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1994			166
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COLLECTIVE AGREEMENT

between

THE OTTAWA ROMAN CATHOLIC SEPARATE SCHOOL BOARD

hereinafter referred to as the

"EMPLOYER"

and

SERVICE AND COMMERCIAL EMPLOYEES UNION
LOCAL 272

hereinafter referred to as the

"UNION"

From September 1, 1991 to August 31, 1993

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COLLECTIVE AGREEMENT

between

THE ROMAN CATHOLIC SEPARATE SCHOOL BOARD

and

SERVICE AND COMMERCIAL EMPLOYEES UNION
LOCAL 272

Article 1: PURPOSE

The purpose of this agreement is to establish and maintain collective bargaining relationship between the parties, to provide machinery for the prompt and equitable settlement of grievances, to establish and maintain mutually satisfactory hours of work, wages, benefits and working conditions for all employees who are subject to the provisions of this agreement.

Article 2: RECOGNITION OF UNION - DEFINITION OF EMPLOYEES

(a) The Employer recognizes the Union as the sole and exclusive bargaining agent for all employees of The Ottawa Roman Catholic Separate School Board employed at maintenance, services and plant operations in the cities of Ottawa and Vanier, save and except foremen, and persons above the rank of foremen. Maintenance services and plant operations cover those job classifications specifically set out in section (c) and Employees are defined following that same section.

(b) **Definition of Employees**

'Regular employee means a regular full-time employee or regular part-time employee.

A regular full-time employee shall be regularly scheduled to work 40 or more hours per week.

A regular part-time employee shall be regularly scheduled to work 10 or more hours per work.

(c) **Employees in the Bargaining Unit**

A. **Maintenance**

Labourer	Painter
Handyman	Welder/Landscaper
Truck Driver/Handyman	Carpenter
Truck Driver/Stores Keeper	Burner Mechanic
Glazier	Plasterer
Locksmith	Electrician
Mechanic	Plumber
Carpet Layer	

B. Caretaking Staff

Cleaner
Elementary Custodian A
Elementary Custodian B
Head Custodian Secondary
Charperson

C. Bus Operator

Regular Full-Time
Regular Part-Time

D. Materialg e m e n t

Storekeeper
Truck Driver

E. Casuals

Article 3: UNION SECURITY

- (a) Neither the Union nor the Employer will discriminate against any employee by reason of 'his/her membership or non-membership in the Union.
- (b) Membership in good standing with the Union shall. be a condition of employment for any employee hired on or after October 9, 1974.
- (c) Membership in good standing with the Union shall be a condition for continued employment of any employee who is a member of the Union.
- (d) The Employer agrees to deduct from the pay cheque of each employee in the bargaining unit, all normal dues chargeable by the Union. All monies so deducted shall be forwarded to the Secretary-Treasurer of the Union prior to the 7th day of the month following the month in which the deductions were made, together with a list of employees for whom deductions were made, and the amounts of each deduction. The list shall also contain the names of any newly hired or terminated employees since the previous list. "Normal dues" shall not include entrance fees or special assessments levied by the Union.
- (e) Except as otherwise allowed in this agreement, it is agreed that the Union and the employees will not engage in Union activities during working hours.
- (f) The Union agrees that no penalty nor initiation fee higher than that paid by those employees now members of the Union will be assessed against any employee, whether hired prior to or after October 9, 1974, who applies for membership in the Union at any time during the term of this agreement.

Article 4: MANAGEMENT RIGHTS

The Union recognizes that all management rights are reserved to the Employer, except as expressly limited by the terms and conditions of this agreement.

Article 5: HOURS OF WORK

- (a) The hours of work for caretaking employees will be in accordance with the following shifts:

Day Shift - Elementary Schools

One (1) eight (8) hour shift (not including a meal period of up to two (2) hours) as scheduled between the hours of 7:00 a.m. to 5:30 p.m.

Day Shift - Junior, Intermediate and High Schools

One (1) eight (8) hour shift (not including a meal period of up to one (1) hour) as scheduled between the hours of 7:00 a.m. and 4:30 p.m.

Afternoon Shift

One (1) eight (8) hour shift (including a 1/2 hour meal period) as scheduled between the hours of 3:00 p.m. and 12:00 midnight.

Night Shift

One (1) eight (8) hour shift (not including a 1/2 hour meal period) between the hours of 11:30 p.m. and 7:30 a.m. as scheduled.

- (b) **Maintenance**

One (1) eight (8) hour shift (not including a 30 minute lunch break) as scheduled between the hours of 7:00 and 4:30 p.m. period.

- (c) **Material Management**

From 8:00 a.m. to 4:30 p.m. with a 30 minute unpaid lunch period.

- (d) **Bus Operators**

The Employer shall fix the hours of the day during which any bus operator shall be required to work, provided that the hours shall be consecutive with the exception only of a 60 minute unpaid lunch break and shall be between the hours of 7:00 a.m. and 6:00 p.m.

(e) **Charperson**

The Employer shall fix the hours of the day during which any Charperson shall be required to work, provided that the hours shall be consecutive and shall be between the hours of 4:00 p.m. and 12:00 midnight, for assignments in the Administration Building.

The foregoing notwithstanding, charpersons may be assigned to work in secondary schools for up to four (4) hours per day from Monday to Friday during any period covered in 5(a) above.

- (f) All school caretakers' hours of work during summer, Christmas and winter breaks will be from 8:00 a.m. to 4:30 p.m. with a one-half hour unpaid meal break.
- (g) The above shift starting and completion times may be subject to change as required by usual operational exigencies and emergency situations such as flood, fire, adverse weather conditions, or other crises disrupting the Employer's normal operations of which may be damaging to the Employer's property and premises.
- (h) Hours of work for regular full-time employees shall be those scheduled. The scheduled work week for regular full-time employees will be forty (40) hours and five (5) days per week from Monday to Friday.
- (i) The working arrangements of regular part-time employees shall be those specified by the Employer in accordance with past practice and from Monday to Friday inclusive.
- (j) Except where operational requirements do not permit, the Employer will provide employees who work a minimum of eight (8) hours per day two (2) paid rest periods not to exceed fifteen (15) minutes each to be taken one before and one after lunch at times authorized by the Employer.
- (k) Except where operational requirements do not permit, the Employer will provide all other employees who work a minimum of three (3) hours continuous shift one (1) paid rest period not to exceed fifteen (15) minutes during the shift at a time authorized by the Employer.

Article 6: OVERTIME

- (a) Subject to Article 5 of this agreement, time and one-half the regular rates of pay shall be paid for all hours an employee is required to work in excess of 8 hours per day or 40 hours per week.
- (b) Subject to Article 5 of this agreement, any employee whose regular schedule is Monday to Friday and who is required to work overtime on Saturday and/or Sunday shall be paid overtime at time and one-half on the first day of rest and double time on the second day of rest.
- (c) Any employee recalled to work after the completion of his/her regular shift shall be paid for not less than two (2) hours at the applicable overtime rate.
- (d) For the purpose of this article "recalled to work" means a lapse of one (1) hour or more between the completion of the normal working day and the commencement of overtime. When there has been no such lapse, the employee will be paid on the basis of the actual amount of time he has worked overtime.

