

COLLECTIVE AGREEMENT

BETWEEN

**THE BOARD OF EDUCATION OF THE GOOD SPIRIT
SCHOOL DIVISION NO. 204 OF SASKATCHEWAN
(Hereinafter called “the board”)**



AND

**THE CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 4784
(Hereinafter called the “union”)**

CUPE / *Canadian Union
of Public Employees*

August 1, 2023 to July 31, 2027

TABLE OF CONTENTS

PREAMBLE	1
ARTICLE 1 – RECOGNITION.....	1
1.1 Description of Bargaining Unit	1
1.2 Work of the Bargaining Unit.....	1
1.3 No Other Agreements	2
1.4 Management Responsibilities.....	2
1.5 Labour Management Committee	2
1.6 Union Responsibilities	2
1.7 Union Security	2
1.8 Check Off	3
1.9 Job Security	3
1.10 Union Representation.....	3
1.11 Prohibition of Strikes or Lockouts.....	3
1.12 Communication	3
1.13 New Employees.....	4
1.14 Access to Personnel File.....	4
ARTICLE 2 – NO DISCRIMINATION	4
2.1 The Human Rights Code	4
2.2 References	5
ARTICLE 3 – DISCIPLINE AND DISMISSAL	5
3.1 Discipline and Dismissal	5
3.2 Right to Have a Steward Present	5
3.3 Record of Disciplinary Action.....	5
ARTICLE 4 – GRIEVANCE PROCEDURE.....	6
4.1 Definition	6
4.2 Procedure.....	6
4.3 Decision of the Board	7
4.4 Time Limits	8
4.5 Expenses.....	8
4.6 Facilities for Meeting	8
4.7 Witness.....	8
ARTICLE 5 – DEFINITION OF EMPLOYEE CATEGORIES.....	8
5.1 Employee Categories	8
5.2 Permanent Employees.....	8
5.3 Temporary Employees	8
5.4 Casual Employees.....	9
5.5 Ten (10) Month Employees.....	9
5.6 Twelve (12) Month Employees	9
ARTICLE 6 – LAYOFF & STAFF REASSIGNMENT	9
6.1 Definition	9
6.2 Role of Seniority.....	9
6.3 Notice of Layoff	10
6.4 Procedure for Bumping.....	10
6.5 Continuation of Benefits	11

6.6	Vacancies	11
6.7	Automatic Layoff.....	12
6.8	Reassignment.....	12
	ARTICLE 7 – ADDITIONAL WORK	12
	ARTICLE 8 – JOB POSTING & APPOINTMENT	12
8.1	Job Posting	12
8.2	Appointment.....	13
	ARTICLE 9 – PROBATION.....	14
9.1	Probation Period	14
9.2	Trial Period.....	14
	ARTICLE 10 – SENIORITY.....	15
10.1	Definition	15
10.2	Seniority List	15
10.3	Loss of Seniority.....	15
	ARTICLE 11 – LEAVES OF ABSENCE.....	16
11.1	General Leave.....	16
11.2	Personal Leave.....	16
11.3	<i>The Saskatchewan Employment Act</i> Leaves.....	17
11.4	Bereavement/Compassionate Leave	18
11.5	Jury Duty Leave.....	19
11.6	Public Office Leave	19
11.7	Negotiation Leave.....	19
11.8	Union Leave	19
	ARTICLE 12 – SICK LEAVE AND MEDICAL LEAVE	21
12.1	Definition – Sick Leave	21
12.2	Definition – Medical Leave.....	21
12.3	Basic Entitlement.....	21
12.4	Accumulated Entitlement.....	21
12.5	Proof of Illness.....	21
12.6	Notification.....	22
12.7	Statement.....	22
	ARTICLE 13 – EARNED DAYS OFF, NOON SUPERVISION, AND EXTRA- CURRICULAR SUPERVISION	22
13.1	Definitions	22
13.2	Recognition Options	23
13.3	Carry Forward Day	24
13.4	Payroll Notification.....	24
13.5	Part-time Employees and Recognition of EDOs	24
	ARTICLE 14 – PERFORMANCE REVIEW.....	25
	ARTICLE 15 – PROFESSIONAL DEVELOPMENT	25
15.1	Board Directed Training	25
15.2	Employee Requested Training	25
15.3	Conference Day	25
	ARTICLE 16 – BURSARIES.....	25
	ARTICLE 17 – PAYMENT OF WAGES.....	26
	ARTICLE 18 – OCCUPATIONAL HEALTH & SAFETY	27

ARTICLE 19 – WORKING CONDITIONS.....	27
19.1 Rest Periods.....	27
19.2 Scheduling.....	27
19.3 Overtime.....	27
19.4 Averaging of Hours	28
19.5 Shift Differential.....	29
19.6 Minimum Hours of Work.....	29
ARTICLE 20 – ANNUAL VACATION.....	29
20.1 Vacation Entitlement	29
ARTICLE 21 – PUBLIC HOLIDAYS.....	30
ARTICLE 22 – EMPLOYEE BENEFITS	30
ARTICLE 23 – PENSION.....	31
23.1 Pension Plan	31
ARTICLE 24 – TERM OF AGREEMENT.....	31
24.1 Duration.....	31
24.2 Written Notice	31
ARTICLE 25 – FLEX TIME	31
SCHEDULE I: HOURS & DAYS OF WORK	33
SCHEDULE II:.....	34
August 1, 2023 - July 31, 2024 - 2.5% Economic Adjustment	34
SCHEDULE II:.....	35
August 1, 2024 - July 31, 2025 - 2.5% Economic Adjustment	35
SCHEDULE II:.....	36
August 1, 2025 - July 31, 2026 - 2.5% Economic Adjustment	36
SCHEDULE II:.....	37
August 1, 2026 - July 31, 2027 – 3.0% Economic Adjustment.....	37
Supplemental Unemployment Benefits Form.....	38
Presumptive Period – Practitioner’s Report Form	39
LETTER OF UNDERSTANDING NO. 1 Legacy of Certification and Non-Certification... 40	
LETTER OF UNDERSTANDING NO. 2 School Counsellor – Article 1 – Recognition . 41	
LETTER OF UNDERSTANDING NO. 3 Maintenance Workers –Article –Recognition 43	
LETTER OF UNDERSTANDING NO. 4 Description of the Bargaining Unit..... 44	
LETTER OF UNDERSTANDING NO. 5 Legacy of Indigenous Community Worker Days of work..... 46	

PREAMBLE

The parties to this agreement respect that the Good Spirit School Division exists to provide services to meet the needs of the students.

The board values the recommendations and concerns of all employees and will establish a consultative process when decisions relating to employee groups are contemplated.

The purpose of this agreement is:

- a) To maintain and improve harmonious relations and settled conditions of employment between the board and the union;
- b) To recognize the mutual value of joint discussions and negotiations;
- c) To encourage efficiency in operation;
- d) To promote an amicable method of settling differences or grievances which may arise with respect to matters covered by this agreement; and
- e) To promote the morale, well-being, and security of all employees in the bargaining unit.

ARTICLE 1 – RECOGNITION

1.1 Description of Bargaining Unit

The board recognizes the Canadian Union of Public Employees, Local 4784, as the sole and exclusive bargaining agent for the following employees:

- a) Administrative assistants, **caretakers**, educational assistants, library technicians, **Indigenous** community workers, food services assistants, nutrition workers, and security persons in all **Good Spirit School Division schools**.
- b) Maintenance workers in the following buildings:
 - i) Melville Comprehensive School
- c) School counsellors in the following schools:
 - ii) Melville Comprehensive School

The board agrees to negotiate with the union or any of its authorized committees concerning all matters affecting the relationships between parties, aiming towards a peaceful and amicable settlement of any differences that may arise between them.

1.2 Work of the Bargaining Unit

Employees whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit except for the purposes of instruction, experimenting, or in emergencies when regular employees are not available and provided that the

performing of the aforementioned operations, in itself, does not reduce the hours of work or pay of any employee.

1.3 No Other Agreements

No employee shall be required or permitted to make a written or verbal agreement with the **board** or its representative which may conflict with the terms of this **agreement**.

1.4 Management Responsibilities

Subject to the **articles** of this **agreement**, the parties recognize the right, duty, and responsibility of the **board** to organize the operation of the workforce in the Good Spirit School Division, to maintain order, discipline, and efficiency, to manage and direct employees in their duties with the object of fulfilling the legal responsibilities of the **board** and in general to do all those things, being lawful, which in the opinion of the **board** further these aims.

1.5 Labour Management Committee

A labour management committee shall be established and shall meet as required up to three (3) times during the school year to discuss items of mutual concern. The committee shall not supersede the activities of any other committee of the **union** or the **board** or engage in discussions which infringe upon the role or authority of the **union** or the **board** as set out in legislation and does not have the power to bind either the **union** or its members or the **board** to any decision or conclusion reached in their discussions. The committee shall reach conclusions by consensus, with the primary focus **being** to discuss and settle issues of concern.

The parties shall exchange agenda items at least one **(1)** week prior to each meeting. A prescheduled meeting may be cancelled with mutual consent of both parties.

1.6 Union Responsibilities

The **union** agrees both for itself and its members to promote and uphold the policies and regulations as set out by the **board** for the proper maintenance of schools and to do everything possible to retain and create harmony and goodwill between the **union** and the **board** and to create good public relations with every person or organization to whom the **board** may be responsible.

1.7 Union Security

Every employee who is now or hereafter becomes a member of the **union** shall maintain **their** membership in the **union** as a condition of **their** employment, and every new employee whose employment commences hereafter shall, within thirty (30) calendar days after the commencement of **their** employment, apply for and maintain membership in the **union**, and maintain membership in the **union** as a condition of **their** employment, provided that any employee in the appropriate bargaining unit who is not required to

maintain **their** membership or apply for and maintain **their** membership in the **union** shall, as a condition of **their** employment, tender to the **union** the periodic dues uniformly required to be paid by the members of the **union**.

1.8 Check Off

The **board** agrees to deduct from every employee any monthly dues or assessment levied and initiation fees owing by the employee to the **union**. Deductions are to be made each pay period and shall be forwarded to the **union** not later than the fifteenth (15th) day of the following month, accompanied by a list of all employees, their monthly wages, and dues deductions.

