

COLLECTIVE AGREEMENT

BETWEEN

THE HAMILTON-WENTWORTH DISTRICT
SCHOOL BOARD

AND

O.S.S.T.F. DISTRICT 21
OFFICE, CLERICAL AND TECHNICAL BARGAINING UNIT
[O.C.T.U.]

Effective from September 1, 2008 up to and including August 31, 2012.

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ARTICLE 1 – PURPOSE AND SCOPE

- 1.1 It is the purpose of this Collective Agreement to set forth certain terms and conditions of employment together with salaries, allowances and related benefits, and to provide a process for the settlement of all matters in dispute between the Union and the Board herein after called the parties.
- 1.2 It is the expressed desire of the parties to maintain a harmonious relationship and to recognize the mutual value of joint discussions and negotiations.

ARTICLE 2 – RECOGNITION

- 2.1 The Board recognizes The Ontario Secondary School Teachers' Federation (O.S.S.T.F.), herein after called the Union, as the sole and exclusive bargaining agent authorized to represent and negotiate on behalf of the Office, Clerical and Technical Unit of the Ontario Secondary School Teachers' Federation, District 21 Hamilton-Wentworth, herein called the Bargaining Unit, comprised of all office, clerical and technical employees who are full-time, part-time, permanent, temporary or casual, employed by The Hamilton-Wentworth District School Board, herein after called the Board, save and except for supervisors and persons above the rank of supervisor and manager, Secretary to the Manager, Human Resources, Human Resources Analyst, Administrative Assistant – Human Resources, Employee Records Co-Ordinator, Return to Work Co-Ordinator, Human Resources Officer, Internal Auditor, Budget Analyst, Chief Payroll Clerk, Assistant to the Secretary of the Board, Secretary to the Director, Recording Secretaries – Director's Office, Computer Systems Analyst, Executive Assistants to Superintendents, and students employed in Co-Operative Education Programs.
- 2.2 The Union recognizes the Negotiating Committee of the Board as the official committee authorized to represent the Board and to negotiate on its behalf for the purpose of this Agreement.
- 2.3 The Board recognizes the right of The Ontario Secondary School Teachers' Federation to authorize the Bargaining Unit or any other advisory agent, counsel, solicitor or duly authorized representative to assist, advise or represent them in all matters pertaining to the negotiation and administration of this Collective Agreement.
- 2.4 The Union recognizes the right of the Board to authorize any other advisory agent, counsel, solicitor or duly authorized representative to assist, advise or represent them in all matters pertaining to the negotiation and administration of this Collective Agreement.

ARTICLE 3 – UNION MEMBERSHIP

- 3.1 All employees covered by this agreement shall remain members of the Union as a condition of continued employment. Future employees shall, as a condition of their employment, become Members of the Union on commencing employment with the Board.

ARTICLE 4 – UNION DUES AND ASSESSMENTS

- 4.1 On each pay date on which a Member receives a pay cheque the Board shall deduct from each Member the Union Dues chargeable by the Union or the Bargaining Unit. The amount shall be determined by the Union, or the Bargaining Unit as the case may be, in accordance with its constitution and by-laws and made in writing to the Board at least thirty (30) days prior to the expected date of change.

- 4.2 The Union Dues deducted in clause 4.1 shall be remitted to the Treasurer of the Ontario Secondary School Teachers' Federation, at the Head Office of the Union, no later than the fifteenth day of the month following the month in which the deductions were made. Such remittance shall be accompanied with the following information on each Member:
- (a) Surname and first name
 - (b) Social Insurance Number
 - (c) Amount of Union Dues deducted
 - (d) Amount of wages or salary on which Union Dues were deducted
 - (e) The period of work for which dues are submitted
- 4.3 The Bargaining Unit dues deducted in clause 4.1 shall be remitted to the Bargaining Unit Treasurer at the office of the Bargaining Unit no later than the fifteenth (15) day of the month following the month in which the deductions were made. Such remittance shall be accompanied with the same information as in 4.2 (a) to (e).
- 4.4 The Union and the Bargaining Unit shall indemnify and save the Board harmless from any claims, suits, attachments and any form of liability as a result of such deductions authorized by the Union or Bargaining Unit as the case may be.

ARTICLE 5 – UNION RIGHTS

- 5.1 The Union shall notify the Board, in writing, of the following:
- (a) Names of its representatives in the Bargaining Unit on the Executive, Collective Bargaining Committee and Grievance Officer
 - (b) Address and phone number of its Head Office
 - (c) Address and phone number of the Bargaining Unit Office
- 5.1 The Board shall advise the President of the Bargaining Unit, in writing, of each new Member's name and work location within thirty (30) working days of commencement of employment of the new Member.
- 5.2 The Board shall notify the President of the Bargaining Unit, in writing within five (5) working days, when a Member covered by this Agreement is promoted, demoted, transferred, will be laid off, is recalled, is disciplined, is put on review, or whose employment is terminated for any reason.
- 5.4 The Board shall advise all new Members that a Collective Agreement is in effect and provide the new Member with the name and business phone number of the President of the Bargaining Unit.
- 5.5 The Union agrees not to engage in Union activities during normal working hours, except for normal break periods. The Union further agrees not to hold Union meetings on the premises of the Board without prior permission of the Manager, Employee Relations or designate unless otherwise provided in this Agreement.
- 5.6 The Union may use the inter-office mail service and electronic mail for the purpose of communicating with its Members. If the Board believes the use of the services is being misused, the Manager, Employee Relations shall so notify the President of the Bargaining Unit and the matter may be taken up as a Board Grievance.
- 5.7 Official correspondence between the Board and the Union or the Bargaining Unit shall be sent to the Manager, Employee Relations and President of the Bargaining Unit respectively unless otherwise provided for elsewhere in this collective agreement.

- 5.8 The Board and the Union agree that a Union representative shall have access to any Member for a brief exchange of information any time during the working day. Only on matters of the utmost importance would a Member be called from a meeting or be away from the Member's work station without following the procedures outlined in clause 14.42. If either party, the Board or the Union, believes this clause is being misused the President of the Bargaining Unit and the Manager, Employee Relations shall meet to discuss the concern.

ARTICLE 6 – COLLECTIVE AGREEMENT

- 6.1 The Board shall supply to the local Union one hundred (100) duplicate signed copies of this agreement at no charge.
- 6.2 The Board shall provide each new Employee with a copy of the Collective Agreement on the date of hire.

ARTICLE 7 – MANAGEMENT RIGHTS

- 7.1 Both parties to this Agreement recognize that, subject to the qualifications and limitations contained in this Collective Agreement, it is the sole right of the Board to manage its affairs in a fair and reasonable manner and not inconsistent with the prevailing statutes and regulations governing employment in the Province of Ontario and the Ontario Education Act.
- 7.2 Board agrees not to make or modify any policy, rules or regulations, or change or modify established practice which affects the status or working conditions of any Member without first consulting with the Union at least thirty (30) days prior to the proposed implementation of same.
- 7.3 Subject to clauses 7.1 and 7.2, the Union acknowledges that it is the exclusive right of the Board to hire, promote, demote, layoff, recall, transfer and classify Members.
- 7.4 Subject to clauses 7.1 and 7.2, the Board has the right to discipline, demote, suspend or discharge any Member for just cause provided that a claim by a Member that the Member has been discharged, suspended, demoted or disciplined without just cause may be the subject of a grievance and dealt with in accordance with this Agreement.
- 7.5 Subject to clauses 7.1 and 7.2, the Board has the right to operate and manage its business in all respects including the direction of the work force, the work schedules, the methods and processes used, the right to decide the number of Employees needed by the Board at any time, the right to determine the methods, machinery, equipment and tools to be used.
- 7.6 Subject to clauses 7.1 and 7.2, the Board has the right to make, alter and enforce from time to time reasonable rules and regulations.

ARTICLE 8 – JUST CAUSE

- 8.1 No Member shall be demoted, disciplined, transferred or discharged without just cause.
- 8.2 The Board shall not discipline, without just cause, a Member by means of:
- (a) a written reprimand;
 - (b) demotion;
 - (c) suspension with or without pay;
 - (d) termination of employment.

- 8.3 Each Member must be provided, in writing, with all notations of derogatory or disciplinary action which are to be placed on the Member's personnel file. Unless such notation is made in writing to the Member, the Board shall not use such incident as part of the Member's past record to justify a later disciplinary action. Such notice must be given to the Member within ten (10) working days of the discovery of the occurrence giving rise to the action and such notice shall be acknowledged by a signed receipt or a registered letter. In such cases, the President of the Bargaining Unit shall be notified at the same time, by mail, that the Member has been disciplined or received a derogatory notation. Any written reply by a Member to a derogatory notation or disciplinary action shall be included in the Member's personnel file.
- 8.4 A Member is entitled, prior to the imposition of progressive discipline, to be notified, at a meeting with Board representatives the reasons for such action. The Board shall inform the Member and the President of the Bargaining Unit, prior to the day of the meeting, of the Member's right to have the President of the Bargaining Unit or Chief Negotiator present and also the time and place of such meeting.
- 8.5 (a) For all meetings related to this Article which are held during normal working hours, the Member, subject to clause 8.5 (b), and the Bargaining Unit President, or designate (who is not on a leave of absence) shall be paid for time spent at such meetings at the rate of pay that would normally be paid had the person been at work for their normal scheduled shift.
(b) A Member who has been suspended without pay or discharged for just cause, shall not be paid for the time spent at meetings related to this Article unless the Board is directed to make such payment by an arbitration award or through the resolution of a grievance.
- 8.6 Upon the request of a Member, any derogatory notations, disciplinary actions, written warnings or other similar documents that have been placed in a Member's personnel file shall be removed from such file after eighteen (18) months from the time the documents were first put in the file providing such personnel file has been free of any written warning or disciplinary action during the intervening period.

ARTICLE 9 – NO DISCRIMINATION

- 9.1 The parties agree that in accordance with the Ontario Human Rights Code there shall be no discrimination against any Member because of race, creed, colour, age, sex, marital status, family status, religion, nationality, ancestry, ethnic origin, place of origin, place of residence, record of offences, handicap or sexual orientation.
- 9.2 The Board shall not discriminate against, interfere with, restrict or coerce any Member because of the Member's membership in the Union.

ARTICLE 10 – ACCESS TO MEMBER'S PERSONNEL FILE

- 10.1 The only recognized personnel file retained by the Board will be located in the Human Resources Department.
- 10.2 A Member shall have access to examine the Member's personnel file upon prior arrangement with the Human Resources Department. Upon request, a Member shall be provided with a copy of material contained in such file.
- 10.3 A Member may request that the Bargaining Unit President or designate accompany the Member to review the personnel file.

- 10.4 Member shall have the right to contest in writing the accuracy of such information contained in the Member's personnel file, and have the same recorded in the Member's file. If there is an error in the information, the Board shall notify all parties concerned in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

ARTICLE 11 – STRIKE OR LOCK-OUT

- 11.1 In view of the orderly procedure 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 shall be no strike and the Board agrees that there shall be no lockout of the Members in this bargaining unit. The meaning of the words "strike" and "lock-out" shall be as defined in the Ontario Labour Relations Act and its Regulations.
- 11.2 When other Board Employees are on strike or lockout, a Member shall carry on the regular duties to the best of the Member's ability, without assuming any functions or responsibilities that are normally discharged by the Board employees that are on strike or lockout.

ARTICLE 12 – JOB SECURITY

Contracting Out

- 12.1 No bargaining unit Member shall be laid off as a result of the Board contracting out any of its work or services.

Volunteers

- 12.2 No volunteer(s) shall have access to any information covered by the Freedom of Information and Protection of Privacy Act.
- 12.3 No Member of the Bargaining Unit on probationary or permanent staff shall be laid off or suffer a reduction or a change in normally scheduled hours of work as a result of the use of volunteers.

Co-Op Students

- 12.4 The Board agrees to share with the President of the Bargaining Unit co-op student placements which occur within school offices, school libraries or departments.
- 12.5 Where there is a concern over the co-op students activities that may impact on bargaining unit work, the President will contact the Manager, Employee Relations. The Manager, Employee Relations will convene a meeting with representatives from the work site and appropriate administrative staff in order to attempt to alleviate the concern.
- 12.6 No Member of the Bargaining Unit on probationary or permanent staff shall be laid off or suffer a reduction or a change in normally scheduled hours of work as a result of the use of co-op students.
- 12.7 No co-op student(s) shall have access to any information covered by the Freedom of Information and Protection of Privacy Act.

ARTICLE 13 – STAFF RELATIONS COMMITTEE

- 13.1 The Bargaining Unit President shall be a member of the Staff Relations Committee that has been established between the Board and O.S.S.T.F., District 21 Bargaining Units and shall meet at a mutually agreed upon time, at least once every two (2) months to discuss concerns, interpretation of rules and such other matters as it deems necessary.

- 13.2 The Committee is not designed to by-pass or eliminate any of the rights of grievance as granted under this Agreement, but is designed to provide another avenue for mutual discussion of problems that may arise in the operations of the Board's schools and work locations.
- 13.3 A Bargaining Unit staff relations committee, consisting of up to three (3) Members of the Bargaining Unit, appointed by the Bargaining Unit, shall meet with up to three (3) members of the Board, to discuss issues pertaining only to this Bargaining Unit. Such meeting shall occur within ten (10) working days of being called by either party to this agreement

ARTICLE 14 – GRIEVANCE PROCEDURE

- 14.1 For the purpose of this Article, the definition of “working day” shall be the normal days worked by a Member exclusive of Saturdays, Sundays, Recognized Paid Holidays and Paid Vacations. Days during the months of July and August shall not count as workdays for ten (10) month Members.
- 14.2 The term “grievance” shall mean any difference arising from the interpretation, application, administration or alleged violation of the provisions of this Agreement.
- 14.3 A written grievance shall contain:
- (a) Identification of the part or parts of this Agreement allegedly violated.
 - (b) A description of when the alleged violation took place.
 - (c) A description of how the alleged dispute is in violation of the Agreement.
 - (d) A statement of the facts to support such grievance.
 - (e) The relief sought.
 - (f) In the case of an individual grievance, the signature of the grieved Member and the President of the Bargaining Unit or designate.
 - (g) The signature of the President of the Bargaining Unit or designate in the case of a Group Grievance or Union policy grievance and the signature of the Director of Education or designate in the case of a Board policy grievance.

INDIVIDUAL GRIEVANCE

Informal Procedure

- 14.4 The Board and the Union agree that it is desirable that any complaint should be addressed as quickly as possible. Members are therefore encouraged to discuss the complaint informally with their immediate Supervisor within fifteen (15) working days from the date of the occurrence, which led to the complaint with a view to the parties reaching a settlement of the complaint. The Supervisor shall answer the complaint within five (5) working days after first discussing the complaint with the Member(s).

Formal Procedure

- 14.5 If informal attempts to resolve the complaint have failed or the Member has chosen not to implement the informal process for reasons that will be provided to the Board during Step 1, the following procedure shall apply:

Step 1

- 14.6 The Union may, with written concurrence of the Member concerned, make written grievance to the Manager, Employee Relations, provided the grievance is submitted within fifteen (15) working days of the response of the immediate Supervisor as indicated in clause 14.4 or within fifteen (15) working days of the date of the occurrence which lead to the complaint if the informal process was not implemented by the Member.
- 14.7 (a) The Manager, Employee Relations or designate shall inform the President of the Bargaining Unit of the name of the designated official to hear the grievance. Such designated official shall meet with the Union, within ten (10) working days of the grievance being received by the Manager, Employee Relations to discuss the grievance.

- (b) The designated official shall answer the grievance, in writing, to the President of the Bargaining Unit within five (5) working days after the meeting.

Step 2

- 14.8 Failing satisfactory settlement at Step 1, the Union may submit the grievance to the Director of Education or designate within five (5) working days after receipt of the reply from the designated official.
- 14.9 (a) The Director of Education or designate shall meet with the Union within five (5) working days of receipt of the grievance to discuss the grievance.
- (b) The Director of Education or designate shall provide a written response to the grievance to the President of the Bargaining Unit within five (5) working days of the meeting.

Step 3

- 14.10 Failing satisfactory settlement at Step 2, the Union may refer the grievance to arbitration within fifteen (15) working days of receipt of the response of the Director of Education or designate.
- 14.11 A person who responds to a Member in the informal process shall not be the designated person as provided in Step 1 or Step 2 of the above procedure.

Grievance Mediation

- 14.12 (a) At any stage in the grievance procedure, the parties by mutual consent in writing may elect to resolve the grievance by using grievance mediation. The parties shall agree on the individual to be the mediator and the time frame in which the resolution is to be reached.
- (b) The timelines outlined in the grievance procedure shall be frozen at the time the parties mutually agreed in writing to use the grievance mediation procedure. Upon written notification of either party to the other party indicating that the grievance mediation is terminated, the timelines in the grievance procedure shall continue from the point at which they are frozen.

Group Grievance

- 14.13 A group grievance shall be a grievance arising out of the same or similar set of circumstances or the same Board decision which affects more than one Member.
- 14.14 A group grievance shall be filed at Step 1 by the Union to the Manager, Employee Relations within fifteen (15) working days of the Bargaining Unit Executive becoming aware of the occurrence giving rise to the grievance.

Union Policy Grievance

- 14.15 A Union Policy Grievance shall be filed with the Manager, Employee Relations within fifteen (15) working days of the Bargaining Unit Executive becoming aware of the circumstances, which gave rise to the policy grievance.
- 14.16 The Director of Education or designate shall meet with the Union to discuss the policy grievance within five (5) working days of receipt of the grievance by the Manager, Employee Relations.
- 14.17 The Director of Education or designate shall provide a written response to the grievance to the President of the Bargaining Unit within five (5) working days of the meeting.
- 14.18 If the response of the Director or designate is not satisfactory, the Union may refer the grievance to arbitration within fifteen (15) working days of receipt of the response of the Director of Education or designate.

