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| SOURCE | Company | | |
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| No. OF EMPLOYEES | 1100 | | |
| NOMBRE D'EMPLOYÉS | CB. | | |

COLLECTIVE AGREEMENT
BETWEEN
THE WINNIPEG SCHOOL DIVISION
NO. 1
AND
THE WINNIPEG ASSOCIATION OF
NON-TEACHING EMPLOYEES
JANUARY 1, 1995 TO
DECEMBER 28, 1997

IN WITNESS WHEREOF
APR 22 1997

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THIS AGREEMENT made and entered as of this 26th day
of June, 1996

BETWEEN:

THE WINNIPEG SCHOOL DIVISION NO. 1

(hereinafter referred to as the "Division")

OF THE FIRST PART,

- and -

**THE WINNIPEG ASSOCIATION OF NON-TEACHING
EMPLOYEES (WANTE)**

(hereinafter referred to as the "Association")

OF THE SECOND PART.

PREAMBLE:

WHEREAS it is the intention and purpose of the parties to this Agreement to promote peace and harmony, to improve the working relations between the Division and the members of the Association, to establish acceptable provisions to facilitate the peaceful adjustment of all grievances and disputes between the parties and in general advance the efficiency and the mutual interests of the parties to this Agreement;

AND WHEREAS the Division and the Association have agreed to enter into a Collective Agreement containing the following terms and conditions,

NOW THEREFORE the Division and Association agree as follows:

ARTICLE 1 - RECOGNITION

1.01 The Division recognizes the Association as the sole and exclusive bargaining agent for all employees of the Division set forth in Manitoba Labour Board Certificate No. MLB-5021.

1.02 The Association recognizes the responsibility imposed upon the Division to provide instruction and training to students attending classes in the Division.

ARTICLE 2 - MANAGEMENT RIGHTS

2.01 Subject to the terms of this Collective Agreement, the Association recognizes that it is the exclusive function of the Board of Trustees, either directly or through their appointed officials, to manage, direct and conduct the affairs of the Division, and without in any way limiting or affecting the generality of the foregoing, to maintain order, discipline and efficiency, and to extend or curtail operations, determine the size of and direct and allocate the work of the workforce and to hire, promote and discipline employees, provided that the exercise of such rights is consistent with the terms of the Collective Agreement.

2.02 The Division agrees to exercise its management rights and the terms of this Agreement reasonably, fairly, in good faith and in a manner consistent with the Agreement as a whole.

2.03 No employee shall be disciplined or discharged except for just cause.

ARTICLE 3 - NO DISCRIMINATION

3.01 The parties hereto agree that there will be no discrimination by either party to this Agreement against an employee covered by this Agreement by reason of age, sex, marital status, race, creed, colour, national origin, political or religious affiliation or by reason of membership or non-membership in the Association.

ARTICLE 4 - DEFINITIONS

4.01 For the purposes of this Agreement, the following definitions will apply:

(a) **An employee** shall mean any person employed by the Division within the scope of this Agreement.

(b) A **full-time employee**, other than a teacher assistant, is one who regularly works the hours of work specified in Article 10.01. For the purposes of the Pension Plan for employees other than teachers, a full-time employee shall be as defined within the Pension Fund By-law No. 1017 and associated amendments.

(c) A **full-time employee** who is a teacher assistant is one who regularly works thirty (30) or more hours per week.

(d) A **part-time employee** is one who regularly works less than the daily or weekly hours of work prescribed in Article 10.01. For the purposes of the Pension Plan for employees other than teachers, a part-time employee shall be as defined within the Pension Fund By-law No. 1017.

(e) A **substitute employee** is one who does not work on a regular and recurring basis. The terms of the Collective Agreement shall not apply to substitute employees.

(f) A **temporary employee** is an employee who has been employed by the Division for less than a ten (10) consecutive month period and:

- (i) who is hired by the Division on a temporary basis to replace an employee who is absent by reason of illness or leave of absence; or
- (ii) who is hired during the first year of a grant funded position, which shall mean a position principally supported by a source other than the Division's general operating budget; or
- (iii) who is hired to attend to one specific student; or
- (iv) who is hired for a specific short term clerical project.

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Notwithstanding the above, the parties can mutually agree to extend the definition of temporary employee.