1.9 Job Security

The **board** and **union** recognize the importance and value of service and sustained employment for all its employees. In order to provide job security to members of the bargaining unit, the **board** agrees that no employee shall be laid off or have their hours of work or pay reduced due to the **board** contracting out work or services traditionally performed by members of the bargaining unit.

The **board** and the **union** agree that this article does not limit the **board's** ability to obtain contract services where no member of the bargaining unit is able to provide the required service or fill the vacancy. In this instance, the **board** agrees to notify and consult with the **union** prior to contracting out such services.

1.10 Union Representation

The **union** shall have the right to have the assistance of representatives of the Canadian Union of Public Employees in any negotiations or discussions with the **board** or its designate. Such advisors or representatives shall have reasonable access to the **board's** premises to investigate and assist in settling a grievance.

1.11 Prohibition of Strikes or Lockouts

The parties agree that during the term of this agreement there shall be no strike, slow down, stoppage of work, work to rule, or sympathy strike on the part of the **union** and its members, nor a lockout by the **board**.

1.12 Communication

a) Correspondence

All correspondence between the parties arising out of this agreement shall pass to and from the **director** of education or designate and the **president** of the **union** unless otherwise specified in this agreement.

b) Union Notices

The union shall have the right to post notices of meetings and other such union notices of interest to the membership on existing bulletin boards, which are accessible to employees.

c) Employee Notification

The director of education or designate will advise all new employees of the provisions of Articles 1.7 and 1.8 and post the current collective agreement on the GSSD website.

d) Staff Changes

The director of education or designate shall notify the union of all appointments, layoffs, reassignments, and terminations of appointment within the bargaining unit. This would include the employee's location, classification, full-time equivalent hours per day, and commencement date of change.

1.13 New Employees

On the commencement of employment, the board will identify the name of the shop steward as part of the new employee's employment package.

1.14 Access to Personnel File

Employees shall have the right to **have a union representative present when they review their file, and a copy of the contents shall be provided to the union upon request.** Written requests to view their file shall be made with reasonable notice given to the director of education or designate. The file must be examined in the presence of the director of education or designate. Material in the file may not be removed and may not be amended or deleted without the approval of the director of education **or in accordance with Article 3.3.** The director of education or designate shall at the request of the employee provide a copy of any records to which the employee has been granted access.

ARTICLE 2 – NO DISCRIMINATION

2.1 The Human Rights Code

The board and the union agree that there shall be no discrimination with respect to any employee by reason of age, as provided in the Human Rights Code, race, creed, colour, nationality, ancestry, place or origin, political or religious affiliation, gender, sexual orientation, family status, family relationship, disability (physical or mental), or by reason of membership or activity in the union.

2.2 References

Whenever the singular or masculine is used in this agreement, it shall be considered as if the plural or any gender has been used where necessary.

ARTICLE 3 – DISCIPLINE AND DISMISSAL

3.1 Discipline and Dismissal

Subject Article 9.1, discipline and dismissal shall only be for just cause. The board agrees to adhere to the principles of progressive discipline. A dismissed or disciplined employee shall be given the reason for the dismissal or discipline in the presence of a local shop steward or designate, and the union shall be advised promptly in writing of the reason.

3.2 Right to Have a Steward Present

Employees shall have the right to have their steward, local union officer, or CUPE staff representative present at any disciplinary discussion with supervisory personnel. Where a supervisor intends to interview employees for disciplinary purposes, the supervisor shall so notify the employee in advance for the purpose of the interview in order that the employee may contact their steward, local union officer, or CUPE staff representative and request the steward's attendance at the interview. A steward or local union officer shall have the right to consult with a CUPE staff representative and to have that representative present at any disciplinary discussion with supervisory personnel, which might be the basis of disciplinary action.

3.3 Record of Disciplinary Action

Upon written request to the director of education, any record of disciplinary action shall be removed from the employee's personnel file after a period of three (3) years from the closure of the incident, provided there have been no recurrences of a similar nature during the three (3) year period. Upon mutual agreement between the director of education, union, and employee, a written request may be made after a reasonable length of time to remove any record of disciplinary action. Employees may choose to submit a written comment with respect to any disciplinary action in the file. Such comment shall be attached to the relevant document and included in the file.

3.4 Progressive Discipline

It is the policy of the board to afford employees the opportunity to improve unsatisfactory conduct or work performance, and the board will make a reasonable effort to resolve issues with respect to employee performance through discussion and consultation with the employee and union prior to initiating disciplinary action.

The parties to this agreement recognize that a coaching/counselling process usually precedes the discipline process.

The employee shall be given an opportunity to provide a defence for their actions prior to any disciplinary action being taken.

The parties to this agreement recognize and agree to the usual steps of corrective/progressive discipline:

- a) **Verbal reprimand**
- b) **Written reprimand**
- c) **Suspension**
- d) **Dismissal**

It is understood that normal progression may be altered based on the severity of the offence/misconduct.

The parties acknowledge the right of employees to have any differences regarding disciplinary action or dismissal heard through the grievance and arbitration procedure.

ARTICLE 4 – GRIEVANCE PROCEDURE

4.1 Definition

A grievance exists when there is a dispute or difference of opinion between the board and the union or any employee as to the interpretation or application of any provision of this agreement. A dispute involving a dismissal or discipline, or a general application of dismissal or discipline shall bypass Step 1.

4.2 Procedure

The procedure for the resolution of grievances shall be as follows:

Step 1

Before proceeding with a formal complaint, the union shall first seek to approach the employee's immediate out-of-scope supervisor to discuss the potential means of resolving a complaint and to request assistance in resolving the matter on an informal basis.

Step 2

Failing agreement after Step 1, The union shall seek to settle the grievance with the **superintendent of human resources** or designate. The union must submit to the **superintendent of human resources** or designate a written statement of the grievance and redress sought, within fifteen (15) working days of its occurrence, and a hearing shall be held.

The employee concerned, a local representative, and the **superintendent of human resources** or designate shall meet to discuss the grievance within ten (10) working days of its receipt.

The **superintendent of human resources** or designate shall render **their** written decision within seven (7) working days after the hearing.

Step 3

Failing agreement under Step 2, application shall be made for a hearing with the **director of education**, in writing, within ten (10) working days of the written decision under Step 2.

The employee concerned, a local representative, and the **director of education** or designate shall meet to discuss the grievance within ten (10) working days of its receipt.

The **director of education** shall give **their** decision in writing within seven (7) working days of the hearing.

Step 4

Grievances which are not resolved after Step 3 may be referred to a **board of arbitration** within ten (10) working days of the written decision under Step 3. The parties agree to enter into mediation prior to progressing to arbitration or may choose to resolve the grievance through expedited arbitration as outlined in *The Saskatchewan Employment Act*.

The **board of arbitration** shall consist of one (1) member appointed by the **union**, who shall be appointed within ten (10) working days of the written decision under Step 3, one (1) member appointed by the **board**, who shall be appointed within ten (10) working days of the appointment of the **union** nominee, and a **chairperson**, jointly named by the two members so appointed.

Where the appointees of the parties fail to agree, within ten (10) working days of their appointment, on the appointment of the **chairperson**, either party may request the **chairperson** of the **labour relations board** to make the third member appointment.

4.3 Decision of the Board

The **board of arbitration** shall:

- not have the power to change this **agreement**, or to alter, modify, or amend any of its provisions;
- be limited to dealing with the issues which are submitted to it for arbitration; and
- render a final and binding decision within thirty (30) calendar days of the hearing.

4.4 Time Limits

- a) The time limits fixed in the grievance procedure may be extended by consent of the parties to this agreement.
- b) In the event the initiator of the grievance fails to follow the procedure and time limits established in this article, the grievance shall be deemed to be abandoned unless otherwise mutually agreed upon.

4.5 Expenses

The union and the board shall each pay one-half (1/2) of the remuneration and expenses of the chairperson of the board of arbitration.

4.6 Facilities for Meeting

The board of education will supply the necessary facilities for the grievance meetings.

4.7 Witness

At any stage of the grievance procedure, the parties may have the assistance of the employee concerned as a witness and any other witnesses, and all reasonable arrangements will be made to permit the conferring parties to have access to any part of the board's premises to view working conditions, which may be relevant to the settlement of the grievance.

ARTICLE 5 – DEFINITION OF EMPLOYEE CATEGORIES

5.1 Employee Categories

All employees covered by this agreement shall fall into the following categories:

- Permanent
- Temporary
- Casual

5.2 Permanent Employees

Permanent employees shall be those persons employed on a permanent basis.

5.3 Temporary Employees

Temporary employees shall be those persons whose employment is for a known period of time with a start and end date of greater than thirty (30) consecutive days worked.

5.4 Casual Employees

Casual employees shall be those persons whose employment is other than permanent or temporary, as defined above, and shall always be considered probationary. Casual employees may be discharged due to shortage of work. Casual employees shall not be entitled to rights and benefits of this agreement, except for wages in Schedule II. Casual employees whose employment extends to thirty (30) consecutive days worked in the same position shall be deemed to be temporary employees on the thirty-first (31st) day worked with seniority retroactive to the first day worked. Access to rights and benefits of the agreement other than wages would begin on the thirty-first (31st) day.

5.5 Ten (10) Month Employees

Ten (10) month employees shall be defined as those persons whose employment commences on or before the start of the academic year. The academic year is the portion of the school year commencing on the first school day and ending on the last school day of that school year, as those dates are determined by the Board of Education of the school division as defined in *The Education Act, 1995*.

5.6 Twelve (12) Month Employees

Twelve (12) month employees shall be defined as those persons whose employment is based on the calendar year, which is January 1 to December 31 of any year as defined in *The Education Act, 1995*.

ARTICLE 6 – LAYOFF & STAFF REASSIGNMENT

6.1 Definition

A layoff shall be defined as a temporary or indefinite position redundancy or as a temporary or permanent reduction in the hours of work assigned to an employee.

The parties agree that certain situations may arise during the school year where schedule modifications are necessary to meet students' special needs. In these unique circumstances, the board and the union will agree to meet to discuss options available with the affected employee(s).

