

**LETTER OF UNDERSTANDING REGARDING  
THE MOVEMENT OF REGULAR PART-TIME INTEGRATION AIDE PERSONNEL  
FOLLOWING THE AMICABLE SETTLEMENT OF GRIEVANCE 004-6397, MAY 20, 2004**

**Preamble:**

The object of the following section and clauses is to ensure continued fairness and stability, for both parties, whereby employees will be able to assure themselves some stability in their employment and the schools will be able to assure some stability with the services for their clientele.

The following text was achieved following extensive discussions between the School Board representative and the Union representatives. Said text is an attempt at getting an equitable staffing procedure where employees, now regular, will have the importance of their seniority recognized at the school board level while at the same time the schools will be able to assure a reasonable continuity within their walls.

It is understood by the parties that the present section is only valid for the duration of the Local Agreement.

The section is part and parcel of a settlement agreement between the parties of grievance no. 004-6397 May 20, 2004.

**Before June 1 of each school year**

A parity committee composed of three (3) representatives of IASS and at least three (3) Board representatives will study special cases where the needs of the child may require a particular Integration Aide to remain with the child for the current school year. Special cases will only be considered in very exceptional circumstances. A Special Needs Consultant may be called in, if necessary.

**Special Considerations Process**

At the beginning of May, a memo is sent to all Principals, requesting to submit any requests for priority placement of an aide with a particular student at their school.

Principals must complete and sign the required form provided to them and may attach any information which they feel is helpful.

As per the agreement with I.A.S.S., only **very exceptional cases** will be accepted. A professional(s) who is familiar with the child in question must support the request.

The Integration Aide accepting one of these positions will not accumulate seniority but gain duration unless they are already a regular employee.

The Special Consideration requests will be shared with I.A.S.S. at least 48 hrs. before the scheduled meeting.

**First two weeks of June**

Central Special Needs Parity Committee decides on an initial allocation to Schools/Centres who determine the number of available positions.

- Positions of 20 hrs/wk or more are offered by order of seniority to employees on the Post Allocation list.
- Employees on the Post Allocation list who do not have a position of 20hrs/wk or more remain on the Post Allocation list if there is a second allocation prior to the Assignment Session.

- An Integration Aide may refuse to accept a position of 20 hours or more and go to the Assignment Session in August.

#### **After the Integration Aide Allocation in June (3<sup>rd</sup> Week of June)**

- Principals and Centre Directors send to Human Resources the lists and descriptions of positions available in their school/centre.
- Special requirements for certain positions are included in the descriptions, if applicable.

#### **Week prior to Assignment Session (3<sup>rd</sup> week of August)**

- **Should there be a second allocation from the Central Special Needs Parity Committee:**
  - Principals and Centre Directors distribute these hours to either add to the 20hrs/wk or more positions already allocated in June or create additional 20hrs/wk or more positions.
  - Newly created 20hrs/wk or more positions are allocated by seniority to the remaining employees on the school's Post Allocation list.
  - Employees on the schools Post Allocation list that do not have a position of 20hrs/wk or more are placed on the Integration Aide Priority of Employment List.

#### **48 hours before the Assignment Session**

- Available positions are posted on SSO with a copy sent to IASS and to each school/centre.

#### **Date of Assignment Session (before school begins)**

- An Assignment Session is held for all regular and temporary Integration Aides (Integration Aides who have accumulated a minimum of **420 hours within a school year**, and **received a positive evaluation**), who do not have a position. Positions on the Assignment Session are allocated first by seniority and qualifications from the Post Allocation list and then by duration and qualifications from the Integration Aide Priority of Employment list.
- **Employees who obtain a regular position at the Assignment Session will only appear on the School Post Allocation list the following year.**

#### **From the date of the Assignment Session onward**

- Positions on the Assignment Session that are left vacant following the Session are filled at the discretion of the Principal/Centre Director. The employees filling these positions acquire regular status if the position is a regular post, or a temporary status if the position is a replacement position.
- From the date of the Assignment Session up to and **including September 30<sup>th</sup>**, vacant or newly created positions of 25hrs/wk or more are posted and open to screened employees. All other newly created positions are filled by order of seniority from the Post Allocation list and then from the Integration Aide Priority of Employment List and then by outside screened candidates. Temporary employees occupying these positions do not gain seniority but do gain duration of employment. After September 30<sup>th</sup>, any newly created positions are not posted and will be filled as per the above.
- Only employees who acquired a regular vacant position before September 30<sup>th</sup> will appear on the school's Post Allocation list in the following school year.
- A 2<sup>nd</sup> refusal within a 24-month period will be considered a resignation and the person loses all acquired rights and is removed from all priority of employment lists.

