

SUPPORT STAFF

EDMONTON PUBLIC SCHOOLS COLLECTIVE AGREEMENT

between

*Board of Trustees
Edmonton School Division No. 7*

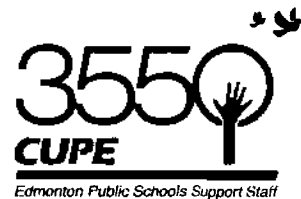
and

*Canadian Union of Public Employees
Local 3550*

September 1, 2020 to August 31, 2028



EDMONTON PUBLIC SCHOOLS



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Support Staff Collective Agreement

September 1, 2020 – August 31, 2028

1. Recognition

- 1.a The Board recognizes the Canadian Union of Public Employees Local 3550 as the sole and exclusive bargaining agent for all employees included under Certificate #85-2013, including those supply hourly employees filling, in a temporary or acting capacity, positions that would be included under clause 28.h Position Titles, specifically excluding the following positions:

Administrative Assistants to:
Assistant Superintendents
Board of Trustees
Board Secretary
Chief Communications Officer
Chief Financial Officer
Chief Human Resources Officer
Executive Directors
General Counsel
Human Resources Directors
Manager Employee Health Services
Manager Labour Relations and Total Compensation
Managing Directors
Superintendent of Schools

- 1.b It is agreed that the Board, for the term of the agreement, will not contract out support staff work if such action will result in the layoff or reduction in full time equivalency (FTE) or 12-month status of any current permanent employees. It is also agreed by both parties that the provision of the collective agreement shall not apply to employees hired pursuant to the Summer Temporary Employment Program (STEP).
- 1.c It is recognized that the Board and its employees operate under and are bound by legislation such as the School Act, Labour Relations Code, Employment Standards Code, Human Rights Act, Freedom of Information and Protection of Privacy Act, and other legislation enacted by the provincial and federal governments.

2. Board Rights

- 2.a The right to control operations and to direct the work force is vested exclusively with the Board, subject only to the restrictions provided in this agreement which affect the exercise of these rights.
- 2.b Where the Board requires an employee to undergo a medical examination by a physician approved by the Board, all related costs will be borne by the Board and the employee shall be provided with a copy of the Board physician's report.

3. Definitions

- 3.a "12-month employee" is one who occupies a position which requires services on a 12-month annual basis.
- 3.b "10-month employee" is one who occupies a position which requires ten (10) consecutive months of service on a 12-month annual basis.
- 3.c "Part-time employee" is one who occupies a 10-month or 12-month position which requires services on less than a full-time basis.
- 3.d "Temporary bi-weekly employee" is an employee hired on a full or part-time basis for a period not less than twenty-five (25) cumulative work days in the same classification and decision unit within the current school year as defined in Board policy except as provided in 4.c(iv).
- 3.e "Probationary employee" is one who, at commencement of a permanent position with the Board, will serve a probationary period of up to six (6) months.
- 3.f "Permanent employee" is one who has successfully completed the probationary period.
- 3.g "Supervisor" is the designated person to whom an employee reports.
- 3.h "Supply support employee" is a temporary employee hired on an hourly basis to carry out temporary assignments on a day-to-day basis, for a period not to exceed twenty-five (25) cumulative work days in the same classification and decision unit.
- 3.i "School year" shall mean the school year as defined in Board policy.
- 3.j "Probation period" means the period of up to six (6) months that an employee serves at the commencement of a permanent position.
- 3.k "Trial period" means the period of up to three (3) months that a permanent employee serves when successful in competition.
- 3.l "Recall period" means the twenty-four (24) month period following the date on which an employee is laid off and placed on recall. Staff members who refuse a second recall to an equivalent position will forfeit any recall rights and lose their permanent status.
- 3.m "Recall list" is a listing of the names of those employees who during the last twenty-four (24) months have been laid off and placed on recall.
- 3.n "Compressed work week" shall mean fewer days of work in the work week and more hours of work in a work day paid at the employee's regular wage rate. A compressed work week is scheduled in advance and these arrangements must be approved by the supervisor based on operational requirements. Employees on a compressed work week shall normally work between Monday and Friday.
- 3.o "Flextime" shall mean there is flexibility regarding start times, lunch breaks and end times. Flexed hours must occur within the same pay period. These arrangements must be approved by the supervisor based on operational requirements. Employees shall normally work between Monday and Friday.
- 3.p "Board" shall mean "The Board of Trustees of Edmonton School Division" or the "Employer".

- 3.q "Liaison Committee" shall mean a committee comprised of representatives appointed by the Union and the Employer for the purpose of solving problems unrelated to the collective agreement and separate and distinct from negotiations.
- 3.r "Human Resources employee file" is the official division file relating to each employee which is maintained in electronic format and accessible online. Sections of this file containing personal information are only accessible to the employee upon prior arrangement with Human Resources Services.
- 3.s "Position Description" is an official document created and maintained by the employer that includes but is not limited to: duties, responsibilities, working conditions and other details related to the position. Position descriptions are evaluated by the employer to determine the classification of a position. Position descriptions and classifications are not grievable.
- 3.t "FTE" means full time equivalent.
- 3.u "IDFT" means identified for transfer.
- 3.v "IDFL" means identified for layoff.
- 3.w Permanent Assigned to Supply employee is a permanent employee who is placed in Supply Services at their same salary and benefits as referred to in Articles 8 and 16.

4. Appointments and Staff Changes

- 4.a Appointments shall be made on the basis of an evaluation of all qualifications including skills, training, knowledge and performance. In the event that the qualifications of the applicants are relatively equal, seniority with the Board shall be the determining factor in the selection process. First consideration will be given to permanent employees covered by this collective agreement.
- 4.b (i) Vacant positions including new positions will be filled in order of priority by:
- (a) permanent employees requiring administrative placement by the Superintendent;
 - (b) permanent employees who are on the recall list;
 - (c) posting the vacant position as per Clause 4.c.
- 4.b (ii) Provided they have the required qualifications, experience, and ability to fulfill the normal requirements of the position, permanent employees requiring an administrative placement or on the recall list will be offered, in order of seniority, vacant positions of the same position title which are of equal FTE and 10-month or 12-month status.
- 4.b (iii) Staff who refuse a second recall to a vacant position of the same position title which is of equal FTE and 10-month or 12-month status will forfeit their recall rights and have their employment terminated without severance pay.
- 4.b (iv) An employee may have up to twenty-four (24) hours to respond to an offer of recall.
- 4.c (i) Notice of vacancy in any authorized permanent position within the bargaining unit as well as any authorized administrative assistant or clerical position outside of the bargaining unit, will be posted electronically for five (5) working days prior to the closing date of the competition.
- 4.c (ii) All staff on extended disability or leave of absence are able to review internal job postings on Staff Zone Connect. Upon request, copies of postings will be mailed to their most recent address.

- 4.c (iii) Notwithstanding the above, when a position is reclassified, the incumbent will, if qualified, be placed in the new position without that position being advertised. In all such instances, the Union shall be informed of the reclassification and the name of the incumbent.
- 4.c (iv) If a temporary bi-weekly position continues beyond the current school year as defined in Board policy, including the summer layoff period, that position will be deemed to have become permanent and shall be filled in accordance with Clause 4.b unless the temporary bi-weekly employee is replacing an employee who is absent due to illness, leave of absence or vacation.
- 4.c (v) The hiring of new employees in the bargaining unit will not take place until:
 - (a) there are no qualified employees requiring administrative placement or on the recall list; and
 - (b) the applications of permanent employees in the bargaining unit have been considered in accordance with clause 4.a; and
 - (c) the applications of supply support staff have been considered.
- 4.d (i) Prior to the last working day of each school year, the Board will determine the date upon which each 10-month employee is to commence employment in the following school year and advise each employee in writing.
- 4.d (ii) Unless otherwise notified, 10-month employees assigned to senior high schools are required to report for duty two (2) weeks prior to the commencement of the school year.
- 4.d (iii) Unless otherwise notified, all other 10-month employees will report for duty one (1) week prior to the commencement of the school year, and no later than the first operational day of the school year.
- 4.e (i) The Board shall have the right to identify staff for transfer or layoff. When a change in needs occur, or a reduction in staff is necessary, the decision unit administrator will take seniority and program needs into consideration.
- 4.e (ii) Notice of layoff will be given to the employee in writing twenty (20) working days prior to the layoff and shall indicate the reasons for the layoff. If an employee is identified for lay off (IDFL) in the school year, they shall be placed on the recall list and have the option to be placed in the Supply Pool. Employees who choose to be placed in the Supply Pool shall be compensated at the same hourly rate of pay as their former position for hours worked.
- 4.e (iii) Staff on layoff, provided they are qualified, will be recalled to those vacant positions as per clause 4.b.
- 4.e (iv) Employees who have been given notice of layoff will be provided with time off to interview for alternative employment within the division without loss of pay.
- 4.f (i) Prior to June 8th of the current school year, the following permanent employees must indicate whether they wish to participate in the bumping process:
 - (a) Employees identified for layoff during the school year who have not obtained another permanent position.
 - (b) Employees identified for transfer for the ensuing school year.
 - (c) Full-time employees who have an involuntary reduction in their FTE during the school year and who are still at less than 1.0 FTE at the time of the bumping process. These employees may choose to enter the bumping process at 1.0 FTE.