6.2 Role of Seniority

The parties recognize that job security should increase with length of service; therefore, providing that retained employees are qualified and have the ability to do the work, that employee with the least seniority in the affected classification and affected school will be laid off.

6.3 Notice of Layoff

- a) Where a staff reduction is necessitated, and a layoff notice is to be served, pursuant to Article 6.3, the **director** or designate and the **union** will meet to review the layoff options.

The **board** shall provide a layoff notice to impacted employee(s). The letter will include the reason for the layoff, the effective date of the layoff, and options for the employee. The employee will be provided up to three (3) working days to respond to the **director** or designate as to the selected choice. Whenever possible, the letter will be presented to the employee during a meeting with the **board** and the **union** representative.

- b) Except for just cause other than shortage of work, no **board** shall discharge or lay off an employee who has been in **their** service for at least three (3) continuous months without giving that employee at least:
 - i) One (1) week's written notice if **their** period of employment is less than one (1) year;
 - ii) Two (2) weeks' written notice if **their** period of employment is one (1) year or more but less than three (3) years;
 - iii) Four (4) weeks' written notice if **their** period of employment is three (3) years or more but less than five (5) years;
 - iv) Six (6) weeks' written notice if **their** period of employment is five (5) years or more but less than ten (10) years;
 - v) Eight (8) weeks' written notice if **their** period of employment is ten (10) years or more.

6.4 Procedure for Bumping

- a) If an employee receives layoff notice, they may choose to bump, providing they possess the required qualifications, knowledge, education, skills, and abilities for the positions(s) (a non-certified employee cannot bump a certified employee) the procedure is as follows:
 - i) Bump an employee(s) with the least seniority within the same classification and hours of work within the community in which the employee is presently working;
 - ii) Bump an employee with the least seniority within the same classification and hours of work within the **area** in which the employee is presently working;

For the purposes of this article, “area” shall be defined as follows:

- Area **north** – Invermay, Preeceville, Sturgis, Norquay, Kamsack, and Canora
 - Area **central** – Yorkton, Saltcoats, and Springside
 - Area **south** – Melville, Grayson, Stockholm, Esterhazy, Langenburg, **and** Churchbridge
- iii)** When there is a significant reduction in hours (greater than **thirty (30)** minutes) to maintain hours, an employee may request the **union** and the **board** to meet to review options to permit the employee to bump up to two (2) employee(s) with the least seniority within the same classification within the community or **area** in which the employee is presently working providing there are no scheduling conflicts, the employee does not gain more than fifteen (15) minutes as a result of the bumping, and there are no additional costs to the **board**.
- iv)** Bump an employee with the least seniority within the **division**. The employee must possess the qualifications, knowledge, education, skills, and abilities to bump into that classification (non-certified employees cannot bump certified employees).
- b)** Employees, after being advised of their options, shall be granted up to three (3) working days to select their option. If no selection is made, the employee shall be deemed on layoff.
- c)** Employees who work in more than one (1) classification and choose to bump as outlined above in Article 6.4 **a)** shall do so in each classification to maintain hours providing there are no scheduling conflicts.
- d)** Employees that bump into another school as a result of the provision above shall be responsible for all travel time and expenses as a result of the bump that they have chosen.

6.5 Continuation of Benefits

During an indefinite layoff, an employee shall maintain but not accrue accumulated sick leave and service for vacation credits.

6.6 Vacancies

While on layoff, employees will be required to make application for vacant posted positions that they are interested in.

6.7 Automatic Layoff

Employees, who work on the basis of the school year, shall be deemed to be laid off for the school vacation periods and will be issued a Record of Employment at the end of each academic year unless a Record of Employment is requested for a new claim. Recall following the school vacation periods shall be automatic unless the **director of education** or designate has served termination or indefinite layoff notice pursuant to Article 6.3. This article will serve as notice of layoff and recall for the school vacation periods during the term of this agreement.

6.8 Reassignment

At the request of either the **board** or an employee, an employee may be reassigned to another facility or classification by mutual agreement between the **board**, the employee, and the **union**. In the event the employee is reassigned to another classification, that employee shall be paid at the appropriate rate of pay for that classification. The cost of any medical exam required as a result of the request shall be paid for by whoever initiates such request.

ARTICLE 7 – ADDITIONAL WORK

7.1 When additional work becomes available at a location, employees will be notified and requested to identify whether they would like the opportunity to work additional hours which may become available in their present classification and/or in another classification for which they have the required qualifications, knowledge, education, skills, and abilities.

7.2 Where fewer than three (3) hours per day of additional work in an existing position becomes available, the **director of education** or designate will assign and schedule that work taking into consideration: the opinion of the **director of education** or designate regarding the best interests of the students and the efficient operation of the schools; the qualifications, knowledge, education, skills, and abilities of the employee; any information provided by an employee regarding how they would function with the additional work; and the seniority of the available employees.

ARTICLE 8 – JOB POSTING & APPOINTMENT

8.1 Job Posting

a) When a permanent vacancy or temporary vacancy known to be greater than thirty (30) consecutive working days is to be filled, the **director of education** or designate shall post a notice of the vacancy in a place accessible to all employees and a copy shall be forwarded to the **union**. The notice will be posted for a minimum of seven (7) calendar days to allow existing employees an opportunity to apply. In unusual circumstances, a shorter posting period may be required, and

the union will be advised of the reasons why. At the same time those vacant positions are advertised internally, they may also be advertised publicly.

- b) Educational assistant positions which become vacant after October 15 will be posted and filled as temporary positions for the remainder of the school year. All temporary positions created as a result of part-time vacancies throughout the school year shall be reviewed and, if necessary, be posted in June each year as a permanent vacancy to take effect at the start of the next school year. The parties are committed to maximize the number of hours worked by existing staff and will provide opportunities for staff to work additional hours wherever possible in accordance with Article 7.
- c) Such notice shall contain information regarding the nature of the position, its location, the required qualifications, current hours and days of work (if available), and the closing date for application. The posting shall refer applicants to the collective agreement for wage and benefit provisions.
- d) When academic year vacancies occur after June 30 and prior to August 15 of a given year, the position will be posted two (2) weeks prior to the commencement of the academic year.

8.2 Appointment

- a) Vacancies and new positions shall, whenever possible, be filled by present employees. In filling vacancies and new positions, appointment shall be made by the director of education or designate to the applicant who possesses the required education, qualifications (certification), knowledge, skills, abilities, and the greatest seniority.

Educational Assistants:

In addition to the above paragraph, in exceptional circumstances, the appointment of educational assistants may be subject to:

- i) Their ability to meet specific program and/or student needs which will be detailed in the posting.
 - ii) In such instances, the union shall be consulted prior to the appointment.
- b) All postings shall be filled within thirty (30) days of the closing date on the posting. This timeframe may be extended upon mutual agreement between the director of education or designate and the union.
 - c) The board is not responsible for any costs that an employee may incur as a result of application and placement in a vacancy unless the position is a board-designated itinerant position.

- d) The union shall be notified of all appointments pursuant to Article 1.12.

8.3 Term Positions

A term position shall be defined as any temporary vacancy with a known duration of three (3) months or longer.

An employee may apply for a posted term position and will be given preference in accordance with Article 8.2. A permanent employee filling a posted term position will continue to be a permanent employee and will be entitled to all contract rights and benefits, including benefit plans. A permanent employee shall maintain their step on the applicable grid, providing they remain in the same job classification. A permanent employee shall maintain reversion rights to their prior permanent position for up to twenty-four (24) months in the term position. Reversion rights may be extended by mutual agreement. Beyond that period, when the posted term position is discontinued, a permanent employee holding the position will be laid off as per Article 6.3. Employees accepting a term position will be expected to stay for the duration of the term. These employees will not have the right to revert to their home position until the end of the term position.

ARTICLE 9 – PROBATION

9.1 Probation Period

- a) All newly hired employees shall be on probation for the first six (6) consecutive months worked and will have no seniority rights during this period. During the probationary period, the employee may be discharged for general unsuitability. During the probationary period, the employee shall be entitled to all rights and benefits of this agreement unless specified otherwise, except that they shall not have recourse to Article 4 with respect to discharge or termination of employment. After successful completion of the probationary period, seniority shall be effective from the last date of hire. The probation period may be extended for a further period of up to six (6) months upon agreement of the director of education or designate and the union. Notwithstanding the above, the director of education or designate may extend the probationary period for a further period of up to six (6) months for educational purposes.
- b) Casual employees shall always be considered probationary. During the probationary period, the employee may be discharged for general unsuitability.

9.2 Trial Period

An employee who is successful in obtaining a different position within the bargaining unit and has successfully completed a probationary period shall be on a trial period for up to thirty (30) days worked from the date of appointment. In the event the employee is unsatisfactory in the new position, or if the employee makes a request, they shall revert to

their former position and salary without loss of seniority. Any other employee promoted or transferred as a result shall also be returned to **their** former position and salary without loss of seniority.

ARTICLE 10 – SENIORITY

10.1 Definition

Subject to Article 9, seniority shall be determined on the basis of:

- a) Permanent employees: continuous service commencing from the last date of hire with the board.
- b) Temporary employees: continuous service commencing from the last date of hire with the board subject to Article 10.3 e).

10.2 Seniority List

- a) A seniority list shall be posted **twice** each year, on or before September 30 **and May 15**, in a place or places accessible to all employees and shall be open to protest for a period of thirty (30) calendar days from the date of posting. The seniority on the previous year's list is not open to any challenge. On presentation by the union of proof of error, a correction shall be made immediately. The seniority listed including corrections is deemed correct. A copy of the seniority list along with any corrections shall be sent to the union's president.
- b) For the purpose of determining the seniority of two (2) or more employees who have the same bargaining-unit-wide seniority, their birth month and day will be used. The employee with the earliest birth month and day will be considered the senior.

10.3 Loss of Seniority

Seniority rights shall be lost only in the event:

- a) An employee is discharged for just cause;
- b) An employee resigns from **their** employment with the board, and the resignation is accepted;
- c) An employee retires from **their** employment with the board;
- d) A permanent employee is laid off for a period longer than fifteen (15) consecutive months;

- e) A temporary employee who has not worked for the board within three (3) consecutive months, excluding casual hours worked and summer break – July and August for ten (10) month employees.