Board Policy Grievance

- 14.19 A Board Grievance shall be filed with the President of the Bargaining Unit or designate within fifteen (15) working days of the Board becoming aware of the circumstances, which gave, rise to the grievance.
- 14.20 The President of the Bargaining Unit or designate shall meet with the Board to discuss the policy grievance within five (5) working days of receipt of the grievance by the President of the Bargaining Unit or designate.
- 14.21 The President of the Bargaining Unit or designate shall provide a written response to the grievance to the Director of Education within five (5) working days of the meeting.
- 14.22 If the response of the President of the Bargaining Unit or designate is not satisfactory, the Board may refer the grievance to arbitration within fifteen (15) working days of receipt of the response of the President of the Bargaining Unit or designate.

Arbitration

- 14.23 Where a grievance is to be referred to arbitration, clauses 14.24 to 14.38 shall apply.
- 14.24 The party referring the grievance shall give notice to the other party indicating that it intends to refer the matter to arbitration and stating the name, phone number and address of its appointee to the Board of Arbitration.
- 14.25 Within ten (10) working days after receipt of such notice, the other party shall respond by indicating the name, phone number and address of its appointee to the Board of Arbitration.
- 14.26 The two (2) appointees so selected shall, within ten (10) working days after receipt of notice of the appointment of the second of them, appoint a third person who shall be the chairperson of the Board of Arbitration.
- 14.27 If the recipient of the notice fails to name an appointee, or if the two (2) appointees fail to agree upon a chairperson within the time limit, the appointment may be made by the Minister of Labour upon request of either party.
- 14.28 The Board of Arbitration shall be governed by clauses 14.29 to 14.36 inclusive.
- 14.29 The Board of Arbitration shall hear and determine the subject of the grievance and shall issue a decision which is final and binding upon the parties and upon any Member affected by it.
- 14.30 The decision of a majority is the decision of the Board of Arbitration but if there is no majority, the decision of the chairperson governs.
- 14.31 Each of the parties shall bear the expenses of its appointee and the fees for the Chairperson of a Board of Arbitration shall be shared equally by both parties in the grievance.
- 14.32 The Board of Arbitration shall determine its own procedure, but shall give full opportunity to all parties to present evidence and make representations.
- 14.33 The Board of Arbitration shall not have the power to alter or amend any of the provisions of this Agreement unless otherwise provided by this Agreement.
- 14.34 The parties and the Board of Arbitration shall have access to the Board's premises to view working conditions, machinery or operations, which may be relevant to the resolution of a grievance.

- 14.35 The Board of Arbitration shall have the powers to act in accordance with the Ontario Labour Relations Act with respect to:
- (a) whether or not a matter is subject to arbitration
 - (b) whether or not there are reasonable grounds for the extension of timelines under this Article and that the opposite party will not be substantially prejudiced by the extension
 - (c) the modification of a penalty for discharge or discipline.
- 14.36 No person shall be appointed as an Arbitrator or member of a Board of Arbitration who has been involved in the negotiation of this Collective Agreement or in attempts to settle the grievance.
- 14.37 The parties may agree, in writing, to seek the appointment of a single Arbitrator. Should the parties be unable to agree on the name of a single Arbitrator, one of the parties may request the Minister of Labour to make the appointment. A single arbitrator shall be subject to the same terms and limitations as an arbitration board.
- 14.38 Either party may seek expedited arbitration in accordance with the Ontario Labour Relations Act by notifying the other party, in writing, of such action.

General

- 14.39 (a) A Member, subject to clauses 14.39 (b) and (c), whose attendance is required at a meeting related to this Article shall be paid at the rate of pay that would normally be paid if the Member had been at work for the Member's scheduled shift and also such attendance shall be without loss of benefits, sick leave, seniority or any other rights or benefits that would otherwise accrue to the Member.
- (b) A Member who has been suspended without pay or discharged for just cause shall not be paid for the time spent at meetings related to this Article unless the Board is directed to make such payment by an arbitration award or through the resolution of a grievance.
- (c) Exclusive of the grievor and the Bargaining Unit President, who is not on a leave of absence, or designate, the maximum number of Members to be paid by the Board under clause 14.39 (a) for attendance at any one meeting under this Article is three (3).
- 14.40 Time lines shall be observed by both parties except when an extension or limitation is mutually agreed upon in writing.
- 14.41 The Union may process or continue to process a grievance through the grievance/arbitration procedure on behalf of a deceased Member's estate or on behalf of a retired Member if the substance of the grievance is directly related to the Collective Agreement that was in place at the time of death or the time of retirement, as the case may be, of the Member. The timelines for filing a grievance as described in this Article apply to any grievance filed under this clause.
- 14.42 The Union may process or continue to process a grievance through the grievance/arbitration procedure on behalf of a Member who is confined to jail or in the hospital or is similarly incapacitated.
- 14.43 Permission for the grievor and Union representative to leave their work without loss of salary to take part in the processing of a grievance through the grievance/arbitration procedure shall be granted by the Board under the following circumstances:
- (a) All time shall be devoted to the prompt handling of the grievance;
 - (b) The Union representative and grievor concerned shall obtain the permission of the appropriate immediate Supervisor(s) before leaving their work. Such permission shall not be unreasonably withheld. In the absence of the immediate Supervisor, the Union representative and the grievor shall notify the office of the appropriate Superintendent that the representative and grievor will be away from their work location.
 - (c) Should the nature of a grievance require a Union representative to visit the work area of an aggrieved Member, the Union representative and the Board shall establish a mutually satisfactory time for the visit.
 - (d) In the event the immediate Supervisor believes that time off work under this clause is being abused, the Supervisor shall refer the matter to the Board and it may be taken up as a Board grievance.

ARTICLE 15 – BEREAVEMENT LEAVE

- 15.1 Bereavement Leave shall be granted to a Member in accordance with this Article.
- 15.2 For absence occasioned by the death of a spouse, son, daughter, mother, father, sister or brother of the Member or the Member's spouse, leave shall be granted without loss of salary or deduction from the Sick Leave Credit Account for a period not exceeding four (4) consecutive working days. Notwithstanding clause 15.5, if the day of burial is not within the allotted consecutive days, then one of the allotted days may be applied at a future time on the day of burial. The absence on the day of death is not included in the calculation of the leave. One (1) additional day may be granted at the discretion of the Director or designate where extended travel is required.
- 15.3 For absence occasioned by the death of other relatives of the Member or the Member's spouse's immediate family, leave shall be granted without loss of salary or deduction from the Sick Leave Credit Account for a period not exceeding three (3) consecutive working days. Notwithstanding clause 15.5, if the day of burial is not within the allotted consecutive days, then one of the allotted days may be applied at a future time on the day of burial. The absence on the day of death is not included in the calculation of the leave. One (1) additional day may be granted at the discretion of the Director or designate where extended time is required.
- 15.4 For absence occasioned by the death of a close friend, leave shall be granted without loss of salary or deduction from the Sick Leave Credit Account for a period not exceeding one (1) day for the purpose of attending a funeral.
- 15.5 The bereavement leave shall begin within seven (7) calendar days following the day of death.

ARTICLE 16 – MISCELLANEOUS LEAVES OF ABSENCE

- 16.1 The Board shall grant a leave of absence to a Member in the following circumstances:
- (i) up to one (1) day when the Member is scheduled to write, during working hours, an academic, trade or professional examination;
 - (ii) one (1) day when the Member attends the Member's post secondary graduation;
 - (iii) up to one (1) day when the Member attends the graduation of the Member's spouse, child step child;
 - (iv) to celebrate a recognized religious holy day

Such leave as indicated in (i), and (iii) above, shall be limited to three (3) days per year for each.

- 16.2 All leaves of absence granted under clause 16.1 shall be deducted from the Member's sick leave credit account except for 16.1 (iv). A maximum of three (3) days leave granted under 16.1(iv) shall be paid leave, without deduction from sick days.
- 16.3 The Director of Education or designate may grant a leave of absence to any Member for reasons other than illness up to a maximum of three (3) working days in each calendar year without deduction of salary and any such absence or so much thereof possible shall be deducted from such Member's current year's sick leave allowance and the balance, if any, shall be debited to the Member's Accumulated Sick Leave Credit Account.

ARTICLE 17 – PERSONAL LEAVE OF ABSENCE

- 17.1 A personal leave of absence may be granted by the Board to a Member, upon approval of the Member's immediate Supervisor and on the recommendation of the Manager of Employee Relations, in accordance with the conditions set out in this Article. Such approval shall not be unreasonably withheld.

- 17.2 A Member desirous of a personal leave of absence of more than four (4) weeks, shall give the Board at least four (4) weeks written notice. The Board shall endeavour to respond to a written request for a leave of absence of less than four (4) months via e-mail, within five (5) working days of receipt of the written request and within fifteen (15) working days for a request for a leave of absence for four (4) or more months.
- 17.3 A leave of absence granted under this Article shall be without salary/wages.
- 17.4 Before commencing a leave of absence, a Member may continue employee benefit coverage under Article 45 during the period of the leave by paying the full cost of the premiums in advance, otherwise the benefit coverage will be cancelled.
- 17.5 The period of a leave granted under this Article shall not be greater than two (2) years.
- 17.6 If the Member's original request for leave was one year, then an extension of one (1) year may be granted to the Member with the approval of the Board upon written request of the Member received by the Board not less than four (4) weeks prior to the end of the original leave. Such approval shall not be unreasonably withheld.
- 17.7 Subject to Article 45 – Layoff and Recall, at the end of the period of the leave of absence or its extension, the Member shall return to the same position held by the Member immediately prior to the commencement of the leave of absence, if it still exists, or to a comparable position, if it does not. If the Member has applied and been appointed to another position with the Board during the period of the leave of absence, the Member shall return to work in that position.

ARTICLE 18 – UNION LEAVE

- 18.1 The Board shall grant a leave of absence to Union representatives in accordance with the terms and conditions set out in this Article.
- 18.2 (a) Union leave shall be granted to representatives of the Union for the purpose of carrying out Union Business to a maximum of fifty (50) days per work year.
(b) The maximum number of representatives to be granted such leave shall be four (4) at any one time. If such leave involves two or more Members from the same school or sub-department, prior approval should be obtained from the immediate Supervisor.
- 18.3 In addition to the leave granted in clause 18.2 (a), four (4) representatives of the Bargaining Unit Collective Bargaining Committee shall be granted a leave of absence to attend negotiation meetings with the Board.
- 18.4 Leave of absence shall be granted by the Board to Union representatives on Board committees which meet during the normal workday of the Member. Such leave shall be in addition to the leaves granted in clauses 18.2 (a) and 18.3.
- 18.5 (a) In addition to the leaves granted in clauses 18.2 (a) to 18.4, the Board shall grant a leave of absence, for the period of the term of office, to the Member who is elected to the office of the President of the Bargaining Unit or to the Executive of the Provincial O.S.S.T.F.
(b) Subject to Article 45 – Layoff and Recall, at the end of the period of the leave of absence, the Member shall return to the same position held by the Member immediately prior to the commencement of the leave of absence, if it still exists, or to a comparable position, if it does not.
- 18.6 (a) Subject to clauses 18.6 (b) and (c), leaves granted under this Article shall be without loss of salary/wages, benefits, sick leave, seniority or any other rights or benefits that would otherwise accrue to the Member.

- (b) The Bargaining Unit shall reimburse the Board for the salary/wages of any Member required by the granting of a leave under clause 18.2 (a).
- (c) The Bargaining Unit shall reimburse the Board an amount equal to one hundred and ten per cent (110%) of the salary/wages that would otherwise be paid by the Board for a Member granted a leave under clause 18.5 (a)

ARTICLE 19 – PATERNAL LEAVE

19.1 For absence occasioned by the birth or adoption of a son or daughter, the Employer shall grant, upon written request, a leave of absence without loss of salary for a period not exceeding two (2) days. This leave shall be granted on the following days: the date of birth, the day of hospital release or when the child comes into the care and custody of the parents. This leave shall not be deducted from the Member's sick leave credit account.

ARTICLE 20 – PREGNANCY LEAVE

- 20.1 Upon application in writing, a Member who is pregnant and who is employed by the Board immediately preceding the estimated date of delivery, shall be entitled to a leave of absence without pay of at least seventeen (17) weeks.
- 20.2 The Board shall not terminate the employment of or lay-off any Member who has been granted a leave of absence under this Article.
- 20.3 (a) A Member may begin a pregnancy leave no earlier than seventeen (17) weeks before the expected birth date.
- (b) The Member shall give the Board at least two (2) weeks written notice of the day upon which the leave of absence is to commence. The Board shall be furnished with the certificate of a legally qualified medical practitioner stating the expected birth date.
- 20.4 (a) A Member who suffers a pregnancy related illness prior to the period of statutory leave and who furnishes the Board with a certificate from a legally qualified medical practitioner shall qualify for sick leave during the illness. The Member will not be required to use pregnancy leave unless the Member so elects.
- (b) In the case of a Member who elects to stop working because of complications caused by pregnancy or stops working because of birth, stillbirth or miscarriage that happens earlier than the Member expected to give birth, clause 20.3 will not apply. The procedure will be as indicated in clause 20.5, which follows.
- 20.5 Within two (2) weeks of stopping work a Member described in clause 20.4 (b), above must give the Board:
- (a) written notice of the date the pregnancy leave began or is to begin; and a certificate from a legally qualified medical practitioner stating that:
- (i) in the case of a Member who elects to stop working because of complications caused by the pregnancy, states the Member is unable to perform the Member's duties because of complications caused by the pregnancy and states the expected birth date, or
 - (ii) in any other case, states the date of birth, stillbirth or miscarriage and the date the Member was expected to give birth.
- 20.6 The pregnancy leave ends:
- (a) The later of – six (6) weeks after birth, stillbirth or miscarriage
- seventeen (17) weeks after the leave began, or
 - (b) at an earlier date if the Member gives the Board at least four (4) weeks written notice of the date.

- 20.7 A Member who intends to resume employment on the expiration of the statutory leave of absence under this Article shall so advise the Board and on return to work the Board shall reinstate the Member to the position the Member most recently held with the Board, if it still exists, or to a comparable position, if it does not. Seniority shall continue to accrue during a pregnancy leave. Reinstatement from pregnancy leave under this Article shall be without loss of seniority or benefits.
- 20.8 The Board shall continue to contribute its share towards the premium cost of the Member's employee benefits – Semi-Private Hospital Care, Extended Health, Dental and Group Life Insurance during the statutory Pregnancy Leave unless the Member gives the Board written notice that the Member does not intend to pay the Member's contributions.
- 20.9 (a) A member granted a statutory pregnancy leave of absence as of September 1, 2007 shall be compensated by the Board provided the member:
- (i) is eligible for pregnancy leave benefits under EI.
 - (ii) Makes a claim to the Board on a form to be provided indicating the weekly amount payable by EI.
- b) The Board will provide a weekly benefit payable for the two week waiting period at a weekly rate equal to 100% of the member's normal weekly earnings providing the member complies with (a) above.
- c) The Board will provide a top-up to 100% of the member's normal salary for up to six weeks of pregnancy leave immediately following (b) above.
- d) A member who is eligible for EI benefits may only use the provisions of (b) and (c) above. Only a member who is not eligible for EI benefits and who provides approved medical documentation for the need may use sick leave credits. A member may only access the number of sick day credits available to her under the Board's sick leave plan.
- e) No supplementary benefit will be paid under this plan for any week in the waiting period which falls outside the member's normal employment period. (July and August if ten month employment). This plan shall be subject to approval of EI..

ARTICLE 21 - STATUTORY PARENTAL LEAVE

- 21.1 For the purpose of this Article and Appendix B, parents shall be defined as one of the following:
- (a) natural father or mother
 - (b) adoptive father or mother
 - (c) any person in a relationship of some permanence with the parent of the child.
- 21.2 Upon application in writing, a Member who is a parent of a child is entitled to a leave of absence without pay following:
- (a) the birth of the child; or
 - (b) the coming of the child into custody, care and control of a parent for the first time.
- 21.3 The Board shall not terminate the employment of or lay off any Member who has been granted a leave of absence under this Article.
- 21.4 The Parental Leave of a Member who takes a pregnancy leave must begin when the pregnancy leave ends unless the child has not yet come into custody, care and control of a parent for the first time.
- 21.5 For persons not covered under clause 21.4, Parental Leave may begin no more than fifty-two (52) weeks after the day the child is born or comes into the custody and control of a parent for the first time.

- 21.6 The Member must give the Board at least two (2) weeks written notice of the date the leave is to begin.
- 21.7 If a Member wishes to change the date when a Parental Leave is scheduled to begin the Member must give written notice:
- (a) two (2) weeks before the starting date if the leave is to begin sooner than indicated; or
 - (b) two (2) weeks before the leave was to start if the leave is to begin later than indicated.
- 21.8 If a child comes into the custody, care and control of a parent earlier than expected, the leave begins immediately and the parent must notify the Board within two (2) weeks of the date.
- 21.9 The Parental Leave ends:
- (i) thirty-five (35) weeks after it begins if the employee also took a pregnancy leave, or thirty-seven (37) weeks after it begins if they did not take a pregnancy leave; or
 - (ii) at an earlier date if the Member gives the Board at least four (4) weeks written notice before the earlier date; or
 - (iii) to a later date if the Member gives the Board at least four (4) weeks written notice before the date the leave was to end.
- 21.10 A Member who intends to resume employment on the expiration of a statutory Parental Leave of absence under this Article shall so advise the Board and on return to work the Board shall reinstate the Member to the position the Member most recently held with the Board, if it still exists, or to a comparable position, if it does not.

Reinstatement from Parental Leave under this Article shall be without loss of seniority or benefits. Seniority continues to accrue during Parental Leave.