- (d) Part-time employees who have an involuntary reduction in their FTE during the school year of 0.200 FTE or greater and who remain 0.200 FTE or greater from their highest FTE of the current school year, at the time of the bumping process. These employees may choose to enter the bumping process at their highest FTE.
- (e) Employees who are advised of a change in their position from 12 months to 10 months during the school year shall be allowed to enter the bumping process as a 12-month employee unless prior to bumping the employee has obtained another position through competition.

4.f (ii) Employees participating in the bumping process shall not gain FTE within the process.

- (a) Full-time employees shall be placed, in order of seniority, into vacant positions with the same 10-month or 12-month status, position title, and FTE and provided the employee has the required qualifications, experience and the ability to fulfill the normal requirements of the position.

Where there is no suitable vacant position available, the full-time employee may elect to replace the employee with the least seniority and the same 10-month or 12-month status, position title, and FTE provided the employee has the required qualifications, experience and the ability to fulfill the normal requirements of the position. The replacement shall be effective at the start date for the position at the commencement of the ensuing school year.

- (b) Part-time employees shall be placed, in order of seniority, into vacant positions with the same 10-month or 12-month status, position title, and FTE provided the employee has the required qualifications, experience and the ability to fulfill the normal requirements of the position.

Where there is no suitable vacant position available at their original FTE, part-time employees may be placed in descending order into vacant positions within the nearest 0.200 FTE.

If there is no suitable vacant position available, the part-time employees may then elect to replace the employee with the least seniority and the same 10-month or 12-month status, position title, and the nearest 0.100 FTE provided the employee has the required qualifications, experience and the ability to fulfill the normal requirements of the position. The replacement shall be effective at the start date for the position at the commencement of the ensuing school year.

- (c) In the event the employee is unsuccessful in securing a position through Clause 4.f(ii)(a) or 4.f(ii)(b), the employee may replace the employee with the least seniority and lesser FTE within that position title provided the employee has the required qualifications, experience and the ability to fulfill the normal requirements of the position. An employee identified for transfer and not placed by June 30 of that year shall receive notice of layoff to be effective at the commencement of the ensuing school year and will have rights in accordance with Clause 4.e(iii). These same dates will apply to staff who are laid off as a result of being bumped.

- d) Employees who are laid off will be placed on recall for 24 months, in accordance with Article 3(l). During recall, employees will be given the option to continue working as a supply employee.

At the end of the twenty-four (24) month recall period, the employee can request to retain employment with Supply Services, in which case their employment will continue beyond the end of the recall period. Doing so, will not impact the employee's entitlement to severance as defined in this Article.

If an employee has not been placed within the twenty-four (24) month recall period, and they have not requested to continue employment with Supply Services, their employment will be terminated

and they shall be paid at the rate of one (1) week pay for every year of permanent service to a maximum of ten (10) weeks. This provision is in place of and not in addition to Employment Standards provisions.

4.g Employees shall give at least two (2) weeks written notice if they decide to terminate employment.

5. Discipline and Discharge

5.a (i) The Board shall have the right to transfer, discipline, demote, suspend, layoff or discharge employees for proper and sufficient cause. An employee discharged for proper and sufficient cause shall not be entitled to notice or pay in lieu of notice.

5.a (ii) An employee shall have the right to have a Union representative present at any meeting which is likely to result in disciplinary action. If the employee waives their right to Union representation, the Employer will immediately provide the Union with written notice of the waiver one (1) working day prior to proceeding with this disciplinary meeting.

5.a (iii) A copy of disciplinary correspondence will be provided to the Union.

6. Respectful Working Environment

The Division and the Union jointly affirm that every employee in the Division is entitled to a respectful workplace. The environment must be free of discrimination and harassment as per Article 1c. and as defined by Edmonton Public School Board Policy and Administrative Regulations.

Employees who wish to make a complaint are required to use the process outlined in the Edmonton Public School Board Policy and Administrative Regulations.

7. Human Resources Records

7.a Upon prior arrangement, employees have the right to review their employee file. Employees shall have the right to obtain a copy of any material contained in their employee file at no cost to the employee. Employees may have a representative of the Union present during such review.

7.b An employee may respond to any documents in their employee file and such response, if in writing, will become part of that file.

7.c After thirty (30) months, an employee may request removal of disciplinary reports provided that there have been no further reports issued or disciplinary action taken within the thirty (30) month period.

8. Probation and Trial Period

8.a A probationary employee is an employee as defined in Clause 3.e and whose employment may be terminated at the Board's discretion at any time during this period.

8.b If an employee is unsuccessful in their probationary period and was employed in Supply Services prior to probation, they may request to return to Supply Services. Reinstatement to Supply Services shall be at the discretion of the Board.

If not reinstated to Supply Services, reasons shall be provided in writing with a copy to the Union. The employee may request a meeting with the Board and the Union to discuss the reasons.

8.c If a probationary employee is employed in the same position beyond the probationary period, the employee will be deemed to have successfully completed probation.

8.d If a probationary employee is successful in competition for a different position during probation, they will serve the remainder of their probationary period in the new position, or three (3) months, whichever is more.

8.e (i) An employee who is promoted or transfers to another permanent position shall be on a trial period for up to three (3) months.

8.e (ii) If the Employer determines the employee is unable to fulfill the requirements of the position, or if the employee does not wish to remain in the position during the trial period, the Board shall place the employee in the employee's former position, if available, or its equivalent as soon as possible.

8.e (iii) If the former position or its equivalent is not available, the employee shall be assigned to Supply Services as a Permanent Assigned to Supply for a period of up to one (1) year, at the same salary and benefits as their former position until a placement is made. If a permanent position, at the same salary and benefits, does not become available within one (1) year, the employee shall be placed into a vacant permanent position at their previous 10- or 12-month status and position title, and at the nearest lesser FTE, provided the employee has the required qualifications, experience and ability to fulfill the normal requirements of the position.

8.e (iv) The trial period for an employee may, at the discretion of the Board, be extended by a maximum of three (3) months, provided that the employee is notified in writing with the reasons for the extension prior to the expiration of the initial three (3) month period.

8.e (v) If an employee is employed in the same position beyond the trial period, the employee will be deemed to have successfully completed the trial period.

9. Hours of Work

9.a (i) Hours of work for full-time employees shall normally be seven (7) hours per day Monday to Friday. The work schedule shall be arranged by the supervisor. Hours and days of work may be amended to meet the needs of individual positions, departments or all employees provided that the total hours per pay period do not exceed seventy (70) hours per pay period.

9.a (ii) Employees will work on Board Approved Non-Instructional Days or Teachers' Days in Lieu. Employees may request time off as available, subject to the approval of the Decision Unit Administrator.

9.b (i) Employees shall be entitled to a fifteen (15) minute paid break in each half day worked at a time determined by the supervisor.

9.b (ii) All employees who work five (5) consecutive hours or longer shall be entitled to an unpaid scheduled break between thirty (30) and sixty (60) continuous minutes in length. Breaks shall normally be scheduled/taken at approximately the mid-point of the shift at a time determined by the supervisor.

9.c An employee shall be notified in writing of any substantial change to their regular work schedule or FTE which exceeds five (5) working days. Notice of such a change shall be given at least ten (10) working days prior to the effective date of such a change, unless the FTE is being reduced then the employee shall be given fifteen (15) working days' notice. Employees who have been given notice of FTE reduction will be provided with reasonable time off work to interview for alternative employment within the division without loss of pay.

10. Overtime

- 10.a (i) Overtime shall be defined as:
- (a) hours worked in a pay period that exceed the hours of a full-time employee;
 - (b) all hours worked on Saturday and Sunday unless the employee is normally scheduled to work on those days;
 - (c) all hours worked on statutory, general or Board declared holidays;
 - (d) all hours worked in conjunction with meetings or activities outside of normal working hours.
- 10.a (ii) Overtime shall be paid at the rate of one and one half (1½) times the employee's regular rate of pay except that when overtime is worked on statutory, general or Board declared holidays, overtime shall be paid at the rate of two (2) times the employee's regular rate of pay.
- 10.b When an employee is called from home to work overtime, the employee shall be paid a minimum of three (3) hours pay at that employee's overtime rate.
- 10.c All overtime shall require approval in writing.
- 10.d (i) The Board may allow an employee the option of taking time banked in lieu of payment for approved overtime. Such time banked shall be based on the applicable overtime rate.
- 10.d (ii) Any or all banked overtime credits will be paid out upon the request of the employee on the next pay period following the request.
- 10.d (iii) All outstanding overtime credits shall be paid out annually on the first pay period in June.
- 10.d (iv) This requirement may be waived on a case by case basis provided that a written mutual commitment has been made by the employee and the employee's supervisor to allow the employee specific days off in lieu of any unpaid overtime credits.

11. Holidays

11.a Employees shall be entitled to the following holidays:

New Years Day	Labour Day
Family Day	National Day for Truth and Reconciliation
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
August Civic Holiday	

and any other holiday proclaimed by the City of Edmonton, Government of Alberta or Government of Canada except when replacing holidays above-named, in which case only one (1) holiday shall be

recognized. Employees scheduled to work on December 24 and December 31 of each year shall be entitled to a half-day paid holiday on each of those days. This shall include 10-month employees.

11.b If any of the holidays outlined in Clause 11.a falls on an employee's regular day off and an equivalent day in lieu thereof has not been proclaimed by the Board, there shall be added to that employee's annual vacation allowance one (1) day for each holiday so occurring.

Should Remembrance Day fall on the weekend, and the following Monday has been designated as a Board approved non-instructional day or a teachers' day in lieu, 10-month employees shall be provided with the above vacation day to be taken on the Monday.

