

COLLECTIVE AGREEMENT

BETWEEN



TORONTO CATHOLIC DISTRICT SCHOOL BOARD

AND

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 1328



AFFECTING

SCHOOL BASED EDUCATIONAL SUPPORT STAFF

September 1, 2022– August 31, 2026

Attached as Part “A”: Central Terms Between Canadian Union of Public Employees
And
Council of Trustees’ Associations

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

PART “A”

CENTRAL TERMS

Table of Contents

CUPE – PART A: CENTRAL TERMS

C1.00	STRUCTURE AND ORGANIZATION OF COLLECTIVE AGREEMENT	1
C1.1	SEPARATE CENTRAL AND LOCAL TERMS.....	1
C1.2	IMPLEMENTATION	1
C1.3	PARTIES.....	1
C1.4	SINGLE COLLECTIVE AGREEMENT	1
C2.00	DEFINITIONS	1
C3.00	LENGTH OF TERM/NOTICE TO BARGAIN	2
C3.1	TERM OF AGREEMENT	2
C3.2	TERM OF LETTERS OF AGREEMENT/UNDERSTANDING	2
C3.3	AMENDMENT OF TERMS	2
C3.4	NOTICE TO BARGAIN	2
C4.00	CENTRAL DISPUTE RESOLUTION PROCESS.....	3
C4.1	STATEMENT OF PURPOSE	3
C4.2	PARTIES TO THE PROCESS	3
C4.3	MEETINGS OF THE COMMITTEE	3
C4.4	SELECTION OF REPRESENTATIVES	3
C4.5	MANDATE OF THE COMMITTEE	4
C4.6	ROLE OF THE CENTRAL PARTIES AND CROWN	4
C4.7	REFERRAL OF DISPUTES.....	4
C4.8	CARRIAGE RIGHTS.....	4
C4.9	RESPONSIBILITY TO COMMUNICATE.....	4
C4.10	LANGUAGE OF PROCEEDINGS	5
C4.11	DEFINITION OF DISPUTE	5
C4.12	NOTICE OF DISPUTES.....	5
C4.13	REFERRAL TO THE COMMITTEE	5
C4.14	TIMELINES.....	6
C4.15	VOLUNTARY MEDIATION /EXPEDITED MEDITATION.....	6
C4.15	VOLUNTARY MEDIATION /EXPEDITED MEDITATION.....	6
C4.16	ARBITRATION.....	8
C5.00	BENEFITS	8
C5.1	ELIGIBILITY AND COVERAGE.....	8
C5.2	FUNDING	9
C5.3	COST SHARING.....	9
C5.4	FULL-TIME EQUIVALENT (FTE) AND EMPLOYER CONTRIBUTIONS	9
C5.5	PAYMENT IN LIEU OF BENEFITS.....	10
C5.6	BENEFITS COMMITTEE	10
C5.7	PRIVACY	10
C6.00	SICK LEAVE	10
C6.1	SICK LEAVE/SHORT TERM LEAVE AND DISABILITY PLAN.....	10

C7.00	CENTRAL LABOUR RELATIONS COMMITTEE	16
C7.1	PREAMBLE	16
C7.2	MEMBERSHIP	16
C7.3	CO-CHAIR SELECTION	16
C7.4	MEETINGS.....	17
C7.5	AGENDA AND MINUTES	17
C7.6	WITHOUT PREJUDICE AND PRECEDENT.....	17
C7.7	COST OF LABOUR RELATIONS MEETINGS	17
C8.00	CUPE/SCFP MEMBERS ON PROVINCIAL COMMITTEES.....	17
C9.00	ATTENDANCE AT MANDATORY MEETINGS/SCHOOL EVENTS	17
C10.00	CASUAL SENIORITY EMPLOYEE LIST	18
C11.00	UNION REPRESENTATION AS IT RELATES TO CENTRAL BARGAINING	18
C12.00	STATUTORY LEAVES OF ABSENCE/SUPPLEMENTAL EMPLOYMENT BENEFITS (SEB)	18
C12.1	FAMILY MEDICAL LEAVE OR CRITICAL ILLNESS LEAVE	18
C13.00	MERGER, AMALGAMATION OR INTEGRATION.....	19
C14.00	SPECIALIZED JOB CLASSES	19
C15.00	PROFESSIONAL ACTIVITY DAYS.....	19
	LETTER OF UNDERSTANDING #1	29
	LETTER OF UNDERSTANDING #2	30
	LETTER OF UNDERSTANDING #3	33
	LETTER OF UNDERSTANDING #4	35
	LETTER OF UNDERSTANDING #5	37
	LETTER OF UNDERSTANDING #6	38
	LETTER OF UNDERSTANDING #7	39
	LETTER OF UNDERSTANDING #8	40
	LETTER OF UNDERSTANDING #9	41
	LETTER OF UNDERSTANDING # 10.....	42
	LETTER OF UNDERSTANDING #11.....	43
	LETTER OF UNDERSTANDING #12.....	44
	LETTER OF AGREEMENT # 13.....	45

CUPE – PART A: CENTRAL TERMS

C1.00 STRUCTURE AND ORGANIZATION OF COLLECTIVE AGREEMENT

C1.1 Separate Central and Local Terms

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

C1.2 Implementation

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

C1.3 Parties

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

C1.4 Single Collective Agreement

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

C2.00 DEFINITIONS

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

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

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

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

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

C3.00 LENGTH OF TERM/NOTICE TO BARGAIN

C3.1 Term of Agreement

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

C3.2 Term of Letters of Agreement/Understanding

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

C3.3 Amendment of Terms

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

C3.4 Notice to Bargain

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

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

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

C4.00 CENTRAL DISPUTE RESOLUTION PROCESS

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

C4.1 Statement of Purpose

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

C4.2 Parties to the Process

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

C4.3 Meetings of the Committee

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

C4.4 Selection of Representatives

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

C4.5 Mandate of the Committee

The mandate of the Committee shall be as follows:

a) Dispute Resolution

A review of any dispute referred to the Committee respecting the interpretation, application, administration, alleged violation, or arbitrability of central terms in the agreement, for the purposes of determining whether the dispute might be settled, withdrawn, referred to mediation/arbitration as a formal grievance, or referred to the local grievance procedure in accordance with this section.

b) Not Adjudicative

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

C4.6 Role of the Central Parties and Crown

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

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

b) The Crown shall have the following rights:

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

C4.7 Referral of Disputes

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

C4.8 Carriage Rights

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

C4.9 Responsibility to Communicate

- a) It shall be the responsibility of a central party to refer a dispute to the Committee, or to arbitration, in a timely manner.
- b) It shall be the responsibility of each central party to inform their respective local parties of the Committee's disposition of the dispute at each step in the CDRP, including

mediation and arbitration, and to direct them accordingly.

C4.10 Language of Proceedings

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

C4.11 Definition of Dispute

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

C4.12 Notice of Disputes

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

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

C4.13 Referral to the Committee

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

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

C4.14 Timelines

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

C4.15 Voluntary Mediation /Expedited Meditation

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

C4.15 Voluntary Mediation /Expedited Meditation

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

prejudice to either parties' position on jurisdictional matters, including timeliness.

- d)** The Parties agree to refer any mediation to agreed-upon mediator(s). In selecting a mediator, the parties shall have regard to reasonable availability, sector knowledge, and linguistic competence.
- e)** Following ratification, the parties shall contact mediator(s) to establish three dates for mediation. Dates shall be scheduled in consultation with the parties. One of the expedited mediation sessions shall be conducted in French and two of the expedited mediation sessions shall be conducted in English every school year of the agreement unless agreed otherwise by the parties.
- f)** It is understood that the resolution of any grievance under the mediation process shall be without prejudice and shall not be raised or relied upon by either party or the Crown in any future proceeding, except for enforcement purposes.
- g)** The parties may jointly set down up to 5 (five) grievances for each review.
- h)** The mediator shall have the authority to assist the parties in a mediated resolution to the grievance.
- i)** Each party shall prepare a mediation brief to assist the mediator, which shall include the following:

 - A short description of the grievance.
 - A statement of relevant facts.
 - A list of any relevant provisions of the collective agreement.
 - Any relevant documentation.
- j)** The description of the grievance and the relevant facts shall not be typically longer than two pages.
- k)** The party raising the grievance shall provide the opposing party (and the Crown, where applicable) with a complete brief no later than thirty (30) days prior to the scheduled review.
- l)** The responding party shall provide their brief no later than five (5) days prior to the scheduled review.
- m)** The Crown may provide a brief no later than two (2) days prior to the review.
- n)** Where the matter is not resolved, the mediator is not seized to arbitrate the grievance.

C4.16 Arbitration

- a) Arbitration shall be by a single arbitrator.
- b) In order to have an expeditious process, the parties shall consider sharing prior to the hearing the following, "Written Briefs", "Will Say Statements" "Agreed Statement of Facts" and the case law the parties intend to rely on. The parties will make best efforts to respond to disclosure requests in a timely fashion prior to the hearing.
- c) The central parties shall use the mutually agreed-to list of arbitrators set out in Letter of Understanding #7. Arbitrators on the list will be used in rotation, based on availability. On mutual agreement, the parties may add to or delete from the list during the term of the agreement, as required.
- d) The Parties shall select an arbitrator from the list to subject to their availability to hear the matter within eighteen (18) months, on a date convenient to the parties. If none of the arbitrators on the list are able to convene a hearing within eighteen (18) months the parties shall appoint a mutually agreed to arbitrator who is available within eighteen (18) months.
- e) The central parties may refer multiple grievances to a single arbitrator.
- f) The cost of proceedings, including arbitrator fees and rental of space, shall be shared equally between the central parties.
- g) This does not preclude either Party from proceeding to expedited arbitration under the Labour Relations Act.

C5.00 BENEFITS

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

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

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

Post Participation Date, the following shall apply:

C5.1 Eligibility and Coverage

- a) The Trust will maintain eligibility for CUPE represented employees who currently have

benefits and any newly hired eligible employee covered by the local terms of applicable collective agreement ("CUPE represented employees").

- b) The Trust is also permitted to provide coverage to other active employee groups in the education sector with the consent of their bargaining agents and employer or, for non-union groups, in accordance with an agreement between the Trustees and the applicable Board.
- c) Retirees who were previously represented by CUPE, who were, and still are members of a Board benefit plan as at the participation date are eligible to receive benefits through the CUPE EWBT based on prior arrangements with the Board.
- d) No individuals who retire after the Participation Date are eligible.

C5.2 Funding

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

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

C5.3 Cost Sharing

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

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

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

- a) The FTE used to determine the Board's benefits contributions will be based on the average of the Board's FTE as of October 31st and March 31st of each year.
- b) For the purposes of (a) above, the FTE positions will be those consistent with Appendix H of the Education Finance Information System (EFIS) for job classifications that are eligible for benefits.
- c) Amounts previously paid under (a) above will be reconciled to the agreed October 31st and March 31st FTE and any identified difference will be remitted to the Trust in a lump sum on or before the last day of the month following reconciliation.
- d) In the case of a dispute regarding the FTE number of members for whom the provincial

benefits package is being provided, the dispute will be resolved between the Board and CUPE. If no resolution to the issue can be achieved, it shall be subject to the Central Dispute Resolution Process.

C5.5 Payment in Lieu of Benefits

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

C5.6 Benefits Committee

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

C5.7 Privacy

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

C6.00 SICK LEAVE

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

Definitions:

The definitions below shall be exclusively used for this article.

"Full year" refers to the ordinary period of employment for the position.

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

"Long Term Supply Assignment" means, in relation to an employee,

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

“Casual Employees” means,

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

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

“Fiscal Year” means September 1 to August 31.

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

a) Sick Leave Benefit Plan

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

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

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

b) Sick Leave Days Payable at 100% Wages

Permanent Employees

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

Employees on Long-Term Supply Assignments

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

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

Permanent Employees

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

Employees on Long-Term Supply Assignments

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

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

d) Eligibility and Allocation

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

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

Permanent Employees

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

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

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

Employees on Long-Term Supply Assignments

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

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

e) Refresh Provision for Permanent Employees

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

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

In the event the Employee exhausts his/her sick/short-term disability leave allocation from the previous year and continues to work part-time, their salary will be reduced accordingly and a pro-rated sick/short-term allocation for the employee's working portion of the current year will be provided. The new pro-rated sick/short-term leave allocation may not be used to top-up from part-time to full-time hours. Any changes to hours of work during a fiscal year shall result in an adjustment to the allocation.