- 21.11 The Board shall continue to contribute its share towards the premium cost of the Member's employee benefits – Semi-Private Hospital Care, Extended Health, Dental and Group Life Insurance during the period of statutory parental leave up to a maximum of thirty-five or thirty-seven (35 or 37) weeks as outlined in 21.9 (a) unless the employee gives the Board written notice that the employee does not intend to pay the employee's contributions.
- 21.12 (a) A Member granted statutory Parental Leave as of September 1, 2007 shall be compensated by the Board under an E.I. approved Supplementary Employment Benefit (SEB) Plan, as outlined below, provided the Member:
- (i) has not already received payment during pregnancy leave
 - (ii) is eligible for parental leave benefits under E.I.
 - (iii) makes a claim to the Board on a form to be provided indicating the weekly amount payable by the E.I.
- (b) The Board will provide a weekly benefit payable for the two week waiting period at a weekly rate equal to 75% of the member's normal weekly earnings providing the member complies with (a) above.
- (c) No supplementary benefit will be paid under this Plan for any week in the waiting period which fall outside the Member's normal employment period (July and August if ten (10) month employment). This plan shall be subject to approval of E.I.

ARTICLE 22 - EXTENDED PARENTAL LEAVE

- 22.1 The Board shall grant an extension to the parental leave as provided in Article 21 in accordance with the terms and conditions outlined in this Article.
- 22.2 The Member shall provide written notice to the Board at least four (4) weeks prior to the scheduled end of the parental leave indicating the start and end dates of the extended parental leave.

- 22.3 The extended parental leave shall not exceed one (1) year.
- 22.4 The Member may retain any insured benefits in which the Member was enrolled immediately prior to the leave by paying the full cost of the premiums in advance, otherwise the benefit coverage will be cancelled.
- 22.5 A Member who intends to resume employment on the expiration of an extended parental leave of absence under this Article shall so advise the Board and on return to work the Board shall reinstate the Member, subject to Article 45 - Layoff and Recall, to the position the Member most recently held with the Board, if it still exists, or to a comparable position, if it does not.
- 22.6 A Member who intends to resume employment earlier than the originally scheduled date of return, under this Article, shall advise the Board four (4) weeks prior to the requested date of return.

ARTICLE 23 – EMPLOYEES ON MEDICAL LEAVES OF ABSENCE

- 23.1 A Member who is unable to report for work as a result of illness or injury and who submits medical documentation as required in Article 27, shall be considered to be on a medical leave of absence until the expiration of the sick leave account.
- 23.2 At the expiration of the sick leave account, the Member shall be placed on a general leave of absence for a period of two years.
- 23.3 While the Member is on medical leave the Member shall remain covered by the terms and provisions of the collective agreement.
- 23.4 A Member who has been approved for Long Term Disability will be placed on a disability leave of absence.

ARTICLE 24- DEFERRED SALARY LEAVE PLAN

- 24.1 A Member who has completed at least one and one-half (1 ½) years of continuous service under permanent status with the Board may apply for a paid leave of absence as outlined below:
- (i) for Members working in elementary work locations the leave may be from after the Christmas Break period until the end of June;
 - (ii) for Members working in secondary work locations the leave may be for a semester
 - (iii) for Members working in other than a school location the leave may be for a period of six months.
- Notwithstanding the above, the Member and Supervisor may mutually agree to a different time period of at least six months.
- 24.2 The conditions governing a paid leave of absence under this Article shall be:
- (a) The period of leave shall follow the savings period and be in either the third, fourth or fifth year of the plan.
 - (b) A Member shall apply to the Manager of Employee Relations for a paid leave of absence at least three (3) months prior to the requested start of the savings period in the plan.
 - (c) The amount of the Member's salary that shall be held back during the savings period shall be thirty-three and one-third per cent (33 1/3%) for a leave in the third (3rd) year; twenty-five per cent (25%) for a leave in the fourth (4th) year and twenty per cent (20%) for a leave in the fifth (5th) year.
 - (d) Members who hold ten (10) month permanent positions and Elementary School Secretaries who hold twelve (12) month permanent positions must take a leave of absence under this Article, which corresponds with the school year. All other Members must take a leave of absence of one (1) full year, which will begin on January 1st of the calendar year.

- 24.3 The Board shall notify the Member within two (2) months of the date of application whether or not the Member has been granted the paid leave of absence.
- 24.4 All Members participating in the Plan must sign a form of agreement approved by the Union and the Board, which outlines the conditions of the leave.
- 24.5 The salary that is held back, together with interest shall be held in trust by the Hamilton Teachers' Credit Union.
- 24.6 During the period of leave, the Board shall pay to the Member, the amount of salary held back. The method of payment during the period of leave shall be by mutual agreement of the Board and the Member.
- (a) The interest earned shall be paid to the Member in the year it was earned.
- (b) The Board shall make the appropriate deductions, including pension plan contributions subject to the regulations of the pension plan, from the payment(s) made to the Member.
- 24.7 The Board shall maintain full fringe benefit coverage for the Member during the period of leave.
- 24.8 The Plan in this Article is subject to any Revenue Canada regulations or rulings. The President of the Bargaining Unit shall be notified of such regulations and rulings.
- 24.9 If the Member ceases to be employed by the Board, withdraws from the agreement of paid leave or dies prior to taking the leave of absence, the Board shall pay to the Member or the Member's estate, as the case may be, the full amount of the salary held back together with the accrued interest as soon as possible but no longer than three (3) months from the time of withdrawal or death whichever is applicable.
- 24.10 Subject to Article 45 - Layoff and Recall, at the end of the leave, the Member shall return to the same job held at the beginning of the leave without loss of any increases in salary/wages or benefits which may have accrued had the leave not been taken.
- 24.11 Subject to clause 24.3, the Board shall grant all requests for paid leave of absences under this Article but shall have the right to limit the number of leaves granted for the same period for any one department or work location.
- 24.12 There are no restrictions on what activities or employment in which the Member may participate during the period of leave.

ARTICLE 25 – WSIB/LTD ABSENCES

- 25.1 (a) A Member who is absent from work who is on sick leave, is claiming Workers' Safety Insurance Board (WSIB) or Long Term Disability (LTD) benefits shall retain the position held by the Member immediately prior to the absence up to a maximum of twenty-four (24) months.
- (b) At the end of the twenty-four (24) month period the Member's position shall be declared vacant and posted in accordance with Article 33 – Job Posting.
- (c) A Member who returns to employment after the twenty-four (24) month period shall be subject to the provisions of Article 45 – Layoff and Recall.

ARTICLE 26 – WSIB SUPPLEMENT

- 26.1 A Member who is receiving compensation under the Workers' Safety Insurance Board as a result of a claim directly related to the Board shall be entitled to have the partial payment under the Workers' Safety Insurance Board supplemented by the Board to provide payment of full earnings.

The supplement paid to such Member shall be divided by the Member's daily rate of pay to determine the number of days absent with pay and the same number of days shall be deducted from the Member's Sick leave Credit Account in accordance with Article 27. If a Member does not wish to have the payment under the Workers' Safety Insurance Board supplemented as provided by this Article, the Member must give written notice to the Manager, Employee Relations within thirty (30) days after receiving notice that the Workers' Compensation claim has been approved.

ARTICLE 27 - SICK LEAVE

- 27.1 The Board shall maintain a cumulative sick leave plan in accordance with the conditions set out in this Article.
- 27.2 (a) Effective September 1st of each year a Member shall be entitled to sick leave credits for personal illness or injury as follows:
- (i) twelve (12) month Members twenty-four (24) days
 - (ii) ten (10) month Members twenty (20) days
 - (iii) part-time Members shall have the number of sick leave credits prorated in the same proportion that the Member's part-time schedule bears to a full-time schedule in the same position.
- (b) During the first year of employment, Members hired after September 1st shall receive two (2) days sick leave credit per month to be given at the commencement of employment.
- (c) A Member on a leave of absence for a complete calendar year shall not be entitled to accumulate sick leave credits for the period of the leave unless otherwise stated in this Agreement.
- (d) Deductions for the number of days absent with pay due to illness or injury shall be deducted from the Member's sick leave account, except as otherwise provided in this Agreement. Deductions in excess of the credits outlined in Article 27.2 (a) shall be deducted from the accumulative balance in the Member's Sick Leave Credit Account if any.
- 27.3 The Board shall grant a paid leave of absence with no deduction from the Sick Leave Credit Account for the following reasons:
- (a) During such a period that a Member is quarantined or otherwise prevented by order of the medical health authorities from attending upon a Member's duties because of exposure to any communicable disease.
 - (b) During such period as a Member is serving as a juror, or subpoenaed as a witness in any proceedings where a Member is not a party and not charged with an offence.
- 27.4 Except as provided elsewhere in this Agreement, a Member shall not be paid salary for any absence when there are no credits in the Member's Sick Leave Credit Account.
- 27.5 To qualify for sick leave, a Member who is absent from duty for a period exceeding five (5) consecutive working days must produce a certificate of illness from a qualified physician or licentiate of dental surgery and, if required by the Board, a further certificate from the Medical Officer of the Board.
- 27.6 (a) The maximum number of days a Member may accumulate in the Member's Sick Leave Credit Account is 260 days.
- (b) Effective January 1, 2000, employees who have an accumulated balance in excess of 260 days shall not be entitled to increase their current balance until such time as their balance drops below 260.
- 27.7 (a) Subject to this Article, a Member entering the service of the Board may transfer sick leave credits standing to the account of such Member under a system of Sick Leave Credits established by any other Board of Education or Government Agency in Ontario to the Sick

Leave Credit Account of the Member with this Board within twelve (12) months of date of hire.

- (b) Subject to this Article, a Member terminating service with the Board and entering the service of any other Board of Education or Government agency in Ontario may request to have the Member's sick leave credits transferred to another employer.
- 27.8 At least annually, the Board shall provide to each Member a statement of the number of days in the Member's Sick Leave Credit Account and the number of sick leave days to which the Member is entitled for the current calendar year.
- 27.9
- (a) During the lifetime of the Collective Agreement retirement gratuities for all current employees will remain as status quo in accordance with the former Hamilton Board of Education or the Wentworth County Board of Education. (Former plans to be attached as information).
 - (b) New employees hired on or after date of ratification shall be required to serve 20 years in the employment of the Board in order to qualify for a retirement gratuity.
 - (c) On the termination of employment for the purpose of retirement, an employee is entitled to an amount equal to one half the number of sick days standing in the account at the time of retirement multiplied by the employee's per diem rate of salary up to a maximum of one-half (1/2) year's earnings. The per diem rate shall be calculated by dividing the employee's annual earnings based on their annual full-time equivalency at time of retirement by the number of working days in the year. An employee who takes a leave of absence, participates in position sharing or alternative work arrangements during the year of retirement shall not have their salary entitlement reduced from the previous year as a result of such leave of absence or reduction in work schedule. For an employee on long-term disability, the calculation of annual earnings will be based on the earnings and full-time equivalency the employee had at the time of disability.
 - (d) The amount paid under Article 27 shall not exceed the amount of one-half (1/2) the earnings received by the Member in the year immediately prior to the termination of employment. The calculation of the retirement gratuity shall be based upon one-half (1/2) the number of sick leave days standing in the Member's account at time of retirement multiplied by the per diem rate up to a maximum of one-half (1/2) year's earnings.
 - (e) Employees hired on or after June 5, 2007 who have received a retirement/sick leave gratuity from the Board or predecessor Board will be ineligible to receive another one.
- 27.10 The Sick Leave Gratuity shall be paid out in one lump sum once the Board has received satisfactory proof that the member has retired on pension. The payment of the Retirement Gratuity will be paid as soon as possible but in no event later than sixty (60) days of the Board receiving such satisfactory proof.
- 27.11 If a Member dies while in the service of the Board, payment of a gratuity computed on the same basis as the Sick Leave Gratuity on Retirement shall be paid to the estate of the Member. Such payment will be conditional upon the qualifying rules for a gratuity, i.e. retirement eligibility and number of years of service required for payment.

ARTICLE 28 – JOB EXCHANGE PROGRAM

- 28.1 The Board shall provide the opportunity to Members to participate in a "job exchange" program in accordance with the terms and conditions outlined in this Article.
- 28.2 The "job exchange" program shall include the opportunity for two permanent bargaining unit Members to exchange positions for a period not to exceed twelve (12) months.
- 28.3 Written application by the two Members requesting a job exchange assignment shall be submitted

to the Members' immediate Supervisor(s), with a copy to the Manager of Employee Relations, no later than five (5) months prior to the requested start date of the assignment. The application shall indicate:

- (a) the name of the Members
- (b) the present positions held
- (c) the two positions involved in the exchange
- (d) the start and end date of the period of exchange

- 28.4 The Human Resources Department shall notify the Members and the President of the Bargaining Unit within four (4) months of the date of application whether or not the Members have been granted the job exchange requested. Such approval shall not be unreasonably withheld.
- 28.5 (a) Subject to clauses 28.5 (b) and (c), Members participating in the job exchange program shall be paid the rate of salary for the exchange assignment. If the exchange assignment is less than full-time, the salary and benefits shall be pro-rated in the same proportion that the part-time assignment is to a full-time assignment in the same position
- (b) A Member who moves to a lower Grade Level under a Job Exchange Program shall receive either the Member's salary prior to job exchange or the maximum salary for the new Grade Level, whichever is the lesser.
- (c) A Member who moves to a higher Grade Level under a Job Exchange Program shall be paid the minimum salary of the new Grade Level or the Member's salary prior to job exchange, whichever is the greater.
- 28.6 Subject to clause 28.5 (a) a Member participating in the job exchange program shall do so without loss of benefits, seniority or sick leave credits that would otherwise accrue to the Member.
- 28.7 At the end of the period of participation in the job exchange program the Members shall return, subject to Article 45 – Layoff and Recall, to the position held immediately prior to the start of such period.
- 28.8 The job exchange arrangement may be terminated within one month of the start of the arrangement by the Manager of Employee Relations if either Member proves to be unsatisfactory in the position held during the arrangement. The Manager of Employee Relations shall notify the Members involved, in writing, ten (10) working days prior to the scheduled termination of the arrangement that the arrangement will be terminated and the reasons thereof.

ARTICLE 29 – POSITION SHARING

- 29.1 (a) The Board shall provide a "Position Sharing" program in accordance with the terms and conditions outlined in this Article.
- (b) For the purpose of this Article, "Position Sharing" shall mean two bargaining unit Members sharing a position.
- 29.2 (a) To be eligible for the "Position Sharing" program Members must hold the qualifications required to perform the duties of the position being shared.
- (b) In a secondary school, the position sharing arrangement may not be less than fifty (50) per cent of the full-time position and/or full-time for one complete semester. In an elementary school, the position sharing arrangement may not be less than fifty (50) per cent of the full time position.
- 29.3 The position sharing assignment shall be for a period not to exceed one (1) year.
- 29.4 Members wishing a position sharing assignment shall apply in writing to the Members' immediate Supervisor(s), with a copy to the Manager of Employee Relations, requesting such assignment, no later than five (5) months prior to the requested start date of the assignment. The letter of application shall indicate:

- (a) the name(s) of the Member(s)
 - (b) the present position(s) held
 - (c) the position to be shared
 - (d) the start and end date of the period of position sharing
- 29.5 The Human Resources Department shall notify the Members and the President of the Bargaining Unit within four (4) months of the date of application whether or not the Members have been granted the position sharing arrangement requested. Such approval shall not be unreasonably withheld.
- 29.6 Members participating in the position sharing program shall be paid the rate of salary for the assignment being shared. Salary and sick leave credits shall be pro rated in the same proportion that the Member works in the shared position.
- 29.7 If the Member is enrolled in one or more of the employee benefits, the Board's contribution to the benefit premiums shall be pro rated in the same proportion that the Member works in the shared position. The Member shall pay, through payroll deduction, the remainder of the premium cost for the benefits in which the Member is enrolled during the period of the position sharing.
- 29.8 (a) Subject to clause 29.8 (b), the period of position sharing may be extended beyond or shortened from the date set out in clause 29.4 (d) to a time defined by mutual consent of the Members involved in the position being shared, the Members' immediate Supervisor(s) and the Manager of Employee Relations.
- (b) At the end of the period of position sharing as outlined in clause 29.4 (d) or clause 29.8 (a), as the case may be, the Members shall return to employment, subject to Article 45 – Layoff and Recall, in the former probationary or permanent positions held immediately prior to participation in the position sharing program.
- 29.9 The position sharing arrangement may be terminated within one (1) month of the start of the arrangement by the Manager of Employee Relations if either Member proves to be unsatisfactory in the position held under the position sharing arrangement. The Manager of Employee Relations shall notify the Members involved, in writing, ten (10) working days prior to the scheduled termination of the arrangement that the arrangement will be terminated and the reasons thereof.

ARTICLE 30 – ALTERNATE HOURS OF WORK

- 30.1 (a) Effective date of ratification, notwithstanding Article 37.2 (b), alternative hours of work during July and August, Christmas Recess Period and the Mid Winter Break may be applied in the following manner.
- (b) Employees must work thirty (30) hours in each week, work five (5) days per week Monday to Friday and on any given day the hours of work must occur between 7:00 a.m. and 7:00 p.m. No alternative hours of work will occur during the first two (2) weeks of July and the last two (2) weeks of August.
- 30.2 Alternative hours of work as defined above will be allowed only under the following conditions:
- (a) Hours of work will be mutually agreed upon by the Employee and the Principal or Supervisor. It is understood that the alternate hours of work must meet the needs of the school/department.
 - (b) An "Hours of Work" schedule shall be completed by each employee.
 - (c) Employees must be given a lunch break of not less that thirty (30) minutes.
 - (d) The Principal/Supervisor will make the final decision on whether or not an Employee will be permitted to work alternate hours of work.

The above-mentioned alternate hours of work may apply on a pro-rated basis in the same proportion that the part-time assignment bears on a full-time assignment.

