

GREEMENT

SOURCE	School		
<i>Wages</i>	96	04	01
TERM.	98	03	31
No. OF EMPLOYEES	560		
NOMBRE D'EMPLOYÉS	CB.		



THE DUFFERIN-PEEL ROMAN CATHOLIC  
SEPARATE SCHOOL BOARD

AND

CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 1483  
(PLANT DEPARTMENT)



RECEIVED

APRIL 1, 1996

JUL 27 1998

TO

MARCH 31, 1998

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THIS AGREEMENT made and entered into as of the  
1st day of April 1996

BETWEEN

THE DUFFERIN-PEEL ROMAN CATHOLIC  
SEPARATE SCHOOL BOARD  
(hereinafter called the "Employer") OF THE FIRST  
PART

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES,  
LOCAL 1483  
(hereinafter called the "Union") OF THE SECOND  
PART

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## ARTICLE 1 PURPOSE

### 1.01

- a) WHEREAS it is the goal of the Employer to provide, within the Employer's ability to finance, the best possible Catholic educational service for the separate school children of the Regional Municipality of Peel and the County of Dufferin;
  
- b) **AND** WHEREAS in the interest of the efficient conduct and administration of the Board's works and affairs it is desirable and necessary that there shall be harmonious relations between the Board and its employees, fair and reasonable remuneration for services rendered, having regard to the responsibilities attached to the positions held, nature of the duties thereof, manner of their discharge, seniority in the service, security of tenure of office and promotions within the service;
  
- c) THEREFORE the Union agrees that it will support the Employer in its efforts to eliminate waste; conserve materials, energy and supplies, improve the quality of service; prevent accidents and strengthen goodwill between the Employer, the employees, the academic and administrative staff, the children and the public.

## **ARTICLE 2 RECOGNITION**

### **2.01**

The Employer recognizes the Union as the sole and exclusive collective bargaining agent for all of its employees engaged in maintenance services and plant operations, save and except forepersons, persons above the rank of forepersons, and office staff.

### **2.02**

Forepersons and personnel above the rank of foreperson shall not perform any work which is normally done by employees within the bargaining unit except under any of the following conditions:

- a) for the purpose of experimenting or demonstrating;
- b) for the purpose of instructing employees in the bargaining unit;
- c) in case of emergency or unusual circumstances where sufficient employees or qualified employees within the bargaining unit are not immediately available, or where such work is performed by a foreperson of the maintenance department in connection with regular supervisory duties.

### **2.03**

The Employer may hire employees on a temporary or

casual basis for special projects and during periods of heavy workload and in cases of emergency for a period of not more than three (3) calendar months, or in the case of university students, four (4) months between April 15 and September 15, however, no employee, regular or parttime, shall be displaced from his or her regular employment as a result of hiring students; and such employees shall not be covered by any of the terms and conditions of this Agreement save for the rates of pay. A temporary or casual employee later hired by the Employer on a regular basis shall acquire seniority under Article 9.

## **2.04**

No seniority employee will be laid off work due to temporary or casual employees being hired. No temporary or casual employee will be hired while employees qualified and willing to perform the work are laid off.

## **2.05**

The provisions of this Agreement shall not be applicable to the hiring and terms of employment of any employees hired under any Government Incentive Programs.

# **ARTICLE 3 MANAGEMENT RIGHTS**

## **3.01**

The Union recognizes and acknowledges that the man-

agement of operations and direction of the working force are the exclusive right of the Employer, and without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Employer to:

- a) maintain order and efficiency;
- b) hire, promote, demote, classify, transfer, lay-off, suspend and rehire employees, and to discipline or discharge any employee for just cause provided that a claim by a seniority employee of discharge or discipline without just cause may be the subject of a grievance and dealt with as hereinafter provided;
- c) make, enforce and alter from time to time rules and regulations to be observed by the employees;
- d) operate and manage its educational facilities in all respects in accordance with its commitments and responsibilities including the determination of the number of personnel required, the methods, procedures, machinery and equipment to be used, schedules of work and all other matters concerning the operation of the Employer's facilities not otherwise specifically dealt with elsewhere in this Agreement.

### **3.02**

The Employer agrees that the rights set forth in this Article shall not be exercised in a manner inconsistent with the express provisions of this Agreement and recognizes the rights of the Union to the grievance procedure in the manner and to the extent hereinafter provided.

### **3.03**

It is understood and agreed that in the event the Employer should contract out work or services, then all employees covered by this Agreement who have acquired seniority and who have four (4) or more months seniority and whose employment is affected by such change, will be offered alternative employment with the Employer and will not be terminated or laid off from employment by the Employer as a result of such change.

Notwithstanding the foregoing, the Board agrees that it will not contract out the **cleaning/caretaking** duties as may be required in all facilities owned and operated by the Board, including Holy Name of Mary High School.

## **ARTICLE 4 UNION SECURITY**

### **4.01**

All employees described in Article 2.01 shall become



13 and remain members of the Union as a condition of employment with the Employer. The effective date of required Union membership for new employees shall be no later than one (1) week after successful completion of their probationary period.

#### 4.02

21 All employees, other than those set out in Article 2.03, shall pay Union Dues beginning in the second month of employment. The amount to be deducted shall be equivalent to the regular monthly Union membership dues duly authorized by the Union. The amount of monthly Union membership dues will not be changed more frequently than once in each calendar year. The Union shall notify the Employer in writing thirty (30) days before such change becomes effective, and the Employer shall permit the posting of a bulletin of the change on the notice boards.

#### 4.03

All dues so deducted shall be mailed to the home of the Treasurer of the Union not later than the end of the month in which the deductions were made, accompanied by a list in duplicate of the names of all the employees from whose pay the dues were deducted. The Union shall indemnify and save the Employer harmless in respect to all claims and demands made against the Employer by an employee as a result of the deductions and remittance of dues by the Employer pursuant to this Article.

## ARTICLE 5 COMMITTEES

### 5.01

The Employer will recognize the following Committees of employees for the respective purposes shown:

- a) the Bargaining Committee consisting of not more than five (5) employees for the purpose of negotiating this Agreement and its renewal;
- b) the Employee Relations Committee consisting of not more than three (3) employees and not more than three (3) representatives of the Employer for the purpose of improving communications between the Parties and discussing matters of mutual concern. Any changes to existing rules and regulations will be discussed at the Employee Relations meeting before they go into effect;
- c) The Grievance Committee consisting of not more than three (3) employees from among the elected Local Union officers. Each employee on this Committee shall also be recognized as a steward.
- d) Employees appointed to other joint committees established by the Board.

