a new wage rate, the committee shall advise the Board and the Union, the parties shall meet to negotiate an appropriate rate of pay for the new job or classification.

PART B – LOCAL TERMS

Long Term Disability

15.13 Any employee receiving LTD benefits shall request a leave of absence without pay to commence coincident with the payment of the LTD benefits. Such leave shall be granted initially for the balance of the school year or other period of time not exceeding one year and upon request(s) shall be extended from time to time for up to two (2) full years from the date at which the leave began.

Other: Quarantine, Legal, Court

15.14

- a) An employee who is quarantined, called for jury duty, or is subpoenaed as a witness in a matter in which the employee is not a party or not the accused and who as a result thereof loses time from work shall receive the employee's salary for each day so lost. In the case of jury duty or subpoena the Board may require the employee to furnish a certificate of service signed by the Clerk of the Court before making such payment.
- b) If an employee is charged with a criminal or quasi criminal offence and is not found guilty of the offence or any other offence, or if the charge is withdrawn, such employee shall be entitled to the number of days that the employee was absent from work because of attendance at Court in connection with such charge. This paragraph shall not apply if the offence charged is one for which the employee has the option of electing to be tried in night court.

Deferred Salary Plan

15.15

The Board will grant leaves of absence of one (1) year to employees on the basis of spreading four (4) years' salary over five (5) years and effective September 2009 leaves on the basis of spreading four (4) semesters/terms of salary over five (5) semesters (hereinafter called the "Plan") on the following terms and conditions:

- i) any permanent full-time employee who has completed at least two (2) years' employment with the Board may apply to participate in such Plan;
- ii) the maximum number of such leaves which may be granted under such Plan shall not exceed five (5) in any one work year;
- iii) a twelve (12) month employee wishing to participate in such Plan shall apply on the form available from the Human Resources Department. The form will be available on June 15 and must be received by the Human Resources Department on or before September 15 in order for the employee to be considered for participation in the Plan commencing at the start of the following prescribed calendar year;
- iv) a ten (10) or eleven (11) month employee wishing to participate in such Plan shall apply on the form available from the Human Resources Department. The forms will be available on January 1 and must be received by the Human Resources Department on or before March 1 in order for the employee to be considered for participation in the Plan commencing at the start of the following prescribed work year;

PART B – LOCAL TERMS

- v) applications for such leave which have been approved by the immediate administrative and professional supervisors shall be considered by the Director who shall make the final decision. A twelve (12) month employee whose application is approved by the Director shall be so informed by December 1 next following. A ten (10) or eleven (11) month employee, following the timelines of 16.1S(iii)(b), shall be notified by June 1 next following;

- vi) each employee permitted to participate in the Plan shall enter into an agreement with the Board s follows:
 - 1) in each of the four (4) years or four (4) semesters/terms of the Plan commencing the start of the prescribed work year next following approval the employee shall be paid 80% of the salary and allowances to which the employee is otherwise entitled under Article 13.
 - 2) the remaining 20% of such salary and allowances shall be retained by the Board and accumulated with interest credited thereon at the rate payable from time to time by the Canadian Imperial Bank of Commerce on Daily Interest Savings Accounts and compounded annually;
 - 3) the leave of absence shall commence on the first workday of the prescribed work year of the 5th year from the commencement of the employee's participation in the Plan;
 - 4) during such work year of the leave of absence the Board shall:
 - a) In the case of a 4/5 semester plan, pay the employee all the funds accumulated pursuant to (2) and interest earned in accordance with the foregoing either in one (1) lump sum (payable at the start of the leave based on the existing payroll schedule) or two (2) lump sums (September and January) or in instalments following the existing payroll schedule for the employee's job classification, as the employee may direct, and
 - b) pay that portion of the premiums payable for the benefit plans set out in sections 14.01, 14.02 14.03, 14.06 and 14.07 which it would have paid if the employee were not on leave;
 - 5) the employee shall pay that portion of the premiums payable for such benefit plans which the employee would have paid if the employee were not on leave and the employee's contributions to the Ontario Municipal Employees Retirement System;
 - 6) subject to any other provisions of the collective agreement, on the employee's return from the leave, the employee shall be returned to the same position and location, provided they still exist, in which the employee was employed immediately prior to such leave, if in the view of the Board it is practicable;

PART B – LOCAL TERMS

- 7) during such leave, the employee's seniority shall accumulate;
- 8) the employee shall not be entitled to any sick leave credits during the period of such leave but on the employee's return from leave shall be entitled to any unused sick leave credits accumulated prior to taking such leave;
- 9) an employee declared redundant under Article 22.13 or who leaves active employment with the Board while participating in the Plan must withdraw therefrom. The employee shall then be paid within sixty (60) days a lump sum equal to the employee's contributions plus interest accrued to date of the withdrawal;
- 10) the employee may withdraw from the Plan
 - provided no replacement for the employee has been engaged by the Board,
 - but may not do so after April 15 (or in the case of twelve (12) month employees, October 15) in the calendar year in which the leave is to be taken except with the consent of the Board;
- 11) notwithstanding the foregoing, the Board may, if it is unable to employ an employee as a suitable replacement for the participating employee who is on leave, defer such leave for up to one (1) year. In such event the participating employee may withdraw from the Plan and the employee shall then be paid within sixty (60) days a lump sum equal to the employee's contribution plus interest accrued to the date of such withdrawal;
- 12) if an employee dies, retires, is dismissed, or terminated or otherwise leaves active employment with the Board while participating in the Plan the employee's personal representative, in the event of the employee's death, or the employee shall be paid such lump sum and interest accrued up to the date of the employee's death, retirement, dismissal, termination or leaving, as the case maybe;
- 13) The implementation of the Plan is conditional on approval by Revenue Canada and the obtaining of an advance income tax ruling that any employee entering the Plan will be subject to tax in each of the five years only on the amount of income actually received by the employee in the year and that the tax to be withheld by the Board shall be based on the amounts actually paid to the employee.