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

f) WSIB & LTD

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

For clarity, where an employee is receiving partial benefits under WSIB/LTD, they may be entitled to receive benefits under the sick leave plan, subject to the circumstances of the

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

g) Graduated Return to Work

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

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

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

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

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

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

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

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

h) Proof of Illness

Sick Leave Days Payable at 100%

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

Short-Term Disability Leave

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

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

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

i) Notification of Sick Leave Days

The Board shall notify employees and the Bargaining Unit, when they have exhausted their 11 days allocation of sick leave at 100% of salary.

j) Pension Contributions While on Short Term Disability

Contributions for OMERS Plan Members:

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

Contributions for OTPP Plan Members:

- i. When an employee/plan member is on short-term sick leave and receiving less than 100% of regular salary, the Board will continue to deduct and remit OTPP contributions based on 100% of the employee/plan member's regular pay.
- ii. If the plan employee/plan member exceeds the maximum allowable paid sick leave before qualifying for Long-Term Disability (LTD)/Long Term Income Protection (LTIP), pension contributions will cease. The employee/plan member is entitled to complete a purchase of credited service, subject to existing plan provisions for periods of absence due to illness between contributions ceasing under a paid short-term sick leave provision and qualification for Long-Term Disability (LTD)/Long-Term Income Protection (LTIP) when employee

contributions are waived. If an employee/plan member is not approved for LTD/LTIP, such absence shall be subject to existing plan provisions.

k) Top-up Provisions

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

This top-up is calculated as follows:

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

Each top-up to 100% from 90 to 100% requires the corresponding fraction of a day available for top-up.

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

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

l) Sick Leave to Establish EI Maternity Benefits

If the Employee will be able to establish a new EI Maternity Benefit claim in the six weeks immediately following the birth of her child through access to sick leave at 100% of her regular salary, she shall be eligible for up to six weeks leave at 100% of her regular salary without deduction from the sick days or short-term disability leave days (remainder of six weeks topped-up as SEB).

C7.00 CENTRAL LABOUR RELATIONS COMMITTEE

C7.1 Preamble

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

C7.2 Membership

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

C7.3 Co-Chair Selection

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

C7.4 Meetings

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

C7.5 Agenda and Minutes

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

C7.6 Without Prejudice and Precedent

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

C7.7 Cost of Labour Relations Meetings

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

C8.00 CUPE/SCFP MEMBERS ON PROVINCIAL COMMITTEES

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

C9.00 ATTENDANCE AT MANDATORY MEETINGS/SCHOOL EVENTS

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

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

C10.00 CASUAL SENIORITY EMPLOYEE LIST

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

C11.00 UNION REPRESENTATION AS IT RELATES TO CENTRAL BARGAINING

Negotiations Committee

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

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

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

C12.1 Family Medical Leave or Critical Illness Leave

- a) Family Medical Leave or Critical Illness leaves granted to an employee under this Article shall be in accordance with the provisions of the Employment Standards Act, as amended.
- b) The employee will provide to the employer such evidence as necessary to prove entitlement under the ESA.
- c) An employee contemplating taking such leave(s) shall notify the employer of the intended date the leave is to begin and the anticipated date of return to active employment.
- d) Seniority and experience continue to accrue during such leave(s).
- e) Where an employee is on such leave(s), the Employer shall continue to pay its share of the benefit premiums, where applicable. To maintain participation and coverage under the Collective Agreement, the employee must agree to provide for payment for the employee's share of the benefit premiums, where applicable.
- f) In order to receive pay for such leaves, an employee must access Employment Insurance and the Supplemental Employment Benefit (SEB) in accordance with g) to j), if allowable by legislation. An employee who is eligible for E.I. is not entitled to benefits under a school board's sick leave and short-term disability plan.

Supplemental Employment Benefits (SEB)

- g) The Employer shall provide for permanent employees who access such Leaves, a SEB plan to top up their E.I. Benefits. The permanent employee who is eligible for such leave shall

receive 100% salary for a period not to exceed eight (8) weeks provided the period falls within the work year and during a period for which the permanent employee would normally be paid. The SEB Plan pay will be the difference between the gross amount the employee receives from E.I. and their regular gross pay.

- h) Employees completing a term assignment shall also be eligible for the SEB plan with the length of the benefit limited by the length of the assignment.
- i) SEB payments are available only to supplement E.I. benefits during the absence period as specified in this plan.
- j) The employee must provide the Board with proof that he/she has applied for and is in receipt of employment insurance benefits in accordance with the Employment Insurance Act, as amended, before SEB is payable.

C13.00 MERGER, AMALGAMATION OR INTEGRATION

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

C14.00 SPECIALIZED JOB CLASSES

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

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

C15.00 PROFESSIONAL ACTIVITY DAYS

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

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

APPENDIX A

Name of Board where Dispute Originated:	
CUPE Local & Bargaining Unit Description:	
Policy	Group Individual Grievor's Name (if applicable):
Date Notice Provided to Local School Board/CUPE Local:	
Central Provision(s) Violated:	
Statute/Regulation/Policy/Guideline/Directive at issue (if any):	
Comprehensive Statement of Facts (attach additional pages if necessary):	
Remedy Requested:	
Date:	Signature:
Committee Discussion Date:	Central File #:
Withdrawn Resolved Referred to Arbitration	
Date:	Co-Chair Signatures:
This form must be forwarded to the Central Dispute Resolution Committee Co-Chairs no later than 30 working days after becoming aware of the dispute.	

APPENDIX B

Sick Leave Credit-Based Retirement Gratuities (where applicable)

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

Other Retirement Gratuities

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

APPENDIX C - Medical Certificate

PART 1

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

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

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

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

Employee ID:	Telephone No:
Employee Address:	Work Location:
Health Care Professional: The following information should be completed by the Health Care Professional	
First Day of Absence:	
General Nature of Illness* (<i>please do not include diagnosis</i>):	
Date of Assessment: dd mm yyyy	No limitations and/or restrictions <input type="checkbox"/> Return to work date: dd mm yyyy For limitations and restrictions, please complete Part 2.
Health Care Professional, please complete the confirmation and attestation in Part 3	
PART 2 – Physical and/or Cognitive Abilities	
Health Care Professional to complete. Please outline your patient's abilities and/or restrictions based on your objective medical findings. (<i>please complete all that is applicable</i>)	

PHYSICAL (if applicable)**Walking:**

- ☐ Full Abilities
- ☐ Up to 100 meters
- ☐ 100-200 meters
- ☐ Other (specify):

Standing:

- ☐ Full Abilities
- ☐ Up to 15 minutes
- ☐ 15-30 minutes
- ☐ Other (specify):

Sitting:

- ☐ Full Abilities
- ☐ Up to 30 minutes
- ☐ 30 minutes – 1 hour
- ☐ Other (specify):

Lifting from floor to waist:

- ☐ Full Abilities
- ☐ Up to 5 kilograms
- ☐ 5-10 kilograms
- ☐ Other (specify):

Lifting from Waist to Shoulder:

- ☐ Full Abilities
- ☐ Up to 5 kilograms
- ☐ 5-10 kilograms
- ☐ Other (specify):

Stair Climbing:

- ☐ Full Abilities
- ☐ Up to 5 steps
- ☐ 6-12 steps
- ☐ Other (specify):

☐ **Use of hand(s):****Left Hand**

- ☐ Gripping
- ☐ Pinching
- ☐ Other (*specify*):

Right Hand

- ☐ Gripping
- ☐ Pinching
- ☐ Other (*specify*):

☐ **Bending/twisting**

repetitive movement of
(*please specify*):

☐ **Work at or above shoulder activity:**☐ **Chemical exposure to:****Travel to Work:**

Ability to use public transit

Ability to drive car

☐ Yes ☐ No

☐ Yes ☐ No

COGNITIVE (if applicable)

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

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

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

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

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

☐ 1-2 days ☐ 3-7 days ☐ 8-14 days

☐ 15 + days ☐ Permanent

Have you discussed return to work with your patient?

☐ Yes ☐ No

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

☐ Regular full-time hours ☐ Modified Hours

☐ Graduated hours

Start Date: **dd mm yyyy**

Is the patient on an active treatment plan?: ☐ Yes

☐ No

Has a referral to another Health Care Professional been made?

☐ Yes (optional - please specify): _____ ☐ No

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

☐ Yes ☐ No

Please check one:

☐ Patient is capable of returning to work with no restrictions.

☐ Patient is capable of returning to work with restrictions. **(Complete Part 2)**

☐ I have reviewed Part 2 above and have determined that the Patient is totally disabled and is unable to return to work at this time.

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

PART 3 – Confirmation and Attestation

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

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

Completing Health Care Professional Name:
(Please Print)

Date:

Telephone Number:

Signature:

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

Additional or follow up information may be requested as appropriate.

LETTER OF UNDERSTANDING #1

BETWEEN

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

AND

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

Re: Status Quo Central Items

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

Issues:

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

LETTER OF UNDERSTANDING #2

BETWEEN

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

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

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

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

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

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

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

STATUTORY/PUBLIC HOLIDAYS

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

WSIB TOP-UP

If a class of employee was entitled to receive WSIB top-up on August 31, 2012 deducted from sick leave, the parties who have not yet do so must incorporate those same provisions without

deduction from sick leave. The top-up amount to a maximum of four (4) years and six (6) month shall be included in the 2019-2022 collective agreement.

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

Common Central Provisions

Maternity Benefits/SEB Plan

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

SHORT-TERM PAID LEAVES

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

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

Provisions with regard to short-term paid leaves shall not subject to local bargaining or amendment

by local parties. However, existing local collective agreement language may need to be revised in order to align with the terms herein.

RETIREMENT GRATUITIES

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

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

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

SICK LEAVE TO BRIDGE LONG-TERM DISABILITY WAITING PERIOD

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

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

LETTER OF UNDERSTANDING #3

BETWEEN

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

AND

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

Re: Job Security: Protected Complement

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

1. Effective as of the date of central ratification, the Board undertakes to maintain its Protected Complement, except in cases of:
 - (a) A catastrophic or unforeseeable event or circumstance;
 - (b) Declining enrolment;
 - (c) Funding reductions directly related to services provided by bargaining unit members; or
 - (d) School closure and/or school consolidation.
2. Where complement reductions are required pursuant to 1. above, they shall be achieved as follows:
 - (a) In the case of declining enrolment, complement reductions shall occur at a rate not greater than the rate of student loss, and
 - (b) In the case of funding reductions, complement reductions shall not exceed the amount of such funding reductions, and
 - (c) In the case of school closure and/or school consolidation, complement reductions shall not exceed the number of staff prior to school closure/consolidation at the affected location(s).

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

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

consultation. Disputes with regard to the FTE number may be referred to the Central Dispute Resolution Process.

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

LETTER OF UNDERSTANDING #4

BETWEEN

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

AND

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

AND

The Crown

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

PREAMBLE:

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

I. MANDATE OF THE COMMITTEE

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

II. DELIVERABLES

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

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

III. MEMBERSHIP

The Committee shall include nine (9) members - five (5) representatives from CUPE/SCFP and four (4) representatives from the CTA. Up to two (2) advisors from the Ministry of Education shall act in a

resource capacity to the committee. Other persons may attend meetings in order to provide support and resources as mutually agreed. Up to one (1) representative from each of the four (4) employee bargaining agencies at the other education workers tables will be invited to participate on the Committee.

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

IV. CO-CHAIR SELECTION

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

LETTER OF UNDERSTANDING #5

BETWEEN

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

AND

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

Re: Sick Leave

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

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

LETTER OF UNDERSTANDING #6

BETWEEN

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

AND

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

Re: Central Labour Relations Committee

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

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

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

LETTER OF UNDERSTANDING #7

BETWEEN

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

AND

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

RE: List of Arbitrators

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

English Language:

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

French Language:

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

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

LETTER OF UNDERSTANDING #8

BETWEEN

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

AND

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

AND

The Crown

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

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

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

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

LETTER OF UNDERSTANDING #9

BETWEEN

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

AND

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

AND

The Crown

Re: Provincial Working Group – Health and Safety

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

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

LETTER OF UNDERSTANDING # 10

BETWEEN

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

AND

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

AND

The Crown

RE: Ministry Initiatives Committee

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

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

LETTER OF UNDERSTANDING #11

BETWEEN

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

AND

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

AND

The Crown

RE: Bereavement Leave

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

Permanent Employees shall be provided with three (3) consecutive regularly scheduled work days' bereavement leave without loss of salary or wages immediately upon the death of or to attend a funeral for an employee's spouse, parent, step-parent, child, step-child, grandparent, grandchild, sibling, spouse's parent, or child's spouse.
3. Where local (Part B) collective agreement terms provide for a total paid bereavement leave entitlement for Permanent Employees of three (3) days or more, there shall be no change to such language and this Letter of Understanding shall not apply.
4. Permanent Employees shall be as defined in local collective agreement terms, or if no such definition exists in a particular collective agreement, as defined in C6.
5. For clarity, while the specific provisions above (including the number of bereavement leave days and eligibility criteria) are not subject to local bargaining or amendment by the local parties, the local parties shall be permitted to negotiate, as a local matter, the administration terms associated with bereavement leave.