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### 5.02

The Employer will not be required to recognize or deal with employees who are stewards or who are on any

of the Committees in this Article unless those employees have acquired seniority and the Union has notified the Employer in writing of the names of such employees, and where applicable, the Committee of which they are members.

### **5.03**

No employee shall leave work on Union business arising out of the terms of this Agreement without the prior consent of the foreperson, which shall not be unreasonably withheld.

### **5.04**

Where consent of the foreperson has been obtained, the Employer will pay each employee who is on any of the Committees referred to in this Article at the regular rate of pay for all regularly scheduled straight time lost while attending meetings with the Employer, including in the case of a steward, all such time reasonably spent in processing grievances. Employees designated as Health and Safety Representatives shall be compensated for time spent performing Health and Safety duties in accordance with the terms and conditions of the Occupational Health and Safety Act.

### **5.05**

A full-time representative of the Union may attend meetings of any of the Committees referred to in this Article.

## ARTICLE 6 GRIEVANCE PROCEDURE

### 6.01

- a) It is the mutual desire of the Employer and the Union that all complaints and grievances shall be adjusted as quickly as possible.
- b) **All** meetings at which grievances are processed shall be held In-Camera.
- c) Employees who are covered by this Agreement shall be required to follow the procedures laid down in Article 6.03.
- d) A grievance under this Agreement shall be defined as any difference or dispute between the Employer and any employee or the Union relating to the interpretation, application, or administration of this Agreement, including any question as to whether a matter is arbitrable and an allegation that this Agreement has been violated.

### 6.02

In the event of a grievance, an employee shall take the matter up with the foreperson within and not after seven (7) working days after the employee became aware of the incident or circumstances giving rise to the grievance. A policy grievance or group grievance shall be taken up within and not after seven (7) working days after the date of the incident giving rise to the grievance.

### 6.03

The following procedure shall be adhered to in processing grievances, save as otherwise provided in this Agreement:

#### **STEP 1**

The employee shall take the matter up verbally with the foreperson or supervisor as set out in Article 6.02. The employee shall be accompanied by the steward.

#### **STEP 2**

If a settlement, satisfactory to the employee is not reached within three (3) working days of the date the matter was taken up with the foreperson or supervisor, the steward may, within and not after five (5) working days of that date, take the grievance up in a meeting with the Controller of Plant and/or delegate. A grievance submitted at Step 2 shall be in writing, shall contain a concise statement of the facts complained of and the redress sought and shall be signed by the employee(s), (or in the case of a policy or group grievance by the chair of the Grievance Committee) and the Steward.

The Controller of Plant and/or delegate shall give the decision in writing within five (5) working days of the date upon which the grievance **was discussed** with the steward.

### **STEP 3**

If the grievance is not settled at Step 2, the steward may, within and not after five (5) working days of the date of receiving the decision of the Controller of Plant and/or delegate (or if no decision is received from that official, then within five (5) working days after such decision ought to have been given) take the grievance up with the Superintendent of Employee Relations and/or delegate. The Superintendent of Employee Relations and/or delegate shall reply in writing within five (5) working days following the date the grievance was discussed. Failing satisfaction with the written reply of that official, the grievance may be referred to arbitration provided such action is taken within ten (10) working days of the reply, or any extension agreed to under Article 6.06. Failure to do so means that the grievance is deemed to be withdrawn.

### **6.04**

- a) A Union policy grievance, which is defined as an alleged violation of this Agreement, may be lodged by the Chair of the Grievance Committee in writing with the Controller of Plant at Step 2 of the grievance procedure at any time within ten (10) full working days after the circumstances giving rise to such grievance occurred or originated, and if it is not satisfactorily settled, it may be processed at Step 3 and to arbitration in the same manner and to the same extent as the

grievance of an employee.

- b) A policy grievance of the Employer shall be in writing and may be initiated either by the Controller of Plant or the Superintendent of Policy Development and Operations by delivering the grievance to the Union. If any such grievance is not settled within ten (10) working days of the date of such delivery, the Employer may refer the grievance to arbitration under Article 7.

### **6.05**

In no event shall the Employer be required to consider any grievance which, in respect to the incident giving rise to the grievance, has previously been settled on its merits under the grievance or arbitration procedure.

### **6.06**

Any of the time limits in this Article or Article 7 may be extended by mutual agreement of the Parties in writing.

## **ARTICLE 7 ARBITRATION**

### **7.01**

Both parties to this agreement agree that any dispute or grievance concerning the interpretation, application, administration or alleged violation of this Agreement, which has been properly carried through **all** the steps of the grievance procedure outlined in Article 6 above,

and which has not been settled, may be referred to a Board of Arbitration at the written request of either the Union or the Employer within ten (10) working days of the reply under Step 3 of the Grievance procedure set out in Article 6.03.

### **7.02**

The Board of Arbitration will be composed of one (1) person appointed by the Employer, one (1) person appointed by the Union and a third person to act as the Chair chosen by the other two (2) members of the Board.

### **7.03**

When either Party requests that a grievance be submitted to Arbitration, the request shall be made by registered mail addressed to the other Party indicating the name of its nominee to the Board of Arbitration. Within fifteen (15) calendar days of the request of either Party for a Board, the other Party shall answer by registered mail indicating the name of its nominee to the Arbitration Board. If the recipient of the notice fails to appoint a nominee, the Minister of Labour of the Province of Ontario will be asked to nominate a person to represent that Party.

### **7.04**

Should the person chosen by the Employer to act on the Board, and the person chosen by the **Union**, fail to agree on a third person within ten (10) days of the



notification mentioned in 7.03 above, the Minister of Labour of the Province of Ontario will be asked to nominate a person to act as Chairperson.

### **7.05**

The decision of a Board of Arbitration, or a majority thereof, constituted in the above manner shall be binding on both Parties.

### **7.06**

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 provisions, nor to give any decision inconsistent with the terms and provisions of this Agreement.

### **7.07**

Each of the Parties to this Agreement will bear the expenses of the arbitrator appointed by it, and the Parties will jointly bear the fees and expenses, if any, of the Chairperson.

## **ARTICLE 8 NO STRIKES, LOCKOUTS**

### **8.01**

In view of the orderly procedures established by this Agreement for the settling of disputes and the handling of grievances, the Union agrees that, during the life of this Agreement, there will be no strike, picket-

ing, slowdown or stoppage of work, either complete or partial and the Employer agrees that there will be no lockout. Both "strike" and "lockout" shall have the meaning as defined in the Ontario Labour Relations Act.