If an employee is recalled to work prior to the beginning of his/her regular shift, the employee shall be paid for the actual amount of time worked until the beginning of his/her regular shift or for the minimum two (2) hour call back whichever is less.

- (e) During the work week in which one or more paid holidays fall or are observed, the regular week shall be reduced by eight (8) hours for each such holiday for purposes of computing overtime pay.
- (f) For the purpose of computing overtime rates of pay, annual rates of pay shall be divided by 2080.

Article 7: **JOB DESCRIPTIONS AND DUTIES**

- (a) The duties to be accomplished by the 'employees in the bargaining unit shall be those required to permit them to properly carry out their work as specified in Section (i) that follows. It is recognized that the job specifications set out in the said Section are general and are to be considered as descriptive only.
- (b) Caretaking staff shall not perform maintenance work which requires the services of a skilled tradesman, but shall be required to perform such work as is usually performed by caretaking staff in their line of work in accordance with past practice.
- (c) Skilled and semi-skilled tradesmen who are qualified as such under Ontario law will be used mainly for work within their trade, but may be required to perform duties within their capability which may be called for pursuant to the job specifications for other employees provided such work does not call for the qualifications required by other skilled tradesmen for which the employee concerned is not qualified.
- (d) Bus drivers may be called upon to perform work outside regular bus driving duties during periods when the buses are not running provided only that the work assigned to the bus drivers during such periods shall not require qualifications not possessed by the bus drivers. Without limiting the generality of the foregoing and as examples only, this paragraph applies to the Christmas, Easter, mid-winter and summer holidays and on any day which is not a recognized holiday upon which the schools may be closed for any reason. As a prerequisite to perform duties within the Plant Operations Department, Bus Operators must satisfactorily complete a training program offered by the Employer.

Furthermore, eligible Bus Operators must provide at least ten (10) days notice to the Transportation Manager before being entitled to work in the Plant Department during school breaks when the transportation of pupils is not required.

- (e) Semi-skilled tradesmen shall not be required to perform work, for which they are not qualified and shall not be required to perform custodial staff work.

(f) Community Use of Facilities

- (i) When groups are using school facilities during regular scheduled caretaking hours, caretaking staff shall be required to work overtime for the purpose of supervising the school and preparing rooms and arrangements for the visiting groups.
- (ii) When groups are using school facilities during regular scheduled caretaking hours, the caretaker on duty shall supervise the school, open and secure doors, prepare rooms and arrangements for the visiting group(s) in accordance with the hall rental permit. The caretaker on duty will continue to perform his/her normal duties except as the hall rental permit requires. In the event the group(s) exceeds 100 persons for the hall rental permit period additional staffing or overtime hours may be granted subject to the prior approval of the Plant Manager or designate.
- (iii) When custodial personnel work overtime for hall rental permits, overtime shall be paid at time and one-half (1 1/2) computed on the basis of the after probationary rate for the cleaner position.
- (iv) In the event that a group does not present itself for an activity in accordance with the permit, it is agreed that the caretaker who reports to work such scheduled overtime shall be paid for a minimum "call-back" not to exceed two (2) hours.
- (v) Permits requiring cleaning staff shall not be issued if the school principal or vice-principal is present for the activity and the group does not exceed ten (10) persons.
- (vi) When groups are using school facilities during the weekend (sleep overs only), the caretakers shall be given a minimum of one (1) call-back permit per day.

When groups are using school facilities during the weekend (sleep overs only), the caretakers shall be given a minimum of one (1) call-back permit per day.

- (g) The Employer shall not allow any person outside of its employees in the bargaining unit to perform any duties which are normally performed by its employees in the bargaining unit unless the work required cannot be performed properly or within the required time for any valid reason by the employees in the bargaining unit or unless in unforeseen emergencies, the Employer has usually allowed employees outside the bargaining unit to complete the work in question.

- (i) A skilled tradesmen shall not be required to perform caretaking work unless such skilled tradesmen otherwise agrees.

(i) **Job Description and Duties**

Labourer

Under the direction of a maintenance supervisor, the incumbent shall assist tradesmen and perform other general work.

Handyman

Under the direction of a maintenance supervisor, the incumbent shall perform general maintenance with some expertise in a particular area.

Truck Driver

Under the direction of the Material Control Officer, the incumbent operates 1/2-ton to 5-ton vehicles and moves furniture and equipment.

Glazier

Under the direction of a maintenance supervisor, the glazier replaces broken window panes and repairs window hardware.

Locksmith

Under the direction of a maintenance supervisor, the locksmith maintains, repairs and installs locks and door closing devices in school buildings.

Mechanic

Under the direction of a maintenance supervisor, the mechanic repairs and maintains school board vehicles, snowblowers and lawnmowers.

Carpet Layer

Under the direction of a maintenance supervisor, the incumbent installs carpet and other floor coverings in school buildings.

Truck Driver/Handyman

Under the direction of a maintenance supervisor, the incumbent shall operate 1/2-ton to 5-ton vehicles and move furniture and equipment.

The incumbent shall also be required to perform general maintenance with some expertise in a particular area.

Painter

Under the direction of a maintenance supervisor, the incumbent applies paint, varnish, stain, enamel and prepares surfaces to be painted on the interior and exterior of school buildings.

Welder/Landscaper

Under the direction of a maintenance supervisor, the incumbent performs various welding repairs as well as a variety of landscaping duties.

Carpenter

Under the direction of a maintenance supervisor, the incumbent performs a variety of skilled carpentry work in the school board properties.

Burner Mechanic

Under the direction of the maintenance supervisor, the incumbent shall perform a variety of general maintenance repairs and general maintenance of burners and heating and ventilation equipment.

Plasterer

Under the direction of a maintenance supervisor, the plasterer repairs and constructs plaster on walls, ceiling and masonry at interior and exterior of school buildings.

Electrician

Under the direction of a maintenance supervisor, the incumbent maintains, installs electrical systems and equipment in the school board properties.

Plumber

Under the direction of a maintenance supervisor, the incumbent installs and repairs plumbing systems.

Stationary Engineer

Under the direction of a maintenance supervisor, the incumbent performs a variety of duties connected with the operation, repair, and maintenance of central heating, ventilation, cooling and various electrical systems.

Cleaners, Elementary Custodian A, Elementary Custodian B, Head Custodian Secondary, Charperson

Under the direction of a custodial supervisor, the incumbent shall maintain a standard of cleanliness in and around school board properties consistent with the duties of his job specification.

Cleaner

Serves as cleaner on afternoon or evening shift;

Serves as relieving or spare cleaner for day or night shifts as required.