LETTER OF UNDERSTANDING #12

BETWEEN

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

AND

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

AND

The Crown

RE: Short Term Paid Leave

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

LETTER OF AGREEMENT # 13

BETWEEN

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

And

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

and

The Crown

RE: Learning and Services Continuity and Absenteeism Task Force

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

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

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

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

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

PART "B"

LOCAL TERMS CUPE Local 1328

SCHOOL BASED EDUCATIONAL SUPPORT STAFF COLLECTIVE AGREEMENT

Table of Contents

ARTICLE 1	RECOGNITION	1
ARTICLE 2	MANAGEMENT RIGHTS	3
ARTICLE 3	NO UNION ACTIVITY OR DISCRIMINATION	4
ARTICLE 4	NO CESSATION OF WORK	5
ARTICLE 5	UNION SECURITY	6
ARTICLE 6	UNION REPRESENTATION	7
ARTICLE 7	GRIEVANCE PROCEDURE AND MEDIATION/ARBITRATION	9
ARTICLE 8	DISCHARGE AND DISCIPLINARY PROCEDURES.....	12
ARTICLE 9	SENIORITY.....	13
ARTICLE 10	PERIOD OF WORK	16
10.03	At More Than One Location.....	16
ARTICLE 11	SPECIFIED HOLIDAYS	17
ARTICLE 12	VACATIONS.....	18
ARTICLE 13	SALARY RATES AND ADJUSTMENTS	19
(i)	Communication Facilitators, Lifeguards (6 hrs/day)	19
(ii)	Child & Youth Workers (7 hrs/day)	20
(iii)	Oral Interpreters (6 hrs/day)	21
(iv)	Sign Language Interpreters (7 hrs/day)	21
(v)	Instructional Assistants (7 hrs/day)	22
(vi)	Job Coaches & Deaf Blind Intervenors, Health Care Assistants (6 hrs/day).....	22
(vii)	Educational Assistants (6.7 hrs/day or 6 hours & 40 minutes).....	23
ARTICLE 14	WELFARE BENEFITS	26
ARTICLE 15	SICK LEAVE PLAN.....	27
ARTICLE 16	LEAVES OF ABSENCE.....	28
16.01	GENERAL	28
16.02	ILLNESS OR ACCIDENT LEAVE	28
16.03	UNION BUSINESS.....	28
16.05	COMPASSIONATE LEAVE.....	29
16.07	PREGNANCY/PARENTAL LEAVE	30
16.08	MATERNITY BENEFITS/SEB PLAN	30
16.09	PERSONAL LEAVE	31
16.13	WORKPLACE SAFETY AND INSURANCE	32
16.14	LONG TERM DISABILITY.....	33
16.15	QUARANTINE, LEGAL, COURT.....	33
16.16	PROFESSIONAL DEVELOPMENT	33
16.17	DEFERRED SALARY PLAN	34

ARTICLE 17	JOB POSTING	37
17.09	NOTICE: LEAVE EMPLOYMENT/RETIRE	39
ARTICLE 18	PROBATIONARY EMPLOYEES.....	40
ARTICLE 19	TEMPORARY EMPLOYEES	41
ARTICLE 20	HUMAN RIGHTS	42
ARTICLE 21	MISCELLANEOUS.....	43
21.04	LABOUR/MANAGEMENT MEETINGS	43
21.12	ADVISORY REDEPLOYMENT	45
21.13	PROTECTIVE EQUIPMENT.....	46
21.16	CRIMINAL RECORD CHECKS.....	46
ARTICLE 22	PLAN FOR SICK LEAVE AND RETIREMENT GRATUITY.....	47
22.02	AMENDMENT OR REPEAL	48
ARTICLE 23	IMPLEMENTATION AND TERMINATION	49
ARTICLE 24	NOTICE OF RENEWAL	50
APPENDIX A	52
APPENDIX B	53
APPENDIX C	54
APPENDIX D	56
APPENDIX E	57
APPENDIX F	58
APPENDIX G	60

ARTICLE 1 RECOGNITION

- 1.01** a) The Board recognizes the Union as the exclusive collective bargaining agent for the school based educational support staff employed by the Board in the City of Toronto save and except supervisors, persons above the rank of supervisor and persons regularly employed for not more than 24 hours per week.
- b) Notwithstanding 1.01 a), the Board recognizes the Union as the exclusive bargaining agent for all regularly employed part-time school based educational support staff, except individuals employed for substitute or temporary assignments, and individuals employed as lunchtime supervisors, student supervisors, baby-sitters, or similar classifications of jobs.
- 1.02** The term "education assistant" shall mean an employee who possesses the required qualifications as determined by the Board and who is assigned by the Board to a certain school and/or program to work under the direction of the principal to assist teachers in the education of students.
- 1.03** a) The term "child and youth worker" shall mean an employee who possesses the qualifications hereinafter set out and who is assigned by the Board, under the direction of the principal, to provide support services to students or groups of students with one or more exceptionality.
- b) The qualifications referred to in (a) above shall consist of a diploma in Child and Youth Work granted by a Community College or other recognized post-secondary institution acceptable to the Board.
- 1.04** The term "health care assistant" shall mean an employee who holds a Registered Nurse Degree or Diploma, a Registered Nurse's Assistant Certificate or a Health Care Aide Certificate valid in Ontario and who is employed, under the direction of the principal, to provide services to students who have severe medical/health needs.
- 1.05** The term "lifeguard/instructor" shall mean an employee who is certified as a lifeguard and who continues to hold the required certification and who is assigned to a school, to work under the direction of the principal, as a lifeguard and to assist swimming instructors/teachers and other teachers in the education of students.
- 1.06** The term "sign language interpreter" shall mean an employee who has the required qualifications as determined by the Board, and who is assigned to a school, to work under the direction of the principal, as a communicator between the teacher and deaf/hard of hearing students, both in the classroom and during extra-curricular activities.

- 1.07** The term "oral interpreter" shall mean an employee who possesses the required qualifications as determined by the Board and who is assigned by the Board to a certain school/program to work under the direction of the principal to provide oral interpretation for deaf and hard of
- 1.08** hearing students who depend on speech reading to receive spoken information, and to act as a student advocate, both in the classroom and during extra-curricular activities.
- 1.09** The term "communication facilitator" shall mean an employee who holds a Sign Language Communication Facilitator College Diploma or equivalent and who is assigned by the Board, under the direction of the principal, to a school/program to assist Deaf and Hard of Hearing students and to facilitate and support their learning in special class and regular class settings.
- 1.10** The term "instructional assistant" shall mean an employee who possesses the required qualifications as determined by the Board and who is assigned by the Board to a certain school/program to work under the direction of the principal to provide assistance to the Department in the provision, and maintenance and management of educational services.
- 1.11** The term "job coach" shall mean an employee who holds a Community College Diploma in a related discipline or equivalent and who is assigned to a school/program to work under the direction of the principal to provide a school-to-work transition and on the job training for special needs students.
- 1.12** The term "Deaf Blind Intervenor" shall mean an employee who holds a College Diploma for "Intervenor of Deaf Blind Persons" or equivalent and who is assigned by the Board to a school/program, under the direction of the principal to provide one-to-one support to the Deaf Blind student.
- 1.13** The word "employee" or "employees" wherever used in this Agreement shall mean any or all of the employees in the bargaining unit as defined above, except where the context otherwise provides.
- 1.14** Unless explicitly stated to the contrary in an article or clause, the term "days" or "working days" shall mean a day when employees are expected to work, but excluding Saturday, Sunday and specified holidays recognized in this Agreement.

ARTICLE 2 MANAGEMENT RIGHTS

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

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

2.02 The Union also acknowledges that all managerial rights, powers, and authority of the Board shall be reserved to it except to the extent herein expressly limited and that the provisions of this Agreement are subject to the occupational requirements of the Roman Catholic Separate Schools with respect to creed, in accordance with the British North America Act, section 93.

ARTICLE 3 NO UNION ACTIVITY OR DISCRIMINATION

- 3.01** There shall be no solicitations of membership in any union or collection of union dues, assessments or fines or any union activity on any premises of the Board except as expressly permitted.
- 3.02** The Board and the Union agree there shall be no discrimination practiced or permitted by either the Board, the Union, or the Local Union, or any of their officers or representatives, against any employee or any representative of the Board in accordance with the Ontario Human Rights Code, as amended from time to time.

ARTICLE 4 NO CESSATION OF WORK

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

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

ARTICLE 5 UNION SECURITY

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

ARTICLE 6 UNION REPRESENTATION

Bargaining Committee

- 6.01** a) The Local Union may appoint or otherwise select a bargaining committee which shall be composed of not more than five (5) employees. Such committee, together with the President of the Local Union, shall represent the Union in all negotiations with representatives of the Board for a renewal of this Agreement. The National Representative may form part of the committee if the Local Union so desires.
- b) Members of the bargaining committee, for any portion of their regularly scheduled work- time spent with the permission of the Board in attending negotiation meetings, shall suffer no loss in pay.

Stewards

- 6.02** a) The Local Union may also appoint or otherwise select eight (8) stewards, not more than one (1) of whom shall be employed in the same department or school.
- b) In addition to the Local Union President or designate, the Local Union may be represented in the grievance process by the respective steward and/or Grievance Officer appointed or otherwise selected by the Local Union.
- 6.03** A steward's function shall be to assist an employee in the preparation and presentation of grievances. A steward, with the prior permission of the employee's principal (such permission not to be unreasonably withheld), shall be allowed such time off as is necessary for the prompt investigation and settlement of grievances. Until such time as the Board believes the privilege of such time off is being abused, stewards shall suffer no loss in pay for any portion of their regularly scheduled work-time spent with such permission in servicing grievances.
- 6.04** The Local Union shall notify the Executive Superintendent of Human Resources, Leadership, and Equity in writing of the names of its officers, stewards (indicating which is the Grievance Officer) and members of the bargaining committee whenever changes occur.
- 6.05** The Local Union may elect, at any time, to have the assistance of representatives of the Union when dealing with matters affecting this Collective Agreement.
- 6.06** The Board shall **notify** the President **to arrange with** one of the stewards to speak to each new employee for not more than twenty (20) minutes during a monthly orientation period without loss of pay for the purpose of acquainting the new employee about membership in the Union and the employee's responsibilities and obligations to the Board and to the Union.
- 6.07** Any appointments requiring union representation to Joint Committees shall be made by the Local Union.

Return to Work Committee

- 6.08** a) The Board agrees to establish a committee comprised of two (2) representative of the Union and two (2) representatives of the Board. The committee's terms of reference will be to make recommendations to affected employees and the Board regarding employment opportunities for injured workers, including modifications to the existing jobs and descriptions of other jobs appropriate to such employees' capabilities.

The committee will take into account:

- (i) the type of work the individual is capable of performing;
 - (ii) the medical and physical restrictions imposed on the individual by a legally qualified medical practitioner(s);
 - (iii) the level of the individual's physical and occupational abilities;
 - (iv) the level of educational qualifications possessed by the individual; and
 - (v) the type of training or modifications of the job required in order for the individual to fully and capably perform the major responsibilities of an available rehabilitative employment assignment.
- b) Should jobs be recommended by the committee requiring a new wage rate, the committee shall advise the Board and the Union, the parties shall meet to negotiate an appropriate rate of pay for the new job or classification.
- c) In order to achieve a safe return to work for an injured employee, the Board shall provide a written plan of accommodation to the injured employee notwithstanding Article 6.08(a). Such plan of accommodation shall provide a provision to address any change in the accommodated employee's circumstances.
- d) A CUPE Union worker representative may attend grievance meetings regarding a WSIB dispute.

Joint Health and Safety Committee

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

ARTICLE 7 GRIEVANCE PROCEDURE AND MEDIATION/ARBITRATION

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

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

- 7.02** Stage One - An aggrieved employee shall first meet with their principal to discuss the grievance. The meeting shall take place within ten (10) working days from the time when the issue arose. The aggrieved employee may request to have a steward present.
- 7.03** Stage Two - The Grievance Officer shall first communicate with the Principal to discuss the grievance. This communication shall take place within ten (10) working days from the date that Stage One took place.
- 7.04** Stage Three - If within five (5) days from the time of such meeting with the principal, a satisfactory decision in writing is not given, the employee accompanied by a steward and/or grievance officer or designate, may within ten (10) days after such decision has been given make representation in writing to the Senior Coordinator of Labour Relations.