## **ARTICLE 9 – SENIORITY**

### **9.01**

The following rules governing seniority are designed to give employees an equitable amount of job security based on their qualifications to perform the work that is available and their seniority with the Employer.

### **9.02**

New employees will be on probation until they have worked four **(4)** calendar months. The Employer may request mutual agreement of the Union to an extension of the probationary period. As related to the terms of this Agreement, such employee will then be considered as a seniority employee with seniority dating back to the date of employment. Neither the Union or any employee will question the dismissal or discipline of any probationary employee, nor shall the dismissal or discipline be the subject of a grievance.

### **9.03**

Whenever layoffs are required, the Employer will **no**-tify *the* Union in writing at least twenty (20) working days prior to the layoffs of (a) the job classifications

involved, (b) the number of personnel affected in each job classification and (c) any variations from normal seniority which will be required as a result of specialist qualifications. Failure to give the required notice shall mean that the employees affected shall be paid for the time laid off up to a minimum notice time.

#### **9.04**

All employees shall appear on the same seniority list which shall specify date of employment and job class.

#### **9.05**

Seniority lists will be supplied to the Union in January of each year during the term of this Agreement. Up-to-date seniority information will be available to the Union officials on an "as required" basis. Seniority shall date from the date of employment with the Employer or its predecessor Boards. In the event employees are promoted or transferred to a position out of the bargaining unit, the employee will retain all previous seniority plus up to one (1) year while employed outside the bargaining unit.

#### **9.06**

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Both Parties recognize that job security should increase in proportion to length of service, therefore, in the event of a layoff, employees shall be laid off in the reverse order of their respective seniority subject to those employees who are retained being qualified and willing to perform the work required. The matter of qualifi-

cations is a decision of the Employer, which shall not be exercised in any unfair or unreasonable manner.

### 9.07

Employees who are laid off because of lack of work in their job classification may, if they are fully qualified to do so, bump less senior employees in other job classifications.

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### 9.08

In all cases where, under Article 9.06 or 9.07, an employee replaces a less senior member, the individual "bumping in" to the position will be given ten (10) working days to become familiar with the new job. This period is not to be considered a training period. An Employee not capable of carrying out the duties of the position after ten (10) working days will be laid off.

### 9.09

Seniority employees who are laid off because of lack of work will be retained on the seniority list for a period equal to their seniority at the time of layoff, but in no event to exceed one (1) year. During that period, they will be subject to recall in order of their seniority if suitable work becomes available which they are qualified to perform.

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### 9.10

Recall to work shall be by registered letter or telegram addressed to the last address recorded by the em-

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ployee with the Employer. It shall be the duty of the employee to notify the Employer promptly of any change in address. Should the employee fail to do this, the Employer shall not be responsible for failure of a notice sent by registered mail or telegram to reach such employee. An employee who is recalled to work must signify intent to return within five (5) working days after a notice of recall has been received and must return on the date specified or give valid reasons why this is not possible, and will return within five (5) working days of acceptance of such valid reasons in any event, or forfeit right to recall. The time limits in this Article 9.10 may be extended by the Employer.

### **9.11**

Seniority previously accumulated will be lost and the employee's services will be terminated whenever an employee:

- a) voluntarily leaves the employ of the Employer;
- b) is discharged and not reinstated through the grievance or arbitration procedures.

### **9.12**

No employee who has attained seniority shall be laid off due to lack of work while there is a temporary employee on the payroll doing the same type of work in which the redundancy has occurred subject to such seniority employee being qualified and willing to perform the job of the temporary employee.

### **9.13**

Seniority shall be established on the basis of continuous service with the Board or its predecessor Boards and calculated from the employee's last date of hire.

### **9.14**

The Union shall be notified in writing of all hires, terminations, transfers, layoffs and recalls within fifteen (15) working days. Such notification shall include the employee's name, address, phone number, date of hire and the occupational classification.

### **9.15**

The Union shall be provided with the names and work locations of temporary employees performing Plant Department work.

## **ARTICLE 10 DISCHARGE AND DISCIPLINE**

### **10.01**

A claim by an employee, who has attained seniority, of discharge without just cause shall be treated as a grievance if a written statement of such grievance is lodged with the Controller of Plant or delegate at Step 2 of the grievance procedure within seven (7) working days after the employee ceases working for the Employer.

Such special grievances may be settled **by:**

- a) confirming the management's action in dismissing the employee; or

- b) reinstating the employee with full compensation for time lost: or
- c) any other arrangement which is just and equitable in the opinion of the conferring Parties or a Board of Arbitration.

### 10.02

An employee who has been dismissed or suspended shall have the opportunity to meet with the steward in a place provided by the Employer for a reasonable period of time before leaving the premises.

### 10.03

An employee called to appear before the Controller of Plant and/or delegate for disciplinary action shall have the steward present. The employee shall have the right to appear before the Controller and/or delegate without the steward, providing he or she expresses this desire directly to the steward.

## ARTICLE 11 JOB POSTING

### 11.01

- a) Within thirty (30) days after date of ratification, in the event that new jobs are created or vacancies occur in jobs other than as set out in section (b) herein, the Employer will post such new jobs or vacancies on the Board's Automated Job

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Posting System, beginning on a pay day, for a period of five (5) working days in order to allow employees to apply in writing before outside applications are considered. When special skills or tradespersons are required after notifying the Union, the Employer may advertise for the said employee. All internal applicants and the Union shall be notified of the successful applicant for each job posting within fifteen (15) working days from the date the successful applicant has accepted the position.

The Chief Steward and Secretary of the Union shall receive a hard copy of each posting posted on the Automated Job Posting System. Further, a hard copy of the posting shall be left at the CEC reception desk during the posting period.

- b) Employees shall be limited to one (1) lateral move under section a) above or section c) below in each twelve (12) month period.
- c) All employees, covered by this Agreement may, at any time, state their preference in writing on forms provided for any desired position covered by this Agreement. Such applications shall be retained by the Board for a period of one (1) year and shall be considered together with the new applicants for posted vacancies.



## 11.02

In making changes, transfers or promotions within the Maintenance Classifications and all Lead Hand positions (excluding Maintenance "B" positions), the Employer shall consider the following two **(2)** factors in determining which employee is to be selected:

- a) relative seniority; and
- b) the ability, knowledge, training and skill of the applicant to do the job. When factor (b) is equal as between two **(2)** or more employees, their relative seniority shall govern.

For Maintenance "B" positions, the applicant with the most seniority who meets the stated requirements of the position will be selected. Such stated qualifications and requirements shall be those necessary to perform the job function and may not be established in an arbitrary or discriminatory manner.