ARTICLE 31 – TRANSFERS

Administrative Transfer

- 31.1 A Member who is to be administratively transferred by the Board shall be consulted at least five (5) days prior to the scheduled date of transfer. Such consultation shall be between the Member and the Human Resources Department or the appropriate Superintendent. A Member shall have a Union representative present at such meeting. The President of the Bargaining Unit shall be advised by the Board, in advance of the meeting.
- 31.2 Whenever possible, transfers shall be made by mutual agreement between the Member and the appropriate Superintendent. Final notification of transfer shall be made to the Member by the Human Resources Department or the appropriate Superintendent, in writing, prior to the scheduled date of transfer.
- 31.3 (a) Where a conflict arises between members of the bargaining unit in the same school or department, or between a Member and the Principal/Supervisor, every reasonable effort will be made to resolve the conflict. In the case of conflict with members outside the bargaining unit, the Member, Board and Union shall meet to attempt to resolve the conflict. Where the conflict cannot be resolved the Board may affect an administrative transfer in accordance with Article 31.2.
- (b) Where an administrative transfer is affected, the Board will:
- (i) First, look to vacancies within the same salary grade and equivalent hours of work;
 - (ii) second, look at a mutual exchange between two (2) Members of the bargaining unit.
- (c) Administrative transfers will not be used as a disciplinary measure.
- 31.4 (a) A member applying for a lateral transfer to the identical position including job title, job description, job grade and FTE, shall send a request for transfer to the Human Resources Department with a copy to the Union. This application shall be submitted between April 1st and April 15th each year, for consideration for transfer from April 15th to the following April 14th. Transfers shall be considered on the following conditions:
- i) successful completion of the probationary period
 - ii) completed one full school year in the position for which the transfer request has been made
 - iii) the members personnel file shall be free of any derogatory notation including performance appraisal
 - iv) only one transfer per school year per person transferred
- (b) Such application for transfer shall include the following information:
- i) the position and location the employee currently holds
 - ii) the FTE of the position currently held
 - iii) seniority date
 - iv) up to four (4) locations to which the member would like to transfer
- (c) Upon the Board becoming aware of a vacancy, and prior to posting the position, the Board shall first apply Article 45 and then the Board shall offer the position to members with a transfer request on file, in the following order:
- (i) to the most senior employee with a request for transfer on file, if the most senior member refuses the offer, then;
 - (ii) to the next most senior member who has submitted a request for transfer

This order shall continue until the position is filled or there are no requests for transfer on file.

- (d) A member who refuses the transfer shall be removed from the transfer list for the remainder of the application year.
- (e) Subsequent vacancies resulting from the transfer of an employee, shall be filled in the same manner
- (f) The final vacancy shall be posted as per Article 33 Job Posting.
- (g) If there is no request for transfer on file, for a vacant position, it shall be posted as per Article 33, Job Posting.

ARTICLE 32 – TEMPORARY ASSIGNMENTS

- 32.1 A member absent from work as provided in this Collective Agreement shall be replaced by a Member in accordance with this Article.
- 32.2 (a) A temporary assignment which is known in advance and is for four (4) months up to and including one (1) year, shall be filled through the Board’s Job Experience Program. If there are no qualified applicants, the temporary assignment shall be posted in accordance with Article 33. Only the initial temporary assignment will be posted, any subsequent temporary assignments will be filled according to Article 32.3.
- (b) A temporary assignment, which is known in advance and is for a period greater than one (1) year, shall be posted in accordance with Article 33. The original temporary vacancy, and the resulting subsequent vacancy will be posted. Any subsequent temporary assignments will be filled in accordance with Article 32.3.
- 32.3 (a) Subsequent temporary vacancies as a result of Article 32.2 and any other temporary vacancies shall be offered to the most qualified senior Member in the Department or school;
- (b) If the position is not filled through (a) the Board shall fill the position with a qualified casual/temporary Member.
- 32.4 From time to time the Board may create a Special Task Assignment, which is time, and task definite. The Special Task Assignment shall be filled by posting the assignment in accordance with Article 33 – Job Posting.
- 32.5 The position left by the Member who receives the Special Task Assignment shall be filled in accordance with 32.2 and 32.3.
- 32.6 Temporary Assignments and Special Task Assignments under this Article shall not be greater than one (1) year without the written consent of the Bargaining Unit.
- 32.7 Persons/Positions Outside the Bargaining Unit
- (a) Where a Member of the Bargaining Unit successfully applies for a temporary vacant position or a term/task position outside the Bargaining Unit, the Employer shall notify the Union of the Employee’s name and the date that the Employee will commence duties in the new position.
- (b) A Member of the Bargaining Unit who accepts a temporary/term/task position, with the employer, for a maximum period of twelve (12) months, shall have the right to return to his or her former position within the Bargaining Unit. Such Member shall continue to accumulate seniority during such period.
- (c) In the event a Member of the Bargaining Unit accepts a position in a non-union position the Member will be required to continue to pay dues during the term of the position.
- (d) Where a Member of the Bargaining Unit accepts a permanent position outside the Bargaining Unit, he/she shall not have a right to return to a Bargaining Unit position.

- 32.8 A permanent employee who has been the successful applicant to a temporary assignment must complete the duration of the temporary assignment unless they are the successful applicant to another permanent position within the Board.

ARTICLE 33 - JOB POSTING

- 33.1 If the Board creates a new position or when any position within the bargaining unit becomes vacant, the Board shall post a notice through e-mail to all Members. Wherever possible, the Board will post the position within fifteen (15) days of the vacancy for a period of five (5) working days in all work locations covered by this Agreement. The posting period shall commence on a **Wednesday** and shall close at the end of normal business hours on the fifth (5th) working day following. **No job postings will occur during the Christmas and March Break period. No job postings for ten (10) month positions will occur from the third (3rd) Monday in July up to and including the first (1st) Friday in August.**
- 33.2 A vacancy shall exist when the incumbent Member is promoted, demoted, permanently transferred to another position, dies, resigns, retires or is terminated for just cause. A vacancy shall also exist when a new job is created.
- 33.3 (a) A vacancy, shall be filled by the procedure outlined in Article 31.4, Voluntary Transfer, before being posted.
- (b) Any vacancy, as described in Article 33.2, shall be open to bargaining unit Members who hold a permanent position with the Board at the time of the posting of such vacancy unless otherwise provided in this Agreement.
- (c) If there are no qualified applicants from permanent bargaining unit Members to a posted vacancy, the vacancy shall be open to qualified temporary and casual Members covered by this Collective Agreement.
- (d) If there are no applicants from permanent, probationary, casual or temporary Members and no Members on the recall list to a posted vacancy, the Board may fill the vacancy from outside the Bargaining Unit.
- 33.4 The posting shall identify the work location, the Grade Level, Job Title, annual salary range, starting date, general requirements of the position, whether the candidates will be tested, to whom applications are to be sent and the due date for such applications.
- 33.5 (a) A Member who wishes to apply for a posted vacancy shall submit a written application prior to the due date stated on the job posting. A resume attached to the application shall also be submitted by the Member, which shall indicate the applicant's qualifications and experience.
- (b) The Board will endeavour to hold interviews within ten (10) working days from the closing of the posting, but in no case will the interviews be held beyond twenty (20) working days from the closing date of the posting. This provision shall not apply during school recess periods.
- 33.6 In filling any posted vacancies under this Collective Agreement, the Board shall base its decision on the applicant's qualifications and skill level to perform the duties of the position. If qualifications and skill level are relatively equal, the Board shall select the most senior candidate.
- 33.7 Whenever possible, the Board shall notify the successful candidate within one (1) day of the selection decision and notify the unsuccessful candidates within two (2) days of the final selection and acceptance by the candidate for the position.
- 33.8 The Board shall notify the Bargaining Unit President, in writing, **and post a general notice in the job conference area on First Class advising of** the names of all successful applicants to posted positions within ten (10) working days of the appointment.

33.9 The Board shall transfer the successful applicant to the new position within thirty (30) calendar days of the final selection unless otherwise mutually agreed upon by the Board and the President of the Bargaining Unit.

33.10 The Board shall endeavour to post jobs by 2:00 pm of the posting date.

ARTICLE 34 – JOB CLASSIFICATION AND RECLASSIFICATION

34.1 When the Board creates a new position, the board shall:

- (i) establish the salary using the agreed evaluation plan;
- (ii) provide the Bargaining Unit with a summary of the major responsibilities;
- (iii) advise the Bargaining Unit of the assigned salary and job classification

34.2 After six (6) months of the incumbent being in the new position, the position shall be reviewed jointly by the parties using the agreed to job evaluation plan.

34.3 Notwithstanding Article 34.2, the position may be reviewed earlier if mutually agreed by the Board and the Bargaining Unit.

34.4 When the duties of a position are substantially changed, the position shall be re-evaluated using the agreed to evaluation plan.

ARTICLE 35 – JOB PERFORMANCE APPRAISALS

35.1 The Board shall develop a revised performance appraisal system.

35.2 A Member is entitled to be notified at a meeting with Board representatives that the Member is to be put on review for unsatisfactory job performance. The Board shall inform the Member and the President of the Bargaining Unit, prior to the day of the meeting, of the Member's right to have the President of the Bargaining Unit or Chief Negotiator present and also the time and place of such meeting.

35.3 A Member shall have the opportunity to sign and add comments to the performance appraisal.

35.4 Bargaining unit Members shall not be required to discipline or evaluate other bargaining unit Members.

ARTICLE 36 – HEALTH AND SAFETY

36.1 The Board agrees to provide safe and healthful conditions of work for its employees and to carry out all of its duties and obligations under the Occupational Health and Safety Act and its Regulations.

36.2 The Union agrees to assist the Board in maintaining proper observation of all occupational health and safety rules.

36.3 Two (2) representative appointed by the Bargaining Unit Executive shall serve on the Board's Joint Health and Safety Committee.

36.4 It is the responsibility of the Member to report to the Member's immediate Supervisor any equipment or process which is in the opinion of the Member unsafe or hazardous or any condition, which is unhealthy. If any difference of opinion exists between the Member and the Member's immediate Supervisor, the Member may refer the matter to the Union representative of the Joint Health and Safety Committee. The Union representative shall contact the Health and Safety Officer who shall ensure that all necessary actions are taken to address the concern of the Member.

- 36.5 The Board and the Union agree that the Guidelines for the Structure and Function of the Joint Health and Safety Committee shall be attached to the Collective Agreement as information.
- 36.6 The Board shall provide first aid training to those Members who, on a voluntary basis, wish to obtain such training. No Member shall be required to take first aid training.
- 36.7 The Board, in consultation with the Medical Officer of Health, shall establish procedures for control of body fluid-borne infectious diseases. Such procedures shall be made available in each work location.
- 36.8 All reported WSIB incidents involving aggression or violence shall be brought to the attention of the Joint Health and Safety Committee.
- 36.9 The Board agrees to provide the OCTU bargaining unit with representation on the Board constituted committee to address Violence in the Workplace.

ARTICLE 37 – HOURS OF WORK

- 37.1 (a) The Board recognizes that each work week for full-time Members shall be thirty-five (35) hours of work, worked in five (5) days, Monday to Friday inclusive, of seven (7) hours each day.
(b) Notwithstanding Article 37.2 (b), such hours shall not be scheduled/worked in less than three and one-half (3 ½) consecutive hour blocks.
- 37.2 (a) The scheduled hours of work for a Member may vary depending upon the location of work but shall be seven (7) hours per day for full-time Members, and three and one-half (3 ½) hours per day for part-time Members as follows:
(i) Administrative Buildings – between the hours of 8:30 a.m. to 5:00 p.m.
(ii) Secondary Schools – at least one secretary will begin work forty (40) minutes prior to the commencement of the instructional day.
(iii) Elementary Schools – one half (1/2) hour prior to the commencement of the instructional day.
Notwithstanding the above, no Member shall commence work prior to 7:30 a.m. nor shall a Member begin work later than 9:00 a.m.
Each Member shall also be entitled to a one (1) hour unpaid lunch break which shall be scheduled as close as possible to the mid-point of the Member's workday.
(b) The scheduled hours of work during July and August, the Christmas Recess period and the Mid-Winter Break, may vary depending upon the location of work but shall be six (6) hours per day normally between 8:00 a.m. and 4:00 p.m. In Secondary Schools, the hours of work shall be six (6) hours per day commencing at 7:30 a.m. and ending at 2:30 p.m. with a one (1) hour lunch, or 8:00 a.m. and ending at 2:30 p.m. with a one-half (1/2) hour lunch. Each Member shall be entitled to a one (1) hour unpaid lunch break which shall be scheduled as close as possible to the mid-point of the Member's workday. There shall be no reduction in the weekly salary/wages as a result of this reduced schedule.
- 37.3 (a) All exceptions to the above hours will be reported annually by the Employee's Supervisor to the Human Resources Department. Human Resources shall inform the President of the Bargaining Unit of those exceptions.
(b) Any new position being considered to have hours outside the normally scheduled hours of work, shall be discussed with the Union prior to the establishment of such hours.
- 37.4 Each Member shall be entitled to one fifteen (15) minute paid break per half (1/2) day worked. The Member may take this break away from the Member's workstation.
- 37.5 (a) The hours of work for Members holding the position of summer school secretary only be from 7:30 a.m. to 2:00 p.m. with a thirty (30) minute unpaid lunch break.
(b) There shall be no reduction in the weekly salary/wages as a result of this reduced schedule

37.5(a) for ten-month and twelve-month Members holding the position of summer school secretary.
(c) In addition to the salary/wages paid in 37.5 (b), ten (10) month Members holding the position of summer school secretary shall receive 4% vacation pay on each pay.

- 37.6 A twelve (12) month Member who works as an Elementary School Secretary for ten (10) months at the time of the signing of this collective agreement shall continue to be employed on a twelve (12) month basis until such time as the Member applies to another position/location. If the Member is the successful applicant, upon commencement of work in the new position, the Member shall be employed based on the hours of work/work year as indicated on the job posting to which they applied.
- 37.7 Work Year - All secondary school office positions will be twelve (12) month positions. All elementary school office positions shall be ten (10) month positions. All positions which are not school office positions shall remain as they are with respect to work year.

ARTICLE 38 – OVERTIME

- 38.1 From time to time the Board may request a Member to work overtime. Such request shall be in accordance with this Article.
- 38.2 (a) For the purpose of this Article, overtime shall mean one of the following:
(i) Prearranged overtime shall mean work performed on Board premises, approved by the Member's immediate Supervisor, performed outside the normal scheduled hours for which notification must be given a minimum of twenty-four (24) hours in advance. Time shall be counted from the time the Member reports for work until the Member finishes work.
(ii) Emergency overtime shall mean work performed on Board premises, that could not be predicted prior to the day the work was identified, approved by the Member's immediate Supervisor, performed outside the normal scheduled hours which is not prearranged overtime. Time shall be counted from the time the Member reports for work until the Member finishes work.
(b) In extenuating circumstances, overtime may be performed off Board property when prior approval is obtained from the Supervisor. Overtime performed off Board property shall be recorded on a time sheet and signed by both the Employee and the Supervisor.
- 38.3 Overtime shall be paid at one and one-half times the Member's regular salary rate for:
(i) all work in excess of thirty-five (35) hours per week,
(ii) all work done on a Saturday
(iii) all work done on a recognized paid holiday, plus any holiday pay to which the Member is entitled pursuant to Article 41.
- 38.4 Overtime shall be paid at two (2) times the Member's regular salary rate for all work done on a Sunday.
- 38.5 When overtime is required, the Supervisor shall ask first the Member who holds the position in which the work is normally done. If that Member refuses the overtime, the Supervisor may then ask another Member in the same department if the Member wishes to do the overtime.
- 38.6 A Member who has left the premises of the Board following the Member's normal work day and is called to return to work overtime, shall be paid a minimum of three (3) hours of overtime at the rate as provided in this Agreement.
- 38.7 (a) A Member who has accumulated overtime hours shall receive time off in lieu of payment with the lieu time reflecting the appropriate overtime rate. If the Supervisor and the Member cannot agree to the scheduling of the lieu time, it shall be paid to the Member on the bi-weekly pay period closest to August 31st as stipulated under 38.7 (d).

- (b) The Member may bank overtime hours to a maximum of two (2) weeks. The request to take the lieu time will not be unreasonably withheld.
- (c) Banked overtime hours must be taken in lieu time in the same year earned, if earned between September 1st and June 30th. Overtime earned between July 1st and August 31st may be carried over for up to six (6) months from the time it was earned.
- (d) Banked overtime hours not used, and overtime hours worked above the two (2) weeks, shall be paid to the Member, at the appropriate premium rate of pay on the bi-weekly pay period closest to August 31st if earned prior to July 1st. Banked overtime hours not used shall be paid to the Member at the appropriate premium rate of pay at the end of the six (6) month period in which it was earned if earned between July 1st and August 31st.
- 38.8 A Member who works in excess of three (3) consecutive hours of overtime shall be entitled to one (1) fifteen (15) minute break after each three (3) hour period.
- 38.9 (a) A Member who works more than four (4) consecutive hours of overtime shall be entitled to one (1) hour unpaid mealtime during the scheduled overtime.
- (b) The Board shall pay to a Member a meal allowance of five (5) dollars when:
- (i) a Member works at least four (4) consecutive hours overtime; or
 - (ii) when a Member is required to work overtime immediately after the end of the Member's normal quitting time and overtime extends up to 7:00 p.m. or later.
- 38.10 A record of all overtime shall be maintained on overtime sheets provided by the Board. When lieu time is taken or payment is made to the Member, both the Member's immediate Supervisor and the Member shall initial the overtime hours to which the lieu time or payment applies. The Supervisor shall forward a copy of the initialled overtime sheets to which the lieu time or payment applies, to the appropriate Superintendent.

ARTICLE 39 – CHANGE IN HOURS OF WORK

- 39.1** Upon the request of a Principal, a Member who holds a ten (10) month position as a school secretary **shall** be scheduled to work five (5) additional days during the summer break. Under unusual circumstances upon the request of a Principal and subject to the approval of Executive Council, a Member who holds a ten (10) month position as a school secretary may be permitted to work up to a further five (5) days, during the summer break. **When** worked, normal salary/wages shall be paid.
- 39.2 A Member may request, in writing, to participate in an alternative work arrangement, part-time and/or ten (10) month employment, subject to the following conditions:
- (i) such request shall be made four (4) months prior to scheduled start date. The remaining portion of the member's position shall be filled in accordance with the provisions of the Collective Agreement. For those employees requesting a change from twelve (12) to ten (10) months employment, management will decide whether or not to fill the position over the summer months.
 - (ii) Such request shall specify the period of the part-time and/or ten (10) month assignment, not to exceed one year;
 - (iii) Any extension to the one (1) year period may be granted upon written request of the Member and such extension shall be for a maximum of one (1) year.
- 39.3 Members requesting alternative work arrangements shall submit their request in writing to the Member's immediate Supervisor, with a copy to the Manager, Employee Relations.
- 39.4 The Board shall notify the Member within two (2) weeks of the date of application whether or not the Member's request for alternative work arrangements has been granted.