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

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

Arbitration

- 7.06** If any grievance or policy difference, including any question as to whether the matter is arbitrable or not, shall not have been satisfactorily settled pursuant to the provisions of this Article, the grievance or policy difference may then be referred by either party to this Agreement to arbitration/mediation by written notice given to the other party within ten (10) days from the date of the decision of the Board's Stage Three response. The parties mutually agree to appoint a single arbitrator to resolve any such grievance within the provisions of this Article. No person may be appointed as an arbitrator who has participated directly in any attempt to settle the grievance or policy difference.
- 7.07** Nothing in this Agreement shall be deemed to take away the right of an individual employee to present any of the employee's personal problems (other than one which could be presented as a grievance hereunder) to any official of the Board.
- 7.08** If the parties fail to agree upon an arbitrator within ten (10) days, either party may request the Office of Arbitration of the Ministry of Labour to choose the arbitrator. The decision of the arbitrator shall be final and binding upon all parties concerned, and any employee affected by it. In no event shall the arbitrators be authorized to alter, modify, or amend any part of this Agreement.
- 7.09** In any arbitration the written representation of the employee made at Stage Three and any decision of the Board, or, in the case of a policy difference, the written submission and any reply thereto shall be presented to the arbitrators and the award of the arbitrators shall be confined to determining the issue therein set out.
- 7.10** Each party to an arbitration shall be entitled through counsel or otherwise to present evidence, to cross-examine any witnesses of the other party and to present oral arguments. Briefs of arguments may be presented by each party and each party shall be entitled to reply to the brief of argument presented by the other.
- 7.11** Witness fees and allowances shall be paid by the party calling the witness.
- 7.12** Each party shall pay one-half (1/2) of the fees and out-of-pocket expenses of the mediator/arbitrator.
- 7.13** If any party disagrees with the other as to the meaning or application of the decision, it may apply to the arbitrator within ten (10) days from the issue of the decision with a request that the arbitrator clarify the decision, and for such purpose issue a clarification of their decision.
- 7.14** Should any grievance arise between the Board and any employee or any direct difference between the Board and the Union or Local Union, or should any employee believe that the employee's discharge is in violation of this Agreement and should any party desire to take advantage of the procedure provided for in this Article, each step in such procedure (including any reference to arbitration) required to effect a satisfactory disposition of the matter shall be taken by such party within the time limited above set forth or the matter shall be deemed to have been abandoned.

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

ARTICLE 8 DISCHARGE AND DISCIPLINARY PROCEDURES

- 8.01** A claim by an employee that the employee has been unjustly discharged or suspended will be treated as a grievance if a written statement of such grievance is lodged with a Labour Relations designate within **ten (10)** working days after the occurrence of the matter which is the subject of the grievance.
- 8.02** Such grievance may be settled under the grievance procedure, including mediation/arbitration, provided by this Agreement, commencing with Stage Three.
- 8.03** If the Board censures an employee in such a manner as to indicate that a repetition of any offence or failure to perform may lead to the employee's discharge, it shall prepare a written memorandum thereof and give a copy thereof to the employee and to the Recording Secretary of the Local Union.
- 8.04** In the event that the Board intends to suspend an employee for more than part of a day or to discharge the employee, the employee's immediate supervisor, or designate of the Board shall inform such employee **that** a steward may be present. Failure to so inform the employee shall not affect the validity of the suspension or discharge.

If the employee chooses not to have a Steward or designate present the employer will have the employee confirm such request in writing with a copy to the Union; however, failure to do so shall not affect the validity of the suspension or discharge.

Employee Human Resources File

- 8.05** (a) At the written request of an employee, the Board shall, within five (5) days, allow the employee to inspect the employee's Human Resources file with prior arrangement made with the Executive Superintendent of Human Resources, Leadership, and Equity or designate. Such inspection may be made up to twice a year and shall be in the presence of such Superintendent or designate. The employee's response to anything contained in such file shall become a part of such file provided such response is made within five (5) days from the date when the employee inspected the file. The employee's personnel file shall be defined herein as such file containing the employee's official work record including all references to performance, evaluation, and discipline.
- (b) Employees shall be responsible to ensure that such official file reflects their up-to- date qualifications and awards.
- 8.06** Where the Board issues an adverse report concerning an employee, such employee may, if the employee acknowledges receipt of a copy of such report, file a reply thereto with the Board within ten (10) days from such receipt and such reply shall become a part of the employee's file. Where an employee has a clear record for three (3) years following a threat of discharge, for one (1) year following a suspension or a written or oral warning, the employee's prior record will not be used against the employee in any subsequent discipline, the corresponding documents will be removed from the file. However, if the incident has a direct impact on the employee's relationship with students, the Board may retain the record for five (5) years.

ARTICLE 9 SENIORITY

9.01

(a) For the purpose of this Agreement an employee's seniority shall commence with the date of the employee's most recent hiring (other than as a result of a recall after a layoff) by the Board and shall be maintained and accumulated so long as the employee remains in the employ of the Board during:

- (i) a layoff within any period during which the employee was entitled to be recalled;
- (ii) any sickness or accident, up to but not exceeding a maximum of two years of continuous absence from work;
- (iii) any authorized leave of absence, up to but not exceeding a maximum of two years of continuous absence from the Board; and
- (iv) any period of secondment to another organization authorized by the Board.

(b) "Service" or "continuous service" shall be determined by the length of actual service with the Board and shall not include any period of time while the employee is absent from work because of:

- (i) leave of absence in excess of thirty (30) consecutive days; but shall not include any leave of absence granted in accordance with Article 16.03 b);
- (ii) layoff;
- (iii) strike or lockout; OR
- (iv) illness or accident, unless covered by Workplace Safety and Insurance sick leave with pay or L.T.D., in excess of thirty (30) consecutive days.

9.02 a) When a probationary employee finishes the probationary period, the employee shall be entered on the seniority list and shall rank for seniority from the date the employee was last hired.

b) An employee who is rehired by the Board within 6 months of termination shall be deemed to have the seniority the employee had at the date of such termination.

c) An employee with continuous service with the Board who has returned to the bargaining unit shall be deemed to have a length of seniority equal to that which the employee had accumulated at the time the employee was last appointed to a position outside the bargaining unit and after six months in the bargaining unit seniority shall be determined as if the service had been entirely in the bargaining unit.

9.03 A loss of seniority shall be deemed to have occurred if an individual employed by the Board

- i. quits;
- ii. is discharged and is not reinstated by reason of the grievance procedure; OR
- iii. is laid off beyond the period during which the employee was entitled to be recalled.

9.04 a) Seniority lists shall be posted annually by the Board by January 30, and a copy there of shall be sent to the Recording Secretary of the Local Union. Such list shall include the job classification of each employee.

- b) In addition, the copy of the seniority list forwarded to the Local Union shall include the employees' work locations.
- c) The Human Resources Department shall also notify the President and Recording Secretary of the Local Union of all hirings (including the work location and job classification of each new employee), lay-offs, transfers, secondments, completion of probation and terminations of employment within two (2) weeks of reporting such actions to the Board and of receiving Board approval where required.

Lay-Off and Recall

9.05 a) Layoff shall include a reduction in the normal daily or weekly hours of work of one or more full-time or regular part-time employees.

- b) In all cases of lay-offs due to a reduction in work force (other than lay-offs of a temporary nature, i.e., two weeks or less) employees shall be laid off within their job classification in reverse order of their seniority ranking, provided that the Board may retain sufficient employees who possess the necessary qualifications, ability, knowledge, and skill to perform the jobs available.

In the event of a layoff of a permanent or long-term nature or the elimination of a position within the bargaining unit, the Board will make best efforts to provide the Union and employee(s) subject to the layoff or position elimination with no less than thirty (30) days notice of the proposed layoff or elimination of the position.

In all cases of recall after lay-off, employees shall be recalled within their job classification in accordance with their seniority ranking, provided that they must have the necessary qualifications, ability, knowledge, and skill to perform the jobs available.

- c) An employee shall have the opportunity of recall from a layoff to an available opening at the same or lower grade level at a salary rate closest to that employee's salary rate in their previous position, in order of seniority, provided they have the ability and the qualifications to perform the work or can learn the job in a reasonable time.
- d) An employee recalled to work in a different classification from which they were laid off

should have the privilege of returning to the position held prior to layoff should it become vacant within twelve (12) calendar months after the recall.

- 9.06** An employee with seniority who is laid off shall retain seniority and right of recall for the following period of months if the employee has the length of continuous service set out below:

<u>Period of Months</u>	<u>Service in Years</u>
12	up to 2
24	more than 2

Notice of recall shall be sent by registered mail and Board e-mail to the last address recorded with the Board by the employee requiring the employee to report to work on a date not earlier than seven (7) days after the date of such notice. If the employee does not reply within said seven (7) days or fails to report for work at the time and date specified in the notice, the employee shall be deemed unavailable and the next eligible employee shall be called. Employee shall remain on the recall list for a period of two (2) years.

Duty-Assignment Change

- 9.07** Without the employee's consent, no employee shall be appointed to a position the result of which the employee is no longer a member of the bargaining unit covered by this Agreement.
- 9.08** An employee assigned to a position shall not have their duties and responsibilities significantly altered without prior discussion between the Union and the Board.

No Contracting Out

- 9.09** No work will be contracted out if it causes:

- i. the termination or layoff of an employee with seniority or;
- ii. the permanent reduction of regular non-overtime hours of work for an employee with seniority, except work that has been contracted out, on or before the date of signing of this collective agreement.

- 9.10** In the event the Board proposes to contract out any work normally performed by employees, the Board shall notify the Local Union at least two months in advance, where possible, and discuss with the Union such proposal or decision. No bargaining unit work shall be contracted out without prior consultation with the union.
- 9.11** It is agreed that persons such as volunteers, students, co-op students, parents and others who provide assistance to the Employer on a paid or unpaid basis shall be used only to enrich programs or provide other services and shall not be used if such use adversely affects the terms and conditions of employment of a bargaining unit employee.

ARTICLE 10 PERIOD OF WORK

- 10.01**
- a) In consideration of the salary set out in clause 13.01, employees shall work those days determined by the Ministry of Education and the Board to be "school days" as that term is used in The Education Act. The hours of work on such school days shall be six (6) hours per day, exclusive of a lunch period for all employees except sign language interpreters, child and youth workers and instructional assistants at Mary Ward Catholic Secondary School whose hours of work shall be seven (7) hours per day exclusive of lunch period **and education assistants whose hours of work shall be six (6) hours and forty (40) minutes per day, exclusive of lunch period.** Such hours shall normally be worked between the period 8:00 a.m. to 4:30 p.m. as determined by the principal, who will consider any preference expressed by an employee.
 - b) It is understood and agreed that employees may be requested from time to time to attend meetings called by their respective principals or the Board and to perform certain extra-curricular activities, and that if an employee agrees to such requests, no additional salary or overtime shall be paid.
 - c) It is a part of the duties of child/youth workers, health care assistants and oral or sign language interpreters to attend meetings at the request of the principal in order to provide information regarding the support services provided to a student or a group of students. It is understood that such duties, while they may from time to time take place outside the normal school day, are covered by the salary set out in clause 13.01.
 - d) In the event an employee is authorized by the school's principal to work beyond the normal work day, such employee shall be granted compensating time off with pay as may be scheduled by mutual agreement with the employee's principal.

10.02 BREAKS

- a) Each employee will be permitted a fifteen (15) minute rest period in each half day of the employee's scheduled hours of work to be taken at times scheduled by the employee's principal.
- b) Each Employee will have a minimum of a thirty (30) minute uninterrupted lunch period.

10.03 At More Than One Location

In the event that an employee is required to travel between locations on a regular basis, the Board shall arrange the employee's assignment between 8:00 AM and 4:30 PM to provide a minimum amount of unpaid time equal to thirty (30) minutes for a lunch break and the average time required to travel between the locations. In the event there is any conflict with regard to the commencement and to the ending of work assignments for such an employee, a travel plan shall be created by the Principals so involved. If such conflict is not resolved, the matter shall be submitted to the appropriate superintendent(s) for resolution.

ARTICLE 11 SPECIFIED HOLIDAYS

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

New Year's Day	Victoria Day
Family Day	Thanksgiving Day
Good Friday	Christmas Day
Easter Monday	Boxing Day

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

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

It is understood that since the employees are not required to work during the months of July and August, they are not entitled to receive any holiday pay for Canada Day, Simcoe Day, or Labour Day.