For custodial and cleaning positions, the applicant with the most seniority will be selected. However, the Board shall set the appropriate language proficiency requirements for new positions in **its** French Language schools. Such language proficiency requirements shall be those necessary to perform the job function and may not be established in an arbitrary or discriminatory manner.

### **11.03**

An employee transferred or appointed shall be on a trial period in the new position for three (3) calendar months. An employee whose performance is not satisfactory shall be returned to the position and salary from which such employee was moved.

### **11.04**

In the case of Head Custodians, the following rules shall take precedence over any other provision of this Article:

- a) **Reclassification of Head Custodian**  
The salary of a Head Custodian who **is** reclassified to a lower Head Custodian classification because of the Employer's operational requirements will be reduced to the appropriate level of the new position according to seniority after four (4) weeks. (Refer to Schedule "A")
  
- b) **A Custodian who** is specifically assigned to relieve a Head Custodian or Lead Hand during an absence of one (1) day or more shall be paid the appropriate Head Custodian or Lead Hand rate.
  
- c) When **a** Head Custodian is reclassified by the Employer, to a Custodian, the salary will be frozen until the salary of the new classification exceeds the present salary.

### **11.05**

Employees who are absent due to illness shall maintain their assignment for up to one (1) year. During such periods, the Employer may fill the assignment with a temporary employee. Employees hired under such arrangement shall not acquire seniority.

### **11.06**

For Head Custodian positions, the most senior applicant who has successfully completed or is deemed to have completed the Advanced Custodial Course shall be selected. Employees, who have successfully completed both the Basic Custodial Course and the Preventative Maintenance Course, are deemed to have completed the Advanced Custodial Course. French language requirements as per Article 11.02 apply.

Employees who have been placed on review during the previous six (6) months shall not be considered for promotion to Head Custodian positions.

### **11.07**

Employees who are transferred or promoted to a position at a higher rate of pay shall receive that higher rate of pay commencing on the effective date of assignment, as stated on the posting.

## ARTICLE 12 HOURS OF WORK

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### 12.01

- a) The normal work week shall consist of forty (40) hours comprising eight (8) hours per day broken by not more than one (1) hour for lunch on the day shift Monday to Friday inclusive. In schools with only one (1) custodian, the day may be broken by not more than two (2) hours for lunch.
- b) Summer hours shall be 7:30 a.m. to 4:00 p.m. with a lunch break of half (1/2) hour. Summer hours will not be operational for the first and last weeks of the summer break.
- c) Hours of work in the Maintenance Department shall be 8:00 a.m. to 4:30 p.m. with a half (1/2) hour lunch period for the day shift and 3:30 p.m. to 11:30 p.m. with a half (1/2) hour paid lunch for the afternoon shift.
- d) Upon approval by the Controller of Plant or designate, employees requesting adjusted work hours during the summer periods may work one (1) additional straight time hour from Monday to Thursday in order to complete their work day on Friday at noon.

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## **12.02**

One-half (1/2) hour mealtime shall be included as part of the regularly scheduled work period for employees on afternoon and night shifts.

## **12.03**

Subject to other provisions in this Agreement, the Employer does not guarantee to provide work for any employee or to maintain the work week or working hours presently in force.

## **12.04**

Employees shall be entitled to a ten (10) minute rest period in each four (4) hour work period or major fraction thereof.

## **12.05**

All employees are expected, as a condition of their employment, where emergency conditions or workload demand, to work in excess of their regular hours, including weekends, on request. Employees required to carry out such work shall do so unless they can demonstrate urgent personal reasons why they cannot.

## **12.06**

To accommodate the Board-sponsored Heritage Language Program in schools, the starting time for custodians will be flexible between 10:00 a.m. and 11:30 a.m., and they will work the number of hours assigned, three (3) hours minimum to five (5) hours maximum.

## 12.07

For day-shift Custodian positions, the work day shall commence between 7:00 a.m. and 9:00 a.m.

## ARTICLE 13 OVERTIME

### 13.01

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- a) Overtime at the rate of time and one-half (1 1/2) of the employee's basic rate shall be paid for all hours worked in excess of the employee's regularly scheduled daily hours or in excess of forty (40) hours per week.
  - b) Overtime at the rate of double (2) time shall be paid for all hours worked on a Sunday.
  - c) Overtime at the rate of double (2) time shall be paid for all hours worked on a paid holiday as set out in Article 14.
  - d) In lieu of payment for each hour of overtime worked, the employee shall be entitled to one and a half (1-1/2) hour time off, or two (2) hours, whichever is applicable, to a maximum of forty (40) hours time off in any calendar year.

This lieu time off will be scheduled by mutual consent of the employee and the employee's foreperson.

### 13.02

The Employer agrees that it is the intent of this Article that employees will not be laid off or sent home before completing their normal scheduled work period for the sole purpose of avoiding the requirement to pay overtime rates of pay for hours already worked on the same day.

### 13.03

Overtime will be distributed as fairly as possible among the qualified employees in each school.

### 13.04

An employee called into work outside of such employee's scheduled shift shall be paid for a minimum period of two (2) hours at the appropriate overtime rate.

## ARTICLE 14 PAID HOLIDAYS

### 14.01

The paid holidays recognized by the Employer for employees regularly scheduled to work in excess of twentyfour (24) hours per week are as follows:

New Year's Day      Labour Day      Christmas Day  
Good Friday      Thanksgiving Day      Boxing Day  
Easter Monday      Remembrance Day (if declared a  
Victoria Day      school holiday by the Minister of  
Canada Day      Education, and any other days if so  
Civic Holiday      proclaimed as school holidays)

In addition to the above named holidays, in the event

the last working day prior to Christmas is a school day, regular hours of work shall apply and a half (1/2) working day before the New Year holiday shall be granted in lieu. When the last working day prior to Christmas is not a school day, the hours of work on that day shall be from 7:30 a.m. until 1:00 p.m., and the employees shall be paid for the normal scheduled hours they would have otherwise worked on that day.

#### **14.02**

In order to qualify for paid holidays, employees must work the full working day immediately preceding and following the holiday, be on authorized paid vacation or on authorized paid leave, including paid sick leave during this period.

#### **14.03**

Holidays falling on Saturday or Sunday will be observed on Friday or Monday at the discretion of the Supervisor, or both if dual holidays are involved.