## Voluntary Transfer Requests

### Procedures to follow:

- Requests must be submitted only once the employee has the confirmation of recall (with number of hours)
- An email must be sent addressed to Isabella Guglielmi, Coordinator, requesting a transfer for the following school year with the following information:
  - Current school
  - Reason for transfer
  - List of schools to transfer to (maximum of 5 in order of preference)
- A letter will be sent to the employee once a decision has been rendered by the end of June.

### Third Monday of June

- Requests for voluntary transfer from Integration Aides occupying positions of 20hrs/wk or more are considered.
- Only transfers of posts with the same number of hours or less will be considered (e.g., a 20hr position to a 20hr position or 25hr position to a 25hr position).
- The Board may grant or refuse a request for transfer.

### Thursday following the third Monday in June

- Vacant positions created by a transfer are offered, by seniority, to the employees on the school's Post Allocation list who have less hours than the vacant position.
- Any remaining positions left vacant after the adjustments due to transfers are posted at the Assignment Session.

*NOTE: Transfers are offered according to the available positions as of June 30<sup>th</sup>. When a transfer is being offered, the Integration Aide has 48hrs to accept or decline the position. It is understood that the decision is final after the stated period.*

## TEMPORARY POSITIONS

- Temporary positions are positions due to leaves of absence as well as long-term or short-term replacements.
- Replacement positions that become available after the Assignment Session are offered by seniority in the following order:
  - a) to regular employees on the **Integration Aide Priority of Employment** list who did not secure position at the Assignment Session.
  - b) to temporary employees on the Priority of Employment list who did not secure a position at the Assignment Session.
  - c) to any screened employee.
- Regular employees occupying temporary positions acquire seniority.
- Temporary and new employees occupying replacement positions acquire duration of employment.
- **In all cases, the employees must meet the requirements of the positions to be assigned to the position.**
- **Any employee holding a replacement position will not appear on the school's Post Allocation list.**

## **TRANSFERS DURING THE SCHOOL YEAR**

Should a student requiring an Integration Aide, transfer to a different school within the Lester B. Pearson School Board territory during the school year, the Integration Aide assigned to look after this student would be asked to voluntarily transfer to the new school for the remainder of the school year. They would return to their home school for the following school year. If the Aide assigned to the transferring student does not agree to a temporary transfer, the least senior Integration Aide in the home school would be transferred to the receiving school only for the current school year.

Should a student requiring an Integration Aide, transfer out of the territory of the Lester B. Pearson School Board and there is a more urgent need in another school, the Integration Aide who was assigned to the student could accept a voluntary transfer for the remainder of the school year. They would return to their home school for the following school year. Failing this, the least senior Integration Aide within the school would be reassigned to a school where more Aide time is needed.

The above transfers will be decided on a case-by-case basis.

## **SPECIAL PROJECTS**

If an Integration Aide is hired on a special project, after the third year of this project, the IA is now attached to the school. However, the hours of the projects are not guaranteed. The regular staffing procedure applies. The number of hours allocated to this Integration aide will be determined according to the school allocation.

## **ABOLISHMENT OF POSTS**

Articles 7-3.08 to 7-3.11 inclusive are not part of this settlement.

Article 7-3.03 is modified by replacing, in paragraph 1, “at the latest May 1<sup>st</sup>” by “at the latest May 15<sup>th</sup>”.

Article 7-3.05 is modified by replacing “thirty (30) days...” by “fifteen (15) days”.

## K5 Movement of Personnel

### Month of June

- A K5 Educator may refuse to accept a position and go to the Assignment Session in August.

### 48 hours before the Assignment Session

- Available positions are posted on SSO with a copy sent to IASS and to each school/centre.

### Date of Assignment Session (before school begins)

- An Assignment Session is held for all regular K5 educators, who were not recalled to their school or refused their hours. Positions on the Assignment Session are allocated first by seniority and qualifications from the Post Allocation list and then by duration and qualifications.
- A 2<sup>nd</sup> refusal within a 24-month period will be considered a resignation and the person loses all acquired rights and is removed from all priority of employment lists.

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This section of the arrangement to settle grievance No. 004-6397 supersedes any sections of the 2000-2002 Entente between the CPNCA and IASS that relate specifically to the matters contained in this arrangement.

This document is a modification of the agreement signed for the 2005-2006 school year and also applied to the 2006-2007 through 2017-2018 school years. This document was updated and modified for the 2018-2019 school year.

Subsequent to the change of date of the Assignment Session, this document has been revised and updated for the 2019-2020 school year.

Subsequent to the creation of Special Projects, this document has been revised and updated for the 2020-2021 school year.

Subsequent to the creation of K5 Educators, this document has been revised and updated for the 2025-2026 school year.

### Definitions:

- Assignment session: what is commonly referred to as priority pool
- Post allocation list: recall list per school
- Priority of employment list: list of IA who have accumulated 420hrs in one school year or a regular employee who were unable to obtain a post at the assignment session.
- K5 educator: daycare educator class principal who works in the K5 classroom