ARTICLE 11 – LEAVES OF ABSENCE

11.1 General Leave

The director of education or designate may grant a leave of absence without pay to any employee requesting such leave. All requests for leave under this article must be made in writing and must be approved by the director of education or designate before any leave is taken.

11.2 Personal Leave

An employee shall be granted up to **five (5)** days leave of absence with pay in any one (1) fiscal year (September 1 – August 31) for the personal reasons listed below. Such leave **will not exceed the stated maximums and** will not be consecutive days except if authorized by the director of education or designate.

- a) to attend secondary graduation or post-secondary convocation of self, child, spouse, or partner. The number of such days in any one (1) fiscal year shall not exceed two (2);
- b) to attend medical, dental, and optical appointments which cannot be scheduled outside of working hours or for a specialist appointment for the employee's dependent parent, child, spouse, or parent-in-law;
- c) to attend to the illness or injury of the employee's dependent parent, child, spouse, or parent-in-law. In cases of serious illness, the director or designate may authorize up to three (3) consecutive days.
- d) to attend a funeral as a mourner or pallbearer. The number of such days in any one (1) fiscal year shall not exceed two (2);
- e) in the instance an employee is stranded from **their** work due to impassable or extremely hazardous roads. The number of such days in any one (1) fiscal year shall not exceed two (2);
- f) to enable an employee to attend the birth of **their** child;
- g) to enable an employee to bring a newborn child home from the hospital;
- h) to enable an employee to be present when a child becomes available for **their** adoption;

- i) to write an exam for certification requirements. The total number of hours in any one (1) fiscal year shall not exceed the equivalent of three (3) days.

Personal leave days will be prorated for part-time employees. These days will also be prorated for employees whose employment commences after the beginning of the school year. Employees shall accrue one-half (½) day personal leave for each month of service from their commencement of employment, not to exceed five (5) days per fiscal year.

11.3 *The Saskatchewan Employment Act Leaves*

An employee shall be entitled to maternity, parental, adoption, inter-personal violence, compassionate care, crime-related death or disappearance, organ donation, critically ill child/adult, and other legislative leaves in accordance with *The Saskatchewan Employment Act* of the Province of Saskatchewan.

a) Supplemental Unemployment Benefits Plan

i) Preamble

A woman eligible for **maternity** benefits in accordance with the **federal government's employment insurance program requirements** shall be eligible for "Supplemental Unemployment Benefits Plan."

ii) Entitlement

An employee is eligible for SUB **plan** benefits if **they**:

- 1) **have delivered a child; and**
- 2) **are** in receipt of **employment insurance** benefits or in the period between the date of birth and the conclusion of the **one (1) week** waiting period; and
- 3) **are** on maternity leave.

Every employee who is eligible for SUB **plan** benefits in accordance with this **article** is entitled to such benefits for a presumptive period of six (6) weeks (paid for by the **board**) commencing the date of delivery.

iii) Application:

Employees shall make application using form "Application – Supplemental Unemployment Benefits." This form must accompany the notice of intention to take maternity leave.

Employees shall submit form "Presumptive Period – Practitioner's Report" no later than thirty (30) days following the birth of **their** child.

iv) Calculation and Payment of Benefits:

For the period of eligibility as determined in (ii), the Board of Education shall pay to the employee the amount required on a weekly basis to supplement the employee's employment insurance benefit to **ninety-five percent (95%)** of **their** salary entitlement.

11.4 Bereavement/Compassionate Leave

a) Definition

For the purposes of this article, immediate family (including common-law) is defined as **parent, sibling, child**, including in-laws **and step, spouse/partner**, grandchildren, legal guardian, or ward.

For the purpose of this section, extended family is defined as grandparent, uncle, aunt, niece, and nephew, as well as those members of the spouses' **partner's** extended family.

b) Application:

i) Bereavement Leave

An employee shall be granted bereavement leave with pay for up to five (5) consecutive working days to attend a death in the immediate family.

An employee shall be granted bereavement leave with pay for up to three (3) consecutive school days in the event of a death and funeral in the extended family.

Each employee shall apply for leave under this article in writing to the **director** or designate either before or immediately after the date of the leave.

ii) Compassionate Leave

An employee shall be granted compassionate leave with pay for up to five (5) consecutive working days to attend **to** a critical illness in the immediate family. For the purpose of this article, "critical illness" shall mean an illness or circumstances that a physician deems life-threatening or where a physician believes death to be imminent.

An employee shall be granted compassionate leave with pay for up to three (3) consecutive school days in the event of a critical illness in the extended family.

Each employee shall apply for leave under this article in writing to the **director** or designate either before or immediately after the date of the leave.

c) Additional Leave

The **director** of education may grant additional bereavement/compassionate leave without pay for extenuating circumstances.

In rare extenuating circumstances, such as extensive travel or administrative responsibilities, an employee may be granted one (1) additional day bereavement/compassionate leave with pay.

In order for such a request to be considered, the employee shall supply the details of the request to the **director**.

11.5 Jury Duty Leave

An employee who is absent from work as a result of being subpoenaed to serve on a jury shall be paid **their** normal salary while absent, subject to the following conditions:

- a) The employee shall pay to the **board** any remuneration other than expenses, which they receive, for such absence.
- b) The employee shall notify the **board** as soon as possible after receipt of notice for such absence.

11.6 Public Office Leave

An employee shall be entitled to a leave of absence to seek nomination and election in accordance with *The Saskatchewan Employment Act* of the Province of Saskatchewan.

11.7 Negotiation Leave

If the parties agree to meet to conduct negotiations during working hours, the **board** will provide leave without loss of pay for up to six (6) employees for their time spent in direct negotiations. The **union** will advise the **director** of education or designate of the membership of the **union** bargaining committee.

11.8 Union Leave

- a) An employee who is elected for a position with the **union** shall be granted leave of absence for a period of up to one (1) year. Such leave may be extended for one (1) additional year upon written request of the employee. Such employee shall receive pay and benefits as provided in this agreement, but the **union** shall reimburse the **board** for all pay and benefits during the period of absence. Application must be made in writing to the **director** of education or designate at least thirty (30) working days in advance of the requested leave date.

- b) Subject to the work requirements of the school division, employees elected to represent the union at conventions, educational workshops, or any other approved union leave shall be allowed a leave of absence without loss of pay or benefits. Application must be made in writing to the director of education or designate at least ten (10) working days in advance. The union shall reimburse the board for all pay and benefits during the period of absence. Leave shall be granted subject to the following conditions:
 - i) Up to five (5) employees shall be allowed this leave at any one time.
 - ii) Up to a maximum of five (5) consecutive days may be taken at any one time.
- c) Subject to the work requirements of the school division, elected officials of CUPE Local 4784 who are normally scheduled to work in the evening shall be granted paid release time for union work, and the union shall reimburse the board for all pay and benefits during the period of absence.

The board will be reimbursed by CUPE Local 4784 for the casual employee costs incurred as a result.

- d) Authorized representatives of the union required to attend grievance meetings and arbitration proceedings shall be allowed a leave of absence without loss of pay or benefits.
- e) **The union president shall be granted up to one (1) day per month release time to attend to union business, and it is understood that the union will be responsible for all costs associated with this leave. The union president may be considered for additional release time under unique circumstances upon approval of the director of education or designate.**

The union shall reimburse the division, upon receipt of invoice, the hourly rate plus the board's portion of benefits for the president's release time according to their current salary rate.

11.9 Leave Without Pay

Taking into consideration the operational needs of the school, ten (10) month employees will be granted general leaves without pay up to a maximum of five (5) days, provided the days are not adjacent to earned days off.

Additional days may be granted in exceptional circumstances, provided a replacement is available, if required, and subject to director of education or designate approval.

ARTICLE 12 – SICK LEAVE AND MEDICAL LEAVE

12.1 Definition – Sick Leave

Sick leave is defined as a period of time an employee is absent from work with pay by virtue of personal illness, quarantine, disability, or because of an accident for which compensation is not payable under *The Workers' Compensation Act, 2013* or *The Automobile Accident Insurance Act*.

12.2 Definition – Medical Leave

Medical leave is defined as a period of time an employee is absent from work with pay to attend to personal medical, dental or preventative health care appointments for one's self for which compensation is not payable under *The Workers' Compensation Act, 2013* or *The Automobile Accident Insurance Act*. Individual employees are encouraged to schedule appointments outside normal working hours whenever possible.

12.3 Basic Entitlement

Permanent and temporary employees shall be entitled to sick leave or medical leave in the amount of two (2) days for each month worked.

Ten (10) month employees shall receive two (2) days for each month worked from September to June, to a maximum of twenty (20) days per year. Twelve (12) month employees shall receive a maximum of twenty-four (24) days per year. Sick leave days will be prorated for part-time employees.

12.4 Accumulated Entitlement

The unused portion of an employee's annual sick leave shall accumulate to a maximum of one hundred and fifty (150) days.

12.5 Proof of Illness

The director of education or designate may require the employee to provide a note from a medical practitioner for any illness claimed when there are attendance concerns or extended absences.

The director of education or designate may require the employee to provide a note from a medical practitioner where three (3) or more working days of illness are claimed pursuant to this article in a thirty (30) calendar day period. The director of education or designate may require further written information from a medical practitioner selected by the director of education or designate and at the expense of the board.

The parties recognize the duty to accommodate, and the board, the union, and the employee agree to participate in accordance with the legal requirements.

12.6 Notification

Every employee who is absent on account of illness shall notify **their** immediate out-of-scope supervisor without delay. Failure to do so without good cause shall deprive the employee from the benefits to which **they** would normally be entitled for that illness prior to the time due notice is received by the supervisor.

12.7 Statement

Employee's monthly pay statements shall show the number of sick leave days accumulated. If an employee believes that the number shown is incorrect, **they** shall provide evidence of error to the **director** of education or designate within the academic year the statement was issued otherwise the number shown will be deemed correct and not be open to any retroactive challenge.

ARTICLE 13 – EARNED DAYS OFF, NOON SUPERVISION, AND EXTRA-CURRICULAR SUPERVISION

For the purpose of this section, employees may accumulate **earned days off** for noon supervision and extra-curricular supervision. Employees have the choice of time in lieu or payout. A maximum of **five (5) earned days off** may be taken as time in lieu per academic year. Days in excess of **five (5)**, or those days not taken, will be paid out.