Elementary Custodian ("A" Building), Elementary Custodian "B" Building)

Serves as custodian on day shift in an "A" or "B" Building.

"A" Building: schools of less than 30,000 square feet.

"B" Building: schools of more than 30,000 square feet.

Head Custodian Secondary

Serves as custodian on day shift in a high school.

Charperson

Provides light cleaning duties in the Administration building, or secondary schools.

Bus Operator

Under the direction of the Transportation Officer, the incumbent provides safe pupil transportation in and around the cities of Ottawa and Vanier.

Storekeeper

Under the direction of the Material Control Officer, the incumbent shall perform a variety of duties that are normally required in the stores operation.

Article 8: CONTRACTING OUT

- (a) The Employer agrees that no employee hired on or before May 16, 1977 who has two (2) years of seniority or more will be laid off or have his or her normal hours of work reduced as a result of the contracting out of part of the Employer's operations. Employees whose duties are affected by contracting out shall not suffer any loss of salary.

- (k) The Employer agrees that any furtherance of contracting out of work relative to the transportation of students, currently performed by employees in the bargaining unit, shall only be as a result of normal attrition due to retirements, resignations or other terminations of employees.

Article 9: JOB SECURITY

No employee hired on or before May 16, 1977 shall be laid off by the Employer after he/she has attained three years' seniority unless the Employer is generally obliged to lay off a number of said employees because of economic conditions.

Article 10: SENIORITY RIGHTS

- (a) Regular employees shall be considered probationary employees during their first sixty (60) working days of employment. Probationary employees may be laid off from employment, transferred, or be given changes in working hours without recourse to the grievance and arbitration procedure.
- (b) After the completion of the probationary period, seniority shall be determined as hereinafter set out.
- (c) An employee who is promoted to a higher position will be considered temporary in that position for a period of thirty (30) working days. The employee in such temporary position may revert back to his/her former position during the temporary period upon two (2) working days' notice to the Employer. The Employer shall have the right to return an employee in such temporary position to his/her former position should he/she prove unsatisfactory in such new position.
- (d) For the purpose of determining seniority, an employee's length of service shall commence and accumulate from the date on which he/she entered the service of the Employer.
- (e) Seniority rights of an employee may only be terminated for the following reasons: - if
 - i) the employee resigns;
 - ii) the employee is discharged and not reinstated through grievance or arbitration procedures;
 - iii) the employee fails to return from leave of absence, unless such failure to return is proven to the satisfaction of the Employer to have been due to causes beyond the employee's control;
 - iv) the employee is absent from work in excess of two (2) working days without sufficient cause and without notifying the Employer, unless such notice was not reasonably possible.

- v) the employee fails to report after a lay-off within fourteen (14) calendar days after having received notice of recall by registered mail to the last address of the employee which the Employer has on record, unless such failure is proven to the satisfaction of the Employer to be due to causes beyond the employee's control. An employee is responsible for advising the Employer in writing of his/her address from time to time while he/she is on lay-off, and non-receipt of the notice of recall due to failure on the employee's part to keep the Employer up-to-date on his/her address will not be deemed to be a cause beyond the employee's control for his/her failure to return to work pursuant to this paragraph;
 - vi) the employee is laid-off for a period of twelve (12) consecutive months;
 - vii) the employee retires;
 - viii) the employee is retired at the regular retirement age.
- (f) The selection and promotion of employees to positions outside the bargaining unit are not governed by this agreement. In the event an employee is or has been promoted to any such position and is returned to a position within the bargaining unit within six (6) months, he/she shall be credited with seniority during the period he/she was employed outside the bargaining unit.
- (g) i) Seniority shall be the governing factor in lay-offs and recalls.
- ii) Seniority shall be the governing factor in promotions, demotions and transfers, provided that the more senior employee is qualified and able to perform the work.
- iii) At the commencement of the school year, selection of bus routes will be governed by seniority in accordance with past practice.
- iv) The extra runs attached to the regular route of a part-time bus operator who leaves their booked route for fifteen (15) or more continuous working days, shall be offered, by seniority, to the other part-time operators whose routes are in the same operator's district, before otherwise assigned by management.
- (h) Executive members of the Union and Union stewards shall not be placed on lay-off or have their work week reduced as long as there is work available which they are able to perform, regardless of their position on the seniority list.
- (i) In January of each year, the Employer will provide to the Union a list of all employees in the bargaining unit showing names, classifications, and dates of hiring. Once a month during the year, the Employer shall provide the Union with an up-to-date list of hirings, resignations, firings, lay-offs and retirements.

Article 11: UNION NOTICES

The Employer will continue its present practice of providing suitable space for the posting of Union notices pertaining to elections, appointments, meeting dates and social and recreational affairs.

Article 12: JOB POSTING

(a) When a position becomes vacant, the Employer will determine within thirty (30) days of said vacancy whether or not the vacancy is to be filled. Upon determining that the vacancy is to be filled, the Employer shall forthwith post notice of such new job or vacancy on each of the spaces provided for the purposes of advising the employees concerned and allowing said employees to bid for the new job or vacancy. A copy of such notice shall be mailed to the Union. The notices shall remain posted for a period of five (5) working days. Applications for the job must be submitted to the Personnel Department before the termination of the working day next following the last day of posting. A list containing the names of persons bidding on said job posting shall be mailed to the president of the Union on the day following the termination of the job process, and shall be kept by him on a confidential basis. The Employer shall fill the vacancy or new job from among qualified applicants for the job within fifteen (15) working days of the job posting's termination date. Notice of the successful applicant(s) shall be posted in the spaces provided with a copy thereof forwarded to the Union.

(b) As an exception to the foregoing, in June of each year, all cleaner positions will be selected in accordance with seniority. Notice of such job selection meetings shall be given to all affected employees.

The employer shall fill all cleaner positions from among the qualified applicants from the job selection meeting.

During the year, any subsequent vacancies in cleaner positions will be filled by seniority from the list of applicants. The job(s) will not be posted. Throughout the school year, it may be necessary to transfer cleaners to new cleaning assignments.

(c) The Employer agrees to post as information only the additional routes which have been assigned to part-time Bus Operators on a monthly basis.

(d) Part-time Bus Operators must complete one (1) full year of service with the Employer before being considered eligible for transfer to full-time employment to any position covered by this collective agreement.

Article 13: VACATIONS WITH PAY

(a) Employees will be granted a vacation with pay as set out in the following:

- i) All regular full-time employees, employed on a twelve (12) month a year basis shall earn vacation with pay as follows:

**Length of Continuous
Service as of June 30**

Paid Annual Vacation

Less than one (1) year	One and One quarter (1 1/4) working days per month of service
One (1) year or more	Fifteen (15) working days
Six (6) years or more	Sixteen (16) working days
Seven (7) years or more	Seventeen (17) working days
Eight (8) years or more	Eighteen (18) working days
Nine (9) years or more	Nineteen (19) working days
Ten (10) years or more	Twenty (20) working days
Sixteen (16) years or more	Twenty-one (21) working days
Seventeen (17) years or more	Twenty-two (22) working days
Eighteen (18) years or more	Twenty-three (23) working days
Nineteen (19) years or more	Twenty-four (24) working days
Twenty (20) years or more	Twenty-five (25) working days

ii) All other regular employees shall earn vacation with pay on a pro-rated basis in accordance with their length of service.