Notwithstanding the foregoing, in the case of a 12-month employee, if a holiday falls on a regular working day during the period of that employee's annual vacation, one (1) day shall be added to that employee's accumulated vacation entitlement for each day so occurring.

12. Vacations

12.a (i) Employees shall receive the following annual vacation with pay, based on years of continuous service, and pro-rated on the basis of the time worked in the previous twelve (12) months. Changes to accrual rates shall be applied at the beginning of the pay period immediately after the attainment of the following:

- After one (1) year of service - fifteen (15) days
- After seven (7) years of service - twenty (20) days
- After sixteen (16) years of service - twenty-five (25) days
- After twenty-four (24) years of service - thirty (30) days

12.a (ii) Employees with less than one (1) year of continuous service shall earn vacation entitlement on a pro-rated basis.

12.b 10-month employees with less than eight (8) full years of continuous service shall be entitled to paid annual vacation days that coincide with those days in the Christmas, Spring Break and Teachers' Convention that are not named holidays.

12.c Employees transferring from 12-month to 10-month positions shall have the option of being paid all vacation days due to them on the date of transfer or carrying their accumulated vacation forward.

12.d Vacations may be taken at the discretion of the Board after consideration of departmental needs and the wishes of the employee. Upon approval, a 12-month employee may defer up to one (1) year of vacation entitlement.

12.e If an employee, is absent due to sickness, disability or WCB for a period of ninety (90) consecutive calendar days, further accumulation of vacation entitlement will be discontinued until such time as that employee returns to regular duty.

12.f Full-time 12-month employees shall be entitled to choose either an additional five (5) days vacation or a bonus equal to five (5) days pay paid by February 15 if during the preceding calendar year such employee has not been absent due to leave of absence without pay for more than five (5) consecutive working days requested by the employee or due to illness, disability or non-occupational accident. This entitlement will be reduced by one (1) day for each day absent for the above-mentioned reasons during the preceding calendar year.

10-month and part-time employees shall be eligible for the pro-rated additional vacation entitlement based on time worked during the preceding calendar year.

Absences related to an approved Workers' Compensation claim shall not reduce an employee's eligibility for the vacation bonus days during the calendar year in which the claim originated.

13. Sick Leave

13.a Sick leave is the period of time an employee is absent with full pay due to sickness, disability, medical or dental treatment, or an accident not covered by Workers' Compensation or Extended Disability Benefits (EDB) provided under Article 22.

13.b (i) Full-time 12-month employees shall accrue sick leave entitlement bi-weekly on the basis of twenty-two (22) working days per year.

13.b (ii) Part-time and 10-month employees shall accrue sick leave entitlement bi-weekly on a pro-rated basis according to time worked during the year.

13.c (i) Each employee shall accrue one hundred percent (100%) of all unused sick leave to a maximum total accumulation of one hundred seventy-five (175) working days.

13.c (ii) Notwithstanding the above, if an employee is absent due to sickness, disability or WCB for a period of ninety (90) consecutive calendar days, no further sick leave shall be earned until such time as that employee returns to regular duty.

13.c (iii) Where an employee has been or expects to be absent for a period in excess of twelve (12) months,
(a) the position occupied by that employee may be declared vacant and the employee notified in writing within ten (10) working days of the decision.

(b) the employee shall provide a medical certificate from a qualified medical or dental practitioner a minimum of twenty-one (21) days prior to their return to work.

(c) the employee will be placed in the same FTE, step and grade of the salary schedule and 10-month/12-month status as was effective when the leave commenced but not necessarily in the same decision unit. If a permanent position is not available, the employee shall be assigned to Supply Services at the same FTE, salary and benefits as their former position until a placement is made.

(d) The provisions of Clause 13.c(iii)(b) and 13.c(iii)(c) shall not apply to an employee who requires accommodation to their duties or hours of work.

13.d In any one (1) year, the number of days of sick leave taken in excess of that year's entitlement will be deducted from the employee's total accumulation.

- 13.e Where an employee has left the service of the Board and then has been re-engaged, the provisions of Article 13 shall apply only from the date of the most recent engagement. However, transfers from one position to another, or recall from layoff within the twelve (12) month period, shall not affect accumulated sick leave entitlements.
- 13.f An employee who becomes eligible for disability benefits will not be entitled to receive sick leave benefits.
- 13.g When sick leave extends for a period in excess of three (3) consecutive working days, the employee may be required to provide a certificate from a qualified medical or dental practitioner before sick leave benefits are paid. The cost of the certificate shall be covered by the Board.
- 13.h The Division and the Local are committed to upholding all legislative obligations related to Duty to Accommodate. The Division, the employee and the Union will work collaboratively to address accommodation requests and return to work.

14. Critical Illness, Bereavement and Family Leave

- 14.a (i) The Board undertakes to grant leave with full pay to employees who are required to be absent as a result of critical illness or death of near relatives or other persons.
- 14.a (ii) The granting of leave and number of days allowed shall be at the discretion of the Board based on the specific circumstances of each request.
- 14.a (iii) If bereavement or critical illness occurs while an employee is on vacation, there shall be no deduction of vacation credits for the period of the bereavement or critical illness leave.
- 14.b Leave of absence with pay shall be granted to an employee to a maximum of three (3) working days per school year for the purpose of:
- (i) caring for a family member or
 - (ii) making arrangements for the care of a family member or
 - (iii) caring for other persons who reside in the home of the employee

15. Parental/Maternity/Adoption Leave

- 15.a (i) An employee with a minimum of ninety (90) days of service shall be granted leave in accordance with Article 15.
- 15.a (ii) Leave of absence without pay or benefits shall be granted, upon thirty (30) days written notice where possible, to an employee as follows:
birth mothers shall be eligible for up to sixteen (16) consecutive weeks of maternity leave.
birth mother (immediately following maternity leave), other parent, adoptive parents, or both parents (shared between them) shall be eligible for up to sixty-two (62) weeks of parental leave.
If the parents intend to share the parental leave, and they are both Division employees, they shall advise the Division of their intentions and will be eligible for a combined maximum of sixty-two (62) weeks.
- 15.a (iii) Maternity leave shall commence at the discretion of the employee at any time within thirteen (13) weeks of the estimated date of delivery. Maternity leave can begin no later than on the actual date of delivery.

- 15.a (iv) Parental leave can begin at any time after the birth or adoption of the child and must be completed within seventy-eight (78) weeks of the date a baby is born or an adopted child is placed with the parent.
- 15.a (v) The employee may terminate the maternity/parental/adoption leave with a four (4) week prior notice, in writing, at any time during the combined leave period. Upon completion of the leave, the employee shall return to the position held when the leave commenced. If that position no longer exists, the Employer shall provide the employee with alternate work of a comparable nature at the same wages.
- 15.b The Board shall maintain a maternity supplement to Employment Insurance (EI) benefits which will pay an employee who is unable to work because of her pregnancy, one hundred percent (100%) of regular earnings during a maximum of ninety (90) calendar days, when eligible for Extended Disability Benefits (EDB), surrounding the delivery date of her child.
- 15.c During the health-related portion of maternity leave, health insurance premiums are payable by the Employer as provided by this agreement.
- 15.d Notwithstanding Clause 15.a, an employee on maternity leave without salary may access sick leave entitlement as provided in Article 13, if satisfactory evidence of medical disability is provided to the Board.
- 15.e Second Parent Leave - An employee may be granted up to three (3) days leave with pay at the time of the birth or adoption of a child.

16. Personal Leaves

- 16.a Leaves of absence without pay for personal reasons may be granted for periods not exceeding one (1) month.
- 16.b (i) Education leaves of absence without pay may be granted to employees. When an education leave in excess of twelve (12) months duration is granted, the employee's position may be declared vacant, provided the employee is advised in writing at the time the leave is granted and, if filled, shall be filled in accordance with Article 4.
- 16.b (ii) Employees with a minimum of two (2) years continuous service with the Board may be granted up to one (1) year leave of absence without pay. For leaves of absence longer than six (6) months, the position may be declared vacant provided the employee is advised in writing at the time the leave is granted and, if filled, shall be filled in accordance with Article 4.
- 16.b (iii) Applications for extended leaves of absence shall be made in writing to the Decision Unit administrator at least one (1) month prior to the commencement of the proposed leave. Within ten (10) working days, the Decision Unit administrator will provide written acknowledgement of the application and indicate either a decision or the expected date of a decision.
- 16.b (iv) On return from an extended leave of absence, the Board shall place the employee in the employee's former position if available or its equivalent. If a permanent position is not available, the employee shall be assigned to Supply Services, as a permanent assigned to supply, for a period of up to one (1) year, at the same FTE, salary and benefits as their former position until a placement is made. If a permanent position, at the same salary and benefits, does not become available within one (1) year, the employee shall be placed into a vacant permanent position at their previous 10- or 12-month status and position title, and at the nearest lesser FTE, provide the employee has the required qualifications, experience and ability to fulfill the normal requirements of the position.