PART B – LOCAL TERMS

ARTICLE 16 JOB POSTING

16.01 When a vacancy [other than a vacancy considered by the Board to be temporary, i.e., thirteen (13) weeks or less or in the case of any vacancy caused under article 15.07(a)] occurs in any occupational classification covered by this Agreement or a new classification covered by this Agreement, the Board shall, if it determines to fill such vacancy, post a notice thereof in the Bulletin and the Board's intranet or otherwise inform employees for five (5) working days setting forth the duties of the position, the school or other building involved, the rate of pay and the qualifications therefor. Any employee may apply for such position in writing within five (5) such days.

16.02 Vacancies and new positions including promotions within the bargaining unit shall be filled on the basis of the seniority of the applicants and the qualifications as per the job posting, to perform the job.

When filling such a position the successful candidate will be selected from the three most senior employees who apply for the position provided they meet the posted requirements in accordance with the job description. This process shall not take more than thirty (30) days.

If none of the bargaining unit employees who have applied for the job is qualified and available to fill a vacancy, the Board may engage an employee from any other source provided the qualifications of such employee are not less than those set forth in the notice posted therefor pursuant to section 16.01.

16.03

- a) An employee may apply to the Board to fill a vacancy in an occupational classification covered by the collective agreement made between the Board and the Union relating to School Based Educational Support Staff on the terms and conditions therein set out.
- b) An employee covered by the collective agreement made between the Board and the Union relating to the School Based Educational Support Staff may apply to fill a vacancy in an occupational classification in this Agreement on the terms and conditions herein set out.

16.04

- a) An employee who has been promoted or placed in a new job classification shall be placed on trial for a period of ninety (90) calendar days. Notwithstanding clause 2.01 (ii), an employee so placed may be demoted or returned to the employee's former classification at any time during the trial period if the employee is unable to perform adequately all the functions of the new position.
- b) An employee so affected will be returned to the employee's former job; however, if that job has already been filled (other than by a temporary employee), the affected employee will be offered the next available job in the former classification, following procedures outlined in clause 22.13.

If no job in the same classification becomes available, or is likely to become available, prior to the expiry of the trial period, the affected employee will be returned to the former job and any other employee promoted or transferred as a direct result of the promotion or transfer of the

PART B – LOCAL TERMS

first mentioned employee shall be returned to the employee's previous job at the rate therefor.

- c) An employee who has been promoted or placed in a new job classification and who, during the trial period, determines in consultation with the employee's superordinate that it is in the employee's best interest not to continue in the new job classification, then the employee may request to be placed in the former job classification utilizing the procedures of 16.04 b).

- 16.05** The Board shall notify the President and Recording Secretary of the Local Union by the 15th of each month of all hirings, including the address of each new employee, layoffs, recalls, selections under section 16.01, transfers, completions of probation and termination of employment.
- 16.06** An employee shall not be entitled to more than one (1) lateral transfer in any period of twelve (12) months except at the discretion of the Board.
- 16.07** No employee shall be appointed without the employee's consent to a position the result of which the employee is no longer a member of the bargaining unit covered by this Agreement.
- 16.08** If the Board creates any new first-line supervisory positions the Board shall so inform the Local Union executive before any posting of such position and at the request of such executive the Board will meet and discuss such new positions with them.

PART B – LOCAL TERMS

ARTICLE 17 PROBATIONARY EMPLOYEES

- 17.01** A new employee shall be considered as a probationary employee for a period of six (6) months from the time of first commencing work within the bargaining unit. The probationary period may be extended for a period of up to three months if the Board notifies the Local Union in writing of the intended extension at least one month before the end of the probationary period. The Local Union shall notify the Board in writing within seven (7) days of receipt of notice if it does not concur with such extension. The probation period shall exclude the summer break periods where such employees of the bargaining unit do not work (10- or 11-month employees) and shall exclude any leave of absence periods for all employees.
- 17.02** Notwithstanding clause 2.01 (ii), a probationary employee may be dismissed, suspended, or otherwise disciplined if the probationary employee is unable to perform adequately the functions of the position for which the probationary employee is hired or is otherwise unsuitable as an employee.
- 17.03** Notwithstanding other clauses in this Agreement, the privileges of seniority are not available to probationary employees.

PART B – LOCAL TERMS

ARTICLE 18 SUBSTITUTE, PART-TIME AND TEMPORARY EMPLOYEES

Supply Secretaries

18.01 Supply secretaries/Supply Library Technicians shall be entitled to or subject to the following:

- a) Union dues, as specified by the Local Union payable under clause 5.01 shall be deducted from the monthly pay cheque of each supply secretary/supply library technician and forwarded to the Union in accordance with clause 5.01.
- b) With respect to the Dental Insurance Plan, the Group Life Insurance Plan and the Extended Health Care plan provided for in Article 14, the Board shall pay each supply/supply library technician secretary monthly on a pro rata basis an amount equal to the premiums for such plans which the Board is required to pay under Article 14.
- c) Any supply secretary/supply library technician who has permanent status and who is assigned to a particular school or other place of work for at least two (2) continuous months shall be eligible for two days of paid sick leave on the basis referred to in Article 15 but may not accumulate any unused sick leave beyond the period of such assignment.
- d) A supply secretary/ supply library technician who has completed at least one hundred (100) work days with the Board shall be entitled to be advanced to the next step on the salary grid set out in clause 13.01 and for every one hundred (100) work days completed thereafter shall be entitled to a further advancement of one (1) step on the applicable salary grid but there shall be no more than one (1) such advancement in any calendar year.
- e) A supply secretary/ supply library technician shall have completed the probationary period with the Board after the later of sixty-five (65) work days or six (6) months from the time when the supply secretary was last hired.
- f) Upon completion of the probation period as described in sub section 18.01 above, a supply secretary/ supply library technician will be credited with one (1) day of seniority for each day worked since the date of last hire.

For purposes of determining the seniority of a supply secretary, such employee's accumulated days of seniority will be extended back in time to arrive at the seniority date on the basis of one (1) calendar week being equal to five (5) days seniority, except for supply school secretaries/ supply library technician for whom the determination of seniority date shall not include the months of July and August.

