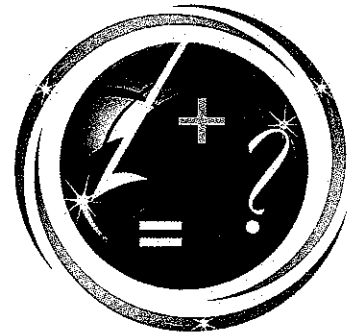




2023 – 2028

Local Arrangements

between the

Independent Association of Support Staff

and the

Lester B. Pearson School Board

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FIELD OF APPLICATION AND RECOGNITION

CHAPTER 2-0.00

2-1.01 TEMPORARY EMPLOYEES

A temporary employee who has worked without interruption for a period of at least one (1) year since his or her hiring in the same replacement position shall become automatically paid and be entitled to the same provisions pertaining to this group of employees.

UNION PEROGATIVES

CHAPTER 3-0.00

3-2.00 UNION MEETINGS AND USE OF BOARD PREMISES FOR UNION PURPOSES

3-2.04 SECRETARIAL PREMISES

The Board shall provide the Union, under conditions which will be determined from time to time, with premises for a Union office.

PROTECTED

In the event that the use of the current premises is to be withdrawn, the Board shall notify the Union five (5) months in advance.

3-3.00 DOCUMENTATION

No later than October 31st of each year, the Board shall provide the Union with the work schedules for the current year for all Technicians, Educators, and Educators Principal Class in daycare services in the school settings, Student Supervisors, Integration Aides, Special Education Technicians,

and Document Technicians using the uniform template that the Board shall provide for all schools and Centres which will be uploaded onto the online platform.

LABOUR RELATIONS COMMITTEE AND COMMITTEES PRESCRIBED UNDER THE EDUCATION ACT

CHAPTER 4-0.00

4-1.00 LABOUR RELATIONS COMMITTEE

4-1.02 THE LABOUR RELATIONS COMMITTEE WILL CONSIST OF:

- 2 representatives from the Union
- 2 representatives from the Board

PROTECTED

4-1.03 The LABOUR RELATIONS COMMITTEE Will Meet Regularly On A Monthly Basis

Meeting minutes will be recorded and distributed to the Committee members by the Board, no later than 10 working days after the meeting.

PROTECTED

4-1.05 The LABOUR RELATIONS COMMITTEE may submit recommendations to the Board on matters of a professional nature and on any other subject that is specifically referred to by this agreement.

PROTECTED

4-2.00 GOVERNING BOARD COMMITTEE

An employee called on to participate in a committee relating to the Governing Board may be absent from work without a loss of salary to take part in the meetings after having informed their immediate supervisor. However, if the meetings take place outside of working hours, the employee shall be remunerated equal to the hours of the duration of the meeting at the basic hourly rate. In the case of

the daycare representative, if they are required to attend the Governing Board meetings as part of their role and duties, they will be compensated for their time as overtime.

4-2.03 (A) COMMITTEES DEALING WITH HANDICAPPED STUDENTS OR STUDENTS WITH SOCIAL MALADJUSTMENTS OR LEARNING DIFFICULTIES

At the Board's invitation, the Union shall designate a Technician (Social Work or Special Education) as a representative to sit on any committee dealing with handicapped students or students with social maladjustments or learning difficulties in a school, Centre, or the Board.

SOCIAL SECURITY

CHAPTER 5-0.00

5-1.00 SPECIAL LEAVES

5-1.01 H) In the application of paragraph h) of clause 5-1.01 of the Provisions Constituting the Collective Agreement, as employees may be absent for the THREE (3) DESIGNATED DAYS for reasons other than those specified in the Provisions Constituting the Collective Agreement by obtaining prior approval from their supervisor as soon as possible, giving notice of at least one (1) workday. Such absence shall not result in extending any holiday of five (5) or more days.

PROTECTED

Valid reasons to allow an individual to be absent from work without loss of salary for any of the three (3) days mentioned in Article 5-1.01 h) of the Provincial Entente are as follows:

Three (3) School Days Per School Year For:

1. **Personal, Confidential Reason** – no reason needed

One (1) School Day Per School Year For:

2. **Work-Off Time** – as prescribed in Article 8-2.00 of the Local Agreement
3. **Medical Appointment** – required specific tests, specialist consultation of day surgery for the employee or the immediate ** family. A medical certificate * may be requested by the administration.
4. **Illness**- when all sick days have been used. A medical certificate * may be requested by the administration.
5. **Graduation**- of an immediate ** family member the day of the event (High School, Adult & Vocational programs, CEJEP, or University only).
6. **Critical Illness***- of an immediate ** family member, which requires the presence of the employee during working hours at either the medical institution or the domicile where the critically ill person is being tended. A medical certificate or doctor's note must be provided (at the employee's expense) which illustrates the need for the employee to be present during work hours.
7. **Birth of a Grandchild**
8. **Observance of a Religious holiday of a recognized and organized religion to which the employee can prove their affiliation.**
9. **Professional Development** – with prior approval

Professional Development must be related to the employee's work.