13.1 Definitions

a) Noon Supervision

Noon supervision shall mean approved supervision during the lunch period. An employee volunteering to provide noon supervision shall declare **their** intention by June 10 of the preceding school year. In the case of an employee new to the division, the employee shall declare **their** intent with respect to the above within the first thirty (30) calendar days of commencement of **their** employment. Employees shall declare intent to their individual school administrator. Supervision time is tracked in minutes.

b) Extra-Curricular Supervision

Extra-curricular shall be defined as the voluntary time spent supervising a principal-approved extra-curricular activity with students outside of regular school hours. Extra-curricular time is tracked in hours.

13.2 Recognition Options

- a) Any employee who is approved to travel over the noon period or provide noon supervision shall be compensated in accordance with the following:
- **Six (6)** hours of service = **one half (½)** day time in lieu.
 - **Twelve (12)** hours of service = **one (1)** day time in lieu.
 - **Eighteen (18)** hours of service = **one and one half (1.5)** day time in lieu.
 - **Twenty-four (24)** hours of service = **two (2)** days time in lieu.
 - **Thirty (30)** hours of service = **two and one half (2.5)** days time in lieu.
 - **Thirty-six (36)** hours of service = **three (3)** days time in lieu.
 - **Forty-two (42)** hours of service = **three and one half (3.5)** days time in lieu.
 - **Forty-eight (48)** hours of service = **four (4)** days time in lieu.
 - Time earned in less than half-day increments, hours not used as time in lieu or hours earned in excess of **forty-eight (48)** hours shall be paid out at **the** employee's appropriate hourly rate.
 - For the purpose of this contract, a half-day shall be one **(1)** morning or one **(1)** afternoon.
 - Employees shall have the option of receiving payout on a monthly or yearly basis. Yearly payouts shall be made in June on the regular monthly pay cheque.
 - Employees choosing the monthly payment option will be paid at the employee's current rate of pay with their regular monthly payroll.
 - Employees shall declare which option they choose by September 15 of each year. In the case of an employee new to the division, the employee shall declare **their** intent with respect to the above within the first thirty (30) calendar days of commencement of **their** employment.
 - The school administrator, in consultation with the employee, will schedule the aforementioned leaves in such a manner as to best meet the needs of the school, students, and employees. If the days are to be requested consecutively, they must be approved by the director of education or designate.
 - The school administrator will develop the noon supervision schedule.
- b) Any employee who is approved to provide extra-curricular supervision shall be compensated in accordance with the following:
- Employees who earn less than **twenty (20)** hours of service shall be paid an hourly rate of 1/40 of the employee's daily rate (calculated by the maximum hours per day in the classification x current rate of pay)
 - **Twenty (20)** hours of service = **one half (½)** day time in lieu.
 - **Forty (40)** hours of service = **one (1)** day time in lieu.
 - **Seventy-five (75)** hours of service = **one and one half (1.5)** day time in lieu.
 - **One hundred ten (110)** hours of service = **two (2)** days time in lieu.

- **One hundred forty-five (145)** hours of service = **two and one half (2.5)** days time in lieu.
- **One hundred eighty (180)** hours of service = **three (3)** days time in lieu.
- **Two hundred ten (210)** hours of service = **three and one half (3.5)** days time in lieu.
- **Two hundred forty (240)** hours of service = **four (4)** days time in lieu.
- Increments of **two hundred seventy (270)**, **three hundred (300)**, **three hundred thirty (330)**, and **three hundred sixty (360)** hours of service shall be paid at the employee's current rate of pay.
- After **twenty (20)** hours employees must achieve each increment to be compensated.
- A maximum of **three hundred sixty (360)** hours can be claimed.
- For the purpose of this contract, a half-day shall be one **(1)** morning or one **(1)** afternoon.
- Any payout shall be made in June on the regular monthly pay cheque.

13.3 Carry Forward Day

- a) Up to a maximum of two (2) **days** of unused time in lieu may be carried forward to the next year. A maximum of **five (5)** days may be used as time in lieu in any one school year.
- b) By June 1, employees shall inform payroll, via their school administration, of their intention to carry forward their two (2) unused time in lieu days. The unused time in lieu days may be carried forward in a half or full-day increment only.
- c) For extra-curricular supervision only, if less than sixty (60) hours of supervision have been provided, those hours may be carried forward. These hours shall be tracked at the school.

13.4 Payroll Notification

By June 1, employees shall inform payroll, via their school administration, the time worked in the following categories:

- noon hour supervision in minutes
- extra-curricular supervision in hours to a maximum **three hundred sixty (360)** hours
- noon period travel in minutes
- total number of EDOs taken during the academic year
- carry forward day (if applicable)

13.5 Part-time Employees and Recognition of EDOs

Part-time employees who use **earned days off (EDOs)** do so prorated to their **full-time equivalent (FTE)** to a maximum of **five (5)** of their part-time days.

ARTICLE 14 – PERFORMANCE REVIEW

The board agrees to the following regarding employees' Support Staff Performance Review Form:

- a) An employee's signature on the form shall indicate only that the employee has seen the form, not that the employee agrees with the form's content; and
- b) Employees shall have fourteen (14) working days to submit a written response to their review. The response shall be attached to the form.

ARTICLE 15 – PROFESSIONAL DEVELOPMENT

15.1 Board Directed Training

When the director of education or designate requires employees to take a specific course or attend an educational event that has relevance to and/or will be a benefit to the employees' work, the employees will be reimbursed pre-approved costs associated with the course or event (including registration, travel, accommodation, supplies, meals) upon proof of completion. When time away from work is required for the purposes of this article, the leave shall be without loss of pay.

15.2 Employee Requested Training

The board shall establish a professional development fund to be used towards employees attending an educational event that has relevance to and/or will be benefit to the employees' work. When the director of education or designate approves an employee's request to take a course or to attend an educational event as described above, payment for some or all of the costs shall be at the discretion of the director of education or designate. When time away from work is required for the purposes of this article, leave with pay may be provided.

15.3 Conference Day

For the purpose of this section, it is agreed that the director of education or designate(s) and CUPE Local 4784 will jointly plan and fund one (1) conference day per academic year that focuses on the professional development needs of the division. This shall include one half (1/2) day devoted to a CUPE Local 4784 business meeting.

ARTICLE 16 – BURSARIES

- 16.1 The board shall establish a bursary fund in the minimum amount of \$10,000 per academic year and this fund shall be used for the purpose of improving professional qualifications of its support staff.

- 16.2** The fund will be allocated to cover tuition and administration fees of an approved post-secondary class up to a maximum of \$115 per credit unit or fifteen (15) hours of study. In unique circumstances where there may be a need to exceed this amount, application may be forwarded to the director of education.
- a) Application may be made according to the following guidelines:
- i) Reimbursement will be determined based on the following:
- 1) Actual tuition and related fees for onsite courses offered through the University of Regina or **the University of Saskatchewan or a comparable educational institute.**
 - 2) Average tuition and related fees of an equivalent onsite course from Saskatchewan universities **or colleges** for courses offered out of province or online.
- 16.3** The fund shall be set up on the board's budget year with no accumulation or carry-over of funds.
- 16.4** To qualify for an award, an employee must have completed six (6) months of active service with the board prior to commencement of the program or course.
- 16.5** Applications shall be made to the director of education no later than the time of registration for the course.
- 16.6** Payments for successful completion of approved course(s) shall be made upon sufficient proof of completion.
- 16.7** The employee shall undertake in writing to return to the employ of the board for at least one (1) year immediately following the completion of the program or course. In the event of a resignation, the employee shall immediately refund the money awarded to them; and in the event there is a partial compliance as to time, the refund shall be prorated, based on time served.

ARTICLE 17 – PAYMENT OF WAGES

- 17.1** Employees shall be paid on or before the 28th day of the month by direct deposit to the employee's financial institution. When the 28th of the month falls on a weekend, payment will be made on the previous Friday. The December payday will be the last day of school before Christmas vacation.

All employees who work the entire academic year shall be paid in ten (10) equal installments. In the case that an academic year employee is approved to work more than five (5) days in August, the employee shall upon written request be paid in August for all days worked in that month.

Whereas *The Saskatchewan Employment Act* Section 2-33(2) states, the **board** may only pay an employee on a monthly basis if the employee is paid a salary expressed as a monthly wage the parties agree to pay contracted unionized staff on a monthly basis.

17.2 In-Hiring Rates of Pay

In-hiring rates of pay for probationary, temporary, and casual appointments shall normally be at the minimum of the salary ranges provided; however, the **board**, with notification to the **union**, may approve a higher rate where the selected applicant is qualified and possesses education and/or experience for the classification.

Employees who have retired from GSSD and become casual employees shall be paid at the same grid, provided they have a minimum of five (5) years experience in GSSD and work within their own job classification during the first six (6) months after retirement.

ARTICLE 18 – OCCUPATIONAL HEALTH & SAFETY

- a) The parties agree to adhere to the relevant portions of *The Saskatchewan Employment Act* and the applicable regulations made thereunto.
- b) Designated employees required and approved to wear CSA protective boots will be reimbursed up to a maximum of \$200.00 per calendar year for the cost of appropriate footwear upon proof of receipt.

ARTICLE 19 – WORKING CONDITIONS

19.1 Rest Periods

Employees scheduled to work more than seven (7) hours in a day shall be provided two (2) fifteen (15) minute rest periods. Employees scheduled to work less than seven (7) hours in a day shall be provided one (1) paid rest period.

19.2 Scheduling

The days to be worked and the daily hours of work, including starting time, meal and rest breaks and finishing times shall be determined by the principal of the school after consultation with the **director of education** or designate and in consideration of the employees' needs and communicated to the employee.

19.3 Overtime

When overtime hours are required, overtime shall be offered to the employees available to work in the classification in that location. Employees shall be paid for overtime at the rate of one and one-half (1.5) times the employee's regular rate of pay and in accordance

with *The Saskatchewan Employment Act* and applicable administrative procedures. An employee who is required to work on statutory holidays shall be paid, in addition to **their** regular pay, one and one-half (1.5) times the employee's regular rate of pay.