(b) Employees shall submit written requests to their immediate superior prior to March 31 of each year, showing the preferred vacation dates.

(c) The Employer shall have the right to schedule the period during which the regular employee may take vacation. The Employer will make every reasonable effort to:

- i) allow employees to take their vacation on the preferred dates;
- ii) inform employees no later than May 1st if the preferred dates are allowable.

Whenever there are conflicting dates between employees, seniority will be the determining factor.

(d) Regular employees, after completion of one year's employment, who are employed for less than twelve (12) months per year, shall receive a pro-rated vacation entitlement, provided in the schedule for each full month of: work or major portion thereof.

(e) Regular part-time employees will be entitled to appropriate vacation pay (4% or 6%), depending on length of service, of total earnings payable every pay period.

- (f) When the employment of a regular employee terminates for any reason, the employee or his/her estate, shall, in lieu of earned but unused vacation leave be paid an amount equal to the product obtained by multiplying the number of days earned but unused vacation leave by the daily rate of pay applicable to the employee, immediately prior to termination of employment.
- (g) For the purposes of computing annual leave entitlement, all regular employees shall earn vacation pay based on the length of all full years of continuous service up to and including June 30 and determined in accordance with section (a).

Article 14: PAY-DAY

Pay-day for each of the employees in the bargaining unit shall be on Thursday of every second week.

Article 15: SUPPLIES AND EQUIPMENT

- (a) The Employer will endeavour to ensure that adequate supplies of sanitary and cleaning materials are available in each of the schools at all times.
- (b) The Employer agrees to supply and maintain certain uniforms as follows:

i) **Full-time Bus Operators**

One (1) blazer
Two (2) pairs of trousers
Four (4) shirts
Two (2) ties

- Every second year -

ii) All uniforms that are presently provided will be continued.

iii) **Maintenance Employees and Caretakers**

Four (4) shirts every two years.
Two (2) pairs of pants or two (2) skirts every two years.

The employee agrees to wear such uniforms at all times while performing his/her duties for the Board.

- (c) Tools required by tradesmen will be supplied by the Employer and the employee shall be responsible for proper maintenance of the tools and for their safekeeping. The employee shall be responsible to pay for any lost or damaged tool unless he/she can establish that such loss or damages was not due to his/her negligence.

Article 16: HEALTH AND WELFARE PLANS AND BENEFITS

- (a) The Health and Welfare Insurance Plans and other benefits shall be as follows:

<u>BENEFIT</u>	<u>Board Contribution</u>
1. Extended Health Benefits Vision Plan \$150 every two (2) years (no deductible)	80%
2. Dental Care Plan Blue Cross Plan #9 with Rider #2 and O.D.A. Schedule of Fees to be current less one (1) year Board contribution to remain at . . .	60%
3. Group Life Insurance Plan (\$80,000) Compulsory for full-time employees . . Optional Life Insurance Plan: to a maximum of \$100,000 in increments of \$10,000 application subject to approval by the insurance carrier if approved, the employee pays 100% of premium.	60%
4. Semi-Private Hospital Insurance Effective May 16, 1979	80%
5. OMERS Participation in OMERS is compulsory	

**NOTE: Coverages are subject to the provisions
of the insurance contracts.**

- (b) i) The following benefits shall be offered to part-time bus operators who have a minimum of two (2) years of continuous service with the Board:

<u>BENEFIT</u>	<u>Board Contribution</u>
Extended health	80%
Dental	60%
Group Life Insurance (\$80,000)	60%
to be effective March 1, 1991, Compulsory for all part-time bus operators who qualify.	

- ii) Effective May 19, 1989, the Employer shall re-imburse the costs associated with obtaining a "Class B" driver's permit for Bus Operators subject to the successful completion of the employee's probationary period. The total cost recognized in 1990-91 is seventy-five dollars (\$75).

(c) Service Gratuity re: Sick Leave

As of September 1, 1985, payment of a gratuity will be made as follows:

this payment shall be made, to any employee on active full-time payroll as of September 1, 1985, upon resignation, retirement or in the case of death, to the employees' estate. Payment will be made according to a) or b) below but no interest will be paid by the Board:

- a) lump sum,
- b) two equal annual payments.

the percentage (indicated below) times the number of days accrued sick leave credit shall be multiplied by the rate of salary at the time of termination.

After 10 years' service with this Board	15%
After 12 years' service with this Board	20%
After 15 years' service with this Board	35%
After 17 years' service with this Board	40%
After 19 years' service with this Board	45%
After 20 years' service with this Board	50%

Article 17: STRIKES AND LOCKOUTS

There shall be no strike, nor any mass action on the part of the employees which might result in a stoppage -or slowdown of work during the term of this agreement. There shall be no lock-outs by the Employer during the term of this agreement.

Article 18: HOLIDAYS WITH PAY

- (a) The following days shall be recognized as paid holidays for each of the employees in the bargaining unit, and the employees shall be paid a full day's pay at the regular rate:

New Year's Day
 Good Friday
 Easter Monday
 Queen's Birthday (Victoria Day)
 Canada Day (Dominion Day)
 Civic Holiday (First Monday in August)
 Labour Day
 Thanksgiving Day
 Christmas Day
 Boxing Day
 January 2

In addition to those set out in the preceding paragraph, any day proclaimed by the Governor-General in Council or the Lieutenant-Governor in Council for the Province of Ontario, or the Employer shall be a statutory holiday.

A full day's pay for regular part-time Bus Operators with two (2) years service shall be defined as the normal daily rate plus amounts paid for regularly scheduled extra assignments as confirmed by the Transportation Manager. Regular part-time Bus Operators with less than two (2) years service are entitled to be paid the morning and/or afternoon daily minimum.

- (b) An employee will be paid for a holiday under this article provided he / she :

- i) works his/her last scheduled- day before and his/her first scheduled working day after such holiday, if he/she is scheduled to work, unless he/she is excused by the Employer; and
- ii) is in the active payroll of the Employer, and not on leave of absence without pay (except such employees who are on approved leave of absence in accordance with this agreement).

iii) has been employed for a minimum of sixty working days.

- (c) When any of the said holidays falls on a Saturday or Sunday the Employer shall have the choice of granting an alternative day off with pay, or an additional day's pay.
- (d) An employee will be given an alternative day off with pay should any of the above holidays fall on a day when the employee is not required to work.
- (e) The Employer may cancel the observance of Boxing Day and designate an alternative day off in lieu thereof, should the day of the week on which Christmas falls make a different arrangement during the Christmas holidays more suitable.