- g) A bi-weekly payment of Statutory Holidays listed in section 11.01 ("eligible holidays") and Vacation pay shall be paid on top of the applicable daily rate and shall be paid as follows:

Each supply secretary/ supply library technician shall be paid on a bi-weekly basis an amount that represents the applicable percentage payment of vacation and statutory holiday pay calculated on top of the daily rate for each day worked. The applicable statutory and vacation payments shall be reflected on the supply secretary

PART B – LOCAL TERMS

remuneration statement each payroll.

- h) A lump sum determined in accordance with the rates outlined in 12.03 in lieu of paid vacation shall be paid as soon as practical after the end of the school year.

18.02 In the event of any conflict between the provisions of section 18.01 and any other provision of this Agreement, section 18.01 shall prevail. The only leave of absence to which a supply secretary may be entitled is that referred to in section 18.01 (iii).

Part-time Employees

18.03

- a) Part-time employees regularly required to work less than thirty-five (35) hours per week shall be entitled to the benefits herein provided, including holidays, leaves with pay, vacations, and sick leaves, on a pro rata basis and to the welfare benefits as set out in clause 14.01.
- b) It is understood that the Board is not responsible for past service contributions or retroactive benefits with respect to any of its part-time employees who are eligible to join the basic plan of the Ontario Municipal Employees' Retirement System.

18.04 A part-time employee, other than a supply secretary, shall be credited with seniority and service in accordance with Article 9.

Temporary/Contract Library Technician Employees

18.05

- a) A "temporary position" is one which the Board believes will not continue for more than One year. The Board may advertise such position as a temporary position, provided the position is posted, if required, under Article 16.
- b) A "term employee" is a person hired by the Board to fill a temporary position.
- c) The employment status of a term employee is neither probationary nor permanent.
- d) The employment will terminate upon completion of the job for which the term employee was hired or upon the expiration of the specified time period.
- e) Term employees may request, through the Senior Coordinator of Human Resources, one month prior to the expiration of the specified time period, regarding the potential extension of the initial term of the position.

18.06 Term employees shall be entitled to receive the appropriate portion of the salary and applicable allowances.

18.07 Term employees who have completed three (3) consecutive months shall be entitled to sick leave credits in accordance with the sick leave plan outlined appended to in Part A of this Agreement. Eligibility for coverage under the Central benefit plan will be in accordance with the Education Workers Benefits Trust set out in Article 14, with the exception of the Ontario Municipal Employees Retirement System, Group Life Insurance and L.T.D.

PART B – LOCAL TERMS

- 18.08** Term employees who have completed three (3) consecutive months with the Board shall be subject to dues deductions as set out in Article 5 hereof.
- 18.09** An employee who has accepted a term position may bid for posted positions which begin after the end of the duration of the term position.
- 18.10**
- a) Employees who have one (1) year of continuous service with the Board in temporary positions, will be deemed to begin a probationary appointment on the day following the first anniversary of their appointment. The probationary period for such employees shall be three (3) months, notwithstanding clause 18.01.
 - b) Further to 19.10(a), employees who have one (1) year of continuous service with the Board in temporary positions, and who continue in the same position which they have held for the past six (6) months, will be deemed to have completed their probationary period on the day following the first anniversary of their appointment, notwithstanding clause 18.01.
- 18.11** Incumbents of temporary positions who have probationary or permanent status shall have rights under clause 20.13.
- 18.12**
- a) If a temporary position subsequently becomes a permanent position, the Board may award a probationary appointment to the incumbent term employee, without posting, provided that the position was previously posted as a term position.
 - b) If the temporary position was not posted, then the position must be posted as a new vacancy.

PART B – LOCAL TERMS

ARTICLE 19 HUMAN RIGHTS

- 19.01** The Sexual Harassment Policy and complaint procedure as established by the Board and as amended from time to time shall apply to all employees covered by this Collective Agreement.
- 19.02** The Board and all employees recognize that every employee has the right to freedom from assault and harassment in the workplace. The policy statements of the Board on Safe Schools shall apply to all employees covered by this Collective Agreement.
- 19.03** The Board agrees to continue to address the issue of the unpredictable, and aggressive behaviour of special needs students through the Board's Joint Medical/Physical Procedures Committee of which CUPE Local 1328 is a member. It is the Board's objective in this regard, to establish and maintain measures and procedures to reduce the likelihood of incidents to the lowest possible level. In the interim the Board will continue with its in- service and training programs as on-going preventative measures. It is further understood that the Union may bring forth the issue of violence to the attention and discussion of the reference joint committee.

PART B – LOCAL TERMS

ARTICLE 20 MISCELLANEOUS

- 20.01** The Board shall provide access to an existing bulletin board in each workplace on which the Union may post notices of Local Union meetings, seniority lists provided by the Board, and other notices approved by the Board on such boards.
- 20.02** Employees who are required by their supervisors to use a car (or other approved vehicle) in connection with the employees' work, shall be paid a travel allowance at a rate and in a manner outlined by Board policy, provided that it is in compliance with the Canada Revenue Agency (CRA) mileage rate.
- 20.03** All correspondence between the Board and the Local Union, arising out of this Agreement or incidental thereto, shall pass to and from the Executive Superintendent of Human Resources, Leadership and Equity or designate, Human Resources or designate of the Board to the President with copies to the Recording Secretary of the Local Union, the Director of Education of the Board and the Union's national representative.
- 20.04** The Board shall make a copy of this Agreement available on its website. The Union shall be supplied with fifteen (15) hard copies. The Board shall supply an electronic copy of this Agreement to each new employee at the time of hiring.
- 20.05** The Local Union and the Board shall maintain a joint Health and Safety Committee.
- 20.06** In the event the Board proposes to lay off any employee who has had at least two (2) years' service with the Board, the Board shall, if it has a vacancy in any other job which such employee is competent to fill, offer such job to such employee. In the absence of any such vacancy, or in the event of the refusal of the employee to accept such offer, the provisions of clause 9.05 shall apply.
- 20.07** The Board will pay the cost of prior approved courses. Any funds granted to an employee for such purpose shall be in accordance with the following:
- i) the applicant shall have a minimum of one (1) years' experience with the Board;
 - ii) applications shall be submitted in writing not later than May 31 to the Superintendent of Education, Human Resources or designate;
 - iii) selection shall be made by a committee comprised of equal numbers of employees and the Board's administrative officials but not more than three (3) of each;
 - iv) the committee shall make recommendations to the Director of Education taking into consideration the high quality of service of applicant and the relative lengths of service of applicants.