Employees, including caretakers, required to report to work outside of their regularly scheduled hours shall receive a minimum of one (1) hour pay at their applicable rate or three (3) times the provincial minimum hourly wage, whichever is greater.

In addition to the minimum call-out wage noted above, employees shall receive an allowance per kilometre for travelling from their home to their place of employment, and return, at the prevailing division kilometre rate as established by the board.

19.4 Averaging of Hours

- a) The parties agree that, during the months of July and August, twelve (**12**) month employees may have their hours adjusted so that they work an average of forty (40) hours per week over a four (4) day period, or **ten** (10) hours per day, provided that no employee is required to be at the disposal of the board in excess of ten (10) hours per day or forty (40) hours per week. In the event an employee is so required, the provisions under **Article** 19.3 would apply.
- b) The parties agree to implement a modified hours schedule to allow for a workday of up to ten (10) hours and to provide an opportunity for employees to work additional hours in multiple classifications to maximize hours worked.
- c) Notwithstanding the provisions of Article 19.4 and 19.6 upon mutual written agreement between the employee and the **board**, full-time equivalent hours of work may be scheduled up to ten (10) hours per day and an average of one hundred and sixty (160) hours in a four (4) week period without receiving overtime. The employee is responsible to apply for any posted vacancies in any classification that they feel they are qualified to perform if they are seeking the opportunity to work additional hours under the provisions of this article.

- i) Overtime:

Where by mutual agreement an employee has elected to be scheduled ten (10) hours in a given day and one hundred and sixty (160) hours in a four (4) week period, all time authorized by the **director** or designate worked beyond ten (10) hours in a given day or one hundred and sixty (160) in a four (4) week period will be considered as overtime and will be compensated at the rate of time and one-half (1.5) of the regular base rate or as provided in Article 19.3.

ii) Averaging Period:

The averaging period start and end dates for each one hundred and sixty (160) hour period shall be posted for the calendar year and a copy sent to the union;

In the event of a casual being required as a result of the averaging period being reached, the supervisor or designate shall be required to find the replacement for such in-scope classifications;

iii) Scheduling:

The days to be worked and hours of work, including starting time, unpaid meal and rest breaks and finishing times shall be communicated to the employee in accordance with Articles 19.1 and 19.2.

iv) Intent:

The parties are agreed that the implementation of the extended/additional hours schedule will help maximize hours of work for those employees wishing to do so and have no decrease in the wages and benefits of the employees. The union shall be notified of any such arrangements.

Employees working under the provisions of this article shall be grandfathered with the existing provisions as contained herein.

19.5 Shift Differential

Employees whose regular schedule requires them to work between the hours of 6:00 p.m. and 7:00 a.m. shall be paid an additional sixty (.60) cents/hour for all hours worked during such time.

19.6 Minimum Hours of Work

The board shall not implement regularly scheduled shifts of less than three (3) consecutive hours for caretakers and facility technicians. In extenuating circumstances due to operational needs, an alternate schedule may be implemented in consultation with the employee and the union.

ARTICLE 20 – ANNUAL VACATION

20.1 Vacation Entitlement

Annual vacation entitlement will be in accordance with the following:

- i) up to and including seven (7) years of employment – 3/52^{nds} of yearly earnings

- ii) from the eighth (8) anniversary of employment and up to and including sixteen (16) years of employment – 4/52^{nds} of yearly earnings;
- iii) from the seventeenth (17) anniversary of employment and up to and including twenty-five (25) years of employment – 5/52^{nds} of yearly earnings; and
- iv) from the twenty-sixth (26) anniversary of employment = 6/52^{nds} of yearly earnings.

20.2 All employees who work the academic year shall receive vacation pay in lieu of annual vacation.

ARTICLE 21 – PUBLIC HOLIDAYS

21.1 Ten (10) month (academic year) employees shall be paid for public holidays in accordance with *The Saskatchewan Employment Act*.

21.2 Twelve (12) month employees (calendar year) who work on the basis of the calendar year shall be entitled to the following:

New Year’s Day	Saskatchewan Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

...and all other holidays proclaimed by federal or provincial authorities.

ARTICLE 22 – EMPLOYEE BENEFITS

22.1 The following Saskatchewan School Boards Association Employee Benefit Plan will be provided in accordance with the waiting period as provided in the plan bylaws:

- Dental - Plan C
- Extended Health - Plan B
- Vision - Plan A
- Employee Family Assistance Plan
- Group Life – 2 x Annual Salary
- Accidental Death & Dismemberment
- Long-Term Disability – Plan B

The board and the employee will pay the premium costs for the benefits outlined above on a 60%/40% (board/employee) basis with the exception of long-term disability. The employee will pay 100% of the long-term disability premium.

ARTICLE 23 – PENSION

23.1 Pension Plan

- a) **The board and the employees are participating parties in the Municipal Employees' Pension Plan in accordance with the provisions of *The Municipal Employees' Pension Act*.**
- b) **The pension plan contributions made by employees will be matched by the board.**

ARTICLE 24 – TERM OF AGREEMENT

24.1 Duration

This agreement shall be effective from August 1, 2023 and shall remain in force until and including July 31, 2027 and from year to year thereafter unless written notice is given as provided in Article 24.2.

24.2 Written Notice

Either party may, not less than sixty (60) days or more than one hundred and twenty (120) days prior to the expiry date of this agreement, give written notice to the other party of its desire to negotiate a revision thereof.

ARTICLE 25 – FLEX TIME

The parties recognize the importance of flexibility in scheduling where individual employees, in consultation with in-school administration, deem it necessary to deliver services that meet the needs of each individual facility. To that, it is understood that the hours/days of work may be extended where necessary and/or warranted, in excess of the maximum days contained in Schedule I provided authorization is granted by in-school administration on behalf of the employee concerned.

In recognition of the need for educational assistants to work additional hours for the purposes of conferencing, planning, parent-teacher interviews, and other areas of necessity, flex time may be allocated to individual employees outside their normal hours of work. The scheduling of such flex time shall be administered at the school level between the employee and school administration provided the employee does not go over the annual approved allotment of hours for that individual employee. **Educational assistants** that work flex time in addition to their regular hours of work, shall accrue leave tracked in **fifteen (15) minute** increments, not to exceed three (3) days work in any school year. The board shall determine appropriate non-student contact days where employees may choose to utilize banked flex time in exchange for paid time off work.

Signed this 2 day of Aug., 2023

On behalf of Good Spirit School Division
No. 204

On behalf of Canadian Union of
Public Employees, Local 4784

Robert A. Simpson

[Signature]

[Signature]

Jane Jett

Karla Sastanick

Melanie Ricketson

[Signature]

SCHEDULE I: HOURS & DAYS OF WORK

Classification	Maximum Hours	Maximum Days	Year
Indigenous Community Worker	7.5	194	Academic
Administrative Assistant *	7.5	197	Academic
Caretaker	8	260 **	Calendar
Educational Assistant	7.5	194****	Academic
Food Services Assistant	8	Student Days	Academic
Library Technician *	7.5	197	Academic
Facilities Technician	8	260 **	Calendar
Nutrition Worker	6	Student Days	Academic
Security Person	8	Student Days	Academic

* One position designated at the Yorkton Regional High School employed on the basis of a calendar year **two hundred sixty** (260)** days.

** This figure will increase to **two hundred sixty-one** (261) in some calendar years and **two hundred sixty-two** (262) in some leap years.

*** Number of days assigned based on the needs of the school; to be determined prior to June 30 of the previous year.

**** **One hundred ninety-four** (194) minimum days.

**SCHEDULE II:
RATES OF COMPENSATION**

August 1, 2023 - July 31, 2024 - 2.5% Economic Adjustment

Applicable STAT pay would be applied based on the school calendar approved by the Ministry. Applicable vacation pay would be applied based on years of service.

	Step 1		Step 2		Step 3		Step 4		Step 5	
	0-6 months		7-12 months		13-24 months		25+ months		37+ months	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Based on 2096 hours annually										
Caretaker I	\$19.19	\$3,351.85	\$19.60	\$3,423.47	\$20.00	\$3,493.33	\$20.41	\$3,564.95	\$20.82	\$3,636.56
Caretaker II	\$21.09	\$3,683.72	\$21.55	\$3,764.07	\$22.00	\$3,842.67	\$22.45	\$3,921.27	\$22.90	\$3,999.87
Facilities Technician Non-Journeyman	\$24.38	\$4,258.37	\$24.93	\$4,354.44	\$25.48	\$4,450.51	\$26.03	\$4,546.57	\$26.58	\$4,642.64
Security Person (184 days + applicable stat & holiday pay) FT: 8 hrs/day, 184 days	\$19.40	\$2,855.68	\$19.97	\$2,939.58	\$20.53	\$3,022.02	\$21.09	\$3,104.45	\$21.66	\$3,188.35
Indigenous Community Worker (194 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 194 days	\$30.40	\$4,423.20	\$30.87	\$4,491.59	\$31.33	\$4,558.52	\$31.79	\$4,625.45	\$32.26	\$4,693.83
Administrative Assistant (197 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 197 days										
Non-Certified	\$20.00	\$2,955.00	\$20.58	\$3,040.70	\$21.16	\$3,126.39	\$21.74	\$3,212.09	\$22.32	\$3,297.78
Certified	\$22.01	\$3,251.98	\$22.64	\$3,345.06	\$23.28	\$3,439.62	\$23.91	\$3,532.70	\$24.55	\$3,627.26
Educational Assistant (194 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 194 days										
Non-Certified	\$19.40	\$2,822.70	\$19.97	\$2,905.64	\$20.53	\$2,987.12	\$21.09	\$3,068.60	\$21.66	\$3,151.53
Certified	\$21.36	\$3,107.88	\$21.98	\$3,198.09	\$22.60	\$3,288.30	\$23.21	\$3,377.06	\$23.83	\$3,467.27
Food Services Assistant (184 days + applicable stat & holiday pay) FT: 8 hrs/day, 184 days	\$19.07	\$2,807.10	\$19.50	\$2,870.40	\$19.93	\$2,933.70	\$20.36	\$2,996.99	\$20.80	\$3,061.76
Library Technician (197 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 197 days										
Non-Certified	\$19.89	\$2,938.75	\$20.48	\$3,025.92	\$21.08	\$3,114.57	\$21.68	\$3,203.22	\$22.28	\$3,291.87
Certified	\$21.86	\$3,229.82	\$22.52	\$3,327.33	\$23.19	\$3,426.32	\$23.85	\$3,523.84	\$24.51	\$3,621.35
Nutrition Worker (184 days + applicable stat & holiday pay) FT: 6 hrs/day, 184 days	\$19.07	\$2,105.33	\$19.50	\$2,152.80	\$19.93	\$2,200.27	\$20.36	\$2,247.74	\$20.80	\$2,296.32

Casual Employees: To be paid at Step 1 of corresponding non-certified grid, unless Article 17.2 applies.