ARTICLE 12 VACATIONS

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

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

provided that in no case shall any employee receive less than the amount to which an individual is entitled under The Employment Standards Act.

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

- 12.02** Employees shall take any vacation with pay to which they are entitled by clause 12.01 above during firstly, the Christmas Break and secondly, the mid-winter break. Employees shall receive the remainder of any vacation pay to which they may be entitled with the last pay of the school year.

- 12.03** If an employee's service with the Board is terminated other than on the last school day in June, the vacation for which they would otherwise be entitled will be prorated and rounded to the nearest day. The adjustment will be made with the last pay.

ARTICLE 13 SALARY RATES AND ADJUSTMENTS

- 13.01** a) Full-time employees shall be paid a bi-weekly salary as set out below, with the corresponding hourly rate set out in brackets, commencing with the first or second Friday after the first day of school and shall continue to be paid on the Friday of every second week thereafter with the last pay on the Friday pay cycle following the last school day in June.

The bi-weekly salary rates for full time employees, and the corresponding hourly rates, shall be as follows:

(i) Communication Facilitators, Lifeguards (6 hrs/day)

Years of Recognized Experience	(0.5% incr.)		(1.75% incr.)		(1.75% incr.)		(3.75% incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)	
	Eff. Aug. 31/19		Eff. Sept. 1/19		Eff. Sept. 1/20		Eff. Sept. 1/21		Eff. Sept. 1/22		Eff. Sept. 1/23		Eff. Sept. 1/24		Eff. Sept. 1/25	
	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly
0	1,467.27	24.45	1,492.95	24.88	1,519.08	25.32	1,576.04	26.27	1,636.20	27.27	1,696.20	28.27	1,756.20	29.27	1,816.20	30.27
1	1,526.40	25.44	1,553.12	25.89	1,580.30	26.34	1,639.56	27.33	1,699.80	28.33	1,759.80	29.33	1,819.80	30.33	1,879.80	31.33
2	1,585.51	26.43	1,613.25	26.89	1,641.49	27.36	1,703.04	28.38	1,762.80	29.38	1,822.80	30.38	1,882.80	31.38	1,942.80	32.38
3 to 4	1,644.73	27.41	1,673.51	27.89	1,702.80	28.38	1,766.65	29.44	1,826.40	30.44	1,886.40	31.44	1,946.40	32.44	2,006.40	33.44
5 & over	1,703.08	28.38	1,732.88	28.88	1,763.21	29.39	1,829.33	30.49	1,889.40	31.49	1,949.40	32.49	2,009.40	33.49	2,069.40	34.49

(ii) Child & Youth Workers (7 hrs/day)

	(0.5% incr.)		(1.75% incr.)		(1.75% incr.)		(3.75% incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)	
Years of Recognized Experience	Eff. Aug. 31/19		Eff. Sept. 1/19		Eff. Sept. 1/20		Eff. Sept. 1/21		Eff. Sept. 1/22		Eff. Sept. 1/23		Eff. Sept. 1/24		Eff. Sept. 1/25	
	Bi- Weekly	Hourl y	Bi-Weekly	Hourly	Bi- Weekly	Hourly	Bi- Weekly	Hourl y	Bi- Weekly	Hourly	Bi- Weekly	Hourly	Bi- Weekly	Hourly	Bi- Weekly	Hourly
0	2,032.83	29.04	2,068.41	29.55	2,104.60	30.07	2,183.53	31.19	2,253.30	32.19	2,323.30	33.19	2,393.30	34.19	2,463.30	35.19
1	2,139.87	30.57	2,177.32	31.10	2,215.42	31.65	2,298.50	32.84	2,368.80	33.84	2,438.80	34.84	2,508.80	35.84	2,578.80	36.84
2	2,252.48	32.18	2,291.90	32.74	2,332.00	33.31	2,419.45	34.56	2,489.20	35.56	2,559.20	36.56	2,629.20	37.56	2,699.20	38.56
3 to 4	2,371.04	33.87	2,412.53	34.46	2,454.75	35.07	2,546.80	36.38	2,616.60	37.38	2,686.60	38.38	2,756.60	39.38	2,826.60	40.38
5 & over	2,495.80	35.65	2,539.48	36.28	2,583.92	36.91	2,680.81	38.30	2,751.00	39.30	2,821.00	40.30	2,891.00	41.30	2,961.00	42.30

(iii) Oral Interpreters (6 hrs/day)

	(0.5% incr.)		(1.75% incr.)		(1.75% incr.)		(3.75% incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)	
Years of Recognized Experience	Eff. Aug. 31/19		Eff. Sept. 1/19		Eff. Sept. 1/20		Eff. Sept. 1/21		Eff. Sept. 1/22		Eff. Sept. 1/23		Eff. Sept. 1/24		Eff. Sept. 1/25	
	Bi- Weekly	Hourl y	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi- Weekly	Hourly	Bi- Weekly	Hourly	Bi- Weekly	Hourly	Bi- Weekly	Hourly
0	1584.60	26.41	1,612.33	26.87	1,640.55	27.34	1,702.07	28.37	1,762.20	29.37	1,822.20	30.37	1,882.20	31.37	1,942.20	32.37
1	1668.01	27.80	1,697.20	28.29	1,726.91	28.78	1,791.66	29.86	1,851.60	30.86	1,911.60	31.86	1,971.60	32.86	2,031.60	33.86
2	1755.81	29.26	1,786.53	29.78	1,817.80	30.30	1,885.96	31.43	1,945.80	32.43	2,005.80	33.43	2,065.80	34.43	2,125.80	35.43
3 to 4	1848.22	30.80	1,880.56	31.34	1,913.47	31.89	1,985.23	33.09	2,045.40	34.09	2,105.40	35.09	2,165.40	36.09	2,225.40	37.09
5 & over	1945.43	32.42	1,979.48	32.99	2,014.12	33.57	2,089.65	34.83	2,149.80	35.83	2,209.80	36.83	2,269.80	37.83	2,329.80	38.83

(iv) Sign Language Interpreters (7 hrs/day)

	(0.5% incr.)		(1.75% incr.)		(1.75% incr.)		(3.75% incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)	
Years of Recognize d Experience	Eff. Aug. 31/19		Eff. Sept. 1/19		Eff. Sept. 1/20		Eff. Sept. 1/21		Eff. Sept. 1/22		Eff. Sept. 1/23		Eff. Sept. 1/24		Eff. Sept. 1/25	
	Bi- Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi- Weekly	Hourly	Bi- Weekly	Hourly	Bi- Weekly	Hourly	Bi- Weekly	Hourly
0	2193.68	31.34	2,232.07	31.89	2,271.13	32.44	2,356.29	33.66	2,426.20	34.66	2,496.20	35.66	2,566.20	36.66	2,636.20	37.66
1	2316.08	33.09	2,356.61	33.67	2,397.85	34.26	2,487.77	35.54	2,557.80	36.54	2,627.80	37.54	2,697.80	38.54	2,767.80	39.54
2	2438.66	34.84	2,481.34	35.45	2,524.76	36.07	2,619.44	37.42	2,689.40	38.42	2,759.40	39.42	2,829.40	40.42	2,899.40	41.42
3 to 4	2561.00	36.59	2,605.82	37.23	2,651.42	37.88	2,750.85	39.30	2,821.00	40.30	2,891.00	41.30	2,961.00	42.30	3,031.00	43.30
5 & over	2683.52	38.34	2,730.49	39.01	2,778.27	39.69	2,882.45	41.18	2,952.60	42.18	3,022.60	43.18	3,092.60	44.18	3,162.60	45.18

(v) Instructional Assistants (7 hrs/day)

(0.5% incr.)		(1.75% incr.)		(1.75% incr.)		(3.75% incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)		
Years of Recognized Experience	Eff. Aug. 31/19		Eff. Sept. 1/19		Eff. Sept. 1/20		Eff. Sept. 1/21		Eff. Sept. 1/22		Eff. Sept. 1/23		Eff. Sept. 1/24		Eff. Sept. 1/25	
	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi- Weekly	Hourly	Bi- Weekly	Hourly	Bi- Weekly	Hourly
0	1711.83	24.45	1,741.79	24.88	1,772.27	25.32	1,838.73	26.27	1,908.90	27.27	1,978.90	28.27	2,048.90	29.27	2,118.90	30.27
1	1780.81	25.44	1,811.98	25.89	1,843.69	26.34	1,912.82	27.33	1,983.10	28.33	2,053.10	29.33	2,123.10	30.33	2,193.10	31.33
2	1849.76	26.43	1,882.13	26.89	1,915.07	27.36	1,986.88	28.38	2,056.60	29.38	2,126.60	30.38	2,196.60	31.38	2,266.60	32.38
3	1918.86	27.41	1,952.44	27.89	1,986.60	28.38	2,061.10	29.44	2,130.80	30.44	2,200.80	31.44	2,270.80	32.44	2,340.80	33.44
4	1986.93	28.38	2,021.70	28.88	2,057.08	29.39	2,134.22	30.49	2,204.30	31.49	2,274.30	32.49	2,344.30	33.49	2,414.30	34.49

(vi) Job Coaches & Deaf Blind Intervenors, Health Care Assistants (6 hrs/day)

(0.5% incr.)		(1.75% incr.)		(1.75% incr.)		(3.75% incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)		(\$1.00/hour incr.)		
Years of Recognized Experience	Eff. Aug. 31/19		Eff. Sept. 1/19		Eff. Sept. 1/20		Eff. Sept. 1/21		Eff. Sept. 1/22		Eff. Sept. 1/23		Eff. Sept. 1/24		Eff. Sept. 1/25	
	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi- Weekly	Hourly	Bi- Weekly	Hourly	Bi- Weekly	Hourly	Bi- Weekly	Hourly
0	1742.43	29.04	1,772.92	29.55	1,803.95	30.07	1,871.59	31.19	1,931.40	32.19	1,991.40	33.19	2,051.40	34.19	2,111.40	35.19
1	1834.18	30.57	1,866.27	31.10	1,898.93	31.65	1,970.14	32.84	2,030.40	33.84	2,090.40	34.84	2,150.40	35.84	2,210.40	36.84
2	1930.69	32.18	1,964.48	32.74	1,998.86	33.31	2,073.82	34.56	2,133.60	35.56	2,193.60	36.56	2,253.60	37.56	2,313.60	38.56
3	2032.32	33.87	2,067.88	34.46	2,104.07	35.07	2,182.97	36.38	2,242.80	37.38	2,302.80	38.38	2,362.80	39.38	2,422.80	40.38
4	2139.26	35.65	2,176.69	36.28	2,214.79	36.91	2,297.84	38.30	2,358.00	39.30	2,418.00	40.30	2,478.00	41.30	2,538.00	42.30

(vii) Educational Assistants (6.7 hrs/day or 6 hours & 40 minutes)(0.5%
incr.)

(1.75% incr.)

(1.75% incr.)

(3.75% incr.)

(\$1.00/hour
incr.)(\$1.00/hour
incr.)(\$1.00/hour
incr.)(\$1.00/hour
incr.)

Years of Recognized Experience	Eff. Aug. 31/19		Eff. Sept. 1/19		Eff. Sept. 1/20		Eff. Sept. 1/21		Eff. Sept. 1/22		Eff. Sept. 1/23		Eff. Sept. 1/24		Eff. Sept. 1/25	
	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly
0	1638.46	24.45	1,667.13	24.88	1,696.30	25.32	1,759.91	26.27	1,827.09	27.27	1,894.09	28.27	1,961.09	29.27	2,028.09	30.27
1	1704.49	25.44	1,734.31	25.89	1,764.66	26.34	1,830.84	27.33	1,898.11	28.33	1,965.11	29.33	2,032.11	30.33	2,099.11	31.33
2	1770.48	26.43	1,801.47	26.89	1,832.99	27.36	1,901.73	28.38	1,968.46	29.38	2,035.46	30.38	2,102.46	31.38	2,169.46	32.38
3 to 4	1836.61	27.41	1,868.75	27.89	1,901.46	28.38	1,972.76	29.44	2,039.48	30.44	2,106.48	31.44	2,173.48	32.44	2,240.48	33.44
5 & over	1901.77	28.38	1,935.05	28.88	1,968.91	29.39	2,042.75	30.49	2,109.83	31.49	2,176.83	32.49	2,243.83	33.49	2,310.83	34.49

- 13.02** b) Education Assistants, who have successfully completed and received a community college diploma or certificate in an Educational Assistant Program, shall be entitled to an annual allowance of \$347.00 effective September 1, 2021.

Adjustments

13.03 An employee who works less than a full week shall have the week's salary prorated accordingly.

13.04 Each employee will be permitted a fifteen (15) minutes rest period in each half day of the employee's scheduled hours of work to be taken at times scheduled by the employee's principal.