### **ARTICLE 15 VACATIONS**

#### **15.01**

Vacations with pay shall be granted to all employees covered by this Agreement at times to be determined by the Employer in accordance with and to the extent of the following provisions:



- a) Normal vacation entitlement is calculated from July 1st of the preceding year to June 30th of the vacation year. Vacations must be taken by April 30th of the following year. Vacations must be arranged in the operating year in which they are taken; cannot be accumulated; and shall be paid at the employee's regular rate of pay during the vacation period.
- b) Maintenance employees shall arrange vacation schedules with the Foreperson having in mind special maintenance projects. It is agreed that the Union, or an aggrieved employee may file a grievance against an arbitrary decision of the Foreperson in such scheduling.
- c) If a paid holiday to which the employee is entitled fails within the vacation period, an extra day will be granted and added to the vacation period.
- d) Service Requirements:      Vacation with Pay Entitlement
- |                                     |  |
|-------------------------------------|--|
| After 3 months but less than 1 year | - 1 day for each full month of service to a maximum of 10 days |
| After 1 year                        | - 2 weeks  |
| After 2 years                       | - 3 weeks  |
| After 10 years                      | - 4 weeks  |
| After 20 years                      | - 5 weeks  |

- e) An employee who begins employment after July 1st in any year shall not be entitled to the one (1) week increase in vacation allowance of the next higher level of vacation entitlement until after the anniversary date of employment. Such additional week of vacation shall be taken by April 30th of the following year.

### 15.02

An employee leaving the employ of the Employer prior to June 30th shall be entitled to receive vacation credits calculated on a percentage of earnings, as follows:

After 3 months, but less than 2 years	4%
After 2 years	6%
After 10 years	8%
After 20 years	10%

### 15.03

Vacation schedules shall be posted by May 1st of each year and shall not be changed unless agreed to by the employees affected and the Employer.

## ARTICLE 16 SICK LEAVE

### 16.01

Employees shall be entitled to credits of two (2) working days of sick leave per month. The unused portion of sick leave may accumulate to two-hundred and **forty** (240) working days. The Employer will give the em-

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ployee an accounting of sick leave upon request, and once annually will provide each employee with an up-to-date record of accumulation.

### **16.02**

For absence of three (3) or more consecutive working days, the employee shall provide, on request, medical (or dental) evidence verifying the illness. If it should appear that any employee is abusing sick leave provisions, they will be advised that, in future, medical (or dental) certification will be required as proof of illness of any duration.

### **16.03**

An employee prevented from performing his/her normal duties due to illness, shall notify his/her Foreperson as soon as possible.

### **16.04**

When an employee is absent as a result of an accident while at work and consequently is awarded Workers' Compensation benefits, the Employer shall continue to pay the employee and claim all Workers' Compensation cheques subject to the following conditions:

- a) The difference between what the Employer pays the employee and what the Employer receives from the Workers' Compensation Board shall be deducted from the unused sick leave days accumulated by the employee on a proportionate basis.

- b) When the unused sick leave days are exhausted, Workers' Compensation cheques shall be forwarded directly to the employee.

### **16.05**

When an employee has used all accumulated sick leave, no further sick leave may be accumulated until the employee returns to active employment for a period not less than the major part of the calendar month.

### **16.06**

Use of Sick leave allowance shall be in accordance with the applicable requirements under Provincial and Federal Statutes and Regulations in force during the term of this Agreement.

## **ARTICLE 17 LEAVES OF ABSENCE**

### **17.01**

At the discretion of the Employer, an employee may be granted a reasonable leave of absence without pay for up to one (1) year. Such leave time in excess of one (1) month shall be without benefits.

A written application for leave must be submitted by the employee at least fifteen (15) days prior to the requested leave; recommended by the Controller of Plant, or designate, and approved by the Superintendent of Human Resources. Leaves must not adversely

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affect the operation of the Department or the Board.

**17.02**

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Upon ten (10) working days advance written notice by the local Union, the Employer shall grant a leave of absence to any member of the bargaining unit who is required to attend Union conferences, seminars, or schools, providing such leaves do not unduly interfere with the Employer's operations. The local Union shall reimburse the Board for the salary involved.

**17.03**

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An employee shall be granted up to three (3) working days bereavement leave of absence with pay in the case of the death of a parent, parent-in-law, wife, husband, brother, sister or child. An employee will be granted one (1) day bereavement leave in the case of the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, fiance(e) or former guardian. The time required, not exceeding one (1) day shall be granted without loss of pay to an employee to attend a funeral as a pall bearer, provided such employee has the authorization of the Controller of Plant which shall not be unreasonably withheld. The employee shall provide evidence upon request. Bereavement leave is not applicable where an employee is on vacation or sick leave at the time of bereavement.

#### 17.04

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- a) The Employer shall grant leave of absence without **loss** of seniority to an employee who serves on a jury or as a witness in any court pursuant to a jury notice or subpoena. The Employer shall pay such employee the difference between normal earnings and the payment received for jury services or court witness, excluding payment for travelling, meals or other expenses. The employee will present proof of service and the amount of pay received.
  
  - b) An employee who is quarantined (as identified in writing by the Medical Officer of Health) shall be granted paid leave of absence without **loss** of seniority for the duration of the quarantine.

#### 17.05

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An employee who is elected or selected for a fulltime position with the Union, or any body with which the Union is affiliated, or who is elected to public office, shall be granted unpaid leave of absence without benefits and without **loss** of, or increase in seniority, by the Employer, for a period of up to one (1) year. Leave for elected public officials shall be renewed each year on request during the term of elected office. Leave for full-time positions with the Union, or any body with which the Union is affiliated, shall be limited to a maximum of one (1) year. Leaves of absence under **this** clause shall be limited to one (1) employee at a time.

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**17.06**

Pregnancy and Parental Leave shall be granted in accordance with the terms and conditions of the Employment Standards Act. Upon request, an extension of up to one (1) year shall be granted to any employee who is entitled to a statutory pregnancy and/or parental leave. Upon return to employment, the employee shall be entitled to a position at the employee's classification level in either the north or south, depending on the employee's place of residence.

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Adoption Leave of up to six (6) months will be granted to employees who are entitled to a statutory parental leave.

Employees returning to work from statutory pregnancy or parental leave will be returned to their previous assignment.

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**17.07**

The Board shall grant an employee a paternity leave of four (4) days with full salary and benefits for the birth or adoption of his child. Such paternity leave may be taken within the period one (1) month prior or one (1) month after the birth of the child.

**17.08**

The Director of Education may grant emergency leave up to a maximum in any year of ten (10) days (to include days granted under **17.03**). With the exception

of days granted under 17.03, such days granted shall be deducted from sick leave credits.