- 16.b (v) An employee returning from an extended leave of absence without pay must provide to the Board a minimum of thirty (30) days notice.
- 16.c Employees on leave of absence for personal reasons for periods exceeding seven (7) consecutive days shall not earn vacation or sick leave credits for the period of leave.
- 16.d (i) Leaves of absence for private business may be granted by the supervisor, having due regard to all the circumstances and the interests of the Decision Unit for up to two (2) days per school year. Leaves shall be granted with benefits and fifty percent (50%) of the employee's daily rate of pay. Requests for leave which would extend the Christmas, spring recess, summer vacation period or other natural breaks may not be granted under this clause.
- 16.d (ii) Employees will be able to carry over one (1) unused private business day from the previous school year. Employees will be able to use a maximum of three (3) private business days in one school year.
- 16.e Employees may be provided with time off without loss of pay, benefits, and seniority as follows:
 - (i) One (1) day per school year for a formal hearing to become a Canadian Citizen
 - (ii) One (1) day per school year for the convocation of the employee or anyone in their immediate family from a post-secondary institution
 - (iii) One-half (1/2) day per school year for attendance at the high school graduation of an immediate family member, where the event begins prior to 1700 hours.
- 16.f (i) Leaves of absence without pay shall be granted to an employee who is experiencing domestic violence to a maximum of ten (10) working days per school year. This leave will be in addition to existing paid and/or unpaid leave entitlements and may be taken as consecutive or single days or as a fraction of a day.
- 16.f (ii) Employees shall provide the Division with notice as soon as reasonable before taking the leave. Eligibility and entitlements shall be consistent with legislative provisions.
- 16.f (iii) All personal information concerning domestic violence will be kept confidential in line with relevant legislation. No information will be kept on an employee's file without their written permission.
- 16.f (iv) Accommodations for an employee experiencing domestic violence shall not be unreasonably denied.

17. Leaves of Absence for Union Business

- 17.a Leaves of absence with pay shall be granted to a maximum of five (5) Union representatives for the purpose of meeting with Board representatives to resolve grievances or to negotiate a collective agreement.
- 17.b Upon written request, the Employer shall grant leave of absence without pay and without loss of seniority to any employee who wishes to be a candidate in a federal, provincial, municipal or school board election. Except where prohibited by applicable legislation, an employee who is elected to such public office shall be granted further leave of absence without pay and without loss of seniority for the term of office. Such employees shall be paid out any earned vacation or banked time at the commencement of their leave.

- 17.c (i) Leave of absence without pay for Union employment shall be granted to a support staff member(s) elected to office or seconded to Local 3550 of the Canadian Union of Public Employees up to a maximum of 6.00 FTE. The person(s) shall retain their seniority as if they had remained in continuous employment. The employee(s) shall have the right, at any time, upon giving thirty (30) days notice, to return to their previous position, if available, or its equivalent. Where such a leave is granted, the arrangements, including arrangements for benefits and pension, shall be confirmed in writing between the Board and Local 3550 prior to commencement of the leave.
- 17.c (ii) Upon giving one (1) months' notice, the employee shall return to the position held when the leave commenced if available, or its equivalent.
- 17.d (i) The Board shall consider the granting of a request for leave of absence without pay for up to two (2) years with the opportunity to extend to an employee who is offered any assignment with the Canadian Union of Public Employees (National) or other recognized labour organization. Where such a leave is granted, the Canadian Union of Public Employees (National) or other recognized labour organization will be responsible for reimbursing the division for all pay, benefits and entitlements, if applicable. This arrangement as well as any other arrangements shall be confirmed in writing between the Board and the Canadian Union of Public Employees Local 3550 prior to commencement of the leave.
- 17.d (ii) On return from an approved leave, in accordance with clause 17.d, the Board shall place the employee in the employee's former position, if available, or its equivalent.
- 17.d (iii) On return from an approved leave, in accordance with clause 17.d, the employee may apply to have the leave recognized as pensionable service. The Canadian Union of Public Employees shall reimburse the Board for the Employer share upon receipt of an invoice from the Board and the employee shall pay the employee's share.

18. Witness and Jury Duty

Permanent and temporary bi-weekly employees called for jury duty or to answer a subpoena or summons to attend court proceedings as a witness in a case other than their own shall be paid regular salary and benefits and will reimburse the Board an equivalent amount of any jury or witness fees set by the court.

19. Seniority

- 19.a (i) Seniority is defined as the length of service with the Board based on the seniority list dated May 6, 1993 plus all service within the bargaining unit, inclusive of summer recess, accumulated since that date.
- 19.a (ii) Seniority shall not continue to accumulate in the event of:
 - (a) temporary layoff;
 - (b) personal leave of absence without pay in excess of four (4) weeks;
 - (c) a temporary board assignment in a position outside the bargaining unit.
- 19.a (iii) Employees shall lose seniority only in the event they:
 - (a) are laid off for a period in excess of twelve (12) months;
 - (b) are terminated for cause;
 - (c) resign from employment in the bargaining unit;
 - (d) successfully complete probationary periods for positions exempted from this agreement.

- 19.a (iv) A division employee with continuous service with the Board who is successful in acquiring a position back in the bargaining unit shall be entitled to claim seniority previously earned within the bargaining unit. The Union shall be informed in writing of each such circumstance.
- 19.b The Board will, by October 30, February 15 and June 8 of each year, provide the Union with an updated seniority list of all employees within the bargaining unit in a mutually acceptable format.
- 19.c Any protest with regard to seniority standing must be presented to the Board within thirty (30) days from the date the list is provided to the Union and decision unit administrators. Any error identified will be corrected and the Union shall be notified of any changes within thirty (30) days.
- 19.d Previous permanent employees, who return to permanent employment with the Division within twelve (12) months of the last date of employment, or within twelve (12) months of the end of the recall period, shall be recognized with previously accrued seniority with the Division.

20. Grievance Procedure

The parties agree that the grievance procedure is intended to bring resolution to the differences arising from the application of the collective agreement.

The time limits in the grievance procedure may be extended by mutual agreement, in writing, between the Employer and the Union. Should the responding party fail to comply with any time limits in the grievance procedure, the grievance will automatically move to the next step on the day following the expiry of the particular time limit.

Should a dispute arise between the Board and any employee or the Union regarding the interpretation and application of this agreement, an earnest effort will be made to resolve the dispute without any stoppage using the following steps. All submissions and replies must be in writing and all time limits refer to operational days. Time limits may be extended by mutual agreement.

Step One:

The aggrieved employee shall discuss the complaint with the supervisor with or without a representative of the Union present.

Step Two:

- (a) Failing satisfactory settlement under Step One, the employee may submit the particulars of the dispute and redress sought to the Union's representative within twenty (20) days of the date when the employee became aware of the alleged violation of the collective agreement.
- (b) If the Union supports the alleged violation, the Union's representative shall submit a grievance and redress sought to the Superintendent of Schools or designate within ten (10) days of receipt of the particulars.

Step Three:

The Superintendent of Schools shall have fifteen (15) days to reply in writing following receipt of the grievance. Both parties are encouraged to resolve the grievance through formal discussions prior to the Superintendent of Schools' reply.

Step Four:

The parties may mutually agree to non-binding mediation:

- (a) After receipt of the decision of the Superintendent of Schools, under Step Three above, within ten (10) days either party may request that a Mediator be appointed to meet with the parties, investigate and define the issues in dispute and facilitate a resolution.
- (b) The Mediator shall be appointed by mutual agreement between the parties.
- (c) The purpose of the Mediator's involvement in the grievance process is to assist the parties in reaching a resolution of the dispute, and anything said, proposed, generated or prepared for the purpose of trying to achieve a settlement is to be considered privileged. During the proceedings, the parties shall fully disclose all materials and information relevant to the issue(s) in dispute.
- (d) The expenses of the Mediator shall be equally borne by both parties.
- (e) The grievance may be resolved by mutual agreement between the parties. Within ten (10) days of first meeting the parties, having considered the issue(s) in dispute and the terms of the collective agreement, the Mediator shall issue a report including non-binding recommendations.

Step Five:

Failing satisfactory settlement under Step Three and/or Step 4, either party may, within ten (10) working days of receiving the reply of the Superintendent of Schools, and/or the Mediator's report, request an Arbitration Board.

Step Six:

Each party shall appoint a representative to the Arbitration Board within ten (10) days of the request for the establishment of an Arbitration Board. The two (2) representatives shall, within five (5) days after the second of them is appointed, select a Chairperson. If the nominees to the Arbitration Board are unable to agree to a Chairperson, either party may apply under the provisions of the Alberta Labour Relations Code to appoint a Chairperson. The Arbitration Board shall convene and render a decision as soon as possible after the selection of the Chairperson. The decision of the Arbitration Board is final and binding. An Arbitration Board shall not change any of the terms of this Collective Agreement. Each party shall be responsible for the costs of its nominee and both parties shall share equally the costs of the Chairperson.

21. Union Dues

- 21.a The Board agrees to deduct an amount equivalent to Union dues from all employees covered by this agreement whether or not these employees choose to become members of the Union provided that the dues are normal regular assessments in accordance with the constitution and bylaws of the Union.
- 21.b Union dues shall be forwarded by direct deposit to the Union's financial institution upon release of the employee's cheque on which the dues were deducted. An electronic list will be forwarded to the Union Treasurer at the same time. This list will contain:
 - employee name
 - complete address and telephone number, except a declared silent number
 - Full Time Equivalent (FTE)
 - position
 - employee status
 - permanent hire date
 - decision unit
 - personal email (if available)
 - cell phone number (if available)

22. Employee Benefits

- 22.a (i) Employee participation in group benefit plans shall be in accordance with plans in force from time to time.
- 22.a (ii) Participation in group insurance plans shall be a condition of employment of all staff appointed to permanent positions.
- 22.a (iii) Notwithstanding Clause 22.a (ii), the requirement to participate in either Alberta Health Care, Extended Health Care, Dental Care or Vision/Hearing Care Plan insurance, as a condition of employment, shall be waived for those employees who already have such group insurance coverage as dependents of their spouses and who therefore elect not to participate.