13.05 **RECOGNIZED EXPERIENCE**

- a) As of September one (1) each year, and for the purpose of this Article only, all permanent employees will be deemed to have acquired an additional year of experience.
- b) Probationary employees who complete their probationary period on or before February 1 will be deemed to have acquired an additional year of experience and placed on the scale accordingly on the day next following the completion of the probationary period.
- c) The Board may, at its discretion, give credit for related experience by advancing a newly-hired employee on the salary grid. Such credit may be granted up to three (3) years. The Local Union shall be informed of any related experience granted.

13.06 **PROMOTION – SALARY ADJUSTMENT**

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

- i. ascertaining the hourly salary paid in such higher grade that is the same or immediately higher than the employee's existing hourly salary, and

- ii. adding thereto the amount of the increment paid at the next higher step of such grade. Such increase shall be in addition to any normal increment to which the employee is entitled.
- iii. The Board shall give credit for any previous experience in the higher job classification by advancing a promoted employee on the salary grid. Such credit may be granted up to three (3) years of which the local union shall be informed.

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

New Job Classifications

- 13.07** a) In the event that the Board intends to implement a new job classification, it shall fix the salary range therefore at a range which it considers to be in line with present ranges in effect under this Agreement on the date when fixed. The Board shall notify the Local Union in writing of such intention, the salary range so fixed and the date of implementation of such new classification, which such date be no earlier than thirty (30) days after the date of such notice.
- b) If the Local Union believes that the range fixed for such new classification is not in line with such present ranges then it may discuss such new range with a representative of the Board if a request is made to the Executive Superintendent of Human Resources, Leadership, and Equity within fifteen (15) days of such notice. If, within fifteen (15) days of initiating the discussion of the new range, the parties cannot agree the Local Union may submit the dispute to arbitration in accordance with clause 7.06.
- c) In its submission to an arbitrator, the Local Union shall state the range it proposes for the classification and why it believes the Board's new range is out of line with present ranges. If the arbitrator is satisfied that the new range is out of line, then it may set the range at such range as it deems appropriate but in no event higher than the range proposed by the Local Union.
- d) If the arbitrator should set a range the minimum of which is higher than that of the range set initially by the Board, then an employee who has been paid less than the minimum range set by the arbitrator shall be awarded the difference between the rate the employee was being paid and the minimum of the range set by the arbitrator for all hours worked at such rate commencing with the day upon which the employee commenced to work in such new classification.
- e) Notwithstanding any discussions with the Local Union concerning the new range or any submission to arbitration, the Board may proceed to install an employee in such new classification on or after the date specified in the notice to the Local Union.

ARTICLE 14 WELFARE BENEFITS

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

- 14.01** The Board will contribute on behalf of employees, the requirements of the basic plan of the Ontario Municipal Employees Retirement System. In addition, the Board shall make available to all employees Supplementary One of the above plan and shall make all necessary contributions.
- 14.02** The Board shall have the right to determine the carrier for any of the benefit plans covered in section 14.04 provided that any new plan is equal or better in every respect to the provisions of the existing plan. The Board shall meet and discuss with the Union any plan changes before they are implemented. No employee shall suffer as a result of a change in carriers.
- 14.03** a) Any Employment Insurance Commission rebate to which the employees may be entitled shall continue to be applied by the Board toward its costs of the benefits
- b) The Board shall provide, upon the Union's written request, the amount of such annual rebate, if any, for the most recent year.
- 14.04** The Board shall continue the Long Term Disability plan in which all eligible employees are required to participate and shall pay 75% of the premiums.
- 14.05** All employees regardless of age, will be eligible to enroll in the dental and extended health care plans.

ARTICLE 15 SICK LEAVE PLAN

Sick During Vacation

- 15.01** If during vacation an employee suffers an illness or accident which incapacitates the employee for five (5) or more days and such illness or accident is supported by a physician's certificate acceptable to the Board, the employee for the period of such incapacity shall be regarded as having been on sick leave, and shall be permitted to take such portion of vacation for which the employee was so incapacitated at a later time acceptable to the employee and to the Board.

ARTICLE 16 LEAVES OF ABSENCE

16.01 General

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

16.02 Illness or Accident Leave

- a) If an employee is absent from work due to illness or accident for a period beyond one year, the Board may fill the employee's last position through the job posting process.
- b)
 - (i) If an employee returns to work from sick leave or leave of absence (including Workplace Safety and Insurance) within a period of 12 months the employee shall return to the last position and location which the employee held prior to the leave.
 - (ii) If an employee returns to work from sick leave or leave of absence (including Workplace Safety and Insurance) for a period that extends beyond 12 months and the last position which the employee held has been filled by another employee, every effort will be made to place the employee in the same family of schools or administrative area in accordance with Article 17.04.

16.03 Union Business

- a) An employee who is elected or appointed for a full-time position with the Local or National Union shall be granted a leave of absence without pay for a period of up to **three (3)** years. Such leave may be extended by the Board. Upon completion of the leave of absence, the employee shall return to the same position and location they held at the beginning of the leave. In the event that the leave is extended beyond **three (3)** years the Board may fill in the vacancy arising out of the leave of absence permanently in accordance with Article 17. The redundancy clause under Article 17 shall apply in the event the position disappears.
- b) Any leave of absence granted in accordance with Article 16.03 a) shall be without loss of seniority and will continue to accumulate seniority and years of service notwithstanding

Article 9.01 b).

- c) The President of the local shall be granted a leave of absence without pay and without loss of seniority. Upon completion of the leave of absence, the employee shall return to the same position and location they held at the beginning of the leave. This provision shall apply to a single non-renewable term not exceeding **three (3)** consecutive years. In the event that the leave is extended beyond **three (3)** years or the position has disappeared, the redundancy clause, under Article 17.04 shall apply.

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

- a) such leaves do not exceed an aggregate of **fifty-five (55)** workdays in any calendar year provided the Director of Education may, at the request of the Local Union, grant an additional five (5) workdays in any calendar year;
- b) no more than ten (10) employees are absent on such leaves at any one (1) time and no more than one (1) employee is absent from the same department or school; AND
- c) no employee is entitled to more than twenty (20) such days off in any one calendar year

16.05 Compassionate Leave

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

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

16.07 Pregnancy/Parental Leave

- a) Upon request, employees shall be granted pregnancy and/or parental leave without pay in accordance with the Employment Standards Act.**
- b) Upon application by the employee granted a pregnancy and/or parental leave, the Board shall continue to pay its share of those benefit plans which the employee already enjoys, in accordance with the Employment Standards Act.**
- c) An employee taking a pregnancy and/or parental leave who is subject to a waiting period of at least one weeks before receiving E.I. benefits, shall receive a Supplemental Unemployment Benefits (SUB) payment as described in Appendix B, upon appropriate verification to the Board. This payment shall be the same amount as the employee receives in E.I. benefits for a one period. In order to meet the requirements of the Central agreement, for employee taking a leave of greater than 12 months, the total payment they receive for the waiting period is equal to the total payment received for two weeks EI rate to a maximum of \$900.**
- d) Employees who take leaves in accordance with the Employment Standards Act, shall return to the same school and/or assignment. For those taking an extended leave, every effort will be made to place them in the same family of schools or administrative area in accordance with clause 17.**

16.08 Maternity Benefits/SEB Plan

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

- f) Employees not defined above have no entitlement to the benefits outlined in this article.**

16.09 Personal Leave

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

16.10

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

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

16.12

- a) An employee may be granted a leave of absence for personal reasons (including a leave to attend an accredited education institution) other than illness or accident without pay if the completed application therefor is approved by the appropriate official of the Board. Such application should be sent to the Superintendent of Education in whose jurisdiction the employee is located, at least fifteen (15) days prior to the requested leave, provided that in unusual circumstances the Board may waive such fifteen (15) day requirement.**
- b) If the employee returns to work within one (1) year from the commencement of such leave, the employee shall return to the position and location with the same classification and shall be entitled to any salary adjustments to which the employee would have been entitled if the employee had not been absent on leave.**

- c) A vacancy arising out of a leave of absence for personal reasons as in Article 16.12 a) may be permanently filled in accordance with Article 17 provided such leave is in excess of one (1) year.
- d) An employee returning from a leave of absence for personal reasons in excess of one (1) year shall,
 - (i) return to work in accordance with Article 16.12 b) if the employee's position was not posted to be filled on a permanent basis; or
 - (ii) shall be considered redundant in the event the employee's position was permanently filled during the absence, in which case Article 17.04 will apply.
- e) Any extension to a personal leave of absence of one year or more in length shall be made in writing to the Senior Manager, Human Resources Services.

16.13 Workplace Safety and Insurance

- a) While an employee is entitled to payment from the Workplace Safety and Insurance Board, the following shall apply:
 - (i) any employee entitled to Workplace Safety and Insurance benefits shall be regarded as being on a leave of absence beginning on the first day for which such benefits are received. Such leave shall be granted initially to the end of the school year or for a period of time not exceeding one (1) year and upon request(s) shall be extended from time to time for up to, but not exceeding, two (2) full years from the date at which the leave began or the date on which a permanent pension is granted, whichever comes first;
 - (ii) during such leave, the payment will be 90% of the employee's regular salary; for a maximum of four (4) years, six (6) months;
 - (iii) the employee will direct all Workplace Safety and Insurance payments to the Board; and
 - (iv) the Board may use sick leave credits to which such employee is entitled, pending the decision of the Workplace Safety and Insurance Board to provide 90% salary. Following the decision of the Workplace Safety and Insurance Board to grant payment of benefits, the Board shall reinstate the sick leave credits which have been utilized.
- b) The Board shall continue to pay its share of the premiums required to be paid under Article 14 for employees who are in receipt of compensation other than for permanent disability or pension from the Workplace Safety and Insurance Board for a period of two years.
- c) The employer agrees to provide a completed copy of the Form 7 to the employee concerned and the Local at the time the form is submitted to Workplace and Safety Insurance Board.

- d) The Board agrees to establish a committee comprised of one (1) representative of the union and one (1) representative of the Board. Where so requested by an injured worker, the committee's terms of reference will be to make recommendations to affected employees and the Board regarding employment opportunities for injured workers, including modifications to the existing jobs and descriptions of other jobs appropriate to such employee's capabilities.

16.14 Long Term Disability

Any employee receiving LTD benefits shall request a leave of absence without pay to commence coincident with the payment of the LTD benefits. Such leave shall be granted initially for the balance of the school year, and upon request(s) shall be extended from time to time for up to two (2) full years from the date at which the leave began.

16.15 Quarantine, Legal, Court

An employee who is quarantined, called for jury duty or is subpoenaed as a witness in a matter in which the employee is not a party or not the accused and who as a result thereof loses time from work shall receive the employee's salary for each day so lost. In the case of jury duty or subpoena the Board may require the employee to furnish a certificate of service signed by the Clerk of the Court before making such payment.

If an employee is charged with a criminal or quasi criminal offence and is not found guilty of the offence or any other offence, or if the charge is withdrawn, such employee shall be entitled to the number of days that the employee was absent from work because of attendance at Court in connection with such charge. This paragraph shall not apply if the offence charged is one for which the employee has the option of electing to be tried in night court.

16.16 Professional Development

- a) During the school year, provided the Board designates at least one (1) day as a Board- wide professional development day, it is the Board's intention to organize for one of such days a program related to the functions of all employees covered by this collective agreement. Suggestions from employees and/or from the Local Union for possible activities to take place during such program will be welcomed.
- b) If the Board does not designate a day as a Board-wide professional development day it will nevertheless attempt to give each employee an opportunity to participate in one (1) professional development day per school year for all employees covered by this collective agreement.