**The cost of medical certificates will be reimbursed by the Board upon presentation of receipts.*

*** Immediate family includes spouse, child, spouse's child, mother, father, brother, sister, and grandparents.*

**** The LBPSB will accommodate up to a maximum of three (3) religious holy days and/or critical illness in a family.*

- Both parties agree to study and give consideration to special requests not listed above should such cases occur.
- All special leave days will be used in either half or full days.
- In the case of medical appointments and critical illness of an immediate family member, the day(s) may extend a holiday of five (5) or more days on condition that the employee, at their own expense, produces a doctor's note confirming the reason for the absence.

5-2.00 PAID LEGAL HOLIDAYS

5-2.02 In accordance with Clause 5-2.02 and 5-2.05 of the Provisions Constituting the Collective Agreements, PAID LEGAL HOLIDAYS shall be set by the School Board before July 1 of each year after consultation with the Union and shall take into account the restrictions imposed by the school calendar.

The legal Holidays will be:

- New Year's Day – January 1
- January 2
- Good Friday
- Easter Monday
- One additional day at Easter
- Fête des Patriotes
- Fête Nationale
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Eve – December 24
- Christmas Day – December 25
- Boxing Day – December 26
- New Year/s Eve – December 31

PROTECTED

5-6.00 VACATION

5-6.10 In application of Clause 5-6.08 of the Provisions Constituting the Collective Agreements, the VACATION PERIODS shall be modified as follows:

For the calculation of vacation, a "year of service" is a full school year, i.e. July 1 – June 30.

- a) For all employees with less than one (1) year of service by June 30th – refer to table 5-6.09 (\$19).
- b) Employees with one (1) complete year of service by June 30th – 20 working days.
- c) Employees with ten (10) or more complete years of service by June 30th – 25 working days

The Board shall distribute up to five (5) days of vacation during the September 1st to June 30th period.

The designated five (5) days shall constitute part of the vacation period to which employees would be

entitled as of July 1st of the following school year. Employees will be notified by October 15th of the distribution of these five (5) days of vacation.

No more than three (3) weeks' vacation shall be taken consecutively unless approval of the immediate supervisor is obtained.

In case of conflict in vacation period requests, seniority of service shall prevail.

Vacation days may be added to a school break period if approved by the immediate supervisor. Any annual sick days remaining on June 30th may be added to the annual vacation allotment.

PROTECTED

5-7.00 TRAINING AND PROFESSIONAL IMPROVEMENT

5-7.01 On a yearly basis, the Professional Development Committee will recommend to the Board, the date of the PROFESSIONAL DEVELOPMENT DAY for all support staff. On that day, the Union may also inform its members of the interpretation and application of the Collective Agreement. The amount of time allocated to the Union shall be determined by the Professional Development Committee provided for in Clause 5-7.05.

5-7.05 The Board, following consultation with the Labour Relations Committee, shall establish a PROFESSIONAL IMPROVEMENT COMMITTEE for the purpose of applying the provisions provided in Article 5-7.00 of the Provisions Constituting the Collective Agreement.

PROTECTED

The Professional Improvement Committee shall consist of:

- 2 representatives from the Board
- 2 representatives from the Union

The members of the committee will be reviewed annually.

PROTECTED

5-7.06A All funds related to PROFESSIONAL DEVELOPMENT will be discussed at the Professional Development Committee, as per the provincial agreement.

PROTECTED

5-10.00 LEAVE OF ABSENCE WITHOUT SALARY

5-10.00A

After working in his or her own position for five (5) consecutive years, the Board may grant the employee concerned a once-in-a-lifetime LEAVE WITHOUT SALARY for reasons it deems acceptable. The employee must make the request to the Board in writing stating the reasons for the leave of absence. Another leave will only be granted after five (5) years of service following the request.