Further, employees with no dependents other than spouses may elect to take single coverage in any of Alberta Health Care, Extended Health Care, Dental Care or Vision/Hearing Care Plan insurance plans if their spouses have single coverage in the same or comparable plans.

22.b ALBERTA HEALTH CARE	Employer's contribution will be a cash amount equal to premiums in effect for the term of the Collective Agreement.
EXTENDED HEALTH CARE (PLAN 1)	Employer's contribution will be a cash amount equal to premiums in effect for the term of the Collective Agreement.
DENTAL CARE (PLAN 3C)	Employer's contribution will be a cash amount equal to premiums in effect for the term of the Collective Agreement.
LIFE/ACCIDENTAL DEATH & DISMEMBERMENT (A.D.D.) (PLAN 2A)	Employer's contribution shall be one hundred percent (100%)
EXTENDED DISABILITY INSURANCE (EDB) (PLAN D)	Employer's contribution will be one hundred percent (100%) effective the beginning of the pay period following ratification.
VISION/HEARING CARE (PLAN 3)	Employer's contribution will be a cash amount equal to premiums in effect for the term of the Collective Agreement.
HEALTH AND WELLNESS SPENDING ACCOUNT	<p>The Board will contribute annually an amount for each 1.0 full-time equivalent (FTE) employee</p> <ul style="list-style-type: none">• \$400.00 effective September 1, 2017• \$750.00 effective September 1, 2018 <p>The contributions shall be prorated for employees working less than full-time with the Board. The unused balance will be carried forward for a total accumulation of two years.</p>

The Board will pay one hundred percent (100%) of any surcharge levied by the Alberta School Employee Benefit Plan or a plan with equivalent or better benefits provided by the Board or at a cost equal to or less than ASEBP.

Effective *January 1, 1999* the order of payment for benefit plans by the Board will be:

1. Extended Disability Plan D
2. Extended Health Care Plan 1
3. Dental Care Plan 3C
4. Vision/Hearing Care Plan 3
5. Life and ADD Plan 2A
6. Alberta Health Care

22.c The Life Insurance/ADD and Extended Disability Benefit (EDB) plans shall provide benefits equal to or better than the Alberta School Employee Benefit Plan (ASEBP) at a cost to the employee not greater than ASEBP.

22.d Employees who are on an authorized leave of absence without pay may choose to pay both the Employer and employee portions of the benefit premiums as provided in this agreement.

22.e All permanent employees who meet the eligibility requirements of the Local Authorities Pension Plan (LAPP) shall participate in the plan.

22.f A confidential Employee and Family Assistance Program (EFAP), as determined by the Division, will be offered.

23. Correspondence

23.a The Union will be notified in writing, on a bi-weekly basis, of:

- position, grade and step of all hires
- reclassifications
- new positions
- changes to FTE
- approved leaves of absence
- resignations
- retirements
- transfers
- layoffs
- deaths
- recalls
- promotions
- changes to 10-month/12-month status
- acting appointments
- extensions to trial periods
- suspensions
- demotions
- terminations for the preceding period
- competition number
- name of successful candidate

23.b (i) The decision unit of staff members involved in such changes will be included.

23.b (ii) The Union shall be provided with a listing of all approved placements made under Summer Temporary Employment Program (STEP) by June 15th. The listing shall include the decision unit of the placement, duration of the placement and a brief description of the duties as indicated in the STEP application.

23.c When the Board creates a new position or reclassifies an existing position, it shall forthwith provide the Union with written notice setting out the decision unit and the qualifications for appointment of the new or reclassified position.

24. Training and Professional Development

24.a (i) The Employer and the Local shall maintain a Joint Support Staff Training and Advisory Committee for the purpose of providing input into the development and implementation of support staff training.

24.a (ii) The Committee will consist of equal number of representatives from the Employer and the Union, or as otherwise agreed by both parties.

24.a (iii) Terms of Reference will be reviewed and established by the Committee annually.

24.a (iv) All costs of the committee shall be borne by the Employer.

24.b (i) On an annual basis, the Division will allocate funds to a Support Staff professional improvement program.

24.b (ii) Employees may apply to Human Resources for professional improvement support that falls within the scope of the bargaining unit.

24.c With prior approval of the Board, an employee shall be reimbursed following the successful completion of a course or program.

25. Joint Occupational Health & Safety Committee

25.a (i) The Board and the Union shall maintain a Joint Occupational Health & Safety Committee for the purpose of examining workplace health and safety issues related to support work.

25.a (ii) The Committee will consist of equal number of representatives from the Employer and the Union, or as otherwise agreed by both parties.

25.a (iii) Terms of Reference will be reviewed and established by the Committee annually.

25.a (iv) All costs of the committee shall be borne by the Employer.

26. Workers' Compensation

26.a If a permanent or temporary bi-weekly employee is prevented from performing regular work with the Board on account of an occupational accident that is recognized by the Workers' Compensation Board (WCB), the School Board will supplement the award made by the WCB for loss of wages to the employee by such an amount that the award of the WCB for loss of wages, together with the supplement by the

School Board, will equal full net salary on date of disability. The said supplementation shall not be payable to any employee's regular pension, nor will it be paid after the WCB has certified that the employee is able to return to work, or has been awarded a permanent allowance for either partial or total disability. Neither will the School Board supplement be paid to an employee who has been recalled by the WCB for further treatment of an injury suffered by the employee before being employed by the School Board.

- 26.b (i) During the period of incapacitation:
 - (a) Seniority shall continue to accrue;
 - (b) Service, for the purpose of determining vacation accrual entitlement, shall continue for a period of up to twelve (12) months.
- 26.b (ii) When an employee has been absent for twelve (12) months, the position may be declared vacant and filled in accordance with Article 4. The employee, when ready to return to duty, will be placed on the same step and pay grade of the salary schedule as was effective when the leave commenced but not necessarily in the same decision unit.

27. Duration and Termination of Agreement

- 27.a This agreement shall take effect on September 1, 2020 and shall remain in full force and effect through August 31, 2028 except as hereinafter provided.
- 27.b Either party desiring to amend or terminate this agreement shall give notice in writing to the other party not less than sixty (60) days and not more than one hundred twenty (120) days immediately preceding August 31, 2028 or August 31 of any subsequent year. In the event the foregoing notice is served, the parties shall commence collective bargaining within thirty (30) days of receipt of such notice.
- 27.c This collective agreement shall continue in full force and effect until a replacement agreement is concluded or until a legal strike or lockout commences in accordance with the Labour Relations Code.
- 27.d The two parties may at any time by mutual agreement negotiate revisions in writing to this agreement. Any such revisions in writing agreed upon shall become effective from such date as may be mutually agreed by the parties.

28. Salary

- 28.a Employees will be paid by direct deposit to the financial institution of the employee's choice, every second Friday or the preceding working day in the event that a pay day falls on a statutory or Board declared holiday.
- 28.b The Board may place a new employee at any step in the pay grade in recognition of education, qualifications and previous experience.
- 28.c (i) Employees will move from one step to the next on the salary grid based on one (1) year of employment. Increments will be effective on the anniversary date of employment.
- 28.c (ii) Leaves of absence without pay for periods up to sixty (60) days shall not change the annual increment date. Any time worked since the date of the last increment prior to the commencement of the leave shall be credited to the employee on return from leave when calculating service for increment purposes.

28.d An employee who is promoted to a position having a higher pay grade shall be placed on the same step in the new pay grade. Notwithstanding the foregoing, the Board reserves the right to place an employee on any step to the maximum of the pay grade.

28.e An employee who is demoted or who transfers to a position having the same or lower pay grade shall be paid on the highest step in the new pay grade that reflects the demotion or voluntary transfer.

28.f (i) Notwithstanding Clause 28.e,

- In the event of a reclassification that results in an employee moving to a lower pay grade position, the employee's salary shall be maintained by either moving to a higher step in the lower pay grade, or if not available, freezing the employee's salary until the maximum salary for the lower pay grade position exceeds the employee's salary, or two (2) calendar years, whichever is shorter.
- In the event of a required workplace accommodation in response to substantiated restrictions that necessitate an employee moving to a lower pay grade position, the employee's salary shall be maintained for a period of one (1) calendar year.
- The above salary protections shall be removed if the employee subsequently voluntarily leaves the position. The salary protection shall remain in place if the employee is subsequently impacted by an involuntary transfer from the position.

28.f (ii) Prior to establishing a position title covered by clause 28.h Position Titles the Board will consult with the Union.

28.g (i) When, as a result of the absence of an incumbent, an employee is appointed to temporarily accept the responsibility and to carry out the duties of a position which has a higher pay grade than the position normally held, said employee shall be temporarily reclassified to reflect the position and the rate of pay shall be equivalent to that which the employee would be entitled if promoted to that position. That rate shall be paid for each day of the temporary appointment.

28.g (ii) Permanent employees temporarily assigned to a higher classification, for a minimum of three (3) working days, shall be eligible for the rate of pay of the higher classification. The higher rate of pay shall be retroactive to the first day of the assignment.

28.g (iii) All temporary appointments of this nature must be authorized in writing.