### 17.09

At the request of the Union, and upon (2) ~~two~~ weeks advance written notice, the Board shall grant the President of the Union a leave of absence with pay for the duration of the President's term of office, or any lesser period which may be requested by the Union, provided that the Union reimburses the Board for the salary and benefits involved. Upon completion of the President's leave, the employee shall be returned to his/her previous assignment. Regardless of the length of the President's leave, full seniority rights shall be granted.

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### 17.10

At the discretion of the Board, an employee may be granted an Education Leave of Absence without pay or benefits for up to one (1) year. A written application for leave shall be made to the Director of Education at least four (4) months prior to the proposed commencement of the leave. For employees employed in the schools, it is preferable that any leave granted commence at the beginning of, and terminate at the end of, a school term.

For a leave of less than four (4) months, the employee shall be returned to his/her previous assignment; for a leave of greater than four (4) months, the employee



shall be returned to a position at the same level as the position held prior to the leave. Regardless of the length of the education leave, full seniority rights shall be maintained.

## ARTICLE 18 PENSION PLAN

### 18.01

The Employer shall make a contribution on behalf of each employee enrolled in the pension plan, in accordance with the provisions of the Ontario Municipal Employees Retirement System (OMERS).

### 18.02

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Employees shall retire in accordance with the terms of OMERS and no later than the end of month in which the employee turns sixty-five (65) years of age.

## ARTICLE 19 BENEFITS

### 19.01

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The Employer shall assume the payment of premiums of the employee benefit plans in the proportion herein specified based upon full-time employment of employees eligible to enroll in such plans. Probationary employees shall be covered under the applicable employee benefit plans in accordance with eligibility specified in the respective plans. The Board will assume one-half (1/2) of the undernoted premium cost for all part-time employees.

a) Group Life Insurance \$10,000 basic life insurance coverage .....100% of required premium

Additional optional Life Insurance coverage at 3 X annual salary .....80% of required premium

b) Major Medical Plan with extension to cover: eye glasses \$200, hearing aids \$500 every five (5) years, Chiropractic coverage maximum \$225 per person beyond government plan, and Health Care outside Canada. Deductible \$10 single, \$20 family .....90% of required premium

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$100 \div 90$

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 $90$

c) Semiprivate Hospital Coverage.....100% of required premium

$100$   
 $100$

d) Dental Plan II based on current O.D.A Fee Guide .....90% of required premium. Maximum Orthodontic \$3000. Maximum individual Dental \$2000.

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 $2$

e) The Board shall provide a Long Term Disability Plan and pay 100% of the required premiums. An employee absent for seventy-five (75) working days for the same continuing disability shall apply for Long Term Disability benefits and, if eligible for same, will receive benefits under the plan.

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 $100 \div 90$

Employees who have made application for Long Term Disability and who have not been granted LTD benefits on the 76th day of illness shall continue to receive a salary of seventy (70) percent of wages, deducted from sick leave credits.

Upon approval of Long Term Disability benefits, an employee must reimburse the Board for any salary paid after the 75th day of disability. Upon reimbursing the Board for monies owed, the appropriate number of sick leave credits shall be reinstated to the employee.

## **19.02**

The Employer reserves the right to change employee benefits, insurers, or carriers at any time, providing that the benefits in the opinion of the Employer are equal or better.

### Condition of Employment

#### Joining the Dental Plan

Newly-hired employees must join the Dental Plan selected by the Board if they are eligible as defined by the plan.

#### Long Term Disability Plan

**All** present and newly-hired employees shall be covered by the Long Term Disability Plan if they are eligible as defined by the Plan.

### **19.03**

For the purposes of eligibility for benefits coverage under Articles 19.01 (c), (d), (e), an employee's "family" shall include spouse and unmarried dependent children to age 21, or age 25 if in full time attendance at an accredited institute of learning.

### **19.04**

The Board shall make available through its insurers optional life insurance coverage for dependent spouses and dependent children (including children who would qualify under Article 19.03) of employees. The following conditions shall apply to such insurance:

- (i) Such insurance shall be in the amount of \$10,000
- (ii) The employee shall pay the cost of such insurance and shall pay the yearly premium by means of payroll deduction.

### **19.05**

Ontario Health Insurance Plan coverage is paid 100% by the Board through contributions to the Employer Health Tax.

## **ARTICLE 20 WAGES AND ALLOWANCES**

### **20.01**

The Employer shall pay the rates and wages as out-

lined in Schedule "A" attached to and forming part of this Agreement. On each pay day, each employee shall be provided with an itemized statement of wages and deductions. All wages will be deposited directly into the employee's bank account. Any employee employed by the Board before June 30, 1996 who receives wages by cheque, shall continue to have the right to be paid accordingly or may choose to accept wage payments through direct deposit.

### **20.02**

Employees may, upon giving ten (10) working days notice to the Payroll Supervisor, receive on the last office day preceding commencement of their annual vacation any salary cheques which may fall due during the period of their vacation.

### **20.03**

Employees who are required to use their vehicle for authorized business of the Employer shall be reimbursed at the following rates:

Kilometers	Rate
up to 5,000 km per year	\$0.30 per km
over 5,000 km per year	\$0.26 per km

Mileage shall be calculated from the first work assignment and end at the last work assignment of each day.

#### **20.04**

Employees required to perform functions during Community use of the schools will receive payment at the rate of time and one-half (1-1/2) per hour with guaranteed minimum of two (2) hours.

#### **20.05**

An employee shall be entitled to a retirement gratuity after ten (10) years of continuous service with the Board. This gratuity is paid to an employee who has attained the age of sixty-five (65), or who is eligible for retirement under OMERS. The gratuity shall be paid at the rate of 1% of salary per year of service up to fifteen (15) years, plus 2% for each year of service thereafter, to a maximum total of 50% of accumulated sick leave credits provided in Article 16.01 of this Agreement.

#### **20.06**

An employee whose employment commences after September 30, 1979 shall not be eligible for retirement gratuity.

#### **20.07**

An Employee who is required to be on standby shall be paid for two (2) hours at the regular rate of pay for each weekend spent on standby and three (3) hours for each long weekend spent on standby.

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"20.08

An Employee shall be paid a shift premium of twenty-five (25) cents per hour for work performed by the Employee during the midnight shift. For purposes of calculating overtime pay or Sunday premium, shift premiums shall not be considered as part of an Employee's applicable hourly rate.

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20.09

An employee required to work more than ten (10) continuous hours shall be paid a meal allowance of five (5) dollars.

## ARTICLE 21 GENERAL CONDITIONS

### 21.01

The Employer shall provide bulletin boards which shall be placed so that all employees shall have access to them upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees, subject to the approval of the Controller of Plant.