Casual employees who have provided three (3) or more continuous years of service as a casual employee and accumulate a minimum of two hundred and fifty (250) casual hours in the subsequent fiscal year, shall receive a service recognition bonus of two hundred and fifty (\$250.00) dollars in August of that year and shall be eligible in each subsequent year in which they provide a minimum of two hundred and fifty (250) casual hours of service to receive a service recognition bonus. This with cease effective August 31, 2023.

**SCHEDULE II:
RATES OF COMPENSATION**

August 1, 2024 - July 31, 2025 - 2.5% Economic Adjustment

Applicable STAT pay would be applied based on the school calendar approved by the Ministry. Applicable vacation pay would be applied based on years of service.

	Step 1		Step 2		Step 3		Step 4		Step 5	
	0-6 months		7-12 months		13-24 months		25+ months		37+ months	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Based on 2088 hours annually										
Caretaker I	\$19.67	\$3,422.58	\$20.09	\$3,495.66	\$20.50	\$3,567.00	\$20.92	\$3,640.08	\$21.34	\$3,713.16
Caretaker II	\$21.62	\$3,761.88	\$22.09	\$3,843.66	\$22.55	\$3,923.70	\$23.01	\$4,003.74	\$23.47	\$4,083.78
Facilities Technician Non-Journeyman	\$24.99	\$4,348.26	\$25.55	\$4,445.70	\$26.12	\$4,544.88	\$26.68	\$4,642.32	\$27.24	\$4,739.76
Security Person (184 days + applicable stat & holiday pay) FT: 8 hrs/day, 184 days	\$19.89	\$2,927.81	\$20.47	\$3,013.18	\$21.04	\$3,097.09	\$21.62	\$3,182.46	\$22.20	\$3,267.84
Indigenous Community Worker (194 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 194 days	\$31.16	\$4,533.78	\$31.64	\$4,603.62	\$32.11	\$4,672.01	\$32.58	\$4,740.39	\$33.07	\$4,811.69
Administrative Assistant (197 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 197 days										
Non-Certified	\$20.50	\$3,028.88	\$21.09	\$3,116.05	\$21.69	\$3,204.70	\$22.28	\$3,291.87	\$22.88	\$3,380.52
Certified	\$22.56	\$3,333.24	\$23.21	\$3,429.28	\$23.86	\$3,525.32	\$24.51	\$3,621.35	\$25.16	\$3,717.39
Educational Assistant (194 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 194 days										
Non-Certified	\$19.89	\$2,894.00	\$20.47	\$2,978.39	\$21.04	\$3,061.32	\$21.62	\$3,145.71	\$22.20	\$3,230.10
Certified	\$21.89	\$3,185.00	\$22.53	\$3,278.12	\$23.17	\$3,371.24	\$23.79	\$3,461.45	\$24.43	\$3,554.57
Food Services Assistant (184 days + applicable stat & holiday pay) FT: 8 hrs/day, 184 days	\$19.55	\$2,877.76	\$19.99	\$2,942.53	\$20.43	\$3,007.30	\$20.87	\$3,072.06	\$21.23	\$3,138.30
Library Technician (197 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 197 days										
Non-Certified	\$20.39	\$3,012.62	\$20.99	\$3,101.27	\$21.61	\$3,192.88	\$22.22	\$3,283.01	\$22.84	\$3,374.61
Certified	\$22.41	\$3,311.08	\$23.08	\$3,410.07	\$23.77	\$3,512.02	\$24.45	\$3,612.49	\$25.12	\$3,711.48
Nutrition Worker (184 days + applicable stat & holiday pay) FT: 6 hrs/day, 184 days	\$19.55	\$2,158.32	\$19.99	\$2,206.90	\$20.43	\$2,255.47	\$20.87	\$2,304.05	\$21.32	\$2,353.73

Casual Employees: To be paid at Step 1 of corresponding non-certified grid, unless Article 17.2 applies.

**SCHEDULE II:
RATES OF COMPENSATION**

August 1, 2025 - July 31, 2026 - 2.5% Economic Adjustment

Applicable STAT pay would be applied based on the school calendar approved by the Ministry. Applicable vacation pay would be applied based on years of service.

	Step 1		Step 2		Step 3		Step 4		Step 5	
	0-6 months		7-12 months		13-24 months		25+ months		37+ months	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Based on 2088 hours annually										
Caretaker I	\$20.16	\$3,507.84	\$20.59	\$3,582.66	\$21.01	\$3,655.74	\$21.44	\$3,730.56	\$21.87	\$3,805.38
Caretaker II	\$22.16	\$3,855.84	\$22.64	\$3,939.36	\$23.11	\$4,021.14	\$23.59	\$4,104.66	\$24.06	\$4,186.44
Facilities Technician Non-Journeyman	\$25.61	\$4,456.14	\$26.19	\$4,557.06	\$26.77	\$4,657.98	\$27.35	\$4,758.90	\$27.92	\$4,858.08
Security Person (184 days + applicable stat & holiday pay) FT: 8 hrs/day, 184 days	\$20.39	\$3,001.41	\$20.98	\$3,088.26	\$21.57	\$3,175.10	\$22.16	\$3,261.95	\$22.76	\$3,350.27
Indigenous Community Worker (194 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 194 days	\$31.94	\$4,647.27	\$32.43	\$4,718.57	\$32.91	\$4,788.41	\$33.39	\$4,858.25	\$33.90	\$4,932.45
Administrative Assistant (197 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 197 days										
Non-Certified	\$21.01	\$3,104.23	\$21.62	\$3,194.36	\$22.23	\$3,284.48	\$22.84	\$3,374.61	\$23.45	\$3,464.74
Certified	\$23.12	\$3,415.98	\$23.79	\$3,514.97	\$24.46	\$3,613.97	\$25.12	\$3,711.48	\$25.79	\$3,810.47
Educational Assistant (194 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 194 days										
Non-Certified	\$20.39	\$2,966.75	\$20.98	\$3,052.59	\$21.57	\$3,138.44	\$22.16	\$3,224.28	\$22.76	\$3,311.58
Certified	\$22.44	\$3,265.02	\$23.09	\$3,359.60	\$23.75	\$3,455.63	\$24.38	\$3,547.29	\$25.04	\$3,643.32
Food Services Assistant (184 days + applicable stat & holiday pay) FT: 8 hrs/day, 184 days	\$20.04	\$2,949.89	\$20.49	\$3,016.13	\$20.94	\$3,082.37	\$21.39	\$3,148.61	\$21.85	\$3,216.32
Library Technician (197 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 197 days										
Non-Certified	\$20.90	\$3,087.98	\$21.51	\$3,178.10	\$22.15	\$3,272.66	\$22.78	\$3,365.75	\$23.41	\$3,458.83
Certified	\$22.97	\$3,393.82	\$23.66	\$3,495.77	\$24.36	\$3,599.19	\$25.06	\$3,702.62	\$25.75	\$3,804.56
Nutrition Worker (184 days + applicable stat & holiday pay) FT: 6 hrs/day, 184 days	\$20.04	\$2,212.42	\$20.49	\$2,262.10	\$20.94	\$2,311.78	\$21.39	\$2,361.46	\$21.85	\$2,412.24

Casual Employees: To be paid at Step 1 of corresponding non-certified grid, unless Article 17.2 applies.

**SCHEDULE II:
RATES OF COMPENSATION**

August 1, 2026 - July 31, 2027 – 3.0% Economic Adjustment

Applicable STAT pay would be applied based on the school calendar approved by the Ministry. Applicable vacation pay would be applied based on years of service.

	Step 1		Step 2		Step 3		Step 4		Step 5	
	0-6 months		7-12 months		13-24 months		25+ months		37+ months	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Based on 2080 hours annually										
Caretaker I	\$20.76	\$3,598.40	\$21.21	\$3,676.40	\$21.64	\$3,750.93	\$22.08	\$3,827.20	\$22.53	\$3,905.20
Caretaker II	\$22.82	\$3,955.47	\$23.32	\$4,042.13	\$23.80	\$4,125.33	\$24.30	\$4,212.00	\$24.78	\$4,295.20
Facilities Technician Non-Journeyman	\$26.38	\$4,572.53	\$26.98	\$4,676.53	\$27.57	\$4,778.80	\$28.17	\$4,882.80	\$28.76	\$4,985.07
Security Person (184 days + applicable stat & holiday pay) FT: 8 hrs/day, 184 days	\$21.00	\$3,091.20	\$21.61	\$3,180.99	\$22.22	\$3,270.78	\$22.82	\$3,359.10	\$23.44	\$3,450.37
Indigenous Community Worker (194 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 194 days	\$32.90	\$4,786.95	\$33.40	\$4,859.70	\$33.90	\$4,932.45	\$34.39	\$5,003.75	\$34.92	\$5,080.86
Administrative Assistant (197 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 197 days										
Non-Certified	\$21.64	\$3,197.31	\$22.27	\$3,290.39	\$22.90	\$3,383.48	\$23.53	\$3,476.56	\$24.15	\$3,568.16
Certified	\$23.81	\$3,517.93	\$24.50	\$3,619.88	\$25.19	\$3,721.82	\$25.87	\$3,822.29	\$26.56	\$3,924.24
Educational Assistant (194 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 194 days										
Non-Certified	\$21.00	\$3,055.50	\$21.61	\$3,144.26	\$22.22	\$3,233.01	\$22.82	\$3,320.31	\$23.44	\$3,410.52
Certified	\$23.11	\$3,362.51	\$23.78	\$3,459.99	\$24.46	\$3,558.93	\$25.11	\$3,653.51	\$25.79	\$3,752.45
Food Services Assistant (184 days + applicable stat & holiday pay) FT: 8 hrs/day, 184 days	\$20.64	\$3,038.21	\$21.10	\$3,105.92	\$21.57	\$3,175.10	\$22.03	\$3,242.82	\$22.51	\$3,313.47
Library Technician (197 days + applicable stat & holiday pay) FT: 7.5 hrs/day, 197 days										
Non-Certified	\$21.53	\$3,181.06	\$22.16	\$3,274.14	\$22.81	\$3,370.18	\$23.46	\$3,466.22	\$24.11	\$3,562.25
Certified	\$23.66	\$3,495.77	\$24.37	\$3,600.67	\$25.09	\$3,707.05	\$25.81	\$3,813.43	\$26.52	\$3,918.33
Nutrition Worker (184 days + applicable stat & holiday pay) FT: 6 hrs/day, 184 days	\$20.64	\$2,278.66	\$21.10	\$2,329.44	\$21.57	\$2,381.33	\$22.03	\$2,432.11	\$22.51	\$2,485.10

Casual Employees: To be paid at Step 1 of corresponding non-certified grid, unless Article 17.2 applies.