PART B – LOCAL TERMS

20.08

- a) The Board shall continue to determine the methods of its operations and to effect technological changes in such methods from time to time.

A technological change in a method of operations means a change which necessitates the acquisition of new job related skills due to the introduction of mechanization and/or new electro-mechanical equipment and/or new electronic and/or alterations or additions to existing equipment and/or the Board wide introduction of new or altered software.

If the Board decides to introduce any technological change up to two representatives of the Board shall meet with up to three (3) representatives of the Local Union no later than three (3) months prior to the introduction of the change to discuss:

- the working environment of the employees affected by the technological change;
 - special arrangements that may be necessary to ensure the safe operation of any equipment introduced as a result of the technological change; and
 - standards and procedures for the maintenance, inspection, and repair of such equipment.
 - training procedures and programs being considered by the Board.
- b) In the event that the introduction of the technological change would directly result in the lay-off of any employees such employees shall be treated as redundant employees as per Article 20.13.
- c) When a technological change is introduced, any employees who are not to be laid off will be given on-the-job training, without loss of pay to a maximum of four (4) weeks to acquire the necessary skills required by such change.
- d) In the event of any classification set out in clause 13.02 being reclassified by reason of a technological change the salary rate of the employee holding such classification shall be frozen until the rate of the reclassified classification reaches that level of such frozen salary rate, the intention being that no employee shall suffer a loss in salary by reason of said change. Each such employee shall be given the opportunity to fill a vacancy in a job for which the employee is qualified. If the employee refuses the vacancy offered the employee will revert to the rate of the reclassified reclassification the employee, then directly holds.
- e) Any proposed lay-off of employees to result from any technological change will be discussed at a Labour/Management meeting to be held at least three (3) months prior to the implementation of the lay-off.

PART B – LOCAL TERMS

20.09 If the Board designates a school or schools as training centers for newly appointed school secretaries the school secretary designated as trainer will be paid a per diem rate to be determined in consultation with the Local Union.

20.10 Employees may apply for Job Sharing under the following conditions:

- i) employees must commit themselves to at least one (1) year of job sharing;
- ii) an initial extension for one year will be available upon the mutual agreement of the employees and the Board and subsequent annual renewals will be available with the agreement of the parties and the Board;
- iii) both employees must agree to the Job Sharing of a full-time position at one (1) location;
- iv) no more than ten (10) new Job-Sharing arrangements involving not more than twenty (20) employees shall be granted during the life of this agreement;
- v) employees are not eligible to bid on positions which become effective during the term of the job- sharing arrangement.
- vi) in the event that one employee is unable to honor the commitment for job- sharing, the arrangement shall be considered terminated, and the employee(s) shall be reassigned. Such reassignment shall be determined by the Board in consultation with the employee(s) and may include a return to full-time in the same position, a request to enter into a new job sharing arrangement at the same location with another employee, or a reassignment of one of the employees in the position on a regular part-time basis. The employee(s) may also apply for other available positions within the bargaining unit.
- vii) in the event that the Job Sharing arrangement is terminated by the Board during the initial one year period or at the time of the annual renewal, the two employees shall be reassigned subject to the availability of positions for which they are qualified. Such reassignment shall be determined by the Board in consultation with the two employees affected. Alternatives may include the retention of one of the employees in the position on a full-time basis and the reassignment of the other either part-time or full-time, or the reassignment of both employees to regular part-time or full-time positions, if available.
- viii) the department head/principal must agree to the Job Sharing;

20.11 An employee whose position has become redundant shall be given preference for placement in available positions in the same or lower grade, provided the employee has the necessary skills and qualifications. This preference shall be exercised as follows:

1. the Board will offer the available positions appropriate to the employee, prior to posting of the job;
2. an employee who accepts a position at the same grade level will be deemed to have received

PART B – LOCAL TERMS

a lateral transfer and shall receive no further preference in respect to the redundancy except that

if the position accepted was not in the same geographic area, the employee may bid on positions in the geographic area prior to being in the new position for twelve (12) months;

3. the preference will continue from the date of notification of redundancy for a period of three (3) months, not including July and August for ten (10) month employees, and until the Board has offered one (1) position should no offer be made in the first three (3) months;
4. notwithstanding the provisions of Article 9, an employee who has been offered a position at the same grade level for which they are qualified and which the employee did not accept, may be laid off provided the three months period referred to in part (iii) above has expired;
5. an employee who has not been offered a position within the three (3) month period, may be laid off within the provision of Article 9; and
6. a redundant employee who has accepted a position at a lower grade level shall continue to have preference for positions at the grade level held at the time redundancy occurred, until one (1) position in the same classification has been offered.

20.12 The Board will provide prescription protective eyewear for technicians who are required to wear them.

20.13 The Board agrees that representatives of its management will meet the officers of the Local Union periodically, but not more often than quarterly, to discuss matters of mutual concern. The Local Union shall provide a proposed agenda with any request for such a meeting. When meetings are held during an employee's working hours, the employee shall not suffer any loss in pay.

20.14 Employees making bank deposits for the Board may request their supervisor or designate to accompany them. Large deposits shall be made by the employees' supervisor or designate.

20.15 The storage of documents related to a criminal record check, or an offence declaration shall be kept confidential and separate from personnel files with access limited to the Superintendent of Human Resources and designates.

20.16 As provided in The Education Act, the Board shall reimburse an employee's legal costs where an employee has been acquitted of a criminal charge related to or arising out of employment with the Board.

20.17

- a) Employees shall not be required to examine students for pediculosis (head lice).
- b) Employees shall not be required to administer medication to students except as may be required by legislation.