### 21.02

Wherever the singular or masculine appears in this Agreement, it shall be considered as if the plural or feminine has been used where the context of the Agreement so requires.

### **21.03**

The Union and the Employer desire every employee to be familiar with the provisions of this Agreement and the rights and duties under it. For this reason, the Board shall issue a printed copy of the Agreement to each employee. The agreement shall be printed in a union shop and the cost of all copies shall be shared equally between the Board and the Union.

### **21.04**

a) A full-time employee, upon attaining seniority, shall be supplied with:

2 pairs of trousers    1 hat  
1 nylon storm coat    1 tie  
1 windbreaker        3 shirts  
a pair of safety shoes

b) After one (1) year of service, employees set out in (a) above may request uniform and shoe replacement to the following annual maximums:

#### **Effective June 1, 1991**

Maintenance employees	\$245.00
Custodians	\$225.00
Cleaners	\$125.00

c) A part-time cleaner, on attaining seniority, will be provided with a uniform consisting of slacks, a top and one (1) pair of safety shoes.



- d) Employees are required to be dressed neatly in the approved uniform clothing when on duty and are responsible for any expenditure over and above the annual uniform replacement allowance required to maintain this clothing. All uniforms, clothing and shoes supplied remain the property of the Employer. Safety shoes must be worn as a condition of continued employment.
- e) Employees shall order the required uniforms consistent with this Article by April 30th of each year for intended distribution by September of the year in which ordered.
- f) On evidence of need, the Employer will pay the cost of safety shoes for maintenance staff only.

### **21.05**

Once annually the Employer will permit the Union to use the Board's courier service to circulate its Custodial, Cleaning and Maintenance employees with a letter requesting that they inform the Union of their address and telephone number.

### **21.06**

Neither the Union nor the Employer will discriminate against any employee:

- a) by reason of membership in the Union
- b) within the meaning of the Ontario Human Rights code.

## 21.07

### Technological Change

If new machines or equipment are introduced or new or greater skills are required of the employees, the affected employees will be provided with the required training at the expense of the Board.

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## ARTICLE 22 PARTTIME EMPLOYEES

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### 22.01

Notwithstanding any other section or Article of this Agreement, the applicability of specific terms relating to employees regularly scheduled to work twenty-four (24) hours per week or less shall be as follows:

- a) The provisions of Article 12.02 do not apply *1/2 hour meal*
- b) The provisions of Article 12.04 relate to an eight (8) hour employee and employees who are scheduled for less than eight (8) hours shall have a ten (10) minute rest period for each full four (4) hours worked in a shift
- c) To qualify for the premium pay of time and one-half (1 1/2) an employee must work over twenty-four (24) hours in a week or on a Saturday. To qualify for the premium pay of double time, an employee must work on a Sunday or on a paid holiday as set out in Article 14.01 and subject to Article 14.02.

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- d) Article 14.01 is amended to delete Canada Day, Civic Holiday and Labour Day for those employees who are regularly scheduled to be off for the summer school vacation, Spring break, and/or Winter break, whichever is appropriate. The provisions of Article 14.02 still apply to qualify for pay.
- e) The wages for employees shall be as set out in Schedule "A"
- 72R /  
f) In accordance with Article 18.01, the Employer shall make the required contribution to the Plan on behalf of each other-than-continuous, full-time employee eligible to join the OMERS in accordance with the provision of the Pension Benefits Act (1987).
- 72R /  
g) Any qualified part-time employee who wishes to work as a Custodian on a full-time basis during the summer break must notify his/her Foreperson in writing by May 1.

For purposes of this Article, "qualified" shall mean successful completion of the Basic Custodial course.

Notwithstanding Article 22.05, the parties agree that Article 22.01(i) shall come into effect for the 1990 summer break. If more part-time employees opt to work during the summer break than

there is work available, the layoff provision under Article 9 shall be invoked. For the duration of this Agreement, no full-time employee who was employed by the Board prior to the date of ratification shall be laid off as a result of an election by a part-time employee to work during the summer break.

### **22.02**

Each year in which the Union requests a copy of the school calendar which sets out dates for school openings and closings for summer vacation, Christmas and Spring breaks, the Board will comply.

### **22.03**

Part-time cleaners shall be given the opportunity to apply for work during the summer holiday period. Appointment shall be at the existing part-time rate covered by Schedule "A".

### **22.04**

When a part-time cleaner is absent for more than two (2) days, additional time will be assigned to other bargaining unit employees.

### **22.05**

If a cleaner is laid off or if his/her position becomes redundant, the affected employee will have the right to bump less senior cleaners within his/her respective

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foreperson's area. The cleaner who has been bumped will then have **the** same right. **A** cleaner who **is** recalled to work must signify intent to return within two (2) working days **of** being advised of the recall.



## ARTICLE 23 TERM OF AGREEMENT

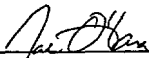
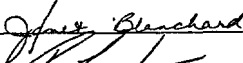
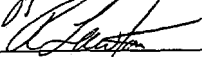

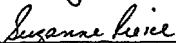
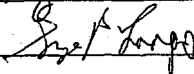
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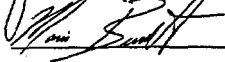
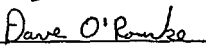
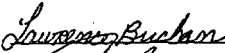

This Agreement shall remain in full force and effect until the 31st day of March, 1998 and Shall continue from year to year thereafter unless either Party gives to the other Party notice in writing not more than three (3) months and not less than one (1) month prior to the date of its termination that it desires to terminate or amend this Agreement.

IN WITNESS WHEREOF each of the Parties hereto has caused this Agreement to be signed by its duly authorized representatives on the 21st day of May 1997.