LETTER OF UNDERSTANDING NO. 1

BETWEEN

THE BOARD OF EDUCATION OF THE GOOD SPIRIT SCHOOL DIVISION NO. 204
OF SASKATCHEWAN

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 4784

Re: Legacy of Certification and Non-Certification

Effective August 1, 2007, current bargaining members employed in the capacity of educational assistant, administrative assistant, or library technician with greater than **fifteen** (15) years of service in that classification shall be grandfathered as certified.

Grandfathered at Certified Rate

Linda Stamantinos – EA

Brenda Irvine – EA

Lorraine Gress - EA

Coreen Langley – EA

Sandra Chipuer - EA

Grandfathered at Non-Certified Rate

Teresa Wilson – EA

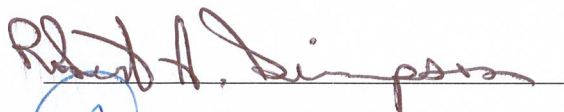
Sheila Meroniuk - EA

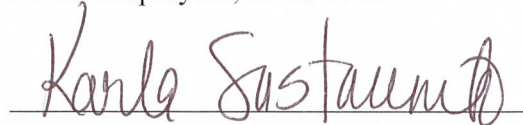
Marni Carlson – EA


Signed this 2 day of August, 2023.

On behalf of Good Spirit School Division
No. 204

On behalf of Canadian Union of
Public Employees, Local 4784

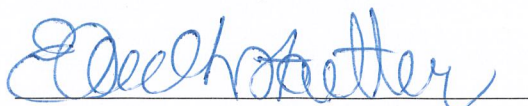


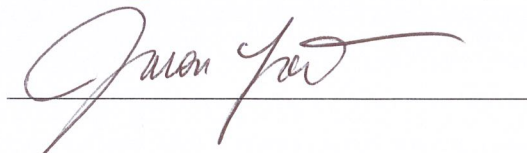












LETTER OF UNDERSTANDING NO. 2

Between

**THE BOARD OF EDUCATION OF THE GOOD SPIRIT SCHOOL DIVISION NO. 204
OF SASKATCHEWAN**

And

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 4784

Re: School Counsellor – Article 1 – Recognition

The parties mutually agree that Doug Kreklewich, school counsellor, shall remain within the scope of CUPE Local 4784 collective bargaining agreement until he resigns/terminates employment or retires from his current positions with Good Spirit School Division No. 204.

The parties mutually agree that subsequent to Doug Kreklewich no longer being employed in his position that his position will be deemed to be out-of-scope positions and Article 1 – Recognition will be amended by removing “School Counsellors at Melville Comprehensive School” from 1.1 Description of the Bargaining Unit in c) and the parties may make a joint application to the labour relations board to amend the certification order accordingly.

And further that:

- 1) The annual salary for school counsellors shall be in accordance with Article 2 of the Saskatchewan Teachers Provincial Collective Bargaining Agreement. The schedule amounts are inclusive of annual vacation pay and statutory holiday pay and shall apply as follows:
 - i) Class III schedule maximum Step 11 shall be applied to those persons without a recognized degree in social worker, social sciences, or a related human services field.
 - ii) Class IV schedule maximum Step 11 shall be applied to those persons with a recognized degree in social work, social sciences.
 - iii) Class V schedule maximum Step 11 shall be applied to those persons with a **master’s degree** in social worker, social sciences, or a related human services field.
- 2) The school counsellor at Melville Comprehensive School shall work every day of the school year. The daily hours of work, including starting and ending times, and lunch and rest breaks, shall be determined by the director of education or designate.

This letter of understanding shall remain in force and effect for the term of the collective agreement and from year to year thereafter and shall expire upon the resignation/termination and/or retirement of Doug Kreklewich and the amendment of Article 1 – Recognition as outlined above.

Signed this 2 day of August, 2023.

On behalf of Good Spirit School Division
No. 204

Robert A. Simpson

[Signature]

[Signature]

Jason Yt

On behalf of Canadian Union of
Public Employees, Local 4784

Karla Sustained

Melanie Yicketson

[Signature]

LETTER OF UNDERSTANDING NO. 3

Between

THE BOARD OF EDUCATION OF THE GOOD SPIRIT SCHOOL DIVISION NO. 204
OF SASKATCHEWAN

And

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 4784

Re: Maintenance Workers – Article 1 – Recognition

The parties mutually agree that the **maintenance worker** position at Melville Comprehensive School be renamed to **facility technician** and remain within the scope of **the CUPE Local 4784** collective bargaining agreement until the current employee resigns/terminates employment or retires from their position within Good Spirit School Division No. 204.

The parties agree that subsequent to Bradley Hein no longer being employed in the role of **facility technician**, that their position be deemed to be **an out-of-scope position** and **Article 1 – Recognition** will be amended by removing “Maintenance Workers at Melville Comprehensive School” from 1.1 Description of the Bargaining Unit in **b)** and the parties may make a joint application to the **labour relations board** to **amend the certification order** accordingly.

This letter of **understanding** shall be effective for the duration of the **2023-2027 CUPE Local 4784** collective bargaining agreement and from year to year thereafter and shall expire upon the resignation/termination and/or retirement of **Bradley Hein** and the amendment of **Article 1 – Recognition** as outlined above.

Signed this 2 day of August, 2023.

On behalf of Good Spirit School Division
No. 204

Robert A. Simpson

[Signature]

[Signature]

Jaron [Signature]

On behalf of Canadian Union of
Public Employees, Local 4784

Karla Sastrom

Melanie Picketson

[Signature]

[Signature]

LETTER OF UNDERSTANDING NO. 4

between

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4784

and

GOOD SPIRIT SCHOOL DIVISION NO. 204

Re: Description of the Bargaining Unit

The parties agree as follows:

- 1) The employer agrees to recognize the Canadian Union of Public Employees (CUPE) and its Local 4784 as the sole and exclusive bargaining agent for all employees employed in the following positions upon vacancy of the position by any incumbent occupying the position as of July 31, 2023:
 - a) Educational assistants at M.C. Knoll School and Yorkdale Central School.
 - b) Administrative assistants at M.C. Knoll School and Yorkdale Central School.
 - c) Library technicians at Yorkdale Central School.
- 2) The employer further agrees that upon vacancy of any of the above-noted positions as of August 1, 2023, all job postings regarding these positions shall inform employees of the position's coverage under the collective agreement between the parties and successful applicants shall be entitled to all rights and benefits included in the collective agreement between CUPE Local 4784 and the Good Spirit School Division.
- 3) The employer also agrees that any new positions and/or classifications created at M.C. Knoll and Yorkdale Central schools shall be subject to the collective agreement between CUPE Local 4784 and the Good Spirit School Division unless mutually agreed to in writing.
- 4) Incumbent employees employed in the above-noted positions who wish to be represented by CUPE Local 4784 and entitled to all rights and benefits of the collective agreement between the parties as of August 1, 2023, shall be recognized by the employer as having obtained said rights and entitlements. Such employees shall retain their seniority and service accrued prior to their inclusion in the bargaining unit and be added to the CUPE Local 4784 seniority list with their seniority intact. Seniority shall be determined as per Article 10 – Seniority of the collective agreement.

5) As of August 1, 2023, all casuals and substitutes shall pay dues to the bargaining unit for all hours worked while working at M.C. Knoll and Yorkdale Central schools.

Signed this 2 day of August, 2023.

On behalf of Good Spirit School Division
No. 204

On behalf of Canadian Union of
Public Employees, Local 4784

Robert A. Simpson

Karla Sastanik

[Signature]

Melanie Kicketson

[Signature]

[Signature]

Jenou [Signature]

[Signature]

LETTER OF UNDERSTANDING NO. 5

Between

THE BOARD OF EDUCATION OF THE GOOD SPIRIT SCHOOL DIVISION NO. 204
OF SASKATCHEWAN

And

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 4784

Re: Legacy of Indigenous Community Worker Days of Work




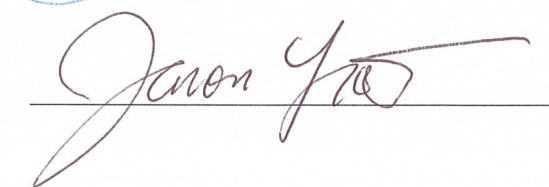
The parties mutually agree that Journey Delorme, Indigenous community worker, shall work one hundred ninety-seven (197) days until she resigns/terminates employment or retires from her current position with Good Spirit School Division No. 204.

The parties mutually agree that subsequent to Journey Delorme no longer being employed in her position, that the position's days of work fall in alignment of Schedule "I" of the current agreement.

This letter of understanding shall remain in force and effect for the term of the collective agreement and from year to year thereafter and shall expire upon the resignation/termination and/or retirement of said employee.

Signed this 2 day of August, 2023.

On behalf of Good Spirit School Division
No. 204

On behalf of Canadian Union of
Public Employees, Local 4784