28.h Position Titles

- Administrative Assistant
- Administrative Assistant Mentor
- Clerk
- Educational Assistant
- Educational Assistant Mentor
- Food Preparer
- Interpreter
- Library Technician
- Licensed Practical Nurse
- Speech Language Pathology Assistant
- Technician

28.i (i) Hourly salary schedule effective

September 1, 2020

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
B	\$18.57	\$19.17	\$19.79	\$20.41	\$21.09	\$22.64
C	\$19.79	\$20.41	\$21.09	\$21.88	\$22.64	\$24.48
D	\$21.09	\$21.88	\$22.64	\$23.54	\$24.48	\$26.50
E	\$22.64	\$23.54	\$24.48	\$25.46	\$26.50	\$28.70
F	\$24.48	\$25.46	\$26.50	\$27.59	\$28.70	\$31.18
G	\$26.50	\$27.59	\$28.70	\$29.92	\$31.18	\$33.90
H	\$28.70	\$29.92	\$31.18	\$32.51	\$33.90	\$36.89

September 1, 2021

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
B	\$18.57	\$19.17	\$19.79	\$20.41	\$21.09	\$22.64
C	\$19.79	\$20.41	\$21.09	\$21.88	\$22.64	\$24.48
D	\$21.09	\$21.88	\$22.64	\$23.54	\$24.48	\$26.50
E	\$22.64	\$23.54	\$24.48	\$25.46	\$26.50	\$28.70
F	\$24.48	\$25.46	\$26.50	\$27.59	\$28.70	\$31.18
G	\$26.50	\$27.59	\$28.70	\$29.92	\$31.18	\$33.90
H	\$28.70	\$29.92	\$31.18	\$32.51	\$33.90	\$36.89

September 1, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
B	\$18.57	\$19.17	\$19.79	\$20.41	\$21.09	\$22.64
C	\$19.79	\$20.41	\$21.09	\$21.88	\$22.64	\$24.48
D	\$21.09	\$21.88	\$22.64	\$23.54	\$24.48	\$26.50
E	\$22.64	\$23.54	\$24.48	\$25.46	\$26.50	\$28.70
F	\$24.48	\$25.46	\$26.50	\$27.59	\$28.70	\$31.18
G	\$26.50	\$27.59	\$28.70	\$29.92	\$31.18	\$33.90
H	\$28.70	\$29.92	\$31.18	\$32.51	\$33.90	\$36.89

June 1, 2023

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
B	\$18.80	\$19.41	\$20.04	\$20.67	\$21.35	\$22.92
C	\$20.04	\$20.67	\$21.35	\$22.15	\$22.92	\$24.79
D	\$21.35	\$22.15	\$22.92	\$23.83	\$24.79	\$26.83
E	\$22.92	\$23.83	\$24.79	\$25.78	\$26.83	\$29.06
F	\$24.79	\$25.78	\$26.83	\$27.93	\$29.06	\$31.57
G	\$26.83	\$27.93	\$29.06	\$30.29	\$31.57	\$34.32
H	\$29.06	\$30.29	\$31.57	\$32.92	\$34.32	\$37.35

February 1, 2024

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
B	\$19.08	\$19.70	\$20.34	\$20.98	\$21.67	\$23.26
C	\$20.34	\$20.98	\$21.67	\$22.48	\$23.26	\$25.16
D	\$21.67	\$22.48	\$23.26	\$24.19	\$25.16	\$27.23
E	\$23.26	\$24.19	\$25.16	\$26.17	\$27.23	\$29.50
F	\$25.16	\$26.17	\$27.23	\$28.35	\$29.50	\$32.04
G	\$27.23	\$28.35	\$29.50	\$30.74	\$32.04	\$34.83
H	\$29.50	\$30.74	\$32.04	\$33.41	\$34.83	\$37.91

August 31, 2024

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
B	\$19.18	\$19.80	\$20.44	\$21.08	\$21.78	\$23.38
C	\$20.44	\$21.08	\$21.78	\$22.59	\$23.38	\$25.29
D	\$21.78	\$22.59	\$23.38	\$24.31	\$25.29	\$27.37
E	\$23.38	\$24.31	\$25.29	\$26.30	\$27.37	\$29.65
F	\$25.29	\$26.30	\$27.37	\$28.49	\$29.65	\$32.20
G	\$27.37	\$28.49	\$29.65	\$30.89	\$32.20	\$35.00
H	\$29.65	\$30.89	\$32.20	\$33.58	\$35.00	\$38.10

September 1, 2024

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
B	\$19.76	\$20.39	\$21.05	\$21.71	\$22.43	\$24.08
C	\$21.05	\$21.71	\$22.43	\$23.27	\$24.08	\$26.05
D	\$22.43	\$23.27	\$24.08	\$25.04	\$26.05	\$28.19
E	\$24.08	\$25.04	\$26.05	\$27.09	\$28.19	\$30.54
F	\$26.05	\$27.09	\$28.19	\$29.34	\$30.54	\$33.17
G	\$28.19	\$29.34	\$30.54	\$31.82	\$33.17	\$36.05
H	\$30.54	\$31.82	\$33.17	\$34.59	\$36.05	\$39.24

March 19, 2025 *

	Step 1	Step 2	Step 3	Step 4
D	\$24.08	\$25.04	\$26.05	\$28.19
E	\$26.05	\$27.09	\$28.19	\$30.54
F	\$28.19	\$29.34	\$30.54	\$33.17
G	\$30.54	\$31.82	\$33.17	\$36.05
H	\$33.17	\$34.59	\$36.05	\$39.24

*effective Mar 19/25 classifications B and C and Steps one and two eliminated

September 1, 2025

	Step 1	Step 2	Step 3	Step 4
D	\$25.33	\$26.29	\$27.30	\$29.44
E	\$27.30	\$28.34	\$29.44	\$31.79
F	\$29.44	\$30.59	\$31.79	\$34.42
G	\$31.79	\$33.07	\$34.42	\$37.30
H	\$34.42	\$35.84	\$37.30	\$40.49

September 1, 2026

	Step 1	Step 2	Step 3	Step 4
D	\$26.09	\$27.08	\$28.12	\$30.32
E	\$28.12	\$29.19	\$30.32	\$32.74
F	\$30.32	\$31.51	\$32.74	\$35.45
G	\$32.74	\$34.06	\$35.45	\$38.42
H	\$35.45	\$36.92	\$38.42	\$41.70

September 1, 2027

	Step 1	Step 2	Step 3	Step 4
D	\$27.19	\$28.18	\$29.22	\$31.42
E	\$29.22	\$30.29	\$31.42	\$33.84
F	\$31.42	\$32.61	\$33.84	\$36.55
G	\$33.84	\$35.16	\$36.55	\$39.52
H	\$36.55	\$38.02	\$39.52	\$42.80

28.i (ii) Supply Support Employee Rates

	Sept 1/20	Sept 1/21	Sept 1/22	Jun 1/23	Feb 1/24	Aug 31/24	Sept 1/24	Sept 1/25	Sept 1/26	Sept 1/27
SUPPLY SUPPORT LEVEL TWO	\$20.35	\$20.35	\$20.35	\$20.60	\$20.91	\$21.01	\$21.64	\$22.89	\$23.58	\$24.68
SUPPLY SUPPORT LEVEL THREE	\$21.96	\$21.96	\$21.96	\$22.23	\$22.56	\$22.67	\$23.35	\$24.60	\$25.34	\$26.44

28.i (iii) For difficult-to-staff positions, or unusual circumstances, the Board reserves the right to establish a market rate. The Union shall be informed of such circumstances in writing.

29. Travel Allowance

29.a An employee who is required to travel between or among sites on an occasional or daily basis will be paid a bi-weekly advance on expenses at the applicable current Board rate.

30. Retirement Allowance

30.a Employees who retire in accordance with the Local Authorities Pension Plan (LAPP) (whether or not they participate in that Plan) shall receive a retirement allowance based on the following schedule.

YEARS OF SERVICE	Sept 1/20	Sept 1/21	Sept 1/22	June 1/23
After 10 Years of Service	\$4,001	\$4,001	\$4,001	\$4,051
After 11 Years of Service	\$4,786	\$4,786	\$4,786	\$4,846
After 12 Years of Service	\$5,573	\$5,573	\$5,573	\$5,643
After 13 Years of Service	\$6,358	\$6,358	\$6,358	\$6,437
After 14 Years of Service	\$7,147	\$7,147	\$7,147	\$7,236
After 15 Years of Service	\$7,936	\$7,936	\$7,936	\$8,035
After 16 Years of Service	\$8,324	\$8,324	\$8,324	\$8,428
After 17 Years of Service	\$8,711	\$8,711	\$8,711	\$8,820
After 18 Years of Service	\$9,100	\$9,100	\$9,100	\$9,214
After 19 Years of Service	\$9,486	\$9,486	\$9,486	\$9,605
After 20 Years of Service	\$9,874	\$9,874	\$9,874	\$9,997
After 21 Years of Service	\$10,276	\$10,276	\$10,276	\$10,404
After 22 Years of Service	\$10,673	\$10,673	\$10,673	\$10,806
After 23 Years of Service	\$11,073	\$11,073	\$11,073	\$11,211
After 24 Years of Service	\$11,474	\$11,474	\$11,474	\$11,617
After 25 Years of Service	\$11,873	\$11,873	\$11,873	\$12,021
After 26 Years of Service, add to the amount for every Year of Service until retirement	\$373	\$373	\$373	\$378