THE DUFFERIN-PEEL  
ROMAN CATHOLIC  
SEPARATE SCHOOL BOARD

THE CANADIAN UNION OF  
PUBLIC EMPLOYEES,  
LOCAL 1483

  
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## SCHEDULE "A" ANNUAL SALARIES APRIL 1, 1996

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<u>Category A</u>	\$49,968
(approx. hrly. equiv.)	\$24.02/hr.
Air Conditioning Mechanic	
Plumber	

<u>Category B</u>	\$47,531
(approx. hrly. equiv.)	\$22.85/hr.
Electrician	

<u>Category C</u>	\$46,347
(approx. hrly. equiv.)	\$22.28/hr.
Environmental Controls Technician	
Heating Controls Technician	
Carpenter	

<u>Category D</u>	\$45,827
(approx. hrly. equiv.)	\$22.03/hr.
Sr. Audio Visual Technologist	

<u>Category E</u>	\$41,602
(approx. hrly. equiv.)	\$20.00/hr.
Painter	
Maintenance "A"	
Glazier	
Intermediate Audio Visual Technologist	
Locksmith	
Welder	
Construction Carpenter	
Building Operator	

<u>Category F</u>	\$36,029
(approx. hrly. equiv.)	\$17.32/hr.
Maintenance "B"	
Jr. Audio Visual Technologist	

# SCHEDULE "A" ANNUAL SALARIES

APRIL 1, 1996

Custodial Classification	Basic	6 Months	1 Year
Cleaners 15.54/hr.			
Custodian (approx. hrly. equiv.)	29,603 14.23/hr.	30,959 14.88/hr.	32,333 15.54/hr.
Head Custodian (<35,000 sq. ft.) (approx. hrly. equiv.)	30,982 14.90/hr.	32,928 15.83/hr.	34,986 16.82/hr.
Head Custodian (<65,000 sq. ft.) (approx. hrly. equiv.)	31,887 15.33/hr.	33,846 16.27/hr.	35,841 17.23/hr.
Head Custodian (>65,000 sq. ft.) (approx. hrly. equiv.)	32,714 15.72/hr.	34,908 16.78/hr.	37,123 17.85/hr.
Lead Hand 38,630 (approx. hrly. equiv.)	18.57/hr.		
Storekeeper/ Courier Driver (approx. hrly. equiv.)	30,598 14.71/hr.	32,063 15.41/hr.	33,518 16.11/hr.



## GENERAL FOOTNOTES

1. If Custodial or Maintenance Personnel work less than forty (40) hours per week and/or less than fifty-two (52) weeks per year, apart from recognized vacation and holidays, salaries will be adjusted on a pro-rata basis.
2. a) Schools under 10,000 sq. ft. will be combined to give a total area of over 10,000 sq. ft. where possible.  
b) Where two (2) or more schools are combined, a Custodian shall not be paid more than the salary in "Custodian under 35,000 sq. ft."  
c) Custodians in schools not combined as in (a) above will be paid on a pro-rata basis on a percentage of 10,000 sq. ft.  
d) Should the Employer contract out these schools, the provisions of Article 3.03 shall apply.
3. Where a salary range is given, employees shall progress through the range in accordance with satisfactory improvement in qualifications, unless written notice has been given that the required satisfactory improvement qualification has not been met, in which case the increase will be withheld pending attaining such required qualification. The withholding of the increase is grievable.
4. An allowance of thirty dollars (\$30) per month during the months of the school year shall be paid to each employee who works a full eight (8) hour shift and whose period of lunch is regularly scheduled for more than one (1) hour.

5. An allowance of twenty dollars (\$20) per week shall be paid to an employee who looks after a Recreation Summer Playground held at that school whether for part or **full** day.
6. In the event a school with only one **(1)** Custodian is redesignated as a school with two (2) Custodians, the *two* (2) hour lunch period shall be reduced to one **(1)** hour.
7. In order to qualify for course reimbursement, an employee must be requested to take a course by **the** Superintendent in charge and have the approval of the Director.
8. When a Custodian is promoted to a higher custodial classification, the Custodian will retain his/her previous experience level.
9. If the Lead Hand/Head Custodian is absent from work, the Employer will permit the Custodian with the highest seniority to work the day **shift**.

## MAINTENANCE FOOTNOTES

1. The present practice of the division of work assignments among Maintenance employees as of October 1st, 1976 shall be continued.
2. **A** Maintenance employee who is specifically assigned to relieve the Foreperson during absence of one (1) or more full consecutive days shall be paid a responsibility allowance of 75% of the difference between his or her salary and that of the Foreperson rate while so assigned.
3. The Classification of Maintenance "**A**" covers those employees holding and using a valid trades Certificate as required other than for name tradespersons in this Schedule "**A**".
4. The Classification of Maintenance "**B**" covers Maintenance employees other than as set out in Footnote #3 above.
5. **A** Maintenance "**B**" employee who is specifically assigned to relieve a Maintenance "**A**" employee during an absence of one (1) or more full consecutive days shall be paid a responsibility allowance of 75% of the difference between his or her salary and that of the Maintenance "**A**" employee while **so** assigned.
  - a) The Employer will supply to each school a set of hand and garden tools.
  - b) Maintenance personnel are required to supply their **own** tools, **but** the Employer will replace or repair personal tools which, in the opinion of the Employer, were worn or damaged at the Employer's work.

## LETTER OF UNDERSTANDING #1

For the purpose of scheduling Maintenance activities during the afternoon shift, appointments shall be on a mutual agreement basis for employees who commenced employment prior to March 1, 1991.

## LETTER OF UNDERSTANDING #2

Within thirty (30) days of the date of ratification of this Agreement, the Board will introduce the Automated Job Posting process as outlined in Article 11.01 (a).

It is understood that the previous practice of distributing paper copies of position vacancies to work locations will continue during the introduction of the Automated Job Posting System. It is further understood that seven (7) months after ratification, all position vacancies will be posted in accordance with Article 11.01 (a).

The parties will review any concerns with the Automated Job Posting process at Employee Relations Committee meetings.

## LETTER OF INTENT #1

*intentional agreement*

The parties agree to meet during the term of this Agreement for the purpose of jointly developing job descriptions for bargaining unit positions.

## LETTER OF INTENT #2

All employees employed by the Board on October 1, 1990 who have since terminated their employment with the Board

are eligible to receive retroactive payment for **all** paid hours after October 1, 1990. The Board shall send to such individuals, at their last known address, notification **of** their eligibility to receive retroactive pay within sixty (60) days **of** ratification **of** this Agreement. Such individuals shall reply, in writing, to the Board within thirty (30) days **of** receipt **of** the notification stating their wish to receive retroactive pay and the Board shall issue retroactive pay cheques upon receipt **of** such reply.

### **LETTER OF INTENT #3**

With respect to Article 11.06 (selection to Head Custodial positions), the Parties agree to jointly develop an Advanced Custodian Course by June 1, 1991. The Committee designated to develop the Advanced Custodial Course shall be limited to three **(3)** representatives from the Union and three, -- **(3)** representatives from the Board. Upon recommendation by the Joint Committee, the Advanced Custodial Course shall be implemented.

Employees who have successfully completed both the Basic Custodial course and the Preventative Maintenance course are deemed to have completed the Advanced Custodial course.

### **LETTER OF INTENT #4**

The Parties agree that if there are plans to amalgamate the Board's services which impact on jobs within this bargaining unit, the Parties will meet to discuss this matter at least sixty (60) days prior to the implementation **of** such program.