ARTICLE 40 – PAID HOLIDAYS

- 40.1 The Board shall grant to each Member the following recognized paid holidays:
- | | |
|----------------------|------------------|
| New Year's Day | Thanksgiving Day |
| Good Friday | Easter Monday |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |
| August Civic Holiday | Labour Day |
- 40.2 (a) A Member employed on a ten (10) month basis shall be entitled to the recognized paid holidays listed in clause 40.1 except the August Civic Holiday.
- (b) A Member employed on a ten (10) month basis shall not be entitled to the Holidays as outlined in clause 40.6.
- 40.3 If any of the recognized paid holidays in clause 40.1 falls on a Saturday or Sunday and if it is decreed by the Federal, Provincial or Municipal Government that such holiday shall be observed on another date, then that other date shall be treated as the recognized paid holiday in accordance with the provisions of this Article. If any of the recognized paid holidays in Article 40.1 falls on a Saturday or Sunday and no other day is proclaimed in lieu thereof, then the Board shall substitute for that holiday either the working day immediately preceding or following the holiday and such day shall be considered as the recognized paid holiday under this Article.
- 40.4 A part-time Member shall be paid for a recognized paid holiday under this Article at the rate of pay the part-time Member would have received if the part-time Member had otherwise worked that day.
- 40.5 Subject to Article 41 – Paid Vacations, if a recognized paid holiday referred to in this Article falls within a Member's vacation period, the Member shall receive an additional day off with pay.
- 40.6 The half (1/2) day prior to Christmas Day and the half (1/2) day prior to New Year's Day shall be recognized holidays; or if substituted for under Article 40.3, the half (1/2) day before each of the two (2) observed holidays.
- 40.7 If a Member is on unpaid leave of absence or on layoff in accordance with this Agreement when a recognized paid holiday as listed in clause 40.1 occurs, that Member shall not be entitled to the recognized paid holiday unless otherwise qualified for payment in accordance with the Employment Standards Act.
- 40.8 If a Member is on sick leave and off the active payroll of the Board, because there are no sick leave credits remaining in the Member's Sick Leave Credit Account, for a period in excess of six (6) consecutive months, that Member shall not be entitled to holiday pay under this Article.

ARTICLE 41 - PAID VACATIONS

- 41.1 The Board shall grant paid vacation periods to each Member in accordance with the terms and conditions outlined in this Article.
- 41.2 (a) The Board shall maintain a record of paid vacation entitlement for each Member based on the years, and parts thereof, of service from the most recent date of hire with the Board completed by August 31st prior to the vacation period to be taken.
- (b) For the purpose of this Article, the most recent date of hire shall be the date of last hire where there has been no termination of employment since that date.
- (c) A Member who was given credit for split service prior to the signing of this Agreement shall continue to retain such service for vacation entitlement.
- 41.3 (a) Every Member shall be granted by the Board an annual paid vacation according to the

following schedule:

Years of Service Prior to September 1st	Entitlement
less than 1 year	3 weeks pro rated to time worked
1 year	3 weeks
8 years	4 weeks
17 years	5 weeks
24 years	6 weeks

- (b) The pay for any vacation period shall be calculated on the Member's annual salary as provided in Schedule A.
- 41.4 (a) Vacations will normally be taken during the months of July and August but alternate scheduling may be permitted with the approval of the Member's immediate Supervisor. Such requests for alternate scheduling shall not unreasonably be withheld.
- (b) The Member shall inform the Board about the Member's request for paid vacation by completing the vacation schedule form provided by the Board.
- (c) If more than one (1) Member in a work location or department requests the same vacation time off, then, the most senior Member shall be granted the first choice the initial year after ratification of this Agreement. Thereafter, vacation time shall be on a rotation basis beginning with the next most senior Member having first choice.
- (d) The choice of vacation time by seniority referred to in clause 41.4 (b) is to be implemented only when a problem may occur in a department whereby two or more Members have chosen the same vacation period and it is necessary that one of those Members must be available to maintain the efficient operation of the department.
- (e) There will be a minimum of two (2) Members in a Composite Secondary School Office at all times.
- 41.5 (a) A ten (10) or twelve (12) month Member working in elementary schools shall take their vacation during regular scheduled breaks. This provision will also apply to ten (10) month Members working in Instructional Services and Media Services.
- (b) A ten (10) month member shall have the Member's vacation entitlement pro-rated to ten twelfths of the vacation entitlement earned as of August 31st.
- (c) If the Member has sufficient vacation entitlement combined with recognized paid holidays, the Member shall receive the normal rate of pay in accordance with the following:
- (i) Two (2) week's pay during the Christmas Break, which will consist of a combination of vacation entitlement and recognized paid holidays.
- (ii) One (1) week's pay during the March break, which will consist of a combination of vacation entitlement and recognized paid holidays.
- (iii) Payment for the Christmas and March Break periods will be made on the regularly scheduled pay coinciding with or next following the break periods.
- (iv) No record of employment for E.I. purposes will be issued in December or March in lieu of the vacation period.
- (v) Ten (10) month Members shall receive the remainder of their vacation entitlement in a lump sum payment on the first regular pay in June.
- 41.6 (a) If a Member who is entitled to vacation pay quits, is discharged or otherwise is terminated from employment with this Board, the Member shall be paid vacation pay on the date of termination based on the amount of vacation time to the credit of the Member at the date of termination. If the termination does not occur on August 31st, the vacation entitlement under this Article shall be pro-rated in accordance with the amount of time the Member was on the active payroll during the twelve (12) month period immediately preceding the August 31st on which the vacation entitlement would have been determined except for the termination. If a Member's termination from employment is caused by the death of the Member, the payment under this clause shall be made to the Member's estate.

- (b) A Member who is on an unpaid leave of absence or on layoff, as provided by this Agreement, for a period greater than one (1) month or on sick leave and off the active payroll, because there are no sick leave credits remaining in the Member's Sick Leave Credit Account, for more than six (6) consecutive months shall have the vacation entitlement under this Article pro-rated in accordance with the amount of time the Member was on the active payroll during the twelve (12) month period immediately preceding the August 31st on which the vacation entitlement is determined.
 - (c) "On the active payroll" shall include but not be limited to paid vacation time and paid sick leave.
- 41.7 In the event of the death of a family member during a Member's scheduled vacation time the Member may request in writing to the Manager, Employee Relations, consideration to replace vacation time lost as a result of bereavement. Such request shall not be unreasonably withheld. The onus shall be on the Member to provide any necessary information or documentation required to support the request. Any vacation time replaced shall be credited to the Member for use at a future vacation period.
- 41.8 If a Member is hospitalized for reasons of illness or injury and such illness or injury is certified by a medical physician or licentiate of dental surgery and the period of hospitalization and recuperation is for more than four (4) consecutive days during the Member's vacation period, the Member may request in writing to the Manager, Employee Relations, to substitute sick leave credits, as provided in Article 27, for the equivalent number of days of vacation. Such request shall not be unreasonably withheld. The vacation days shall be credited to the Member for use at a future vacation period. The onus shall be on the Member to provide any necessary information or documentation required to support the request.
- 41.9 If a recognized paid holiday falls within a Member's vacation period, the Member shall receive an additional day off with pay.
- 41.10
- (a) Vacation entitlement will be earned based on service during the twelve (12) month period beginning September 1st and ending August 31st the following calendar year.
 - (b) Subject to clause 41.10 (c), vacation entitlement shall be taken prior to the December 31st immediately following the August 31st.
 - (c) Upon approval of the Superintendent, a Member may defer up to five (5) vacation days credit up until March 31st following the end of the calendar year.
 - (d) A Member may take vacation entitlement earned, pro-rated to the time worked from September 1st to the work day immediately preceding the start of the vacation, between January 1 and June 30th in the year in which service is being calculated.
 - (e) Subject to clause 41.10 (c), a Member may take any remaining vacation entitlement earned between July 1st and December 31st.
 - (f) Full vacation entitlement shall be deemed to have been earned as of July 1st of each year.
- 41.11 Members retiring with an immediate pension at any time in the vacation year, prior to using their vacation, shall be entitled to the same vacation or vacation pay which would have been earned if they had continued in employment to the end of the vacation year.

ARTICLE 42 – TRAVEL ALLOWANCE/MILEAGE

- 42.1 The Board shall reimburse each Member who is authorized to use a vehicle on approved Board business in accordance with Board Policy.

ARTICLE 43 – MEDICAL PROCEDURES

- 43.1 Except in a medical emergency, the Board shall not require any Member to administer medication, perform any medical/physical procedures or examine students for communicable conditions or

diseases. No Member shall be liable if the Member volunteers to assist the Principal/Vice-Principal in a medical emergency.

- 43.2 A bargaining unit Member who volunteers to administer medication or perform medical procedures will be fully covered by the Board's liability insurance.

ARTICLE 44 – PROBATIONARY PERIOD

- 44.1 (a) All Members appointed to their first permanent position shall serve a probationary period of six (6) continuous months from the date of hire.
(b) The probationary period for ten (10) month Members is exclusive of July and August.
- 44.2 A Member shall be informed in writing within three (3) months of successful completion of the probationary period.

ARTICLE 45 – LAYOFF AND RECALL

- 45.1 The Board agrees that job reduction shall be accomplished through normal attrition first, then the layoff and recall procedures shall apply.
- 45.2 The Board agrees that in the event of layoff, no Member covered by the bargaining unit shall be treated in a manner, which is inconsistent with the terms of Article 45.
- 45.3 The Board agrees that when a decision is made to layoff, make a position redundant, close a school or department, the Board shall notify the Union in writing, and each Member affected by the layoff.
- 45.4 A Member who is to be laid-off shall be given appropriate notice in accordance with the Employment Standards Act.
- 45.5 (a) If a Member has been informed in writing by the Board that the Member will be laid off because of redundancy or closure, the Member may exercise the Member's right to retain a position with the Board in accordance with Article 45 – Layoff and Recall.
(b) Layoff procedures shall be subject to the following order:
(i) Temporary and Casual Members in order of service beginning with the Member with the least service as provided in Schedule "C" shall be displaced to the Temporary and Casual pool;
(ii) Probationary Members in reverse order of date of hire;
(iii) Permanent Members in order of seniority beginning with the least senior Member.
- 45.6 The following layoff procedures in Articles 45.5 to 45.21 inclusive shall apply only to permanent and probationary Members.
- 45.7 (a) The Board shall identify those positions to be eliminated as a result of a decision to layoff, make a position redundant, or close a school or department.
(b) Members occupying eliminated positions shall be declared surplus.
- 45.8 The equivalent number of Members as were declared surplus in Article 45.5 (b) shall be declared redundant on the basis of date of hire for probationary Members beginning with the most recent date of hire and seniority for permanent Members beginning with the least senior and placed on the Temporary Redundancy List.
- 45.9 For the purpose of the displacement procedure, the Member is entitled, wherever possible, to either a full-time or half-time status.

Through the displacement process, a Member may voluntarily elect to accept, on a permanent basis,

a position that is less than their status (full-time/part-time; 12 month/10 month) prior to displacement.

If the Member makes such a choice, the Board's obligation to the Member shall have been met, however, the Member shall be allowed to return to the Member's former grade level, if it becomes available within thirty (30) months of the Member's displacement.

- 45.10 The Board shall identify all vacancies by grade level, created by attrition or created by placing the least senior Members on the Temporary Redundancy List.
- 45.11 (a) All vacancies described in Article 45.10 shall be filled according to the following displacement procedures:
- (b) In order of seniority for permanent Members beginning with the most senior and on the basis of date of hire beginning with the least recent date of hire for probationary Members, each surplus Member who is not on the Temporary Redundancy List shall be displaced into a vacant position in the Member's salary grade provided the surplus Member is qualified;
- (c) (i) Failing 45.11 (b), the surplus Member shall be displaced into a position in their salary grade held by the least senior Member holding a position for which the surplus Member is qualified;
- (ii) The Member displaced in clause 45.11 (c) (i), shall now be declared surplus and shall continue through the displacement procedures in order of seniority for permanent Members beginning with the most senior and on the basis of date of hire beginning with the least recent date of hire for probationary Members;
- (d) Failing 45.11 (c) (ii), the surplus Member shall be displaced into a position in the next lowest job grade according to the same procedure described above until a position is attained by the surplus Member.
- (e) Failing 45.11 (d), the surplus Member is added to the Temporary Redundancy List.
- 45.12 All remaining vacancies, except for those held by temporarily redundant members, shall be posted according to Article 33 – Job Postings. Postings shall be open to all permanent and probationary members.
- 45.13 All Members remaining on the Temporary Redundancy List after all vacancies have been filled shall be notified in writing by the Board and identified as a permanent Member scheduled for layoff.
- 45.14 If a Member employed half-time or less displaces a full-time Member under these procedures, it may be necessary to share the assignment with another Member.
- 45.15 If, under these procedures, a Member is transferred to a position at a lower salary grade, the Member's existing weekly salary rate shall be red-circled for a period of up to two (2) years, or until the rate of pay for the position catches up to or supersedes that which the Member is presently receiving. In such case the Member shall no longer be red-circled. At the end of the two (2) year period the Member shall then be paid at the maximum of the grade level of the position.
- 45.16 A Member shall have the right to be recalled for thirty (30) months from the date of layoff.
- 45.17 (a) A Member displaced and transferred to another position under these procedures shall be given the opportunity to return to the Member's original grade level of equal or lesser time when a position becomes vacant within thirty (30) months from the date of displacement.
- (b) A Member as stated in 45.17 (a) shall have the right to be reinstated to a position in their original grade level, for which they are qualified. Such reinstatement shall be offered as follows:
- (i) a less than point seven (.7) employee to a half-time position
- (ii) a point seven (.7) or more employee to a full-time position
- Such Member shall then assume either the half-time or full-time equivalency on a permanent basis until such time as the Member posts to another position.

- 45.18 (a) The Board shall not hire from outside the Bargaining Unit to fill future vacancies within the bargaining unit until:
- (i) first filling the position in accordance with Article 45.17;
 - (ii) then, if a vacancy remains, posting the position in accordance with Article 33 – Job Posting. Posting shall be open to all permanent and probationary Members including Members on the Recall List ; and
 - (iii) then, if a vacancy remains, offering the opportunity, in order of seniority or less recent date of hire, as the case may be, among other Members on the Recall List, to a Member on the Recall List who is qualified for the position.
- (b) Postings of vacancies will be made available through the Union Office, for those Members on the Recall List.
- 45.19 A Member who is given notice of layoff may, in writing, waive the right of recall, and receive a severance allowance equal to two (2) week’s salary for each year of service, up to a maximum of twenty-six (26) weeks’ pay. The Board shall have no further obligation to a Member who elects to receive a severance allowance instead of retaining the right of recall.
- 45.20 (a) A Member on layoff and subject to recall shall, for a period of thirty (30) months commencing from the date of layoff, be given first consideration to perform supply work or to fill a temporary assignment within the bargaining unit, providing the laid off Member is qualified and capable of performing the duties. The laid off Member shall be required to advise the Human Resources Department from time to time as to the Member’s availability for such work.
- (b) During the period of recall and while working in a casual or temporary assignment, the Member may elect to receive full benefit coverage. The Board shall contribute its share of the premium cost for the Member’s benefit coverage. If the Member withdraws from benefit coverage during the period of recall, the Member shall be ineligible to re-enrol. If the Member is not employed during any working month, the Member shall contribute the full premium cost of such benefit coverage.
- (c) During the period of recall and while working in a casual or temporary assignment, the Member shall accrue two (2) days sick leave per month to be added to the sick leave balance of that Member at the end of the recall period. Sick leave will not be granted during any month in which the Member is not working during that month. If a Member is working in a casual or temporary assignment during the period of recall and is absent due to illness or personal injury, then the Member may draw upon the accumulative sick leave balance that the Member had in the sick leave account at time of displacement. At the end of the recall period the total number of sick days earned during the recall period shall be added to the Member’s sick leave credit account together with any sick leave balance the Member had at time of displacement minus any days used during the period of recall.
- 45.21 (a) If a Member, subject to layoff or on recall, refuses in writing, an offer of employment of equal or greater time on the permanent staff under these procedures, the Board shall have no further obligation to the Member under this Collective Agreement.
- (b) If a member is offered a half time position under recall, and decides to accept such position, they shall maintain their right of recall to another half time position, or to a full time position as outlined in this agreement for the recall period.
- 45.22 The Board shall provide Employee Assistance Service through the Board’s EAP Program for Members affected by these procedures.
- 45.23 If a Member is recalled to the permanent staff from layoff within thirty (30) months of the date of layoff, the Member’s seniority and sick leave will be reinstated as if there was no interruption of service.
- 45.24 If a Member, who held a twelve (12) month position, is transferred under this Article to a ten (10) month position, the Member shall be offered by the Board other work during a school break period.

- 45.25 Nothing in Article 45 precludes the right of a Member or the Union to file a grievance regarding the application of Article 45.

ARTICLE 46 – PENSION PLAN

- 46.1 (a) Subject to Article 46.1 (b) and (c), the Ontario Municipal Employee's Retirement System (O.M.E.R.S.) shall be the recognized Pension Plan for Members of the Office, Clerical and Technical Bargaining Unit.
- (b) A Member who holds certification as a teacher shall become and remain a Member of the Ontario Teachers' Pension Plan (T.P.P.).
- 46.2 Effective January 1, 1988, Members who are part-time shall be given the option of joining the O.M.E.R.S. Basic Pension Plan (future service) consistent with the provisions of the Ontario Pension Benefits Act and O.M.E.R.S.
- 46.3 The Board shall make the appropriate deductions from the Member's pay and submit to O.M.E.R.S. or T.P.P., as the case may be, the necessary Member and Board pension contributions as required.