REMUNERATION

CHAPTER 6-0.00

6-4.00 TRAVEL EXPENSES

6-4.04 When the use of a PERSONAL CELL PHONE is (locally) agreed upon by the school/Centre administrator, a portion of the cost may be reimbursed as per the "Reimbursement of Expenses" procedures. A request form, including the specific work-related usage, will need to be submitted annually, along with any pertinent receipts.

Chapter 7-0.00 MOVEMENT OF PERSONNEL AND SECURITY OF EMPLOYMENT

7-1.00 MOVEMENT OF PERSONNEL

LETTER OF AGREEMENT – SEPTEMBER 30, 2001

In reference to Articles 7-3.06, 7-3.07, 7-3.08, the Board and the Union agree that when there is more than one displacement to make following the abolishment, the employees whose posts have been abolished will choose, by order of decreasing seniority from among the vacant or newly created positions in his/her class of employment.

7-1.04 In the SUMMER, ALL POSTINGS during the period beginning on the second Friday in July will be posted on the SSO platform for a period of 3 weeks. Interviews for open postings will not take place during this period. In the summer, exceptionally, all postings must be open to applicants for 5 business days.

7-1.08 EMPLOYEES MOVING TO A DIFFERENT ROLE WITHIN THE SAME CLASSIFICATION CATEGORY will undergo a 60-day pro-rated adaptation period:

- Transitioning from a K4 Educator to a Daycare Educator Class Principal (or vice versa)
- Transitioning from a School Organization Technician role in the youth sector to the vocational sector (or vice versa)

If the adaptation is unsuccessful, the employee will return to their previous position.

7-3.40 Refer to ARRANGEMENTS TO SETTLE GRIEVANCE NO. 004-6397.

WORKING CONDITIONS

CHAPTER 8-0.00

LETTER OF AGREEMENT – SEPTEMBER 30, 2001

The Board and the Union agree that the employee and his or her supervisor will schedule “work-off” hours to allow said employee to take the school year breaks without loss of salary.

“Work-off” hours are not to be used in situations where there is a need for overtime. In an overtime situation where a supervisor requests an employee to stay after their regular working hours to work, the provisions regarding overtime compensation in the Provincial Collective Agreement, Chapter 8-3.00 shall apply.

8-2.00 WORKWEEK AND WORKING HOURS

8-2.01 When recommended by the Lester B. Pearson School Board Calendar Committee (if such a committee should exist), each support staff will be required to WORK OFF the required hours in order to allow him/her the school year breaks. One (1) day of the three (3) allotted PLA’s (5-1.01 h) may be used toward this work-off time.

PROTECTED

These hours must be authorized in advance by the employee’s supervisor and be completed during the school year (July 1 – June 30) in which the need occurs. This “work-off” time is normally done in increments of 30 minutes.

8-2.06 AN INTERRUPTION IN THE WORK SCHEDULE will exceptionally be authorized to enable support staff to act as a Student Supervisor (4223) to work for the recess supervision in the morning and/or afternoon. Said hours will be offered by seniority to support staff within an elementary school. Their regular schedule continues following this interruption.

8-2.11 From the WORKDAY after the last elementary pupil day until Monday before the arrival of the pupils in August, Lester B Pearson School Board support staff will work the equivalent of 6.5 hours per day.

PROTECTED

8-3.00 OVERTIME

8-3.05 An employee shall receive, as COMPENSATION FOR OVERTIME, either payment or a leave of duration equal to the value of the overtime rate prescribed in Clause 8-3.06. Should the compensation be taken as time off, an agreement between the employee and the Board must be determined when the employee will take the time off.

The employee must take his or her compensatory payment or leave within ninety (90) days after the overtime was performed, unless a later date is agreed upon with the Board.

8-5.00 HEALTH AND SAFETY

8-5.03

In the event that a Board Health and Safety Committee is put in place, its membership will include a representative of the union.

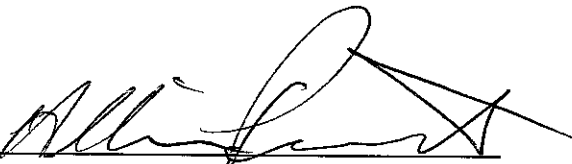
SIGNATURE PAGE

In Witness Whereof the parties of this Agreement have signed in Dorval, Quebec,

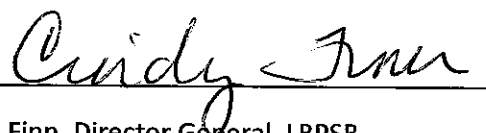
this 19 day in the month of June, 2025.