YEARS OF SERVICE	Feb 1/24	Aug 31/24	Sept 1/24	Sept 1/25	Sept 1/26	Sept 1/27
After 10 Years of Service	\$4,112	\$4,133	\$4,257	\$4,258	\$4,386	\$4,387
After 11 Years of Service	\$4,919	\$4,944	\$5,092	\$5,093	\$5,246	\$5,247
After 12 Years of Service	\$5,728	\$5,757	\$5,930	\$5,931	\$6,109	\$6,110
After 13 Years of Service	\$6,534	\$6,567	\$6,764	\$6,765	\$6,968	\$6,969
After 14 Years of Service	\$7,345	\$7,382	\$7,603	\$7,604	\$7,832	\$7,833
After 15 Years of Service	\$8,156	\$8,197	\$8,443	\$8,444	\$8,697	\$8,698
After 16 Years of Service	\$8,554	\$8,597	\$8,855	\$8,856	\$9,122	\$9,123
After 17 Years of Service	\$8,952	\$8,997	\$9,267	\$9,268	\$9,546	\$9,547
After 18 Years of Service	\$9,352	\$9,399	\$9,681	\$9,682	\$9,972	\$9,973
After 19 Years of Service	\$9,749	\$9,798	\$10,092	\$10,093	\$10,396	\$10,397
After 20 Years of Service	\$10,147	\$10,198	\$10,504	\$10,505	\$10,820	\$10,821
After 21 Years of Service	\$10,560	\$10,613	\$10,931	\$10,932	\$11,260	\$11,261
After 22 Years of Service	\$10,968	\$11,023	\$11,354	\$11,355	\$11,696	\$11,697
After 23 Years of Service	\$11,379	\$11,436	\$11,779	\$11,780	\$12,133	\$12,134
After 24 Years of Service	\$11,791	\$11,850	\$12,206	\$12,207	\$12,573	\$12,574
After 25 Years of Service	\$12,201	\$12,262	\$12,630	\$12,631	\$13,010	\$13,011
After 26 Years of Service, Add to the amount for every Year of service until retirement	\$384	\$386	\$398	\$399	\$411	\$412

Increases to this allowance will be consistent with the date and amount of increases to the salary grid in Article 28.

30.b At the employee's request, the payment of retirement allowance shall be:

- (i) a lump sum payment at the time of retirement; and/or
- (ii) where eligible, transferred to the employee's registered retirement savings plan, with no initial taxes deducted.

30.c Service, for the purpose of retirement allowance, shall be calculated as follows:

- (i) Service shall be defined as active permanent employment.
- (ii) Service shall be pro-rated for part-time employment.
- (iii) A service gap will be defined as a complete break in service (i.e. termination to re-hire into a permanent position). A gap in permanent employment of greater than twelve (12) months shall result in a break in service. The gap can be extended if there is active employment (via Supply work) that occurs during the period – the gap is extended by an additional twelve (12) months from the last date of supply work.
- (iv) Unpaid Leaves of absence shall not break service, however all periods of unpaid LOAs are excluded from the Retirement Allowance calculation.
- (v) Employees who have retired, received a retirement allowance, and then re-employ on a permanent basis with the Division shall not be eligible to add their second period of service to the first in order to increase their entitlement. Employees can receive a second Retirement Allowance payment if their second period of service meets the minimum eligibility requirements as set out in the article.

31. Supply Support and Temporary Bi-Weekly Employees

31.a Supply support employees shall receive pay for public holidays in accordance with Employment Standards Code Regulations.

31.b Supply support employees shall receive from the Board a copy of the Collective Agreement at the time of hiring.

31.c (i) Supply support employees will be paid a minimum of three and one half (3.5) hours for each half day worked or portion thereof. Duties may be assigned for up to 7 hours.

31.c (ii) Supply support employees who report for an assignment and are not required for the assignment or part thereof, will be paid a minimum of three and one half (3.5) hours.

31.d (i) Supply support employees with less than five (5) years of employment will have four percent (4%) vacation pay added to their regular earnings.

(ii) Supply support employees with five (5) or more consecutive years of employment will have six percent (6%) vacation pay added to their regular earnings.

31.e All hourly support employees with Edmonton Public Schools will receive overtime for hours worked over seven (7) hours per day or thirty-five (35) hours per week.

- 31.f Supply support employees who have not been placed on the supply support roster at the start of the next school year, shall, upon request, be notified of the reasons in writing.
- 31.g (i) Temporary bi-weekly employees will be provided the intended duration of their assignment in writing.
- 31.g (ii) An employee assigned to a temporary bi-weekly assignment shall receive the applicable hourly salary rate for the position according to the pay grade and step in Clause 28.i (i).
- 31.g (iii) All 10-month temporary bi-weekly assignments shall end no later than June 30.
- 31.h (i) Temporary bi-weekly employees shall earn vacation entitlement at a rate of four percent (4%) to be added to their bi-weekly earnings.
- 31.h (ii) Temporary bi-weekly employees shall participate in all group insurance plans for the duration of their assignment.
- 31.h (iii) Temporary bi-weekly employees are not eligible for participation in the Local Authorities Pension Plan (LAPP).
- 31.h (iv) Temporary bi-weekly employees will earn sick leave entitlement on a pro-rated basis according to the duration of their assignment.
- For temporary bi-weekly employees who are assigned to 10-month positions, accrual shall discontinue, and all remaining entitlements shall be removed at the end of the last bi-weekly pay period of each school year.
 - For temporary bi-weekly employees who are assigned to 12-month positions, all accruals and entitlements shall be maintained for the duration of their assignment.
- 31.i (i) Temporary bi-weekly employees will accumulate seniority calculated on the basis of weeks or fractions of weeks worked. Accumulated seniority will be recognized once a temporary employee attains permanent status.
- 31.i (ii) If a contract for an assignment terminates and the temporary bi-weekly employee has not been given a new temporary bi-weekly or permanent assignment within twelve (12) months, seniority shall be lost.

Letters of Understanding and Intent

Letter of Understanding Joint Return to Work

The parties agree that, during the term of this agreement, the Employer and the Union will continue a joint approach to assisting employees in returning to work.

The Union will be involved in the development and implementation of any Administrative Regulation that may be developed related to Return to Work and Duty to Accommodate.

Letter of Understanding Interpretation of 1.b Contracting Out

The parties agree that within sixty (60) days of the signing of this Collective Agreement, the Union and the Employer will meet to open Article 1, Clause 1.b to come to a mutually agreed interpretation.

Letter of Understanding Spare Support Staff Board

The parties agree that the Joint Support Staff Committee will continue to examine the feasibility of establishing a permanent Spare Support Staff Board. Recommendations from this committee will be submitted to the administration.

Letter of Understanding Staff Orientation

For the 2024-2025 school year, it is agreed that CUPE Local 3550 will be provided with up to 15 minutes, time to be scheduled at the discretion of the Division, during currently established support staff orientations to comply with Bill 32 and fulfill the union obligations to its members.

The Division and the Local will meet at the end of the school year to discuss the effectiveness of the Local's attendance, as well as whether this LOU will be extended for the 2025-2026 school year.

Letter of Understanding Staffing of Bargaining Unit Vacancies and Parent/Community involvement

This Letter of Understanding (LOU) is entered into between *The Canadian Union of Public Employees Local 3550* hereinafter referred to as "the Union") and *Edmonton Public Schools* (hereinafter referred to as "the Employer"), collectively referred to as "the Parties."

The purpose of this LOU is to establish an ongoing dialogue on the following key issues related to the work of the bargaining unit:

- Division practices related to staffing unfilled positions, and
- Parent and community involvement in schools.

Within 120 days of the ratification of the collective agreement, the parties shall meet to share information and improve understanding on the following:

- Division practices related to staffing unfilled positions

- Parent/community involvement in schools
- Information related to supply filled and unfilled rates, permanent filled and unfilled rates, absence codes, and recruitment and supply trends
- Recruitment, training and internship opportunities for obtaining qualified staff
- Division communication to administration on these issues
- Case studies identified by either party including potential overlapping of areas of responsibility of bargaining unit employees with individuals outside of the bargaining unit.
- Impact on the bargaining unit.

Up to three (3) representatives from each party may attend these meetings which will be scheduled bi-monthly during the school year unless otherwise mutually agreed.

An agenda will be developed before each meeting and shared with both parties.

This committee will operate as a pilot for twenty-four (24) months. At any period, the parties may mutually agree to extend or terminate the pilot program.

Letter of Understanding **Job Evaluation Appeal Procedure (Pilot)**

I. Scope

An employee may appeal their job classification if there is disagreement with the application of one or more factor ratings in an evaluation that has resulted in the downward classification of their position.

If an appeal is based on new information or a change in position responsibilities, the position description must be updated and submitted for review under the normal position description review process.

II. Initial Requirements

The intention is to resolve concerns as early in the process as possible. In support of this, and in advance of submitting an appeal, the employee shall initially discuss any concerns about the evaluation of their position or the content of their position description with their supervisor or DU Administrator. Human Resources - Business Staffing may be consulted as a resource if there are questions regarding the job evaluation results. If it is determined that the factor ratings are of concern, then they will be shared with the employee at this time. As deemed appropriate by Human Resources, a job audit may be conducted during the initial discussions, or at a later stage in the appeals process.

Request for Appeal

To initiate an appeal, the *Request for Appeal - Level One* appeals form must be completed, signed by the employee and supervisor/DU Administrator (indicating their acknowledgement) and submitted to Human Resources. The completed form must include the reasons for the appeal, including factor ratings disagreed with and specific examples to support this position. -The appeal form must be submitted to the designated Human Resources Business Consultant within twenty (20) working days of confirmation of the position classification by their supervisor/DU Administrator.

Human Resources will review the submission to determine whether it satisfies the criteria of a job evaluation appeal issue and, if so, whether all required information has been provided. The incumbent and supervisor/DU Administrator will be informed whether the appeal will go forward and, if not, reasons for not supporting the appeal.