- (f) The "alternative day off" referred to in this article shall be the working day immediately preceeding the holiday in question.

Article 19: NOTICE OF DISCIPLINE OR DISCHARGE

- (a) In the event an employee is to be disciplined or discharged by the Employer, such notice of discipline or discharge from the Employer shall be in writing to the employee concerned, with a copy mailed to the Union. The notice shall set forth reasons for such discipline or discharge.
- (b) No matter of discipline shall be brought forward at any grievance or subsequent arbitration if it has not occurred during the previous twelve month period except that in the event a serious breach of discipline **has** occurred on or during the previous twelve month period, an employee's complete record may be brought forward for review at such grievance, or subsequent arbitration.

Article 20: NEGOTIATING COMMITTEE AND STEWARDS

- (a) Executive members of the Union comprising the members of the negotiating committee and consisting of not more than five (5) employees shall not lose any regular pay for time spent in properly authorized negotiations or meetings with the Employer.
- (b) The Employer acknowledges the right of the Union to appoint, elect, or select not more than fifteen (15) stewards from various areas.
- (c) The Union acknowledges that the stewards will continue to perform their regular duties on behalf of the Employer, and that persons will not leave their duties without the permission of their immediate supervisor; such permission shall not be unreasonably withheld. On the completion of the steward's duties, the steward shall report back to the immediate supervisor or to any job to which he has previously been directed.
- (d) Union stewards who have been granted permission to engage in grievance or arbitration procedures shall not lose any regular pay for time reasonably spent on such grievance or arbitration procedures.
- (e) The Employer agrees that a representative of the Union may enter premises where work is being performed by employees in the bargaining unit for the purpose of investigating official grievances of employees. In the event a representative wishes to visit the Employer premises for any other purposes, he shall request permission from the appropriate management representative and such permission shall not be unreasonably denied.

Article 21: LEAVES OF ABSENCE

Leaves of absence shall be granted to employees for reasons as follows without loss of seniority:

(a) Sick Leave

- i) Twenty-five (25) days per year on account of personal illness to all regular full-time employees.
- ii) One hundred percent (100%) of the balance of the unused twenty-five (25) days of sick leave shall be credited to each employee as accumulated leave.
- iii) The maximum leave accumulated may not exceed three hundred ten (310) days.
- iv) Regular part-time drivers shall, after two (2) full years of service receive sick leave benefits, as follows:
 - a) After 2 years & up to 5 years, 5 days per school year
 - b) After 6 years, 6 days per school year
 - c) After 7 years, 7 days per school year
 - d) After 8 years, 8 days per school year. (This is the maximum entitlement.)

Such sick leave will not carry over to the next school year and can only be used when the employee is performing his/her duties as a part-time bus driver.

(b) Special Leave

Full-time employees may be granted three days special leave per year provided the employee obtains permission from the appropriate supervisory official (i.e. marriage of employee, moving, etc.).

(c) Bereavement Leave

The Employer agrees to grant each employee concerned from one (1) to three (3) working days off with full pay for the purpose of attending the funeral in the event of the death of the brother, sister, employee's mother, step--mother, father, step-father, wife, husband, mother-in-law, father-in-law, child, step-child, grandmother or grandfather. Where an employee is the executor of a will of any of the aforementioned deceased persons, the Employer agrees to grant one (1) additional day off with pay. In the event of the death of an uncle, aunt, brother-in-law, sister-in-law, nephew, niece, grandchild, the Employer agrees to grant the employee, one (1) working day off with pay for the purpose of attending the funeral.

(d) **Statutory Leave**

- i) Days an employee is required to appear as a witness in a court case to which he or she is not a party nor one of the persons charged.
- ii) Days absent from duty by order of the medical health authorities because of quarantine or exposure to a communicable disease.

(e) **Maternity Leave**

- i) Subject to the Employer's policy, a female employee will be granted leave of absence without pay because of her pregnancy, in keeping with the provisions enacted by provincial legislation.
- ii) A female employee will be granted leave of absence without pay because of her pregnancy, in keeping with the provisions enacted by provincial legislation.
- iii) Further, it is recognized the pregnancy is not covered by the provisions of paid sick leave as outlined elsewhere in this agreement..

(f) **Other Leave**

- i) Subject to the approval of its Superintendent of Operations, the Employer agrees to grant leave of absence without pay to accredited Union delegates for the purpose of attending Union conventions without loss of seniority.
- ii) The Employer agrees to grant reasonable leave of absence without pay to duly elected or appointed representatives of the Union for the purpose of transacting business which the Union deems necessary. Such leave of absence shall not exceed in total fifteen (15) working days in the calendar year.
- iii) Under special circumstances, leave of absence without pay of up to one (1) year shall be granted to one (1) employee who is elected or selected for full-time position within the Union without loss of seniority. Upon his return to work, such employee shall, if in the opinion of the Employer, it is possible, be returned to his former occupation at whatever rate of pay such position then calls for. However, if such position is not then available, said employee shall be placed in whatever comparable position the Employer may direct, provided the rate of pay shall not be less than that which the employee would have received had he/she returned to his/her former position.

- iv) For the period during which any employee has been granted leave of absence without pay in excess of fifteen (15) continuous working days within the calendar year, except for accident leave, his/her benefits, including annual leave, sick leave, leave for statutory holidays, compassionate leave, and all other benefits except seniority shall be suspended during the period of his/her total absence within the year. When the employee returns to full-time employment with the Employer he/she shall be entitled to resume those suspended benefits at the level at which they were at the time he/she absented him/herself on leave without pay.

The above notwithstanding, where a paid leave of absence for reasons of sickness has been approved, the continuing accrual of sick leave benefits will be suspended for the period of absence in excess of fifteen (15) continuous working days. An employee shall resume entitlement to the accrual of sick leave benefits upon their return to full-time employment with the Employer.

- v) In the event of the death of an employee in the bargaining unit, the Employer agrees to grant to the Union president, or his/her designate, one half (1/2) day off with pay to attend the funeral, provided no compensation shall be paid in the event such funeral is held on a non-regular working day.,

(g) **Regulations Regarding Leave**

- i) The employee shall advise the proper authorities of his/her absence and probable date of return.
- ii) Absence forms shall be completed within three days of the return to work and given to the immediate superior who will forward it with the semi-monthly confirmation of attendance report.
- iii) Absence because of personal illness for a period of more than four consecutive days must be certified by a doctor. The medical certificate must be forwarded to the school board office within seven (7) days following return to work.
- iv) The Board may require a doctor's certificate or medical examination by a doctor of its choice even for a period of illness less than four (4) consecutive days.
- v) After an employee's absence in one year totals eight (8) days, a doctor's certificate may be required for each additional day absent.
- vi) An employee may obtain, on request, confirmation of accumulated leave.