PART B – LOCAL TERMS

20.18 Advisory Deployment Committee

In the event of a reduction in the workforce causing layoffs, except for the reduction of hours of work due to student enrolment, an Advisory Redeployment Committee shall be established no later than two (2) weeks after notice of layoff is given to the Union provided that an entire department or a minimum of twenty (20) CUPE 1328 OCT employees or an entire department composed of at least five (5) employees, are affected.

The mandate of the Committee is to:

- i) identify and propose alternatives to the proposed layoff(s) of the position(s).
- ii) identify vacant positions, or positions which may become vacant, within a twelve (12) month period either;
 - a. within the bargaining unit;
 - b. within another CUPE bargaining unit.
- iii) Where applicable, identify retraining needs of workers.
- iv) The parties shall make every effort to find alternatives to layoffs.
- v) The Advisory Redeployment Committee shall be comprised of equal numbers of representatives of the Employer and the Union. Meetings of the Advisory Redeployment Committee shall be held during normal working hours. Time spent attending such meetings shall be considered work time.
- vi) Each party shall appoint a co-chair for the Advisory Redeployment Committee. Co- chairs shall chair alternate meetings of the committee and will be jointly responsible for establishing the agenda of the committee meetings, preparing minutes and writing such correspondence as the committee may direct.
- vii) The Committee shall report its findings and make its recommendations to the Director of Education.

PART B – LOCAL TERMS

ARTICLE 21 RETIREMENT GRATUITY

21.01 “Retirement Gratuities were frozen as of August 31, 2012. Employees are not eligible to receive a sick leave gratuity or any non-sick leave credit retirement gratuity (such as, but not limited to, service gratuities or RRSP contributions) after August 31, 2012, except a sick leave credit gratuity that the Employee had accumulated and was eligible to receive as of that day. The following language applies only to those employees eligible for the gratuity above.”

An employee upon retirement or death shall be entitled to a gratuity based on the unexpended portion of the employee's sick leave credit (less any accumulated credits which have been used for leave purposes) in accordance with the following:

The employee's normal weekly salary at the time of retirement or death shall be divided by 5. The employee's normal weekly salary at the time of retirement or death is understood to reflect the weekly salary at the employee's basic time class. The result shall be multiplied by the number of unused accumulated days of sick leave times the applicable of the following percentages:

Year of Service	Percentage of Leave Credits
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	12
12	14
13	16
14	18
15	21
16	24
17	27
18	30
19	33
20	36
21	39
22	42
23	45
24	48
25	50

PART B – LOCAL TERMS

but in no circumstances shall such gratuity exceed 50% of the employee's annual rate of salary at the date of such retirement or death;

The said gratuity shall be payable:

- a) upon the death of an employee to the beneficiary named in the employee's life insurance policy with the Board, and
- b) upon the retirement at age 55 years or more of an employee on an OMERS pension to such employee;
- c) employees on staff as of June 30, 1969, may have their sick leave accumulated and their retirement gratuity calculated on the plan in force on June 30, 1969;
- d) no employee shall be entitled to more than an amount equal to the employee's salary, wages, or other remuneration for one-half the number of days standing to the employee's credit and in any event not in excess of the amount of one- half year's earnings at the rate received by the employee immediately prior to termination of employment (ref. The Education Act and the Municipal Act);
 - i) the computation of the gratuity shall be based only on sick leave accumulated in service with this Board.
 - ii) the retirement gratuity shall be paid in one amount on the first of the month following termination of employment, according to the option of the employee.
 - iii) In the event of the death of an employee, the retirement gratuity calculated on the cumulative sick leave credits at the time of death shall be paid to the beneficiary named in the employee's Group Life Insurance Policy.
 - iv) The Board shall have the right at all times to withhold payment of a gratuity to a person discharged for reasons which the Board may deem to have moral or legal implications.

AMENDMENT OR REPEAL

The Board reserves the right to amend, repeal or re-enact any clause of the plan.

PART B – LOCAL TERMS

ARTICLE 22 IMPLEMENTATION AND TERMINATION

22.01 Save as expressly set out, this Agreement shall become effective on the 1st day of September 2022 and shall terminate on the 31st day of August 2026.

PART B – LOCAL TERMS

ARTICLE 23 NOTICE OF RENEWAL

23.01 Either party hereto may require the other party to enter into negotiations for the renewal of this Agreement on ten (10) clear days' notice given to the other party within the period of three (3) months immediately prior to its expiry date, specifying any modifications or amendments requested.

23.02 For the purpose of sending proper notices herein the following shall be addresses of the respective parties:

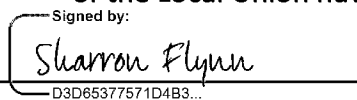
Director of Education
Toronto Catholic District School Board
80 Sheppard Avenue East North York, ON, M2N 6E8

Canadian Union of Public Employees- National Office
80 Commerce Valley Drive East
Markham, ON, L3T 7T2

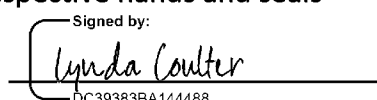
Canadian Union of Public Employees - Local 1328 c/o The President
17 Belmont Street
Toronto, ON, M5R 1P9

23.03 Any notice given under this Agreement shall be deemed given and received as of the business day immediately following the date of mailing.

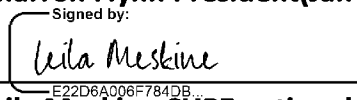
IN WITNESS WHEREOF the Board has caused its corporate seal to be affixed hereto under the hands of its proper officers authorized in that behalf and the authorized representatives of the Union and of the Local Union have hereunto set their respective hands and seals

Signed by:

D3D65377571D4B3...

Sharron Flynn President(Jan 2024-Present)

Signed by:

DC39383BA144488...

Lynda Coulter

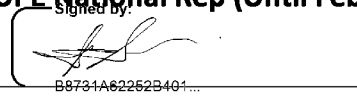
Signed by:

E22D6A006F784DB...

Leila Meskine CUPE national Rep (2024-Present)

Jacob Schlosser

Robin Campagnero
Local Administrator (Jan 2022-Jan 2024)

Kimberly Blancard
CUPE National Rep (Until Feb 2024)

Signed by:

B8731A62262B401...