A temporary employee shall be terminated in the following manner:

- (a) upon the termination date, if any, that is set forth in the employee's initial letter of hire;
- (b) in the case of a replacement for an employee who is absent by reason of illness or leave of absence, upon one pay period's notice, or a period of notice equivalent to the notice that the Division receives from the employee who is returning to the position, whichever is the lesser;
- (c) upon being terminated for cause.

A temporary employee shall have no seniority rights but will have all other rights and privileges under this Agreement.

A temporary employee who has been employed by the Division for ten (10) consecutive months shall become a permanent employee and her seniority date shall be as of her date of last hire.

Consecutive employment shall not be considered to be broken by reason of Christmas, Spring or Summer break.

ARTICLE 5 - PROBATIONARY EMPLOYEES

5.01 A probationary employee is a newly hired full or part-time employee who has not completed one hundred and twenty (120) full or partial days of paid employment from the date of last hire, exclusive of vacation or paid leave of absence. During such probationary periods, employees shall be entitled to all and any privileges of the Agreement but the Division may in its sole discretion, retain or dismiss an employee during the probationary period, and such dismissal shall be deemed to have been for just cause and as such shall not be

subject to the grievance and arbitration procedure. After completion of the probationary period, seniority shall be effective from the date of last hire.

The Division may, provided it has the agreement of the Association and the employee affected, extend the probationary period for a further period not to exceed forty (40) working days.

The Division shall, as soon as possible thereafter, provide the Association and the employee concerned with a confirming letter setting forth the terms of the agreement.

ARTICLE 6 – GRIEVANCE PROCEDURE

6.01 The parties to this Agreement recognize the desirability for resolution of grievances through an orderly process without stoppage of work or refusal to perform work.

6.02 For the purposes of this Agreement a “grievance” is defined as a difference or dispute between the Division and one or more of its employees or between the Division and the Association concerning the meaning, application, or alleged violation of this Agreement.

6.03 The word “days” as used in this Article shall mean working days, other than Saturdays and Sundays or a general holiday referred to in Article 13 of this Agreement.

6.04 An employee has the right to representation by an Association steward and/or Association representative at any step of the grievance procedure.

6.05 Grievances shall be processed in the following manner:

Step 1

Within ten (10) days after the date upon which the employee was notified in writing, or on which she became aware of the action or circumstances giving rise

to the grievance, the employee shall meet and discuss the difference with the appropriate principal or supervisor. The employee may be accompanied by an association representative should she so wish. If the matter is not resolved, then the employee and the Association shall present the grievance in writing to the appropriate principal or supervisor, and provide a copy to the Director of Human Resources.

The principal or supervisor shall issue a written decision to the employee or employees affected and the Association within ten (10) days of receipt of the written grievance.

step 2

Failing satisfactory settlement at Step 1 or failing receipt of a decision from the Supervisor or his designate, the employee and a member of the Association may submit the grievance to the Director of Human Resources or his designate within ten (10) days of the date upon which the Supervisor or his designate issued or is required to issue his answer. Within ten (10) days of the date of receipt of the grievance at this step the Director of Human Resources or his designate shall meet and discuss the matter with the employee or the employee and a member of the Association and shall advise the employee and the Association in writing of his decision within ten (10) days of such meeting.

Step 3

Failing satisfactory settlement at Step 2 or failing receipt of a decision from the Director of Human Resources or his designate, the employee may within ten (10) days of the date upon which the Director of Human Resources or his designate issued or is required to issue his answer in writing, refer the written grievance to the

Chief Superintendent of Schools or his designate. Within ten (10) days of receipt of the grievance at this step the Chief Superintendent of Schools or his designate will meet and discuss the matter with the employee or the employee and a member of the Association and shall advise the employee and the Association in writing of his decision within ten (10) days of such meeting.

6.06 In the case of the dismissal or suspension of an employee, the grievance shall be presented in writing within ten (10) days of the date of the suspension or dismissal and shall be commenced at Step 2 of the Grievance Procedure and thereafter the time limits specified for the remaining steps shall apply.

6.07 If the grievor fails to process a grievance to the next step within the time limits specified, the grievance shall be deemed to have been abandoned and the grievor shall not have further recourse through Article 7 of this Agreement.

6.08 The time limits above may be amended by written agreement of the parties.

6.09 Division or Association grievances shall be initiated by the grievor giving written notice to the other party within ten (10) days of the date on which the party giving the notice becomes aware or ought to have become aware of the action or circumstances giving rise to the grievance. If the grievance is not settled to the mutual satisfaction of the parties within ten (10) days of receipt of the notice, the grievor may refer it to arbitration.