Calculations resulting in fractions of less than one-half (1/2) day throughout this plan shall be adjusted upwards to the nearest day.

- vii) The accumulation of leave credit shall commence as of the hiring date of the employee and be prorated from that date.

- viii) An employee who is absent without advising the proper authorities, as required in Regulation i) above, shall be subject to a salary deduction for the first half (1/2) day's absence. This deduction will be **made** from the salary following the date of absence.

Article 22: JURY DUTY

The Employer agrees to pay any employee called for jury duty at his/her regular rate of pay for any time spent in selection or being seated for a jury. The employee shall, however, turn over to the Employer any compensation other than travel allowance he/she receives for the time spent in selection or being seated for the jury. The employee shall report to the Employer for work immediately after he/she is released, either temporarily or finally from jury duty if such release occurs during his/her normal working hours.

Article 23: KILOMETRAGE ALLOWANCE

Kilometrage allowance for employees using their private vehicles during the course of their duties with the consent of the Employer, shall be paid at the rate that is approved by the Board, but not less than 12.5 cents per kilometer. Kilometrage to and from their regular place of employment shall not be counted.

Article 24: SAFETY - LUNCH AREA

It is mutually agreed that both parties will co-operate to the fullest extent in the prevention of accidents, and with such promotion to safety and health as is deemed necessary and will endeavour to inform themselves of safety regulations.

It is further agreed that all employees and the Employer will follow and enforce all reasonable safety precautions and all equipment and vehicles furnished to employees by the Employer will be provided with safety in mind.

Where operational and physical requirements permit, the Employer will attempt to provide some area wherever possible where its employees can have lunch.

Article 25: RELIEVING RATES OF PAY

- (a) Whenever an employee is required to perform work in a higher rated job classification, the employee shall be paid the higher rate for all hours employed in the higher rate classification.
- (b) If an employee is required to perform work in a lower rated job classification, the employee's regular rate shall not be reduced for the time spent working in the lower classification.

Article 26: GRIEVANCE AND ARBITRATION PROCEDURE

(a) **Employee's Grievances**

- i) Any complaint or grievance concerning the interpretation or alleged violation of this agreement should be adjusted as quickly as possible.

- ii) No grievance shall be considered where the events giving rise to it occurred or originated more than ten (10) full working days before the filing of the grievance except for mathematical errors relating to pay.
- iii) Grievances properly arising out of this agreement shall be adjusted and settled as follows:

Step 1

Any employee having a grievance shall take the matter up with his/her Union steward or Union representative. The Union steward or representative may then take the matter up with the employee's immediate superior. The immediate superior shall have five (5) working days following the presentation of the grievance to him/her to give his/her decision if he/she feels competent to do so. If the immediate superior's decision is not given during such period, or if it is not satisfactory, then the grievance may be presented as follows:

Step 2

Within five (5) working days after the decision is given at step one or after the time for the giving of such decision has expired, the grievance may be presented to the department head or superior, who shall consider it in the presence of the person or persons presenting same and the immediate superior, and render his/her decision within five (5) working days following presentation of the grievance to him/her. If a satisfactory settlement is not reached, then the grievance may be presented as follows:

Step 3

Within five (5) to ten (10) working days after the decision is given under step two, the employee having a grievance may submit his/her grievance to the Director of Education, and the employee accompanied by his/her steward and/or the Union representative shall meet as promptly as possible with such person as the Board may desire, to consider the grievance. The Director of Education will render his decision in writing ten (10) working days following such meeting.

Step 4

If a final settlement of the grievance is not reached at step three, and if the grievance is one which concerns the interpretation or alleged violation of the agreement, then the grievance may be referred in writing by either party to a Board of Arbitration as hereinafter provided at any time within ten (10) working days after the decision is given under step three, and if no such written request for arbitration is received within the time limit, then it shall be deemed to have been abandoned.

- iv) The grievor may be in attendance at any and all meetings concerning his/her grievance, without loss of regular pay, subject however, to sub-paragraph (h) of this article.
- v) Wherever the immediate supervisor, and the department head or supervisor are one and the same person, step one shall be presented directly to the department head or supervisor as set out in step two within the time limit specified in sub-paragraph ii) of this article.
- vi) Group grievance may be handled through a representative grievance, in which case the Union Representative and/or one (1) member of the group concerned may be in attendance at any and all meetings concerning the grievance without loss of regular pay.
- vii) The Employer or the Union may bring up grievances at step three and in the event such grievances are not resolved, they may then proceed to arbitration as hereinafter provided.
- viii) Grievances relating to discharge may proceed directly to step three of the grievance procedure and then to arbitration as provided, if necessary.

With respect to such a grievance, the grievor, while he/she may be in attendance at any and all meetings concerning his/her grievance, shall not be entitled to any pay subsequent to his/her discharge, if such discharge is found to have been justified.

- ix) The time limits specified herein may be extended by agreement on the part of both parties.

(b) Arbitration

- i) Any dispute or grievance concerning the interpretation or alleged violation of this agreement which has been properly carried through all the steps of the grievance procedure outlined above which has not been settled may be referred to the Board of Arbitration at the written request of either of the parties hereto.
- ii) The Board of Arbitration will be composed of one person appointed by the Employer, one person appointed by the Union and a third person to act as chairman chosen by the other two members of the Board.
- iii) Within three (3) working days of the request by either party for a Board, each party shall notify the other, in writing, of the name of its appointee.
- iv) Should the persons chosen by each party to act on the Board fail to agree on a third person within seven (7) days of the notification mentioned in (c) above, the Labour Management Arbitration Commission of the Province of Ontario, may be asked to nominate a person to act as Chairman at any time thereafter.

- v) The decision of the Board of Arbitration or majority thereof constituted in the above manner shall be binding on both parties and shall not be challenged by either party.
- vi) The Board of Arbitration shall not have any power to alter or change any of the provisions of this agreement or to substitute any new provisions for any existing provision, nor to give any decision inconsistent with the terms and provisions of this agreement.
- vii) The grievor may be in attendance at any and all meetings of the Board of Arbitration concerning his/her grievance without loss of regular-pay unless the grievance related to his/her discharge in which case he/she shall not be entitled to any pay subsequent to his/her discharge if such discharge is found to be justified.
- viii) Each of the parties of this agreement will bear the expenses of the Arbitrator appointed by it and the parties will jointly bear the expenses, if any, of the Chairman.