Sandra Scalzitti

Angela DiPasquale

**APPENDIX A
NON-UNION POSITIONS**

The following are non-union positions:

Secretaries assigned to the executive offices including secretaries to:

- Administrative Assistant, Business Services
- Non-Union, Secretary 3, Criminal Background/iCOD Secretary
- Non-Union, Secretary 3, LTD Administration Secretary
- Non-Union, Secretary 2, Human Resources Support Secretary
- Non-Union, Secretary 2, Human Resources Support Secretary

Management positions which are designated as Officer, Supervisor, Manager, Sr. Manager, Coordinator, Sr. Coordinator, and above levels including legal counsel, Supervisory Officers, Associate Directors of Education and Director of Education

APPENDIX B SUPPLEMENTAL UNEMPLOYMENT BENEFITS (SUB) PLAN

1. The object of this SUB Plan is to supplement the employment insurance (E.I.) benefits received by employees from the Human Resources Development Canada (HRDC) for temporary unemployment caused by adoption leaves granted in accordance with, and pursuant to, the Collective Agreement to which this Plan is appended.
2. The other requirements for receipt of a SUB are:
 - a) the employee must be eligible to receive E.I. adoption benefits from the HRDC;
 - b) an application for SUB must be made by the employee on a form to be provided by the Board and the employee shall provide verification of the approval of the E.I. claim indicating the weekly amount to be paid by the HRDC;
 - c) the employee shall sign an agreement with the Board indicating:
 - i) that the employee will return to work (prior to submitting any resignation) and remain in the service of the Board (in accordance with the terms of the Collective Agreement to which this Plan is appended) after returning from the employee's adoption leave (and any subsequent leave granted by the Board under the terms of the Collective Agreement to which this Plan is appended;) and
 - ii) that should the employee not comply with (i) above, the employee shall reimburse the Board any monies paid to the employee under this SUB plan.
3. An employee must have applied for E.I. benefits before a SUB becomes payable.
4. An employee disentitled or disqualified from receiving E.I. benefits shall not be eligible for a SUB. A SUB payment shall be made only when it has been verified that the employee has applied and qualified for E.I.
5. An employee shall not have the right to a SUB payment except for supplementation of E.I. benefits for the unemployment period as specified by this Plan.
6. The benefit level paid under this Plan is set at a weekly rate equal to the benefit payable by the HRDC.
7. The waiting period before E.I. benefits commence is the maximum number of weeks for which a SUB is payable.
8. The duration of this Plan is from the first day of January 1991, or the date of approval of this Plan by the HRDC, whichever is later. Should the HRDC remove approval of the Plan, the Plan becomes null and void.

Maternity Benefits/SEB Plan

- A. A full-time and part-time permanent Employee who is eligible for pregnancy leave pursuant to the Employment Standards Act, shall receive 100% salary through a Supplemental Employment Benefit (SEB) plan for a total of *eight (8) weeks immediately following the birth of her child with no deduction from sick leave or the Short-Term Leave Disability Program (STLDP).
- B. Full-time and part-time permanent Employees not eligible for a SEB plan as a result of failing to qualify for Employment Insurance will be eligible to receive 100% of salary from the employer for a total of eight (8) weeks with no deduction from sick leave or STLDP.
- C. Where any part of the eight (8) weeks falls during the period of time that is not eligible for pay (i.e. summer, March Break, etc.), the full eight (8) weeks of top up shall continue to be paid.
- D. Full-time and part-time permanent Employees who require longer than the eight (8) week recuperation period shall have access to sick leave and the STLDP subject to meeting the requirements to provide acceptable medical verification.
- E. Employees completing a long-term supply assignment of 6 months or more shall be eligible for the SEB as described herein for a maximum of eight (8) weeks or the remaining number of weeks in their current assignment after the birth of her child, whichever is less.
- F. Employees not defined above have no entitlement to the benefits outlined in this article.

APPENDIX C

1.	Hours of Work	Period
(a)	Investigation of 7 ¼ hours between roll sequence list 8:30 a.m. and 9:00 p.m.	January 1 to June 30
(b)	Investigation of as in (a) business calls, leases, vacancies, etc.	July 1 to September 30
(c)	Office work 8:30 a.m. to 4:45 p.m.	Approximately October 1 to November 10
(d)	Investigation of as in (a) roll sequencelist	November 11 to December 31

2. Whenever possible, work assignments will be assigned on a preferential or a rotational seniority basis. Where this is not possible, work assignments will be assigned at the discretion of the Coordinator of Assessment.

3. Part-time staff will be employed only for calls when it becomes apparent that the work requirement for any particular year will not be completed by the last date for filing appeals.

4. Assessment revisors will report directly to their respective assessment supervisor.

5. The existing practice of the Assessment Department with respect to providing all assessment department staff with any pertinent information pertaining to their particular job function shall continue.

6. When a revisor is required for work in the office, preference shall be given to the senior revisor reasonably available.

APPENDIX D

LETTER OF UNDERSTANDING

RE: EMPLOYMENT INSURANCE SUB PLAN

WHEREAS the Board has been informed by HRDC that the Supplemental Unemployment Benefit ("SUB") Plan respecting parental leaves under the said collective agreement does not meet all the conditions of subsection 57(13) of the Employment Insurance Regulations;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and the covenants hereinafter expressed and contained, the Board and the Union do covenant, undertake and agree as follows:

1. Employees must apply for and must be in receipt of employment insurance benefits to receive payments under the SUB Plan within the meaning of s.57(13)(c) of the Employment Insurance Regulations.
2. Employees have no vested right to payments under the SUB Plan except to payments during a period of unemployment specified in the SUB Plan within the meaning of s.57(13)(h) of the Employment Insurance Regulations.
3. Payments to Employees respecting guaranteed annual remuneration or respecting deferred remuneration or severance pay benefits are not reduced or increased by payments received under the SUB Plan within the meaning of s.57(13)(i) of the Employment Insurance Regulations.

APPENDIX E

LETTER OF UNDERSTANDING

RE: HEALTH AND SAFETY COMMITTEES

During the life of the collective agreement, the local union shall continue in its current participation on the Board's joint health and safety committee for support staff.