ARTICLE 47 - INSURED EMPLOYEE BENEFITS

- 47.1 Effective date of ratification, the Board agrees to contribute to the plan for benefits as provided by the carrier as set out below including the execution of appropriate payroll deductions for the employee's share in premiums for those coverage's identified in Article 47.
- 47.2 (a) The following benefits shall be made available to each Member of the Bargaining Unit:
- (i) Semi-Private Hospital Care Plan
 - (ii) Including Vision Care - \$250 in any twenty-four (24) month period (effective September 1, 2007 includes laser eye surgery and eye examination, maximum is \$300 in a 24 month period); Hearing Aids - up to \$500 every five (5) years (effective September 1, 2007 \$600 every 5 years); Smoking Cessation products - \$200 lifetime maximum; Dispensing Fee capped at \$7.00 per prescription (effective September 1, 2007 capped at \$7.50 per prescription); Orthotics and Orthopedics shoes will be limited to a maximum amount of \$700 per person every two benefit years as prescribed by a medical practitioner.
 - (iii) Effective September 1, 2007 basic dental current ODA
 - (iv) Basic Group Life Insurance - \$50,000.
- (b) The Board's contribution for the benefit plans listed in Article 47.2 (a) for a full-time Member shall be 100% of the premium cost. The Board's contribution for the benefit plans listed in Article 47.2 (a) for a part-time Member shall be pro rated in the same proportion that the part-time assignment bears to a full-time assignment.
- 47.3 (a) The Board may at any time substitute another carrier provided that the benefits conferred thereby are at least equivalent and provided the Union is given 30 Calendar days notice.
- (b) A Member who is off the active payroll for more than six (6) months for reasons other than leave of absence for pregnancy/parental leave shall be responsible for paying in advance the full cost of any employee benefit premiums under Article 47.2.
- 47.4 (a) Basic Group Life Insurance
The Basic Group Life Insurance Plan will provide life insurance in the amount of three (3) times annual salary up to \$50,000. A new Member must, as a condition of employment, become and remain a member of the Basic Group Life Insurance Plan.

Amended Provisions of Group Life Policy - Total Disability Benefit

If a Member covered by the Basic Group Life Insurance Plan becomes totally and permanently disabled before reaching the age of 65 years, the Member must select one of the following options at time of disability:

Option 1 The Member may elect to receive the Member's life insurance in effect at the date of disability subject to a maximum of \$40,000. Such amount would be paid in a series of sixty (60) equal monthly instalments while the disability continues but in no event beyond the Member's sixty-fifth (65th) birthday. Any insurance in excess of \$40,000 will be continued in force without payment of premiums as long as the Member remains totally and permanently disabled (subject to any reductions or termination due to age as provided under the Plan).

If a Member covered by the Plan who is in receipt of monthly instalments dies before the full number of monthly instalments has been paid, the commuted value of the remaining unpaid instalments will be paid to the Member's beneficiary of record.

OR

Option 2 The Member may elect the waiver of premium benefit whereby the total amount of life insurance in effect at time of disability will be continued in force without payment of premiums as long as the Member remains totally disabled but in no event beyond the Member's sixty-fifth (65th) birthday.

Once a Member selects either Option 1 or Option 2, there will be no further opportunity to change the option chosen.

(b) Optional Group Life Insurance

- (i) In addition to the Basic Group Life Insurance Plan under Article 47.4 (a), a Member may elect insurance in multiples of \$25,000 up to a combined maximum (Basic and Optional) of \$200,000. The Member shall pay the full premium cost for the amount of the Optional Group Life Insurance through payroll deduction.
- (ii) A Member hired after the ratification date must, in writing, subscribe and authorize payroll deduction for the Optional Group Life Insurance in order to be covered under the Optional Group Life Insurance Plan.
- (iii) A Member on leave of absence must, in writing, subscribe for and authorize payroll deduction for Optional Group Life Insurance within thirty-one (31) days of return to employment in order to be covered under the Optional Group Life Insurance Plan.
- (iv) A Member not subscribing for the Optional Group Life Insurance within the time limits above may apply for coverage at a later date by making written application authorizing appropriate payroll deduction and providing evidence of insurability satisfactory to the Insurance Company. The Optional Group Life Insurance will be effective on the first day of the month following approval of the evidence of insurability by the carrier.
- (v) Member may decide, in writing at any time, to cancel Optional Group Life Insurance. Such cancellation will be effective on the first (1st) day of the month following receipt by the Board of the request for cancellation.
- (vi) A Member must be actively at work on the effective date of Optional Group Life Insurance. If a Member is not actively at work on the effective date, Optional Group Life Insurance will commence on the date the Member returns to work on a regular basis.

47.5 The Optional Dependent's Group Life Insurance will be increased for those Members who are presently covered to provide - \$25,000 - spouse; \$10,000 - each dependent child. The Member shall pay the full premium cost for such coverage.

47.6 The full amount of the E.I. Rebate shall accrue to the credit of the Board as in the past.

47.7 (a) Dental Plan

For full-time Members, the Board shall contribute one hundred per cent (100%) of the premium cost of the Basic Dental Plan. The plan shall reimburse a claimant 100% of the cost of the insured services of Basic Services and 75% of the cost of Endodontics and Periodontal based on the current O.D.A. rate schedule Effective September 1, 2007). Newly hired Members shall be enrolled in the Plan effective the first of the month coincident with or next following date of employment. A Member who does not wish to be enrolled under the Plan shall sign a Waiver Form to be provided by the Board. A Member who waives

dental coverage shall be permitted to enrol in coverage at a later date during the lifetime of the Agreement only during a thirty (30) day open enrolment period on the anniversary date of the policy.

- (b) The Board will contribute 50% of the premium cost for full time Members for Major Restorative Benefits. The plan will reimburse a claimant 75% of the cost of the insured services (based on the current O.D.A. rate schedule with benefits limited to \$2,000 per person per year. The Member shall pay the remainder of the premium cost through payroll deduction. Effective September 1, 2008 this benefit will be limited to \$2,500 per person per year.
- (c) The Board will contribute 50% of the premium cost for full time Members for Orthodontic Services. The plan will reimburse a claimant 50% of the cost of the insured services (based on the current O.D.A. rate schedule with benefits limited to a lifetime maximum of \$2,000 per person. The Member shall pay the remainder of the premium cost through payroll deduction. Effective September 1, 2008 this benefit will be limited to a lifetime maximum of \$2,500 per person.
Note: Effective November 1, 1999, coverage for basic check-ups shall be increased from six (6) to nine (9) months.
- (d) The Board's premium contribution for part-time Members for the Dental Plan benefits listed in Articles 47.7 (a), (b) and (c), shall be pro-rated in the same proportion that the part-time assignment bears to a full-time assignment.

47.8 A Member who retires and who receives an immediate pension through the Board's recognized Pension Plans shall have the option of retaining coverage at the Member's own cost under the Dental, Semi-Private Hospital Care, and Extended Health Plans of Article 47.2 under the following conditions:

- (a)
 - (i) The Member must elect to retain coverage within thirty-one (31) days of retirement date, otherwise coverage shall be cancelled.
 - (ii) All Members retiring on or after September 1, 2001 will be provided with the Retiree Benefit Package as outlined in Article 47.8 above. However, the applicable premium rates will be determined by the overall rate experience for this Retiree Group.
- (b) If the Member withdraws from coverage at any time prior to age sixty-five (65), the Member shall be ineligible to re-enrol in coverage.
- (c) Coverage shall remain in effect until age sixty-five (65) if a Member so elects.
- (d) The Member shall pay to the Board in advance the full annual premium cost of the coverage; otherwise the coverage will be cancelled.
- (e) The benefits under the Extended Health Plan for a retiree shall be limited to \$15,000 during the entire period of the Member's coverage under this Article.

47.9 Retirees Group Life Insurance Plan

A Member who retires and who receives an immediate pension through the Board's recognized Pension Plans shall have the option of retaining a \$50,000 life insurance policy until the age of 65. The policy shall not include disability coverage. The Member who so elects such a policy shall pay the full amount of the premium, based on the same premium rate as for the basic plan, annually in advance; otherwise the Member's coverage shall be cancelled.

47.10 Long Term Disability Plan

- (a) The Board shall continue to make payroll deductions for those Members who have elected at their own expense to contribute the premium cost for Long Term Disability insurance coverage. Members who are scheduled to work half time or greater will be eligible for long-term disability coverage.
- (b) It shall be a condition of employment that all new employees hired on and after the selection of a new Long Term Disability Plan to become and remain members of that long term disability plan.
- (c) Once a new long-term disability plan is selected, there shall be an open enrolment within three (3) months of the selection of the plan whereby Members shall be allowed to join the LTD Plan.

- (d) Once a new long term disability plan is selected, the President of the Bargaining Unit and the Manager, Employee Relations will meet to agree upon the Board's responsibilities with respect to the administration of the Plan.
- (e) **A member who is no longer entitled to receive Long Term Disability payments shall cease to pay the LTD premium, upon notice from the LTD carrier, on the first pay which they are no longer eligible to receive such payments under the plan.**

47.11 Spousal Benefits

The spouse of a deceased Member may have the option of retaining benefit coverage at the spouse's own cost under the Semi-Private Hospital Care, Extended Health and Dental Plans under the following conditions:

- (a) the spouse may elect to retain coverage within thirty-one (31) days of the date of death of the deceased Member.
- (b) coverage shall remain in effect for a maximum of two (2) years from the date of death of the deceased Member. Coverage shall be cancelled the first day of the month following the spouse's sixty-fifth (65th) birthday or upon remarriage.
- (c) the spouse shall pay to the Board in advance the full annual cost of the coverage; otherwise, the coverage shall be cancelled
- (d) if the spouse withdraws from coverage at any time, then the spouse will be ineligible to re-enrol in coverage.

NOTE: In the event of the death of a Member (ten (10) month employee) over the summer period, the thirty-one (31) day provisions in (a) above, shall be calculated from September 1st.

- 47.12 The Board shall provide current benefit booklets to each Member. Amendments to these booklets shall be sent to each Member every second September thereafter.
- 47.13 The Board shall provide to the Union a current copy of each master policy, which covers the benefits outlined in this Article.
- 47.14 Members in ten (10) month positions shall be covered for twelve (12) months for the benefit in which a Member is enrolled.
- 47.15 The parties agree to establish and maintain throughout the life of this Agreement an Employee Benefit Committee for the purpose of reviewing and making recommendations concerning the employee benefit package to Administration and/or the appropriate committee of the Board and/or the Employees.
- 47.16 It is understood that the benefits provided under this Collective Agreement will not be less than those provided to city office, clerical and technical bargaining unit staff prior to November 1, 1999.

ARTICLE 48 – PAY SCHEDULE

- 48.1 The regularly scheduled payday shall be bi-weekly, every other Thursday.
- 48.2 Members who are probationary or permanent shall be paid in accordance with Schedule “A”.
- 48.3 Members who are Casual or Temporary shall be paid in accordance with Schedule “C”.

ARTICLE 49 – PERMANENT EMPLOYEE SENIORITY

- 49.1 (a) For permanent Members of this bargaining unit on staff as of date of ratification of this agreement, seniority is defined as the length of continuous service from date of last hire with the Board and shall include seniority with any predecessor Board.

- (b) For permanent Members hired after the date of ratification, seniority is defined as the length of continuous service in a Bargaining Unit position from date of last hire to the Bargaining Unit and shall include seniority as a casual/temporary Member as defined in this Article.
 - (c) A probationary Member will not be placed on the seniority list until the Member has completed the probationary period as stated in Article 44.
 - (d) When a Temporary or Casual Member in the Bargaining Unit becomes a permanent Member in the Bargaining Unit, permanent seniority shall be calculated as follows:
 - (i) one (1) day for each day worked for the Board up to a maximum of one thousand (1,000) days;
 - (ii) each two hundred and fifty (250) days will equal one (1) year's seniority
 - (iii) less than two hundred and fifty (250) days will be pro-rated to the nearest month.
- 49.2
- (a) As of December 31, 1997 service for Temporary and Casual Members, on the Casual Supply List is defined as the number of days worked in such positions as determined by the predecessor Boards as of December 31, 1997.
 - (b) The calculation of service for Temporary and Casual Members after December 31, 1997 up to date of ratification shall be in accordance with the common provisions established by the parties on May 7, 1998.
 - (c) The calculation of service for Temporary and Casual Members hired on or after the date of ratification of this agreement, service shall be defined as the number of days worked in positions covered by this Collective Agreement.
- 49.3
- (a) The Board shall establish a seniority list for permanent Members by start date showing each Member's name, seniority date, hire date, position and salary grade.
 - (b) Such seniority list shall be arranged from most senior to more junior.
 - (c) Such list shall be brought up to date and sent to the President of the Bargaining Unit by April 1st, and October 1st of each year.
 - (d) In compiling the seniority list for the first time, following date of ratification, all ties shall be broken by a lot mutually agreed upon by the Board and the Bargaining Unit. Such order ranking shall be the order on the seniority list from that date forward.
 - (e) For newly hired members to the bargaining unit from date of ratification, all ties shall be broken as follows:
 - (i) if two (2) or more Members have the same seniority credit, the Member with the most total experience with the Board shall be considered the most senior.
 - (ii) if still tied, the seniority standing of the Member shall be determined by a method of lot mutually agreed upon by the Board and the Bargaining Unit.
- Such ties shall be broken at the next time of updating the seniority list and shall remain in such rank order from that time forward.
- 49.4
- Complaints about the accuracy of the seniority list will be considered within thirty (30) days of the date of such posting. Complaints shall be made by the Member, stating the reasons for the appeal in writing, including all necessary documentation to the Human Resources Officer, with a copy to the Bargaining Unit President. If no complaint is received within that time, then the list is deemed to be accurate.
- 49.5
- If a Member accepts a temporary assignment to a non-union position with the Board outside the Bargaining Unit, not to exceed twelve (12) months in duration, the Member shall continue to accumulate seniority. Such Member shall continue to pay union and bargaining unit dues during the time of such assignment.
- 49.6
- A Member will continue to accumulate seniority under the following conditions:
- (a) during an absence due to illness or injury;
 - (b) while on WSIB;
 - (c) while on an approved leave of absence as provided under this Agreement;
 - (d) while working scheduled time (which includes vacations and holidays).

- 49.7 A Member will lose seniority standing over the following conditions:
- (a) if the Member terminates employment with the Board;
 - (b) if the Member is discharged and such discharge is not reversed through the grievance/arbitration procedure or other legal procedure available to the Member;
 - (c) if the Member fails, after a layoff, to return to work within ten (10) working days after the Board has given the Member notice of recall by registered mail, unless an extension is granted by the Board due to an emergency or other reason;
 - (d) if a Member is laid off by the Board and has exhausted all rights of recall under Article 45 – Layoff and Recall;
 - (e) if the Member accepts a permanent position with the Board outside the Bargaining Unit.

ARTICLE 50 – DEFINITIONS

- 50.1 For the purpose of interpreting the language of this Collective Agreement the following definitions shall be used:
- (i) “Agreement” shall mean this Collective Agreement.
 - (ii) “Bargaining Unit” – shall mean the Office, Clerical and Technical Unit. Ontario Secondary School Teachers’ Federation (O.S.S.T.F.), District 21, Hamilton-Wentworth.
 - (iii) “Board” – shall mean The Hamilton-Wentworth District School Board.
 - (iv) “Collective Agreement” – shall mean this collective agreement between The Hamilton-Wentworth District School Board and the Ontario Secondary School Teachers’ Federation representing The Office, Clerical and Technical Unit of The Ontario Secondary School Teachers’ Federation District 21, Hamilton-Wentworth.
 - (v) “Employee/Member ” – shall mean a member of the “Bargaining Unit”.
 - (vi) “Employer” – shall mean The Hamilton-Wentworth District School Board.
 - (vii) “Part-time” when referring to a person employed by the Board shall mean **an employee who works a total of thirty-five (35) hours in a consecutive two (2) week period.**
 - (viii) “Permanent” – shall mean the permanent staff of the board and includes both probationary and permanent members.
 - (ix) “School Year” – means the period of time from September to June 30th.
 - (x) “Union” – shall mean the Ontario Secondary School Teachers’ Federation.
 - (xi) “Full-time” when referring to a person employed by the Board shall mean that each workweek shall be thirty-five hours per week, Monday to Friday inclusive.

ARTICLE 51– SCHOOL CLOSURE

- 51.1 In the event of school closure, a Redeployment Committee shall be established no later than one (1) week after the notice of the school closure is given to the Union. The mandate of the Committee is to:
- (a) Identify and propose how deployment of affected bargaining unit Members shall be done.
 - (b) The Joint Committee will be comprised of three (3) representatives of the Board plus a Co-Chair and three (3) representatives of the Union plus a Co-Chair. Meetings of the Joint Committee shall be held during regular work hours. Time spent attending such meetings shall be considered as time worked.
 - (c) Each party shall appoint a co-chair for the Committee. Co-chairs shall alternate meetings of the committee and will be jointly responsible for establishing the agenda of the committee meetings, preparing minutes and writing correspondence as the committee may direct.
 - (d) The mandate of the committee is to recommend how the changes will be implemented within the bargaining unit. The Board agrees to provide the committee with all pertinent staffing, work organization and financial information necessary for the committee to carry out its mandate.

ARTICLE 52 – JOB DESCRIPTIONS

- 52.1 The establishment of and/or revision of job descriptions shall be the responsibility of the Board.
- 52.2 The Board shall provide each Member with a copy of the Member's most recent job description that is on file with the Board.
- 52.3 Each time a new position is created, the job description shall be forwarded to the President of the Bargaining Unit and to the incumbent if appropriate.