16.17 Deferred Salary Plan

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

- a) Any permanent full-time employee who has completed at least two (2) years' employment with the Board may apply to participate in such Plan;
- b) the maximum number of such leaves which may be granted under such Plan shall not exceed five (5) in any one work year;
- c) an employee wishing to participate in such Plan shall apply on the form available from the Human Resources Department. The forms will be available on January 1 and must be received by the Human Resources Department on or before March 1 in order for the employee to be considered for participation in the Plan commencing at the start of the following prescribed school year;
- d) applications for such leave which have been approved by the immediate administrative and professional supervisors shall be considered by the Director who shall make the final decision. An employee whose application is approved by the Director shall be so informed by June 1 next following;
- e) each employee permitted to participate in the Plan shall enter into an agreement with the Board as follows:
 - i. in each of the four (4) years or four (4) semesters/terms of the Plan commencing the start of the prescribed work year next following approval the employee shall be paid 80% of the salary and allowances to which the employee is otherwise entitled under Article 13.
 - ii. the remaining 20% of such salary and allowances shall be retained by the Board and accumulated with interest credited thereon at the rate payable from time to time by the Canadian Imperial Bank of Commerce on Daily Interest Savings Accounts and compounded annually;
 - iii. the leave of absence shall commence on the first work day of the prescribed work year of the 5th year from the commencement of the employee's participation in the Plan;
 - iv. during such work year of the leave of absence the Board shall:
 - i. In the case of a 4/5 semester plan, pay the employee all the funds accumulated pursuant to (2) and interest earned in accordance with the foregoing either in one (1) lump sum (payable at the start of the leave based on the existing payroll schedule) or two (2) lump sums (September and

January) or in instalments following the existing payroll schedule for the employee's job classification, as the employee may direct, and

- ii. pay that portion of the premiums payable for the benefit plans set out in sections 14.01, 14.03, and 14.04 which it would have paid if the employee were not on leave;
- v. the employee shall pay that portion of the premiums payable for such benefit plans which the employee would have paid if the employee were not on leave and the employee's contributions to the Ontario Municipal Employees Retirement System;
- vi. subject to any other provisions of the collective agreement, on the employee's return from the leave, the employee shall be returned to the same position and location, provided they still exist, in which the employee was employed immediately prior to such leave, if in the view of the Board it is practicable;
- vii. during such leave, the employee's seniority shall accumulate;
- viii. the employee shall not be entitled to any sick leave credits during the period of such leave but on the employee's return from leave shall be entitled to any unused sick leave credits accumulated prior to taking such leave;
- ix. an employee declared redundant under Article 17.04 or who leaves active employment with the Board while participating in the Plan must withdraw therefrom. The employee shall then be paid within sixty (60) days a lump sum equal to the employee's contributions plus interest accrued to date of the withdrawal;
- x. the employee may withdraw from the Plan:
 - i. provided no replacement for the employee has been engaged by the Board,
 - ii. but may not do so after April 15 in the calendar year in which the leave is to be taken except with the consent of the Board;
- xi. notwithstanding the foregoing, the Board may, if it is unable to employ an employee as a suitable replacement for the participating employee who is on leave, defer such leave for up to one (1) year. In such event the participating employee may withdraw from the Plan and the employee shall then be paid within sixty (60) days a lump sum equal to the employee's contribution plus interest accrued to the date of such withdrawal;
- xii. if an employee dies, retires, is dismissed, or terminated or otherwise leaves active employment with the Board while participating in the Plan the employee's personal representative, in the event of the employee's death, or the employee shall be paid such lump sum and interest accrued up to the date of the employee's death,

retirement, dismissal, termination or leaving, as the case may be;

- f) The implementation of the Plan is conditional on approval by Revenue Canada and the obtaining of an advance income tax ruling that any employee entering the Plan will be subject to tax in each of the five years only on the amount of income actually received by the employee in the year and that the tax to be withheld by the Board shall be based on the amounts actually paid to the employee.

ARTICLE 17 JOB POSTING

17.01 When a vacancy [other than a vacancy considered by the Board to be temporary, thirteen weeks or less or in the case of any vacancy caused under article 16.07 a)] occurs in any occupational classification covered by this Agreement or a new classification covered by this Agreement, the Board shall, if it determines to fill such vacancy, post a notice thereof in the Director's Bulletin and the Board's intranet on the bulletin boards or otherwise inform employees for five (5) working days setting forth the duties of the position, the school or other building involved, the rate of pay and the qualifications therefore. Any employee may apply for such position in writing by the deadline as posted. There will be no postings during the months of July and August.

- 17.02** a) Vacancies and new positions including promotions within the bargaining unit shall be filled on the basis of seniority **provided the applicants possess the posted requirements in accordance with the job description. The process shall not take more than thirty (30) days.**
- b) If none of its employees who have applied for the vacancy is qualified to fill a vacancy, the Board may engage an employee from any other source.
- c) Where there is an opening for a Child and Youth Worker position posted in the bulletin:
- (i) Candidates who are current members of the Child and Youth Worker job class will be considered for the position according to Article 17.02 a).
 - (ii) Any other member covered under the collective agreement who possesses the qualifications for the Child and Youth Worker position as referred to in Article 1.03 will be considered for the position according to Article 17.02 a).

17.03

- (a) An employee who has been selected to fill a vacancy may not for a period of one (1) year from the date the employee actually fills such vacancy apply to fill any other vacancy. However, an employee may, during the one (1) year period, bid on a job which represents a promotion, and the Board may promote such employee.
- (b) Article 17.03 a) shall not apply to an employee who has been awarded a posted position in a specified class/student and is then reassigned within the school within the twelve (12) month period following the awarding of the position.
- (c) The posted position shall be filled within fifteen (15) working days of the Board announcing the successful applicant of the job posting. The filling of a vacant position shall not take more than thirty (30) days in total. **However, in the event the Board's accommodation efforts result in a delay, such delay shall not be counted towards the thirty (30) day threshold.**
- (d) **An employee who is offered a position for which they have applied through the job posting process will have twenty-four (24) hours to respond with their acceptance or rejection of the offer. Failure to respond within twenty-four (24) hours from the time the offer was made to the employee will result in the employee's disqualification of the bid.**

17.04 An employee whose position has become redundant shall be given preference for placement in the available positions provided the employee has the necessary skills and qualifications.

17.05 In order to implement the provisions of the job posting process, the Board may place temporary employees in vacant or newly created positions pending the awarding of the vacant position under the provisions of this article.

17.06 a) Notwithstanding the procedures outlined above, the Board may re-allocate any employee covered by this Collective Agreement at any time to meet the educational needs of its schools provided the affected employees are given at least 5 days notice. Where affected employees are relatively equal as to ability, knowledge, training, and skill required by the educational needs of the school, the least senior employee with the Board shall be designated for re-allocation. This provision does not preclude an employee from volunteering for such re-allocation. An employee so affected may use clause 17.04 as a redundant employee.

b) The Board will notify the Union with regard to the withdrawing or the delay of any job posting.

17.07 a) Employees in this bargaining unit shall have priority to vacancies and new positions including promotions within the bargaining unit.

b) An employee may apply to the Board to fill a vacancy in an occupational classification covered by the collective agreement made between the Board and the Union relating to the office, clerical and technical employees on the terms and conditions therein set out.

c) An employee covered by the Collective Agreement made between the Board and the Union relating to the office, clerical, technical staff may apply to fill a vacancy in an occupational classification in this Agreement on the terms and conditions herein set out.

An employee who transfers under this provision shall be paid the weekly salary of the new classification which is immediately higher than the employee's existing salary except that in no case shall the weekly salary exceed the maximum provided in this Agreement.

17.08

a) An employee who has been promoted or placed in a new job classification shall be placed on trial for a period of ninety (90) calendar days. Notwithstanding clause 2.01 (ii), an employee so placed may be demoted or returned to the employee's former classification at any time during the trial period if the employee is unable to perform adequately all the functions of the new position.

b) An employee displaced as a result of Article 17.08 a) will be returned to the employee's former job; however, if that job has already been filled the affected employee will be considered as an employee whose position has become redundant.

If no job in the same classification becomes available, or is likely to become available, prior to the expiry of the trial period, the affected employee will be returned to the former job

and any other employee promoted or transferred as a direct result of the promotion or transfer of the first mentioned employee shall be returned to the employee's previous job at the rate therefor.

- c) An employee who has been promoted or placed in a new job classification and who, during the trial period, determines in consultation with the employee's superordinate that it is in the employee's best interest not to continue in the new job classification, then the employee may request to be placed in the former job classification utilizing the procedures of 17.08 b).

17.09 Notice: Leave Employment/Retire

Wherever possible, an employee whose intention it is to terminate employment with the Board, or to retire at the end of the school year, shall so inform the Board, in writing, by May 15th.

ARTICLE 18 PROBATIONARY EMPLOYEES

- 18.01** A new employee shall be considered as a probationary employee for a period of 6 months from the time of first commencing to work for the Board. The probationary period may be extended by three months if the Board notifies the Local Union in writing of the intended extension at least one month before the end of the probationary period. The Local Union shall notify the Board in writing within 5 days of receipt of notice if it does not concur with such extension.
- 18.02** Notwithstanding other clauses in this Agreement a probationary employee may be dismissed, suspended, or otherwise disciplined if the probationary employee is unable to perform adequately the functions of the position for which the probationary employee is hired or is otherwise unsuitable as an employee.
- 18.03** Notwithstanding other clauses in this Agreement, the benefits and privileges of seniority are not available to probationary employees.

ARTICLE 19 TEMPORARY EMPLOYEES

19.01 Individuals employed for temporary assignments are not included in this Collective Agreement, **in accordance with article 1.01 b).**

ARTICLE 20 HUMAN RIGHTS

- 20.01** The Sexual Harassment Policy and complaint procedure as established by the Board and as amended from time to time shall apply to all employees covered by this Collective Agreement.
- 20.02** The Board and all employees recognize that every employee has the right to freedom from assault and harassment in the workplace. The policy statements of the Board on Safe Schools Policies and the Violence Prevention Policy shall apply to all employees covered by this Collective Agreement.

ARTICLE 21 MISCELLANEOUS

Communication/Meetings

- 21.01** The Board shall provide bulletin boards accessible to the employees and upon which the Union shall have the right to post notices of meetings, seniority lists provided by the Board, and other notices approved by the Board.
- 21.02** All correspondence between the Board and the local Union arising out of this Agreement, or incidental thereto, shall pass to and from the Executive Superintendent of Human Resources, Leadership, and Equity to the President with copies to the Recording Secretary of the Local Union with copies to the Director of Education of the Board and the National Representative of CUPE assigned to the Local Union.
- 21.03** The Board shall make a copy of this Agreement available on its website. The Union shall be supplied with fifteen (15) hard copies. The Employer shall ensure that all new employees are provided with an electronic copy.

21.04 Labour/Management Meetings

The Board agrees that representatives of its management will meet the officers of the Local Union periodically, but not more often than quarterly, to discuss matters of mutual concern. The Parties shall provide one (1) weeks' notice of any agenda items. When meetings are held during an employee's working hours, the employee shall not suffer any loss in pay.

Transportation

- 21.05** Employees shall not be required to use their own automobiles for Board business, except for travelling between locations, when the employees' regular assignment is in more than one location. The rates payable shall be as set out below, except that the minimum payable shall be a sum equivalent to the cost of two public transit fares per day, provided the distance by car is at least one (1) kilometer.

Employees who, with approval, use their cars (or other approved vehicles) in the discharge of their duties shall be paid a travel allowance for kilometers travelled at a rate and in a manner outlined by Board policy, provided that it is in compliance with the Canada Revenue Agency (CRA) mileage rate.

- 21.06** The Board will pay the cost of prior approved courses. Any funds granted to an employee for such purpose shall be in accordance with the following:
- a) the applicant shall have a minimum of one (1) year experience with the Board;
 - b) applications shall be submitted in writing not later than May 31 to the **Executive Superintendent of Human Resources, Leadership, and Equity**;
 - c) selection shall be made by a committee comprised of equal numbers of employees and the Board's administrative officials but not more than three (3) of each; AND

- d) the committee shall make recommendations to the Director of Education taking into consideration the high quality of service of applicant and the relative length of service of the applicants.

21.07 Employees shall not be required to assume any expenses authorized by the employee's Principal.

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

Working Conditions

21.09

- a) Employees will not be required to perform the work that is exclusively within the scope of those employees of other bargaining units except in the case of emergency situations.
- b) Copies of the Letter of Understanding re: Joint Committee on Working Conditions appended to the collective agreement shall be distributed to Principals during the fall term of each new school year.
- c) When employees are required to assist with supervision of exams a teacher must be present.
- d) Proportionately, supervisory duties within the school should be fairly/equitably distributed among all staff. Support staff assigned to a Special Needs student(s) who require(s) constant supervision/assistance should be exempt from ALL other supervisory duties except those pertaining to the Special Student(s) while in their care.