6.10 After a grievance has been presented in writing under Step 1 of Article 6.05, the Division or its representatives shall not attempt to settle the grievance either directly or indirectly with the aggrieved employee without the written consent of the Association.

6.11 Local union representatives will be granted necessary time ~~off~~ with pay to meet the Division for the purpose of processing grievances subject to a maximum cost to the Division ~~of~~ maintaining salaries for two (2) employees so engaged.

ARTICLE 7 – ARBITRATION

7.01 When either party requests that a grievance be submitted to arbitration, the request shall be made by registered mail addressed to the other party of the Agreement, within forty (40) working days following the exhaustion of the grievance procedure, indicating the name of its nominee on an Arbitration Board. Within five (5) days thereafter, the other party shall answer by registered mail indicating the name and address of its appointee to the Arbitration Board. The two appointees shall select an impartial chairperson.

7.02 If the two appointees fail to agree upon a chairperson within seven (7) days of their appointment, the appointment shall be made by the Minister of Labour upon request of either party.

7.03 The arbitrator may determine his own procedure, but shall give full opportunity to all parties to present evidence and make representations to him. The arbitrator shall render his decision within ten (10) working days from the time he holds his final meeting.

7.04 The decision of the majority of the members of the Arbitration Board is the decision of the Arbitration Board and, if there is no decision that is common to a majority of the members, the decision of the chairperson of the Arbitration Board shall be deemed to be the decision of the Arbitration Board. The decision ~~of~~ the Arbitration Board shall be final, binding and enforceable on all parties. The Board of Arbitration shall not have the power to change this Agreement or to alter, modify or amend any of its provisions or make any decision contrary to the provisions of this Agreement.

7.05 Each party shall pay:

- a) the fees and expenses of the nominee it appoints, and
- b) one-half (1/2) of the fees and expenses of the chair person

7.06 In the case of dismissal of, or other discipline to any employee (except an employee in her probationary period) for just cause, the justification for the dismissal or discipline and the nature and extent of the penalty imposed shall be subject to grievance as hereinbefore set out and the Arbitrator shall have the authority to provide the penalty which in his opinion appears to be just and equitable.

7.07 The time limits in both the grievance and arbitration procedure may be extended by mutual agreement and shall be confirmed in writing.

7.08 Nothing herein shall prohibit the parties from agreeing on a single arbitrator. If the parties ~~so~~ agree, the provisions of this article relating to an arbitration board shall apply mutatis mutandis to the single arbitrator.

ARTICLE 8 – SUPERVISION OF STUDENTS

8.01 Teacher assistants shall not supervise children unless a fully qualified teacher is available at all times.

ARTICLE 9 – WAGES AND PAY PRACTICES

9.01 During the term of this Agreement the Division and the Association agree that all payment of wages shall be made in accordance with the wage rates set forth in the Wage Schedule appended hereto, which Wage Schedule is hereby made a part of this Agreement.

9.02 All employees will be paid on a bi-weekly basis (every two weeks). The Division will pay to part-time and other employees who ~~work~~ less than twelve (12) months a year, their vacation pay amounts then owing on each bi-weekly pay

cheque. **For** teacher assistants and hourly employees there will be a one-week hold back of earnings.

9.03 If an employee is required to temporarily assume the duties of an employee who is receiving a lower rate of pay, the rate of pay of the employee assuming such duties shall not be changed.

9.04 If an employee is required to temporarily assume the duties of an employee in a higher classification, the employee assuming such duties will be paid at the classification of the absent employee, and at the salary level to which the employee assuming the duties would be entitled had she been promoted to the position. Such payment would begin after an absence of five consecutive days and be retroactive to the first day. This allowance shall not be paid when the employee in the higher classification is absent because of annual vacation, long service leave, banked time or compensating time.

9.05 (a) Where an employee is promoted from one classification to another the employee shall be classified for salary purposes in the new classification at the step having the next highest salary to that currently being paid the said employee; or in the case of an employee who has been temporarily promoted at the step having the next highest salary to that being paid to the employee prior to her temporary promotion. The anniversary date for an employee's annual increment shall remain unchanged upon promotion unless an employee is at the maximum for her previous classification, in which case, her anniversary date will be the date of promotion.

(b) Where an employee moves from one salary classification to another within the same salary schedule, the employee shall be placed on the new salary classification in accordance with the promotion clause.