ARTICLE 53 – PROFESSIONAL DEVELOPMENT DAY

- 53.1 There will be the equivalent of up to one workday for job related Professional Development activities, at no expense to the Board. In order to maintain service levels within the schools and departments, the In-Service will be provided in one-half (1/2) day sessions with a maximum of one-half the bargaining unit being available for any one session. All probationary and permanent Members and those temporary and casual Members working in long term assignments may participate in this day.
- 53.2 The President of the Bargaining Unit, the Manager, Employee Relations or designate will meet each year during the month of September to determine the appropriate date(s) for the Professional Development Day.
- 53.3 Where the employer requires an employee to upgrade or learn a new computer program, for their current position, the Employer shall provide such training during the working day. The employer shall endeavour to provide casual assistance in the event of mandatory training.

ARTICLE 54 – DURATION OF AGREEMENT

- 54.1 (a) This agreement shall be effective on the date of ratification and remain in force until the 31st day of August **2012** and shall continue in force from year to year thereafter. In any year not more than ninety (90) days before the date of termination of the agreement, either party shall furnish the other with notice to negotiate the Collective Agreement.
- (b) Notwithstanding the foregoing, either party may notify the other, in writing, within the period commencing April 1 prior to the expiration date that it desires to negotiate with a view to renewal, with or without modifications of this Agreement, in accordance with the Ontario Labour Relations Act.
- 54.2 The parties shall meet within fifteen (15) days after giving of notice by either party for the purpose of entering into negotiations.

ARTICLE 55 – GENERAL

- 55.1 All letters of agreement and all appendices shall form part of this agreement.
- 55.2 Each employee, either active or on leave, shall keep the Human Resources Department informed, in writing, of his/her current address and telephone number.**

ARTICLE 56 – AMENDMENTS

- 56.1 Amendments to the provisions of this Collective Agreement shall be made, in writing, only by mutual consent of the parties. Any such revision or amendment shall not become effective until ratified by the Board and the Union.

56.2 In the event that the Federal and/or Ontario Government should pass legislation during the lifetime of the Collective Agreement which would have the effect of altering or modifying any part of the Agreement, the parties shall meet and in good faith make every reasonable effort to sign a memorandum of agreement covering all amendments the parties deem appropriate. The remaining provisions of the Collective Agreement shall continue in effect for the duration of the Agreement.

LETTER OF UNDERSTANDING – BOARD POLICIES

The parties agree that the Union shall have one (1) representative on each Committee that the Board/Administration establishes to develop Board policies and to make recommendations to the Joint Advisory Committee (JAC).

LETTER OF AGREEMENT

RE: CANCELLATION OF SCHOOL AND BOARD ADMINISTRATIVE OPERATIONS

The parties agree that, during the lifetime of the Collective Agreement, members of O.S.S.T.F., Office, Clerical & Technical Bargaining Unit shall be covered by Board Policy if the school(s) are closed due to inclement weather. Bargaining Unit Members who are scheduled to work on a day when a school/work location is closed due to inclement weather will be paid for the assignment. Should the policy be revised, **the bargaining unit shall have input into any proposed changes and the impact to bargaining unit members.**

LETTER OF AGREEMENT

RE: ONTARIO WORKS PROGRAM

The Board agrees that no bargaining unit work shall be performed for the Board under the auspices of an “Ontario Works” Program.

LETTER OF AGREEMENT

RE: JOB SECURITY [June 15, 2004]

No permanent member on staff at the time of ratification of this agreement shall be laid off. The only reduction in staff shall be by attrition. The complement shall not be less than three hundred and seventeen and one-half (317 ½) FTE.

LETTER OF AGREEMENT

RE: USE OF VOLUNTEERS

The parties agree that volunteers are not a substitute for additional secretarial staff in the office or for the replacement of secretarial staff in the case of absence.

If volunteers are to assist in the school office, it is inappropriate for them to have access to the Ontario Student Records (OSR) cards, petty cash, and confidential information covered by the Municipal Freedom of Information and Protection of Privacy Act.

The Principal, in consultation with the school secretary, will review the list of acceptable tasks to be assigned to the volunteer. Acceptable tasks shall include, but not limited to:

- supporting the organization of in-school fund-raising events
- safe arrival checks

If volunteers are answering the school telephone, it is essential that the person identifies to the caller that a volunteer is answering the phone.

Where there is a concern over the volunteer's activities that may impact on bargaining unit work, the President will contact the Executive Officer, Human Resources. The Executive Officer, Human Resources will convene a meeting with representatives from the work site and appropriate administrative staff in order to attempt to alleviate the concern.

**LETTER OF AGREEMENT
RE: SECRETARIAL STAFFING COMMITTEE**

The Board agrees to establish a secretarial deployment committee, which will annually review the allocation of both elementary and secondary school secretarial staff.

The committee will meet no later than May 1st each year so their work may be considered for secretarial deployment for the following September. Such process will be completed by June 27th each year and will take effect for the opening of school in September.

The committee shall have up to three (3) representatives from the Union appointed by the Union. The committee will provide a report to Senior Administration, which shall include recommendations concerning the factors, which determine school secretarial deployment.

A report from Senior Administration shall be presented to the Bargaining Unit President and to the Board prior to implementation.

**LETTER OF AGREEMENT
RE: ACCOMMODATION**

The Board agrees to advise members who are going to attend a meeting to deal with medical accommodations/return to work plans of their right to have union representation at such meeting. Should a member indicate they do not want O.S.S.T.F. representation, the Union shall be notified of the member's name prior to the scheduled meeting date and the Board shall ask the employee to sign a waiver stating such decision.

The parties agree that the union President or designate, subject to the paragraph above, will be included in medical accommodations/return to work planning meetings which involve the Coordinator Disability Management, the Return to Work Coordinator or designates.

**LETTER OF AGREEMENT
RE: WORKLOAD**

The parties agree there shall be a workload committee established to **discuss and** examine methods of dealing with the workload **of members of the bargaining unit. This may include but not be limited to** procedures for accessing additional assistance, **training, establishing procedures.** The committee shall **meet twice per year, at the call of either party. The committee shall consist of three (3) members from the Board and three (3) members from the bargaining unit.**

**PDT LETTER OF UNDERSTANDING
SUPPORT WORKERS ADVISORY GROUP [SWAG] AND WORKPLACE VIOLENCE**

As part of the OSSTF Support Staff Provincial Discussion Table Agreement, the Minister of Education will establish the above groups. In the event that recommendations and/or policies/procedures are issued, the parties shall meet to review such recommendations impacting OCTU members at the Staff Relations Committee and where appropriate develop an implementation strategy.

**PDT – LETTER OF UNDERSTANDING
PROFESSIONAL DEVELOPMENT COMMITTEE AND FUNDING**

A professional development committee with the parties as equal participants will be established as per the PDT agreement. Such committee shall provide input into professional development and training and make recommendations to the Board for professional development and training for members of the bargaining unit.

1. The parties agree that the proportional amount of the \$17 million one-time 2008-2009 Ministry of Education funding enhancement for Professional Development and training which is to be provided to the Bargaining Unit no later than December 31, 2008 is \$90,032.00 [projected and to be verified].
2. The Bargaining Unit's share of this enhancement is the ratio between OSSTF Bargaining Unit's FTE to the total FTE of the Board's unionized and non-unionized education support workers, as reported in the Board's 2006-2007 financial statements.

**PDT LETTER OF UNDERSTANDING
BENEFITS**

The bargaining unit's share of this PDT enhancement shall be based on the FTE of the bargaining unit as identified in the 2007-08 estimates and confirmed in the 2008-2009 revised estimates. The OCTU bargaining unit's share of the funding received by the Board is \$59, 651 [projected and to be verified]

Upon written request, the Board shall provide the OCTU bargaining unit with the requested disclosure to inform decision making on improvements to benefits to be effective September 1, 2010. It is understood that the nature of the disclosure will be similar but not limited to the information provided by the Board in a public procurement process.

Prior to March break 2009, the parties shall meet to review costing data provided by the carrier and the parties shall determine the actual benefit improvements subject to the cost restrictions as outlined above.

**PDT LETTER OF UNDERSTANDING
STAFFING FUNDING ENHANCEMENT FOR OCTU STAFF**

The parties agree that based on the 2007-2008 Ministry estimates there are 340.0 [three-hundred and forty] FTE positions [to be verified and adjusted if required], which shall be used to apply the funding enhancements as identified in the B:10 memo.

The parties agree to further validate this information with what the Board plans to submit as per Appendix H in its 2008-2009 Revised Estimates. The Board will provide the union with the pertinent financial information.

The Board agrees that funding received from Ministry of Education for OCTU staff enhancements will be applied in the following manner:

1. **Offset staff reductions, if any, in OSSTF unionized Office, Clerical and Technical positions occurring between the 2008-09 and 2009-10 school years, subject to the funds available under this enhancement;**
2. **Use all remaining funds to hire additional Board employed Office, Clerical, and Technical staff, subject to the remaining funds available under this enhancement.**

The actual positions added each year, if any, will be subject to the funding actually received from the Ministry for this enhancement for each of the years of this agreement.

In 2009-10, 2010-11 and 2011-12, the Board will apply the B10 memo, Appendix 10 [and any other Appendix that provides funding for this Bargaining Unit], projected funding enhancement up to the Boards share [projected funds to be verified].

The Board will meet with the Union annually to review the actual funding received for this enhancement and if any the resulting increases to the OCTU complement. The meeting shall include the local Bargaining Unit President and a Provincial Representative and will provide an opportunity for input into the resulting increases, if any, to the OCTU complement.

This letter shall expire on August 30, 2012.

Director's Letter – Co-op Students

"The objective of the co-op program is to provide a learning experience for students to achieve a credit towards a Secondary School diploma and to prepare them for entry into the work force. It is not a substitute for clerical or technical staff. If co-op students are assigned to offices, it is inappropriate for them to have access to Ontario Student Record (OSR) cards and confidential information covered by the Municipal Freedom of Information and Protection of Privacy Act. Discretion should be used when assigning tasks to co-op students.

Thank you for your cooperation in this matter.

Yours truly,
 Dr. Chris Spence
 Director of Education and Secretary"

Dated at HAMILTON, ONTARIO this 20th day of November, 2008.

**ON BEHALF OF O.S.S.T.F., OFFICE, CLERICAL
 AND TECHNICAL BARGAINING UNIT**

ON BEHALF OF THE BOARD

SCHEDULE "A"
SALARY AND GRADE LEVELS

A.1(a) Effective September 1, 2008 Members shall be paid in accordance with the following salary grid:

Grade	Minimum	1 Year	2 Years	3 Years	4 Years
2	\$29,479	\$30,464	\$31,451	\$32,439	
3	\$30,185	\$31,175	\$32,162	\$33,150	
4	\$31,246	\$32,233	\$33,223	\$34,209	
5	\$32,329	\$33,316	\$34,304	\$35,291	
6	\$34,687	\$35,798	\$36,909	\$38,019	
7	\$37,074	\$38,185	\$39,298	\$40,408	
8	\$39,496	\$40,607	\$41,719	\$42,828	
9	\$43,194	\$44,304	\$45,416	\$46,527	
10	\$48,139	\$49,252	\$50,361	\$51,471	
11	\$51,793	\$53,025	\$54,260	\$55,495	\$56,729
12	\$57,052	\$58,286	\$59,519	\$60,752	\$61,987
13	\$64,030	\$65,263	\$66,500	\$67,733	\$68,967

(b) Effective September 1, 2009 Members shall be paid in accordance with the following salary grid:

Grade	Minimum	1 Year	2 Years	3 Years	4 Years
2	\$30,363	\$31,378	\$32,395	\$33,412	
3	\$31,091	\$32,110	\$33,127	\$34,145	
4	\$32,183	\$33,200	\$34,220	\$35,235	
5	\$33,299	\$34,316	\$35,333	\$36,350	
6	\$35,728	\$36,872	\$38,016	\$39,160	
7	\$38,186	\$39,331	\$40,477	\$41,620	
8	\$40,681	\$41,825	\$42,971	\$44,113	
9	\$44,490	\$45,633	\$46,778	\$47,923	
10	\$49,583	\$50,730	\$51,872	\$53,015	
11	\$53,347	\$54,616	\$55,888	\$57,160	\$58,431
12	\$58,764	\$60,035	\$61,305	\$62,575	\$63,847
13	\$65,951	\$67,221	\$68,495	\$69,765	\$71,036

(c) Effective September 1, 2010 Members shall be paid in accordance with the following salary grid:

Grade	Minimum	1 Year	2 Years	3 Years	4 Years
2	\$31,274	\$32,320	\$33,367	\$34,414	
3	\$32,023	\$33,073	\$34,121	\$35,169	
4	\$33,149	\$34,196	\$35,247	\$36,292	
5	\$34,298	\$35,345	\$36,393	\$37,441	
6	\$36,800	\$37,978	\$39,157	\$40,335	
7	\$39,332	\$40,511	\$41,691	\$42,869	
8	\$41,901	\$43,080	\$44,260	\$45,436	
9	\$45,825	\$47,002	\$48,181	\$49,361	
10	\$51,070	\$52,252	\$53,428	\$54,605	
11	\$54,947	\$56,254	\$57,565	\$58,875	\$60,184
12	\$60,527	\$61,835	\$63,144	\$64,452	\$65,762

13	\$67,930	\$69,238	\$70,550	\$71,858	\$73,167
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(d) Effective September 1, 2011 Members shall be paid in accordance with the following grid:

Grade	Minimum	1 Year	2 Years	3 Years	4 Years
2	\$32,212	\$33,290	\$34,368	\$35,446	
3	\$32,984	\$34,065	\$35,145	\$36,224	
4	\$34,144	\$35,222	\$36,303	\$37,384	
5	\$35,327	\$36,405	\$37,485	\$38,564	
6	\$37,904	\$39,117	\$40,332	\$41,545	
7	\$40,512	\$41,726	\$42,942	\$44,155	
8	\$43,158	\$44,372	\$45,588	\$46,799	
9	\$47,200	\$48,412	\$49,627	\$50,842	
10	\$52,603	\$53,820	\$55,031	\$56,243	
11	\$56,595	\$57,942	\$59,292	\$60,641	\$61,990
12	\$62,343	\$63,690	\$65,038	\$66,386	\$67,735
13	\$69,968	\$71,315	\$72,667	\$74,014	\$75,362

- (e) The salary of a part-time Member shall be pro rated in the same proportion that the part-time assignment bears to a full-time assignment.
 - (f) The salary for ten (10) month Members shall be pro rated to ten twelfths of the annual salary.
- A.2
- (a) The anniversary date for a Member hired prior to January 1, 1965 shall be September 1st.
 - (b) The anniversary date for a Member hired on or after January 1, 1965 shall be calculated from the first day of the month coinciding with or next following the last date of appointment to the probationary staff.
- A.3
- (a) A Member not at the maximum salary of a Grade level shall advance on the salary grid by means of an annual increment effective on the anniversary date.
 - (b) The payment of an increment on the salary grid level is conditional upon satisfactory job performance. Where an increment is to be withheld, the Member shall be notified in writing at least sixty (60) days in advance of the date on which the increment is due.
- A.4
- (a) Where a Member is promoted to a position classified at a higher salary level, the Member shall receive the minimum salary for the higher level. If the Member's salary prior to promotion is greater than the minimum salary the Member shall receive the salary step next higher to their present salary and progress towards the salary maximum for the level in accordance with the incremental schedule for the classification.
 - (b) The anniversary date of a Member, promoted to a position classified at a higher salary level, shall not change as a result of the promotion.
- A.5
- A Member demoted to a position classified at a lower salary grade shall receive either the Member's existing salary or the maximum salary for the lower grade level, whichever is the lesser.
- A.6
- When a Member is assigned for a period of two (2) weeks or more as a replacement in a position classified in a higher grade level, the Member shall be paid the minimum salary for the higher grade level or \$20.00 per week, whichever is greater. Such payment will be retroactive to the date the Member assumed the assignment.
- A.7
- (a) A new Member to staff shall receive the minimum salary of the grade level for the Member's position.
 - (b) For initial salary placement purposes, a Casual or Temporary Member appointed to the probationary staff to the same position held as a Casual or Temporary Member on and after the ratification date of this Agreement, shall be placed on the salary grid in accordance with

the commencement date of the last casual or temporary assignment for which there was no intervening break in employment.

- A.8 A permanent Member who holds a signed agreement between the Board and the Member, prior to ratification of this agreement, shall maintain rights under the signed agreement until such time as the Member leaves the position held when such agreement was signed.
- A.9 Effective date of ratification, Computer Operators working outside of normal hours of work as per clause 38.2 (a), shall be paid **\$1.65[September 1, 2008], \$1.70[September 1, 2009], \$1.75[September 1, 2010], \$1.80[September 1, 2011]** per day.
- A.10 The following shall be used in the calculations of pay:
- (a) "Annual Salary" - the salary identified at each cell of the grids described in this Article.
 - (b) "Ten-month Annual Salary" - ten twelfths of the "Annual Salary" as described in this Article.
 - (c) "Monthly Rate" - "Annual Salary" as described in this Article divided by twelve (12).
 - (d) "Weekly Rate" - "Annual Salary" as described in this Article divided by fifty-two (52).
 - (e) "Daily Rate" - "Weekly Rate" divided by five (5).
 - (f) "Hourly Rate" – "Daily Rate" divided by seven (7).
- A.11 The Board agrees to maintain Pay Equity in accordance with the requirements of the Pay Equity Act.
- A.12 Summer School Secretaries shall be paid at the minimum level of a Grade 7, or their normal hourly rate of pay, whichever is greater. In addition to the above rate, Summer School Secretaries shall receive four per cent (4%) vacation pay.