Article 27: WAGES

(a) Salary grid for full time employees; effective September 1, 1991:

SALARY GRID FOR FULL TIME EMPLOYEES			
PAY CATEGORY	POSITION	PROBATIONARY RATE (\$)	ANNUAL JOB RATE (\$)
		SEPT. 1/91	SEPT. 1/91
1	. Labourer	21,100.	24,149.
2	• Storekeeper • Handyman • Cleaner • Charperson	23,080. 23,749.	26,112. 26,780.
3A	. Elementary Custodian ("A" Building)		27,592.
3B	. Painter . Glazier . Truck Driver/ Handyman . Carpet Layer		29,443.
3C	. Elementary Custodian ("B" Building)		31,273.
4	• Bus Operator • Carpenter • Burner Mechanic • Mechanic • Locksmith • Welder/Landscaper • Plasterer		33,660.
5	• Plumber • Stationary Engineer		37,511.
6	. Head Custodian - Secondary . Electrician		41,362.
PART-TIME BUS OPERATORS			
Hourly Rate			16.18

Article 27: WAGES

(a) Salary grid for full time employees; effective September 1, 1992:

SALARY GRID FOR FULL TIME EMPLOYEES			
PAY CATEGORY	POSITION	PROBATIONARY RATE (\$)	ANNUAL JOB RATE (\$)
		SEPT. 1/92	SEPT. 1/92
1	. Labourer	22,260.	25,477.
2	. Storekeeper	24,349.	27,548.
	. Handyman . Cleaner . Charperson	25,055.	28,253.
3A	. Elementary Custodian ("A" Building)		29,110.
3B	. Painter . Glazier . Truck Driver/ Handyman . Carpet Layer		31,052.
3C	. Elementary Custodian ("B" Building)		32,993.
4	. Bus Operator		35,511.
	. Carpenter . Burner Mechanic . Mechanic . Locksmith . Welder/Landscaper . Plasterer		
5	. Plumber . Stationary Engineer		39,574.
6	. Head Custodian - Secondary . Electrician		43,637.
PART-TIME BUS OPERATORS			
Hourly Rate			17.07

27(c) Part-time bus operators shall be entitled to payment for work performed as follows:

- (i) The part-time bus operator morning and afternoon runs shall be 1.5 hours respectively. The 1.5 hours per run is on duty time and, as such, the part-time bus operator shall perform any driving work required within this time frame, commencing from the first pick-up point.
- (ii) Special in-town trips shall be a minimum of 1.5 hours.
- (iii) One-way in-town trips shall be a minimum of 1.0 hour.
- (iv) Special out-of-town trips shall be compensated for at the straight time hourly rate for all hours worked.
- (v) Regular part-time bus operators who have completed two (2) or more years of continuous service shall be entitled to pay for school PD days notwithstanding that no other work has been offered to them, or that no training sessions or other meetings requiring their attendance have been scheduled, on such days. Pay entitlement shall be limited to the payment the operator would normally receive for completion of their regular morning and afternoon runs.

(d) Responsibility Allowance

Sept 1/88

To be paid to any employee who is regularly in charge of (3) or more employees

\$966/annum

(e) Employees who are required to be "on call" in case of emergencies during the weekend and are authorized as such by the Board, shall be paid a minimum of two (2) hours per day at regular rates of pay.

(f) Wages

Note

Cleaning staff regularly assigned to work the night shift in accordance with Article 5 (a) shall receive a premium of fifty cents (\$0.50) per hours.

i) "Red-'Circled" Employees

Employees receiving current salaries which are in excess of current contract rates, shall be entitled to an unblended pay adjustment of 5.5% retroactive to September 1, 1991, in lieu of the wage adjustment described in Article 27.

Those persons receiving annual salaries in excess of the amended rates as at August 31, 1991, shall be considered "red-circled" for future salary adjustments.

**Article 28: DURATION OF AGREEMENT**

Duration of Agreement is from September 1, 1991 to August 31, 1993.

Article 29: EFFECTIVE DATE

The provisions of this agreement, unless otherwise expressly stipulated shall become effective on September 1, 1991.

Article 30: CASUAL EMPLOYEES

The parties agree that the following conditions are the only provisions which govern the use of casual employees by the Board.

The parties further agree that the provisions of the Collective Agreement are intended to apply to regular employees only and therefore do not apply to casual employees.

(a) Seniority

It is agreed that casual employees do not accumulate seniority unless they are hired as regular full-time employees.

Nevertheless the parties agree that casual employees who have been employed in excess of one (1) year shall have their service recognized for job posting purposes only.

In the event that a casual employee is hired as a regular full-time his/her seniority shall accumulate from the date of hire as a regular full-time employee and all provisions of the Collective Agreement shall apply.

(b) Pay

Casual employees shall be paid as follows,
less than 1 year of service - 4% vacation pay
1 year or more of service - 6% vacation pay

i) upon hiring as a casual - CLEANER (PROBATIONARY)

<u>Pay Category</u>	<u>Position</u>	<u>Job Rate Sept 1/91</u>	<u>Job Rate Sept 1/92</u>
2	Cleaner	\$23,749	\$25,055

Casual employees shall be considered probationary employees during their first sixty (60) working days of employment. Probationary employees may be laid off from employment, transferred, or be given changes in working hours without recourse to the grievance and arbitration procedure.

ii) after completion of probationary period - CLEANER

<u>Pay Category</u>	<u>Position</u>	<u>Job Rate Sept 1/91</u>	<u>Job Rate Sept 1/92</u>
2	Cleaner	\$26,780	\$28,253

Casual employees shall have a right to the grievance and arbitration procedure for pay placement or calculation purposes only.

(c) **Statutory Holidays**

Casual employees who meet the following criteria:

- i) works his/her last scheduled day before and his/her first scheduled working day after such holiday;
 - ii) is on the active payroll of the Employer;
 - iii) has been employed for a minimum of sixty days;
- shall be eligible for payment of the statutory holidays:

- New Year's Day
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving
- Christmas Day
- Boxing Day

A casual employee who has been hired as such for a one year period and who meets the criteria in a(, b) and c) above shall be eligible for payment of all holidays with pay as follows:

- New Year's Day
- Good Friday
- Easter Monday
- Queen's Birthday (Victoria Day)
- Canada Day (Dominion Day)
- Civic Holiday (First Monday in August)
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- January 2

(d) Definition of Casual Employee

A casual employee is one who is hired on an as needed basis by the Board. A casual employee shall work the hours specified by the employer and there shall be no guaranteed number of hours per shift or per week but shall not exceed eight (8) hours per day or forty (40) hours per week.

The Employer agrees to notify the union when a casual employee is removed from the casual list.

- (e) The following health and welfare plans and benefits shall be offered to casual cleaners who have completed a minimum of two (2) years of continuous service with the Board and who have not had the opportunity to obtain regular full-time status, and who have worked a minimum of eighty (80) hours per month.

<u>Benefit</u>	<u>Board Contribution</u>
Extended Health	80%
Dental	60%

This coverage will continue for casual cleaners unless they work less than eighty (80) hours per month for three (3) months in succession.

- (f) Casual cleaners referred to in 30(e) above shall receive sick leave benefits, as follows:

- (i) After 2 years and up to 5 years, 5 days per year..
- (ii) After 6 years, 6 days per year.
- (iii) After 7 years, 7 days per year.
- (iv) After 8 years, 8 days per year. (This is the maximum entitlement).