An appeal may be assessed collectively (i.e., several positions considered as part of one appeal) if there are multiple positions with similar duties and responsibilities within the Decision Unit. The scope of what

constitutes a collective appeal will be determined by Human Resources based on the specifics of the position(s) being appealed. The outcome of the appeal will impact all positions deemed to fall under the collective appeal. Employees who have previously had their position included in a collective appeal will not have the right to appeal their job evaluation results on an individual basis if they consider the outcome of the collective appeal unsatisfactory.

III. Appeal – Level One

If the appeal meets the defined criteria, a Human Resources Business Consultant will be assigned to conduct a review of the appeal. The review will be conducted by a Consultant other than the individual who completed the initial evaluation under appeal. The assigned Consultant will complete a new review based on the original position description and the new appeal information that has been submitted. As necessary, the Consultant may meet with the appellant and supervisor/DU Administrator, as well as review the original evaluation notes for background information. The timeline for conducting the appeal will be determined by Human Resources based on the number of appeals received. The timeline shall not exceed forty (40) working days. Once the review is complete, its results will be communicated to the appellant and supervisor/DU Administrator. If the appeal results in a change in evaluation that affects the classification of the position, the change shall be retroactive to the effective date of the updated position description, or earlier if specified by the DU Administrator.

IV. Appeal - Level Two

A standing Job Evaluation Appeals Committee will be maintained, consisting of a CUPE Local 3550 member at large, a Division Human Resources representative, and a DU Administrator. Committee members shall be provided with appropriate job evaluation training in order to perform their role.

Where an appellant believes that all information has not been reasonably considered in the Level One response, the decision may be appealed to the Job Evaluation Appeals Committee as a Level Two appeal. The *Request for Appeal - Level Two* appeal form must be submitted to the Job Evaluation Appeals Committee within fifteen (15) working days of notification of the first level appeal decision.

Both the appellant and an employer representative will be provided with an opportunity to meet with the Job Evaluation Appeals Committee where they will outline their concerns and respond to questions asked by the committee. Following the meeting, the Job Evaluation Appeals Committee will complete its review of the position and issue a decision to the appellant, supervisor/DU Administrator, and the Chief Human Resources Officer. Decisions of the committee will be made through consensus, but where that cannot be achieved, the decision of the majority shall apply. The decision of the Job Evaluation Appeals Committee is final and not subject to the grievance procedure under the collective agreement.

Other information

An appeal may be withdrawn at any time during the appeal process.

Position descriptions that have been reviewed under the appeal process cannot be resubmitted for evaluation within twelve months of the decision resulting from the appeal unless deemed necessary by Human Resources due to a substantial change in the duties and responsibilities of the position. In these instances, the position will be submitted as a new position in the evaluation process.

V. Duration of Pilot

At the conclusion of the current collective agreement or twenty-four (24) months following its signing, whichever occurs later, the Division and CUPE Local 3550 will meet to discuss the effectiveness of the process, and make a decision to amend, renew, or discontinue the LOU.

Letter of Understanding
Joint Job Evaluation Review

The parties agree to the following:

1. The parties shall establish a joint job evaluation review committee for the purpose of reviewing the accuracy and currency of the existing job evaluation plan, as well as to examine the impact that potential changes to the plan might have on specific job classifications.
2. The committee shall consist of six (6) members, equally divided between the parties. A minimum of two members from each party must be in attendance for a quorum to be established. Committee members shall excuse themselves from decisions where a committee member has an identified conflict of interest. Conflicts of interest shall be defined as, but not limited to, evaluation decisions made in 4(b) that involve the individual's own job classification. In these instances, the individual may retain voice in the discussion, but may not participate in the consensus decision in 4(b).
3. Each party shall be responsible for all expenses of their members, including wages and benefits. If there is mutual agreement for an external party to provide assistance to the committee, the individual shall be jointly selected by the parties. Costs associated with the individual shall be borne by the Division. Additionally, either party may engage an advisor for assistance. In this instance, the party making the request shall be responsible for all related expenses. The advisor shall have voice in committee discussions, but shall not be considered a member of the committee or participate in decision making.
4. Within 60 days of the signing of the collective agreement, the parties shall meet.
 - a) Initial work shall involve a review of the job evaluation manual, including factors, definitions and guidelines. Training on job evaluation will be provided to committee members. The date this work is completed shall be noted by the parties.
 - b) Once the work in 4(a) has been completed, the next step shall be a review of job clusters (i.e. groups of jobs performing similar work) to determine the accuracy of their existing evaluation, given any changes that have been agreed to in the job evaluation plan.
5. Any changes to the evaluation of an employee's job, directly related to the above process shall be retroactive to the date identified by the parties in 4(a).
6. The committee shall operate by consensus. Where consensus is not achievable in 4(b), the matter shall be referred to the Job Evaluations Appeals Committee.
7. The committee shall meet monthly, or as otherwise agreed to by the parties.
8. This LOU shall expire at the conclusion of the collective agreement, subject to agreement between the parties for renewal.

Letter of Understanding
Certification

Both the Division and support staff members are committed to ensuring the very best support and service for students in our care. Given the changing needs and increased complexity of our Division, ongoing learning supports all staff in this goal. Through the lens of career pathways, this also supports staff in preparing to move into higher classified positions within their working title.

This Letter of Understanding introduces the development of a certification option for all working titles and levels of experience. Certification is the achievement of specific training that supports the staff member's growth in their role. Certification can be attained through a formal program outside of the Division or by participating in defined certification program(s) provided by the Division. Learning must be relevant to the working title and be in addition to specified job requirements relating to education and/or professional learning. Certification is not attained through work experience, as work experience is recognized through movement on the wage grid.

The parties agree to the following:

1. Certification will be available for all working titles and is voluntary.
2. The Division will develop and offer defined certification programs for all working titles. A program for one level of certification will be developed for all working titles during the 2025-26 school year. A program for the second level of certification for all working titles will be developed during the 2026-27 school year. To develop and offer these programs, the Division may partner with educational institutions, potentially decreasing the time required to develop certification options.
3. Programs at external educational institutions completed by staff may also be recognized for certification. Support staff who have previously completed external education that meets the requirements for certification as defined above may apply to have that certification recognized. A protocol and application process for assessment of prior learning will be defined by October 31, 2025. Certification premiums for previously completed external education approved through this process will be effective September 1, 2025. Support staff completing external education after September 1, 2025 that meets the requirements for certification may apply for recognition of this education using the defined process. For external education completed after September 1, 2025, approved certification premiums will be effective upon the date of application.
4. Each working title would be eligible to attain a maximum of two certification levels. Each level of certification would result in a premium of \$0.50 per hour on top of the current hourly wage, for a total maximum of \$1.00. Premiums are considered an integral part of an employee's total compensation and are pensionable.
5. A support staff member who takes an eligible defined certification program offered by the Division during summer recess will be paid for that time. The Division will explore opportunities to offer certification programs on Division professional learning days to provide another option for staff to be paid to complete certification. A support staff member who takes an eligible defined certification program that takes place on evenings or weekends will not be provided additional compensation or overtime.
6. To support development of the defined certification programs, a joint committee will be established. The committee will consist of eight (8) members, equally divided between the parties. A minimum of two members from each party must be in attendance for a quorum to be established. Each party shall be responsible for all expenses of their members, including wages and benefits.
7. Within 30 days of the ratification of the collective agreement, the parties shall meet. Specific criteria will be collaboratively developed for each classification to ensure fair and equitable access to premiums. The work of the committee will include the following:
 - a) The establishment of a project plan and timelines for completion of this work.
 - b) Coordination of a focus group of support staff representing each working title to provide input into the content of defined certification programs.

- c) A review of each working title and recommendations of appropriate training, beyond job requirements, that should be recognized for certification.
 - d) Recommendations of existing post-secondary programs completed by staff that would meet those requirements, that should be recognized for certification.
 - e) The protocol and application process that should be used to have existing external education recognized. The Committee will develop a protocol for the assessment and the eligibility of professional learning based on its relevance to the role and whether it is in addition to specified job requirements and make recommendations for the protocol and process, including an appeal process, to the Chief Human Resources Officer.
 - f) Input into the development of Division defined certification programs for all support staff working titles. Recommendations of internal and external partners to establish certification opportunities and the duration of the certification (e.g., five (5) days in duration may qualify for one level of certification).
 - g) Recommendations for piloting and full implementation of defined certification programs.
 - h) Recommendations regarding how certified staff should maintain certification on an ongoing basis.
8. The Committee will report monthly to the Local President and Chief Human Resource Officer regarding progress.
 9. This Letter of Understanding will be reviewed at the conclusion of this collective agreement to assess its impact on support for students. Recommendations for change will be considered in the next round of collective bargaining.

Letter of Understanding **Workplace Safety**

The Division and the Local are committed to upholding all Occupational Health and Safety Act and Division policy and regulation obligations related to workplace incidents, including violence.

The Division and the Local will work collaboratively through the Support Staff Joint Health and Safety Committee (JHSC). It is agreed that the JHSC will have regular discussions about:

- workplace hazards related to violence
- training related to prevention and reduction of workplace incidents, including violence
- processes for employees to report and debrief workplace incidents during the workday
- opportunities for improvement in communication and input related to behaviour supports and safety plans

Department and subject matter personnel will be invited to participate in the Support Staff Joint Health and Safety Committee as necessary to support discussion.

**Canadian Union of Public Employees
Local 3550**

**Board of Trustees
Edmonton School Division No. 7**

Signed this day of May 21, 2025