SCHEDULE “B”

JOB TITLES AND GRADES

Grade 4	
Kit Services Clerk LLRC, Library Clerk Media Library Clerk	Mailroom Administrator Printing Clerk
Grade 5	
Business Communications Assistant Systems Generalist, Ed Centre	Secondary School Office Assistant Student Services Clerk
Grade 6	
Accommodation & Boundaries Assistant Accommodation& Planning Assistant Accounts Payable Clerk Assessment Centre, Office Assistant Customer Service Help Desk – Facilities Management Enrolment Assistant Facilities Rentals Administrator LLRC, Office Assistant Transportation Assistant WSIB Clerk / HR Greeter	Health and Safety Assistant Facilities Management Clerk - Maintenance Services Facilities Management Clerk – Energy/Environment Program Assistant Purchasing Assistant SEMS Assistant Sick Leave Administrator Student Records Coordinator Student Services Assistant
Grade 7	
Administrative Assistant to the Manager of Caretaking Services Administrative Assistant to the Manager of Computer Services Administrative Assistant to the Manager of Finance Administrative Assistant to the Manager of Capital Projects Administrative Assistant to the Manager Maintenance/Energy Alternative Education, Office Administrator Athletics Assistant Bookkeeper Assistant to the Manager Communication Services Computer Operator Continuing Education Assistant Continuing Education, Student Data Administrator Elementary School, Office Assistant	Payroll Clerk Program Assistant (Experiential learning) Printing Services Coordinator Assistant to the Manager, Psychological Services Secondary School Student Data Administrator SEMS Administrator Section 23 Assistant Secondary School Accounts Administrator Assistant to the Manager, Social Work Services Assistant to the Principal Special Education Staff Development Assistant Student Services Office Administrator Vocational School, Office Assistant Help Desk Administrator
Grade 8	
Accommodation and Planning Coordinator Benefits Administrator Budget Enrolment Analyst Assistant Elementary School, Office Administrator Human Resources Assistant Risk Management and Insurance Assistant Library Technician, LLRC Student Developmental Specialist	Library Technician, Secondary School Senior Accounts Payable Clerk Stage Technician Student Services Department Administrator Transportation Officer Vocational School, Office Administrator Continuing Education Office Administrator Kit services Coordinator
Grade 9	
LLRC Coordinator Multi Media Technician Pensions Administrator	Secondary School, Office Administrator Training and Support Coordinator Program Research Assistant
Grade 10	
Accounting Analyst	Health & Safety Technician

Athletics Assistant Convenor Buyer Computer Technician Facilities Services Technician	Regulated Substance Technician School Budget/Funds Support
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Grade 11	
Computer Technician, Project Coordinator Corporate Network Coordinator	Corporate Systems Administrator Web Master

Grade 12	
Athletics Coordinator	

Grade 13	
Program Research Analyst Systems Research Statistician	

**SCHEDULE “C”
TEMPORARY AND CASUAL MEMBERS**

- C.1 “Casual Employee” – means a Member of the bargaining unit hired to replace an employee who is absent; for a period of one (1) year or less; or to provide additional assistance for a period of less than one (1) year.
- C.2 “Temporary Employee” – means a Member of the bargaining unit hired for a continuous period of employment in the same assignment to replace a Member absent, on leave of absence or to provide additional assistance for a period of more than one (1) year to a maximum of two (2) years.
- C.3 A Casual Member shall be paid:
- | | |
|--------------------------|-------------------------|
| September 1, 2008 | \$14.05 per hour |
| September 1, 2009 | \$14.47 per hour |
| September 1, 2010 | \$14.90 per hour |
| September 1, 2011 | \$15.35 per hour |
- C.4 A Temporary Employee shall move on the grid according to time in the position.
- C.5 In addition to the amounts received under clauses C.3 to C.5 inclusive, a Casual or Temporary Member shall receive four per cent (4%) of the salary/wages received as vacation pay.
- C.6 Part-time Casual or Temporary Members shall have the amounts received under clauses C.3 to C.6 paid in the same proportion that the part-time assignment bears to a full-time assignment in the same position.
- C.7 (a) A full-time Casual or Temporary Member employed in the same assignment for a period of six (6) months or more shall receive seventy-five dollars (\$75.00) per employment month worked. Such payment shall be paid in lieu of benefits and shall be paid to the Casual or Temporary Member at the end of the assignment or upon enrolment in the benefit plans.
- (b) A casual Member who is hired on a part-time basis shall be entitled to a benefit amount, which is pro-rated in the same proportion that the part-time assignment bears to a full-time assignment.
- (c) For the purpose of clause C.7, a Casual Member in a ten (10) month position assignment shall not count the months of July and August as part of the six (6) month period.
- C.8 The Board shall reimburse, at the Board’s current rate per kilometre, each Casual or Temporary Member who is required to travel between two or more locations within the Board’s jurisdiction on the same day if the permanent Member the Casual or Temporary Member is replacing normally receives the allowance.
- C.9 (a) A Temporary Member shall be paid the minimum rate of the Grade Level, in which the position is located, in accordance with Schedule “A” – Salary and Grade Levels.
- (b) On the anniversary day of holding the position, the Temporary Employee shall move to the next step level on the grid in accordance with Schedule “A”.
- C.10 In addition to the amount received under Clause C.9, a Temporary Member shall receive four per cent (4%) of the salary/wages received as vacation pay.
- C.11 A Temporary Member, after one year of continuous employment in the same position, shall be eligible for insured employee benefits in accordance with Article 47 – Insured Employee Benefits. If the Temporary Member enrolls in the Benefits provided under Article 47, the Temporary Member is no longer eligible for the payment under clause C.7 (a).
- C.12 After six (6) months of service, where there has not been a break of more than five (5) consecutive working days, a Temporary Member who is hired to fill a full time assignment or for extra

assistance shall be entitled to two (2) days of sick leave credit per consecutive month of employment for reasons of personal illness or injury. Such sick leave shall be cumulative to the end of the assignment.

- C.13 (a) Temporary Members who complete one (1) year of continuous employment in the same position shall be appointed to the probationary staff of the Board.
- (b) Temporary Members who complete two (2) years of continuous employment while participating in a position sharing arrangement or while replacing a permanent member who is absent and who is scheduled to return to work, shall not qualify to be appointed to the probationary staff of the Board.
- C.14 A Casual or Temporary Member who works the scheduled day before and the scheduled day after a recognized paid holiday as in Article 40, shall be paid for the recognized paid holiday.
- C.15 Night School Secretaries shall be the minimum of a Grade 7. In addition to the above rate, a Night School Secretary shall receive four per cent (4%) vacation pay.

TEMPORARY AND CASUAL SERVICE LIST

- C.16 (a) As of December 31, 1997 service for Temporary and Casual Members, on the Casual Supply List as is defined as of the number of days worked in such positions as determined by the predecessor Boards as of December 31, 1997.
- (b) The calculation of service for Temporary and Casual Members after December 31, 1997 up to date of ratification shall be in accordance with the common provisions established by the parties on May 7, 1998.
- (c) The calculation of service for Temporary and Casual Members hired on or after the date of ratification of this agreement, service shall be defined as the number of days worked in positions covered by this Collective Agreement.
- C.17 (a) The Board shall establish a service list for Temporary and Casual Members by days worked showing each Member's name and last date of appointment to the casual staff.
- (b) Such service list shall be arranged from the Member with the most service to the Member with the least service,
- (c) Such list shall be brought up to date and sent to the President of the Bargaining Unit in January of each year.
- (d) In compiling the Temporary and Casual Member service list, all ties shall be broken through a system of lot mutually agreed to by the Board and the Union.
- C.18 The following articles of this Collective Agreement do not apply to Casual Members:

Article 6	Collective Agreement
Article 12	Job Security
Article 15	Bereavement Leave
Article 16	Miscellaneous Leaves of Absence
Article 17	Personal Leaves of Absence
Article 19	Paternal Leave
Article 22	Extended Parental Leave
Article 24	Deferred Salary Leave Plan
Article 26	WSIB Supplement
Article 27	Sick Leave
Article 28	Job Exchange
Article 29	Position Sharing
Article 31	Transfers
Article 32	Temporary Assignments
Article 39	Change in Hours of Work
Article 41	Paid Vacations

Article 44	Probationary Period
Article 46	Pension Plan
Article 47	Insured Employee Benefits
Article 49	Permanent Employee Seniority
Appendix "B"	Supplemental Employment Benefits (EI Sub Plan)

C.19 The following Articles of this Collective Agreement do not apply to Temporary Members:

Article 6	Collective Agreement
Article 12	Job Security
Article 17	Personal Leaves of Absence
Article 19	Paternal Leave
Article 22	Extended Parental Leave
Article 24	Deferred Salary Leave Plan
Article 27	Sick Leave
Article 28	Job Exchange
Article 29	Position Sharing
Article 31	Transfers
Article 32	Temporary Assignments
Article 39	Change in Hours of Work
Article 41	Paid Vacations
Article 44	Probationary Period
Article 46	Pension Plan
Article 49	Permanent Employee Seniority
Appendix "B"	Supplemental Employment Benefits (EI Sub Plan)

APPENDIX "A"
EMPLOYMENT BENEFITS (SEB) PLAN

Supplemental Employment Benefit (SEB) Plan for The Hamilton-Wentworth District School Board.

1. The object of the plan is to supplement the unemployment insurance benefits received by workers for temporary unemployment caused by pregnancy or parental leaves.
2. This plan covers the Office, Clerical and Technical Bargaining Unit Employees.
3. The other requirements imposed by the Employer for the receipt or the non-receipt of the SEB are:
 - (a) An Employee must be eligible to receive pregnancy or parental leave benefits from E.I.
 - (b) An application for supplementary employment benefits must be made by the Employee on a form provided by the Employer and the Employee shall provide verification of the approval of E.I. claim indicating the weekly amount to be paid by the Canada Employment and Immigration Commission.
 - (c) Payment will not be made for any week in the waiting period, which falls outside the Employee's normal employment period. An Employee employed on a ten (10) month basis will not be supplemented for any week during the waiting period, which falls during the months of July and/or August.
4. Employees must apply for and be in receipt of employment insurance benefits before SEB becomes payable except if non-receipt is due to serving the waiting period.
5. Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the Plan.
6. Employees do not have a right to SEB payments except for supplementation of E.I. benefits for the unemployment period as specified in the Plan.
7. The benefit level paid under this plan is set at a weekly rate equal to one hundred percent (100%) of the Employee's weekly insurable earnings under E.I. It is understood that in any week, the total amount of SEB, unemployment insurance gross benefits and any other earnings received by Employees will not exceed one hundred percent (100%) of the Employee's normal weekly earnings.
8. The maximum number of weeks for which SEB is payable is for the two (2) week waiting period.
9. The plan is financed from the Employer's general revenues or through a Trust Fund. SEB payments will be kept separate from payroll records.
10. The Employer will inform the Canada Employment and Immigration Commission of any changes to the plan within thirty (30) days of the effective date of change.
11. The Employee must provide the Employer with the proof that the Employee is getting E.I. benefits or that the Employee is not getting benefits for reasons specified in the plan.
12. The Employer will use the E.I. receipt of the Employee to verify that the Employee is receiving E.I. benefits or other earnings.

RETIREMENT GRATUITIES - FORMER CITY EMPLOYEES –O.S.S.T.F.
(FOR INFORMATION)

- 26.10(a) Subject to the Education Act, the Board, on the termination of a Member's service for the purposes of retirement, shall pay a retirement allowance based on one half (1/2) the number of days standing in the Member's Sick Leave Credit Account multiplied by the daily rate of pay and;
 - (i) the Board shall pay the said amount to a Member who terminates employment with the Board and who has attained the age of sixty-five (65) years

- (ii) the Board may, in its discretion, pay the said amount to such Member, who terminates employment with the Board and has attained either the age of sixty (60) years or has been twenty (20) years in employment with the Board.
- (iii) the payment under clause 27.10 (a) shall be paid by the Board to the Member within thirty (30) calendar days of termination of employment or on or before December 31st of the calendar year in which employment was terminated, whichever occurs first.
- (b) The amount paid under clause 27.10 (a) shall not exceed the amount of one-half the earnings received by the Member in the year immediately prior to the termination of employment.

**RETIREMENT GRATUITIES – FORMER CITY EMPLOYEES – O.P.E.I.U.
(FOR INFORMATION)**

- 21.09 Subject to the Laws of Ontario, the Board on the termination of an Employee’s service for the purpose of retirement, shall pay a retirement allowance based upon one-half (1/2) the number of days standing in the Sick Leave Credit Account of such Employee multiplied by the per diem salary and,
- (a) the Board shall pay the said amount to such Employee who terminates his/her service and has attained the age of sixty-five (65) years
 - (b) the Board may, in its discretion, pay the said amount to such Employee, who terminates his/her service and has attained either the age of sixty (60) years or has been twenty (20) years in the service of the Board.
- 21.10 This system may be amended, from time to time, by Resolution of the Board.

The Laws of Ontario provide: “That on the termination of employment no employee shall be entitled to more than an amount equal to his salary, wages or other remuneration for one-half the number of days standing to his credit and in any event not in excess of the amount he would have earned in six (6) months at the rate received by him immediately prior to termination of employment”.

**RETIREMENT GRATUITIES – FORMER COUNTY EMPLOYEES – C.U.P.E
(FOR INFORMATION)**

Eligibility: The eligibility of an Employee for a retirement gratuity shall be determined on the following basis:

- (a) An Employee upon retirement must be entitled to an immediate pension, must be 55 years of age or over and must have served ten (10) continuous years of service within schools in the jurisdiction of The Wentworth County Board of Education, before becoming entitled to a Sick Leave Credit Gratuity on retirement,

OR

- (b) An Employee retiring on the grounds of ill health must have served ten (10) continuous years of service within schools in the jurisdiction of The Wentworth County Board of Education to be eligible. Retirement for ill health is defined as retirement caused by some permanent disability, which prevents the Employee from being gainfully employed.
- (c) An Employee who fails to qualify for retirement gratuity under the provisions of Clause 7(a) hereof solely because the Employee has failed to serve ten (10) continuous years of service within schools in the jurisdiction of The Wentworth County Board of Education shall never the less qualify for a partial retirement gratuity if the Employee fulfills all other requirements of Clause 7(a) in accordance with the following:

If the Employee serves eight (8) continuous years of service within schools within the jurisdiction of The Wentworth County Board of Education – fifty percent (50%) of the retirement gratuity provided under Clause 8 hereof. If the Employee serves nine (9) continuous years of service within

schools within the jurisdiction of The Wentworth County Board of Education – seventy-five (75%) of the retirement gratuity provided under Clause 8 hereof.

In all other respects The Wentworth County Board of Education Sick Leave and Retirement Gratuity Plan - Non-Teaching Employees shall remain in effect.

Payment of Retirement Gratuity

Payment of retirement gratuity shall be made on the following basis:

- (a) Eligible Employees shall be paid a sum equivalent to the number of sick leave days accumulated, subject to the allowable maximum, multiplied by one half ($\frac{1}{2}$) the basic daily rate of pay in force at the time of cessation of regular employment.
- (b) The gratuity shall be paid in one lump sum either at retirement or on January 15 of the year following retirement at the Employee's option. Retirement gratuity shall not exceed one-half ($\frac{1}{2}$) year's earnings at the salary computed under Clause 8(a).
- (c) If an Employee of the Board dies in service, a payment computed on the same basis as the retirement gratuity plan shall be paid to his or her beneficiary as designated in writing by the Employee. If no beneficiary is named, such payments to be made to the Employee's estate.
- (d) The Board shall have the right to withhold payment of the Sick Leave Credit gratuity on retirement in the case of any Employee who is discharged or caused to resign "with cause".
- (e) A part time Employee working half-time or more on a regular basis should be entitled to a Sick Leave Credit Gratuity on Retirement, providing Eligibility is based on ten (10) continuous years of service.

RETIREMENT GRATUITIES – FORMER COUNTY EMPLOYEES –ADMINISTRATIVE (FOR INFORMATION)

7. Retirement Gratuity

Eligibility – The eligibility of an Employee for a retirement gratuity shall be determined on the following basis:

- (a) An Employee upon retirement must be entitled to an immediate pension under the Ontario Municipal Employees Retirement System (OMERS) or Teachers' Superannuation Act, must be fifty-five (55) years of age or over and must have completed ten (10) continuous years of service with Boards now within the jurisdiction of the Wentworth County Board of Education.

OR

- (b) An employee retiring on the grounds of ill health must have served ten (10) continuous years of service with Boards now in the jurisdiction of the Wentworth County Board of Education to be eligible. Retirement for ill health is defined as retirement caused by some permanent disability, which prevents the Employee from being gainfully, employed and be so certified by a medical practitioner.

8. Payment of Retirement Gratuity

Payment of retirement gratuity shall be made on the following basis:

- (a) Eligible Employees shall be paid a sum equivalent to the number of sick leave days accumulated to a maximum of two hundred and thirty (230) days multiplied by one half ($\frac{1}{2}$) the daily rate of pay in force at the time of cessation of regular employment, but in no event shall the sum exceed one-half the Employees annual salary.

For the purpose of calculating Sick Leave Credit gratuity on retirement only, an Employee who retires during the calendar year shall receive, as of the date of retirement, the same number of sick leave credits as would be received had they remained in the Board's employment until December 31 without further absences

- (b) The Sick Leave Credit Gratuity on retirement shall be paid in one lump sum either at retirement or on January 15, of the year following retirement at the Employee's option provided that any claimant for retirement gratuity must have notified the Board by January 1 of the year in which they intend to retire, if payment is required in the year of retirement, otherwise the gratuity will not be payable until January 15th of the following year.
 - (c) If an Employee dies in service, payment of gratuity computed on the same basis as the Sick Leave Credit Gratuity on Retirement shall be made to their beneficiary as legally designated in writing by the Employee. In the absence of such designation, such payment shall be made to the Employee's estate.
 - (d) The Board shall have the right to withhold payment of the Sick Leave Credit Gratuity on retirement in the case of any Employee who is discharged or caused to resign with just cause. The provisions of this paragraph shall in no way limit the Employee's right to challenge discharge or resignation.
9. This plan shall become effective January 1, 1985 and shall supersede all former plans
10. Interpretation – Interpretation of the foregoing is vested in the Superintendent of Business and Treasurer subject to any provisions of special or general legislation and direction of the Board.