Such sick leave will not carry over to the next year and can only be used when the employee is performing their duties as a casual cleaner.

signed this 11th day of March, 1992.

OTTAWA ROMAN CATHOLIC
SEPARATE SCHOOL BOARD

E. J. Kealey

[Signature]

Bonnie Kehae

Maire Wamock

Kathy Gallett

[Signature]

SERVICE AND COMMERCIAL
EMPLOYEES UNION, LOCAL 272

Donald H. Moore

Helene Ritchie

Logan Harte

[Signature]

Ross [Signature]

ADDENDUMBUILDING CATEGORYENGLISHCategory A

Assumption
 Holy Cross
 Immaculate Heart of Mary
 McMaster Catholic
 Our Lady of Fatima
 Our Lady of Victory
 St. Augustine
 St. Brigid
 St. Daniel
 St. Luke
 St. Margaret Mary
 St. Michael
 St. Victor

Category B

Corpus Christi
 Dr. F.J. McDonald Catholic
 Holy Family
 Our Lady of Mount Carmel
 Prince of Peace
 St. Anthony
 St. Elizabeth
 St. George
 St. Mary and St. Mary Teacher Centre

 East-Central Intermediate
 St. Joseph's Intermediate
 St. Raymond's Intermediate

Category A: schools of less than 30,000 square feet.
 Category **B**: schools of more than 30,000 square feet.

LETTER OF UNDERSTANDING

Between

THE OTTAWA ROMAN CATHOLIC SEPARATE SCHOOL BOARD

and

SERVICE AND COMMERCIAL EMPLOYEES UNION
LOCAL 272Joint Labour Management. Co-operative Committee

The Board and the Union recognize that co-operation between the Board and its employees is indispensable to the accomplishment of the purpose for which the Board has been established.

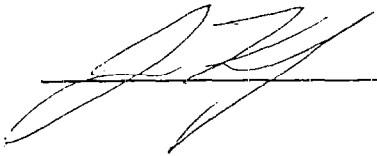
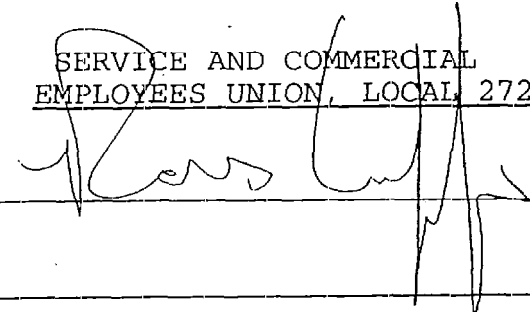
The parties further recognize that constructive and meaningful consultation/discussion is necessary to promote action to improve employee-employer relations, production and service efficiency.

The parties therefore agree to establish a Joint Labour Management Committee, which during the life of this agreement, shall consist of up to three (3) Union representatives and up to three (3) Management representatives.

In general, these meetings may give consideration to and make recommendations on matters concerning staffing, training, and the type and quantity of uniforms to be supplied, but shall exclude matters which are the proper subjects for the grievance procedure or for negotiations. The Committee shall meet within two (2) weeks following ratification and no less than quarterly thereafter.

THE OTTAWA ROMAN CATHOLIC
- SEPARATE SCHOOL BOARD -

SERVICE AND COMMERCIAL
EMPLOYEES UNION, LOCAL 272

LETTER OF UNDERSTANDING

Between

THE OTTAWA ROMAN CATHOLIC SEPARATE SCHOOL BOARD

and

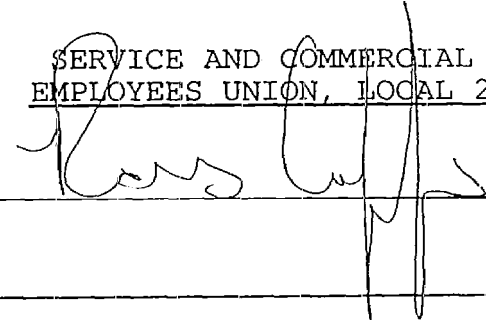
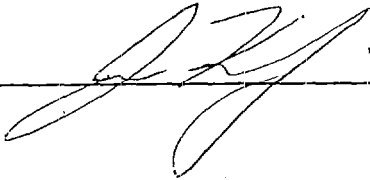
SERVICE AND COMMERCIAL EMPLOYEES UNION
LOCAL 272

r this letter nor its contents shall form part of the
tive agreement.

the term of this agreement a reduction in the number of
r positions shall only take place as a result of attrition due
irements, resignations, or transfers requested by employees in
argaining unit. It is understood and agreed that the normal
provisions would apply if there is a shortage of work due to
L closures.

THE OTTAWA ROMAN CATHOLIC
SEPARATE: SCHOOL BOARD w

SERVICE AND COMMERCIAL
EMPLOYEES UNION, LOCAL 272



LETTER OF UNDERSTANDING

Between

THE OTTAWA ROMAN CATHOLIC SEPARATE SCHOOL BOARD

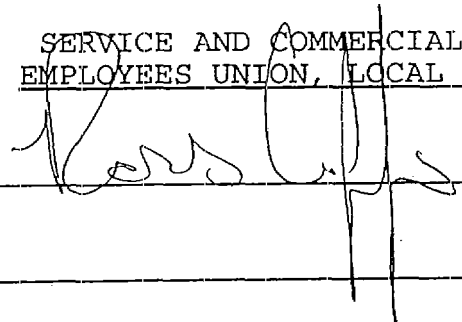
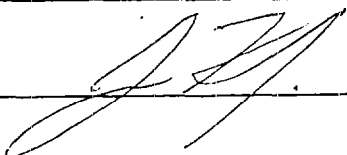
and

SERVICE AND COMMERCIAL EMPLOYEES UNION
LOCAL 272

It is understood that casual employees are to be normally used on a short-term or replacement basis only. It is further understood that casual employees are not to be deployed in a manner which would interfere with the normal posting of jobs.

THE OTTAWA ROMAN CATHOLIC
SEPARATE SCHOOL BOARD

SERVICE AND COMMERCIAL
EMPLOYEES UNION, LOCAL 272



LETTER OF UNDERSTANDING

Between

THE OTTAWA ROMAN CATHOLIC SEPARATE SCHOOL BOARD

and

SERVICE AND COMMERCIAL EMPLOYEES UNION
LOCAL 272

Neither this letter nor its contents shall form part of the collective agreement.

Where the Employer determines that there is a need for the replacement of safety footwear used by an employee in the performance of work: at the Board, a safety-footwear allowance of \$50.00 per year shall be provided upon the presentation of a receipt of purchase."

THE OTTAWA ROMAN CATHOLIC
- SEPARATE SCHOOL BOARD

SERVICE AND COMMERCIAL
EMPLOYEES UNION, LOCAL 272