21.10 Employees may be requested to participate in the IPRC process as deemed necessary by the Principal.

Job Sharing

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

- a) employees must commit themselves to at least one (1) year of job sharing;
- b) an initial extension for one year will be available upon the mutual agreement of the employees and the Board and subsequent annual renewals will be available with the agreement of the parties and the Board;
- c) both employees must agree to the Job Sharing of a full-time position at one (1) location;
- d) no more than ten (10) new Job Sharing arrangements involving not more than twenty (20) employees shall be granted during the life of this agreement;

- e) employees are not eligible to bid on positions which become effective during the term of the job sharing arrangement;
- f) in the event that one employee is unable to honour the commitment for job- sharing, the arrangement shall be considered terminated, and the employee(s) shall be reassigned. Such reassignment shall be determined by the Board in consultation with the employee(s) and may include a return to full-time in the same position, a request to enter into a new job sharing arrangement at the same location with another employee, or a reassignment of one of the employees in the position on a regular part-time basis. The employee(s) may also apply for other available positions within the bargaining unit;
- g) in the event that the Job Sharing arrangement is terminated by the Board during the initial one year period or at the time of the annual renewal, the two employees shall be reassigned subject to the availability of positions for which they are qualified. Such reassignment shall be determined by the Board in consultation with the two employees affected. Alternatives may include the retention of one of the employees in the position on a full-time basis and the reassignment of the other either part-time or full-time, or the reassignment of both employees to regular part-time or full-time positions, if available;
- h) the principal must agree to the Job Sharing.

21.12 Advisory Redeployment

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

The mandate of the Committee is to:

- a) identify and propose alternatives to the proposed layoff(s) of the position(s).
- b) identify vacant positions, or positions which may become vacant, within a twelve (12) month period either;
 - i) within the bargaining unit;
 - ii) within another CUPE bargaining unit.
- c) Where applicable, identify retraining needs of workers.
- d) The parties shall make every effort to find alternatives to layoffs.
- e) The Advisory Redeployment Committee shall be comprised of equal numbers of representatives of the Employer and the Union. Meetings of the Advisory Redeployment Committee shall be held during normal working hours. Union representatives' time spent attending such meetings shall be at the cost of the Union. Nevertheless, the Board agrees to pay for no more than a total of four (4) hours of time spent attending such a meeting during normal working hours per school year.

- f) Each party shall appoint a co-chair for the Advisory Redeployment Committee. Co- chairs shall chair alternate meetings of the committee and will be jointly responsible for establishing the agenda of the committee meetings, preparing minutes, and writing such correspondence as the committee may direct.
- g) The Committee shall report its findings and make its recommendations to the Director of Education.

21.13 Protective Equipment

Employee shall be provided with protective equipment and special purpose clothing where deemed necessary by the Board.

Accommodation During Pregnancy

21.14 Where the parties agree that working conditions may be hazardous to the unborn child or to the pregnant employee, and where the employee has submitted a medical note outlining their specific restrictions during pregnancy, the employee shall be temporarily assigned to a vacant position during the duration of the pregnancy, provided the employee is capable of performing the essential duties of that vacant position. Such temporary assignment shall be granted without regard to seniority unless more than one person is seeking a pregnancy accommodation to the same vacancy. In such cases, seniority shall be the determining factor. At the end of the maternity leave, the employee will return to work in accordance with Article 16.07 d).

21.15 Support staff shall not be required to examine students for communicable conditions or diseases. Notwithstanding, support staff may report any suspicion of such conditions or diseases to their Principal.

21.16 Criminal Record Checks

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

ARTICLE 22 PLAN FOR SICK LEAVE AND RETIREMENT GRATUITY

22.01

- a) An eligible employee upon retirement or death shall be entitled to a gratuity based on the unexpended portion of the employee's sick leave credit (less any accumulated credits which have been used for leave purposes) in accordance with the following:
- b) the employee's normal weekly salary at the time of retirement or death shall be divided by 5. The employee's normal weekly salary at the time of retirement or death is understood to reflect the weekly salary at the employee's basic time class. The result shall be multiplied by the number of unused accumulated days of sick leave times the applicable of the following percentages:

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

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

- c) the said gratuity shall be payable:
 - i) upon the death of an employee to the beneficiary named in the employee's life insurance policy with the Board, and

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

22.02 Amendment or Repeal

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

ARTICLE 23 IMPLEMENTATION AND TERMINATION

23.01 Save as otherwise set out, this Agreement shall become effective on the **September 1, 2022** and shall terminate on **August 31, 2026**.

ARTICLE 24 NOTICE OF RENEWAL

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

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

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

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

Canadian Union of Public Employees
Local 1328 c/o The President
17 Belmont Street
Toronto, ON M5R 1P8

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

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

Signed at Toronto this 13 day of September 2023.

For the Board

Signed by: *Lynda Coulter*
DC39383BA144488...
Lynda Coulter

Signed by: *Maria Meehan*
A417E45D15D483...
Maria Meehan

Signed by: *Darlene Purkess*
B426DA0727F6418...
Darlene Purkess

[Signature]

Jacob Schlosser

For the Union-SBESS

Norberto Abanes

Stephen Mazur

Signed by: *Daniela Venturin*
1BA497F562F9646F...
Daniela Venturin

Robin Campagnaro

Administrator (2022-2024)

Kimberly Blanchard

CUPE nation Rep (until Feb 2024)

Signed by: *Ana Henriquez*
...478...
Ana Henriquez

Mary Cummings

Signed by: *Sharron Flynn*
D3D65377571D4B3...
Sharron Flynn President 2024- Present

Signed by: *Leila Meskine*
E22D6A006F784DB...
Leila Meskine- CUPE national Rep 2024-Present

APPENDIX A

SUPPLEMENTAL UNEMPLOYMENT BENEFITS (SUB) PLAN

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

APPENDIX B
LETTER OF UNDERSTANDING

RE: EMPLOYMENT INSURANCE SUB PLAN

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

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

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

APPENDIX C

LETTER OF UNDERSTANDING

RE: JOINT COMMITTEE ON WORKING CONDITIONS

The parties agree to continue in pursuing efforts for the implementation of those recommendations developed by the Joint Ad Hoc Committee that was established during the negotiations of the 1992-1994 collective agreement. The recommendations and the Report of CUPE Local 1328 to the Ad Hoc Committee are included in the following pages.

1. That CUPE Local 1328 present the contents of this report (with special reference to Appendix C) to its School Based Support Members at a designated meeting in September 1993 and subsequent Septembers thereafter.
2. That Superintendents of Education clarify with their Principals the agreed upon understandings of this report (with special reference to Appendix C) in September 1993 and subsequent Septembers thereafter.
3. That the Staff Development Department plan one P.A. Day each year to deal exclusively with the function of School Based Support Staff.
4. That Program Design Division provide training for School Based Support Staff required to perform special functions.

APPENDIX C - Report By CUPE Local 1328 To The Ad Hoc Committee On Working Conditions Of School Based Educational Support Staff

The Ad Hoc Committee on working conditions of School Based Educational Support Staff was established under a Letter of Understanding dated November 4, 1992 appended to the Collective Agreement.

During the course of our discussions the following main problem areas were identified:

The role of the School Based Education Support Staff has not been clearly defined and as a result these employees are being used in an inconsistent, and often inappropriate manner.

The Support Staff are often considered the most expendable staff members and, as a result, are shuffled to cover whatever scheduling emergencies etc. which arise in the school, e.g. covering for teachers accompanying students to sport events, replacing absent teachers, replacing classroom teachers to enable them to have prep time, etc.

Some Principals/Vice Principals/Department Heads are not conversant with the Collective Agreement. In many instances even if they are conversant with the terms and conditions, they are not prepared to abide by them.

Local 1328 would like to offer the following observations/solutions/recommendations:

On assignment to a school, when there is a change in administration or teacher, at the start of each semester in Secondary Schools or when the employee's assignment is changed, the role of the Support Staff be clearly defined with all parties concerned.

The words "other duties as assigned" in all job descriptions, relates to duties specific to the particular job class and does not include assuming the responsibilities of any other job classification, such as replacing an absent School Secretary.

Support Staff required to perform special functions, e.g. tube feeding, stoma expression, physiotherapy etc. must receive adequate instruction by a trained professional. It must also be emphasized that Support Staff required to accompany students to job locations and assisting in other life skills training, or required to administer medications etc., must be covered by signed parental permission/release forms.

The main duty of the Support Staff is to assist teachers in the classroom in the delivery of programs to the students. This, however, does not mean assuming the duties of the teachers. It is not the function of the Support Staff to develop or modify programs for students. Neither should they be used, except in extreme emergencies, to cover for absent staff etc. By removing Support Staff, on the slightest pretext, from the duties to which they have been assigned negates the reason for their presence in the school in the first place.

Proportionately, supervisory duties within the school should be fairly/equitably distributed among all staff. Support staff assigned to a Special Needs student(s) who require(s) constant supervision/assistance should be exempt from ALL other supervisory duties except those pertaining to the Special Student(s).

There should be In Service given to all Principals, Vice Principals and Department Heads on the terms and conditions of the School Based Education Support Staff Collective Agreement, with particular emphasis on Article 10 covering Period of Work. The Local Union is prepared to assist here in any manner.

Support Staff should not be required to assume out- of-pocket expenses incurred in the performance of their duties.

Article 16.14(a) states that the Board will provide one P.A. day each year to deal specifically with the function of the Support Staff. This has not been the practice in the past. Perhaps P.A. Days in the future could address such issues as behaviour management, student integration, and strategies for working with developmentally handicapped children etc. Once again, the Local Union is prepared to be of assistance here.

The Local Union would like to emphasize that the Support Staff enjoy working with the students and other school staff but would like to be recognized as professional service providers. It is demeaning and demoralizing when working conditions and attitudes convey the opposite impression.

The implementation of said recommendations can be addressed by the union/management committee provided for by the collective agreement.

APPENDIX D

LETTER OF UNDERSTANDING

RE: CONSULTATION REGARDING POLICY CHANGE

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

APPENDIX E

LETTER OF UNDERSTANDING

RE: PROFESSIONAL DEVELOPMENT

Further to the discussion that took place during the negotiation of this agreement, the parties agree to establish a joint committee to discuss the issue of professional development for the members of this bargaining unit. The committee shall consist of no more than three (3) representatives of each of the parties.

APPENDIX F

LETTER OF UNDERSTANDING

RE: DEFINITION OF OMERS CONTRIBUTORY EARNINGS

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

Contributory earnings must include all regular earnings as follows:

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

- Taxable value of provided vehicle or car allowance (for example, if an employer provides an allowance (that is, expenses that are not reimbursed) then the allowance is considered part of contributory earnings. If an employer reimburses mileage, this reimbursement represents payment for gasoline, maintenance, insurance, wear and tear on the vehicle and license fees and should not be included as part of contributory earnings;
- Payments for unused accumulated sick days or vacation time, only on retirement and only if credited service is extended. When you include lump sum payments for unused sick days or vacation time as contributory earnings, you must also extend the retirement date and the credited service by the number of days covered by the payment. The member's pension will begin on the first day of the month following the revised retirement date.

APPENDIX G

LETTER OF UNDERSTANDING

POSTING TEMPORARY ASSIGNMENTS

Whereas Article 17.01 states that any temporary assignment more than 13 weeks in duration must be posted, with the exception of vacancies caused under Article 16.07(a);

and

Whereas there are two groups of employees who may be considered for vacant job postings, namely employees who are members of the bargaining unit, and non-bargaining unit individuals in the event there are no successful bargaining unit applicants.

The following is understood and agreed upon by the Parties:

1. All temporary assignments in excess of 13 weeks, other than those caused by personal leaves or pregnancy/parental leaves will be posted;
2. Temporary assignments will be posted for the current school year only;
3. As with the current posting process, if employees who are members of the bargaining unit on the temporary posting, they will be given first priority for consideration for the posting award;
 - a) If the temporary posting is awarded to a permanent employee, that employee's permanent position will be held to the end of the school year. Upon conclusion of the temporary assignment, the employee will return to his/her permanent position.
 - b) If the temporary assignment is extended for an additional school year or less, the employee awarded the temporary posting will be eligible to remain in the temporary assignment, however, the employee's permanent position will no longer be held for the employee. Upon conclusion of the extended temporary assignment the employee would have redundancy rights as per Article 17.04;
 - c) If the temporary position subsequently becomes a permanent position, the Board may award the position to the incumbent employee in the temporary assignment, without posting, provided the position was previously posted as a temporary position;
4. If no employee from the bargaining unit bids on the temporary posting, the Board may then consider individuals from any other source on the following basis;
 - a) Non-bargaining unit individuals awarded temporary assignments will be subject to Article 19 of the collective agreement for the duration of the assignment;
 - b) The rate of pay of non-bargaining unit individuals in temporary assignments will continue to be that of the Supply Education Assistant rate of pay;

- c) The temporary assignment will end in June; should the temporary assignment remain in the same location the following school year, it will be reposted;
 - d) If the temporary assignment becomes permanent while filled by a temporary employee, the new permanent vacancy will be reposted.
5. In the event of any complaints being filed that relate to this Letter of Understanding, the parties agree to meet, and to make every effort to resolve the complaints.