APPENDIX F

LETTER OF UNDERSTANDING

RE: CONTINUING EDUCATION

The parties agree to establish a Joint Union/Management Committee to pursue the feasibility of providing opportunities for employees to participate in courses provided by the Board's Continuing Education Department without paying any course registration fee. It is understood that any such participation would be at no cost to the Board.

APPENDIX G

LETTER OF UNDERSTANDING RE: AUTHORIZED EXPENDITURES

The parties agree that bargaining unit employees covered by the collective agreement shall not be required to use their own funds to affect any expenditures authorized by the employee's Principal or Supervisor.

APPENDIX H

LETTER OF UNDERSTANDING

RE: CONSULTATION REGARDING POLICY CHANGE

During the course of negotiations, the Local Union expressed concerns with regard to the potential impact on the Union and its members of any major changes in Board policies and the procedures therein. In this regard, the Local Union and the Board will meet to endeavor to establish mutually agreeable processes to consult with the Local Union prior to the implementation of any such changes.

APPENDIX I

LETTER OF UNDERSTANDING

RE: LIBRARY TECHNICIANS - ADMINISTRATIVE DUTIES

Further to employee concerns expressed during negotiations, the Board shall advise its school principals to provide the library technicians with sufficient time to perform their administrative duties at the beginning and conclusion of each school year within the framework of the educational needs of the school.

Issues concerning the library technician may be placed on the agenda of any meeting of the joint union/management committee as provided for by Article 22.15.

LETTER OF UNDERSTANDING

RE: PROFESSIONAL DEVELOPMENT ISSUES

The parties agree to meet within sixty (60) days of the date of ratification by way of a Joint Union/Management Committee to address and discuss professional development issues for the members of the bargaining unit. The committee shall consist of no more than three representatives of each of the parties.

DEFINITION OF OMERS CONTRIBUTORY EARNINGS

The following definition of contributory earnings under the OMERS pension plan is provided for information purposes only and is non grievable. The parties will continue to be bound by any and all amendments to the OMERS pension plan.

Contributory earnings must include all regular earnings as follows:

- Base wages or salary;
- Regular vacation pay if there is corresponding service;
- Normal vacation pay for other-than-continuous full-time members. Include vacation hours in credited service;
- Retroactive pay (including any pay equity adjustment) that fits with OMERS definition of earnings for all members, including active, terminated, retired and disabled members;
- Lump sum wage or salary benefits which may vary from year to year but which form a regular part of the compensation package and are expected to normally occur each year (for example, payment based on organizational performance, some types of variable pay, merit pay, commissions);
- Market value adjustments (for example, percentage paid in addition to a base wage as a result of market conditions, including retention bonuses if they are part of your ongoing pay strategy and not a temporary policy);
- Ongoing special allowances (for example, flight allowance, canine allowance);
- Pay for time off in lieu of overtime;
- Pay in lieu of benefits (for example, when an employer has a flexible benefit program, and the employee receives compensation in lieu of the benefit option);
- Salary or wages for period of suspension where a member is reinstated with full pay and seniority (for example, a grievance settlement specifically reinstates a terminated employee with full pay and seniority);
- Danger pay;
- Acting pay (pay at a higher salary rate for acting in place of an absent person);
- Shift premium (pay for shift work);
- Ongoing long service pay (extra pay for completing a specified number of years of service);
- Sick pay deemed to be regular wages or salary;
- Salary or wage extension for any reason, provided service is extended (the member must be kept whole for example, continuation of salary and benefits). If the member becomes employed in another position and begins contributing to another registered pension plan (except CPP) the balance of the extension period becomes unpurchasable service;
- Stand-by pay/call in pay (pay for being on call, not pay for hours worked when called in) [where this pay is in relation to duties that are an extension of the member's normal job];
- Living accommodation premiums provided (if paid as a form of compensation and not as a direct expense reimbursement);
- Ongoing taxable payments to pay for costs (for example, educational or car allowance);
- Taxable premiums for life insurance;
- Taxable value of provided vehicle or car allowance (for example, if an employer provides an allowance (that is, expenses that are not reimbursed) then the allowance is considered part of contributory earnings. If an employer reimburses mileage, this reimbursement represents payment for gasoline, maintenance, insurance, wear and tear on the vehicle and license fees and should not be included as part of contributory earnings;

- Payments for unused accumulated sick days or vacation time, only on retirement and only if credited service is extended. When you include lump sum payments for unused sick days or vacation time as contributory earnings, you must also extend the retirement date and the credited service by the number of days covered by the payment. The member's pension will begin on the first day of the month following the revised retirement date.

APPENDIX L

LETTER OF AGREEMENT

RE: ARTICLE 12 - VACATIONS

The parties mutually agree to meet during the life of the September 1, 2022 to August 31, 2026 CUPE Local

1328- Office, Clerical, Technical (OCT) Agreement to discuss the implementation of a revised annual vacation accumulation and allocation cycle, as well as the Board's implementation plan to align employee vacation entitlement with the Board's fiscal year in order to meet the Board's fiscal year financial reporting obligations.

The proposal for a new vacation accumulation and allocation cycle shall not negatively impact any employee's vacation entitlement in accordance with Article 12 of the CUPE Local 1328 - OCT Collective Agreement.

Letter of Understanding

BETWEEN:

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 1328.00, AFFECTING OFFICE, CLERICAL AND
TECHNICAL EMPLOYEES

("CUPE Local 1328.00 OCT" or the "Union")

- and -

TORONTO CATHOLIC DISTRICT SCHOOL BOARD

(the "Board") (Collectively, the "Parties")

WHEREAS the Board currently has a number of permanent Library Technician vacancies that remain unfilled due to a lack of qualified Library Technicians in the market;

WHEREAS the Board has posted such vacancies and has not been able to fill such permanent vacancies with qualified technicians.