For the IASS Union

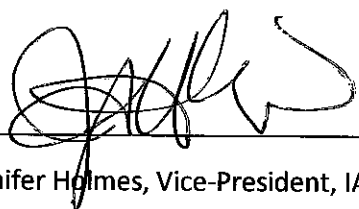
For the Lester B. Pearson School Board

x 

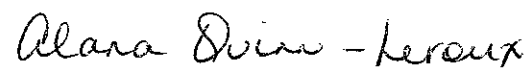
Allison Provost, President, IASS

x 

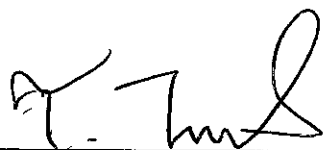
Cindy Finn, Director General, LBPSB

x 

Jennifer Holmes, Vice-President, IASS

x 

Alana Quinn-Leroux, Director Human Resource, LBPSB

x 

Tomaz Zevnik, Treasurer, IASS

x 

Jennifer Neill, Assistant Director Human Resource, LBPSB

APPENDIX

COMPENSATORY TIME AGREEMENT *EXAMPLE*

11



COMPENSATORY TIME AGREEMENT 2024-2025

To: All Regular Technical/Paratechnical/Administrative Support Positions

In order to get 10 paid days off during the winter break from December 23, 2024 to January 3, 2025, inclusive, regular employees must work beyond their normal schedule so as to accumulate the appropriate compensatory time as agreed and pre-approved by their local school/centre team and their school/centre administrator.

Prior to September of any given school year, each local IASS team, in collaboration with the school/centre administration, will establish a list of work-related tasks and school/centre events or activities that can be used by employees as opportunities to work beyond their normal schedule to be applied as compensatory time. The school/centre administration will finalize the list of approved tasks to be used towards this "work-off" time.

- This arrangement is for the winter compensatory time only. This is not to be used for other compensatory or overtime.
- For automatically paid full-time (100%) support staff who are employed by the Board on or before December 23, 2024, the compensatory time required is 28 hours or 4 days. For automatically paid part-time support staff (57.14% or higher), the compensatory time is equivalent to 4 workdays prorated at their specific salary percentage.
- One PLA day may be used toward compensatory time. Replacement hours and Governing Board participation may not be used.
- Employees may wish to opt out of compensatory time and will NOT be paid for the 4 days off over the annual winter holiday period. Please notify Sharon Lingle (absences@lpsb.qc.ca) no later than October 15, 2024.

EMPLOYEE LAST NAME: _____ FIRST NAME: _____

EMPLOYEE #: _____ PLACE OF WORK: _____

☒ I wish to use one (1) of my PLA days, reducing my compensatory time to the equivalent of 3 workdays. (Check if yes)

List of agreed upon and approved work-related tasks, school/centre events or activities from the approved local list, established before September of the current school year, to be used towards this "work-off" time:

Task/Event/Activity	One time or recurring?	Estimated Time
Resource meetings	recurring	5.00
Gr. 6 field trips	recurring	3.00
Spring concert	one time	2.00
Grad ceremony	one time	3.00
Parent-teacher interviews	recurring	2.00
Open house	one time	1.00
Registration period	recurring	5.00
TOTAL:		21.00

Date: _____

Signature of Employee

Signature of Principal/Centre Director

Please return signed arrangement to Sharon Lingle (absences@lpsb.qc.ca) in HR no later than October 15, 2024.

REQUEST FORM FOR COMPENSATION OF CELL PHONE USE *EXAMPLE*

Request Form for Compensation of Cell Phone Use Associated to Specific Job Tasks of Identified Support Staff

As per clause 6-4.04 in the IASS Local Arrangement, specific Support Staff members can request compensation for personal cell phone use, in accordance with the policies and procedures established for remuneration of such an expense. This signed contract is required in order for any Support Staff to apply their personal cell phone use into an expense report for financial compensation.

The employee must stipulate, on this form, the specific job-related tasks that are being performed, when it requires the use of a personal cell phone and, further indicate how the current school/centre phones, intercoms, etc. are not available and therefore require the use of a personal device.

Receipts must be included with the monthly expense report to be compensated, as per the established monthly remuneration rate by the School Board.

Support Staff must provide this contract annually to their school/centre director and have it signed by the administrator. It is understood that the decision is locally based on specific needs of each independent school/centre when an employee requests to use their personal cell phone to attend to specific job-related tasks.

Details of request: _____

Employee: _____ Date: _____

School/Centre: _____ Job: _____

Support Staff Signature

School/Centre Director Signature