AND WHEREAS at this time, the Board is prepared to enter into this letter of understanding in an effort to encourage employees who are members of CUPE Local 1328 OCT to obtain their Library Technician Diploma;

NOW THEREFORE the Parties agree as follows:

- 1) This letter of understanding will come into effect on the date of ratification and will expire on August 31, 2026.
- 2) This letter of understanding only applies to CUPE 1328 employees who are actively enrolled in the Library Technician Diploma program who have completed all but the final 20% of the program and who are seeking to fill permanent Library Technician vacancies.
- 3) As a result of the Parties agreement to enter into this letter of understanding, the meetings between Human Resources and CUPE Local 1328 required pursuant to the Minutes of Settlement dated September 22, 2017 between CUPE Local 1328 and the Board will no longer be required.
- 4) In the event that no qualified employee or external candidate with a Library Technician Diploma bids on a Library Technician vacancy, uncertified employees that who members of CUPE Local 1328 may be considered for placement in such vacancy and considered on a letter of permission, provided that:

PART B – LOCAL TERMS

- I. Human Resources has verified, to their satisfaction, that the employee's supporting educational documentation indicates that they are actively enrolled in the Library Technician Diploma program and have completed all but the final 20% of the program.
 - II. The employee will be considered "on a letter of permission" by the Board.
 - III. The employee must provide Human Resources with a letter from their college Program Coordinator that stipulates when the employee will be eligible to receive their Library Technician diploma. This date must be within six (6) calendar months from the hire date into a library technician position.
 - IV. Upon receipt of such letter, Human Resources will verify and advise the employee if they meet the letter of permission criteria
- 5) The Parties agree that an employee seeking to be hired on a letter of permission (an "LP Employee") will not be awarded a vacancy over any certified library technician who has bid on the same posting, regardless of seniority.
 - 6) An employee hired on a letter of permission will be on probation for six working months (excluding leaves, holidays or other absences) from their first day of work in this position and until the employee has successfully completed the library technician program.
 - 7) If the LP Employee is awarded the posting, they will be placed in such vacancy at Step 1 of the CUPE 1328 OCT Grade 5 salary grid until such time that the LP Employee has graduated from the program and has successfully completed the probation period.
 - 8) Upon successful completion of the employee's probationary period and confirmation that the employee has graduated, they will advance to the next step on the grid, effective the date that their diploma/degree is conferred or awarded. Thereafter, the employee's next increment on the grid will follow the same annual experience increase timelines of Article 13.03 of the CUPE Local 1328 OCT agreement.
 - 9) LP Employees who were employed in the CUPE Local 1328 OCT or SBESS bargaining unit and who were paid at a higher salary immediately before their placement as a library technician on a letter of permission, will have their salary adjusted to the closest salary on the OCT Grade 5 salary band once the LP Employee graduates from the program and successfully completes the probationary period. There will be no retroactive pay.
 - 10) An LP Employee will not be eligible to apply for posted positions that represent a transfer, within the bargaining unit, until they have successfully completed their probationary period.
 - 11) The LP Employee will be subject to possible redundancy processes through the Board's annual staffing processes, as all other permanent certified Library Technicians. LP Employees declared redundant who are on probation will continue to be on probation in their new assignment. Probationary employees will not be eligible to bid out into other library technician assignments until they have completed their probationary period and successfully obtained their Library Technician Diploma.

PART B – LOCAL TERMS

- 12) Until the LP Employee completes the probationary period and provides proof of their Library Technician Diploma, they will be governed by the terms of this agreement and CUPE Local 1328, OCT Collective Agreement. To the extent that the CUPE Local 1328, OCT Collective Agreement and this agreement differ, the terms of this agreement supersede the terms of CUPE Local 1328, OCT Collective Agreement.
- 13) Employees who are members of CUPE Local 1328 bargaining units and on a letter of permission will temporarily vacate their permanent position. Their position will be temporarily filled for six (6) months through the relevant supply pool if one exists.
- 14) An LP Employee will be deemed to be on a letter of permission until they provide Human Resources with proof of their Library Technician Diploma and have successfully completed probation. If an LP Employee does not provide Human Resources with proof of their Library Technician Diploma within six (6) calendar months from the date of the award putting the employee on a letter of permission, the employee will be removed from the position and their letter of permission will cease. The employee will be returned to their former position provided that the position is still available. Otherwise, the employee would go the respective redundancy process for that particular bargaining unit.
- 15) Notwithstanding the current provisions of the CUPE Local 1328 OCT collective agreement, vacant Library Technician positions will be filled in the following order:
 - I. Certified bargaining unit members of OCT
 - II. Certified bargaining unit members of SBESS (Re: CUPE 1328 SBESS Article 17.07(b))
 - III. Certified candidates external to CUPE 1328 bargaining units
 - IV. Uncertified bargaining unit members of OCT who are hired pursuant to a letter of permission
 - V. Uncertified bargaining unit members of SBESS who are hired pursuant to a letter of permission
 - VI. Uncertified employees who are members of other CUPE LOCAL 1328 bargaining units who are hired pursuant to a letter of permission (e.g. ADULT ESL, NURSERY INST., SSSS)
 - VII. Uncertified candidates external to any bargaining unit who are hired pursuant to who are eligible to be on a letter of permission

This Letter of Understanding does not affect the Board's practice of hiring uncertified library technicians who do not meet the criteria to be placed on a Letter of Permission. For clarity, the Board will continue its practice of filling vacant assignments (that cannot be filled by certified library technicians or LP Employees) with uncertified candidates. The board will maintain a daily list of uncertified, long-term, occasional and non-bargaining employees.

- 16) The Board will continue to hire and place uncertified and certified daily occasional candidates in the Occasional pool and fill remaining vacancies temporarily each school year. The hiring of occasional library technician candidates is not affected by the agreement.

PART B – LOCAL TERMS

- 17) The Board will advertise the opportunity to be hired into permanent CUPE Local 1328 Library Technician positions via a "letter of permission" to uncertified employees who are members of CUPE Local 1328 through two (2) annual communications in the Director's Bulletins until June 30, 2025 and through the job posting processes for Library Technician positions.
- 18) CUPE Local 1328 agrees to advise their members of this opportunity through their regular member portal and newsletters and CUPE Local 1328 will provide the Board with copies of these communications.

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