(c) Where an employee moves from one salary schedule to another salary schedule, (e.g. teacher assistant salary schedule to clerical salary schedule), the employee shall be placed on the new salary classification at the same step (year) that the employee was placed on their previous salary classification.

(d) Where an employee voluntarily applies for a position which is a reduction in classification within the same salary schedule, the employee shall be placed on the new classification at the same step (year) that the employee was placed in their previous salary classification.

9.06 An employee whose regular duties do not require her to supervise other employees and who is required by her Supervisor to supervise five or more other employees shall be paid an additional \$4.00 per day for performing such supervision.

9.07 An employee shall move to the next highest increment level on the salary scale on the first day of the pay period in which the anniversary date of the employee's employment with the Division occurs. For the purpose of this Article:

(a) A full-time employee's anniversary date shall be defined as the month and day of the employee's employment with the Division, except:

(i) where the employee's anniversary date is changed in accordance with Article 9.05, or

(ii) where the Division has, prior to June 21, 1982, established a different anniversary date for an employee, in which case the employee's anniversary date shall be the date so established unless it is subsequently changed in accordance with the provisions of the Collective Agreement.

(b) A part-time employee's anniversary date shall be defined as the month and day of the employee's

employment with the Division, except that the anniversary date of a part-time employee who has received an increment prior to June 21, 1982, will be the date of receipt of her last such increment prior to June 21, 1982.

(c) Notwithstanding 9.07 (a) and (b), an employee's anniversary date may be changed for increment purposes when the employee has been absent without pay for a period of six cumulative months during the preceding twelve months. In such case the employee's anniversary date will be adjusted by one month for each twenty days of absence in excess of six months.

(d) Service as a temporary employee will not be counted for increment purposes until such time as the employee has established a seniority date in accordance with Article 4.01(f). Such service shall then be considered to date back to the employee's date of last hire as a temporary employee.

9.08 Initial placement of a new employee on the salary schedule shall be at the minimum unless:

(a) The Division determines that the employee's experience necessitates that she be placed on the schedule at other than the minimum rate, and

(b) The Division notifies the Association within ten (10) days following such initial placement, of the name of the employee so placed and the particulars of the placement.

ARTICLE 10 – HOURS OF WORK

10.01 The normal hours of work for all full-time employees other than teacher assistants will be 36¼ hours per week, 7¼ hours per day, Monday to Friday inclusive. The regular workday for all full-time employees other than computer operators will be between the hours of 6:30 a.m. to 8:00 p.m. The regular workday for computer operators will be between the hours of 6:30 a.m. to 10:00 p.m.

10.02 The normal hours of work for part-time employees other than teacher assistants will be less than 36¼ hours per week and not ~~more~~ than 7¼ hours per day, Monday to Friday inclusive, depending on the assigned schedule. The regular workday for all part-time employees other than computer operators will be not less than two (2) hours and will be between the hours of 6:30 a.m. to 8:00 p.m., depending on the schedule assigned in September and January of each year. The regular hours of work for all part-time computer operators will be between the hours of 6:30 a.m. to 10:00 p.m., depending on the schedule assigned in September and January of each year.

10.03 The Monday to Friday restriction set forth in Articles 10.01 and 10.02 will not apply where all of the following conditions have been met:

- (i) The Division has consulted with the Association regarding the need for the position to be scheduled on other than a Monday to Friday basis; and
- (ii) The position is a new or vacant position that is being filled pursuant to the job posting provisions; and
- (iii) The days of work for such position are established so that there are at least two (2) consecutive days of rest in each work week.

10.04 The normal hours of work for all teacher assistants covered by this Agreement shall be specifically assigned hours of work from two (2.0) hours to eight (8.0) hours per day, Monday to Friday inclusive. The assigned hours of work may be varied by the Division upon providing to the teacher assistant, at least ten (10) working days' prior notice.

10.05 For the purposes of this article, the term "School Year" shall be that designated by the Minister of Education as set out in regulations to the Public Schools Act.

10.06 Employees shall ~~work~~ the full calendar year unless otherwise hereinafter specified.

- (a) (i) Teacher assistants and food coordinators shall normally work the school year but shall not work when the school or classroom is closed for professional development or administration days and/or inservice purposes, with the exception that the work year for teacher assistants I and food coordinators shall normally include **two** (2) of the professional development, administration and/or inservice days and the work year for teacher assistants II and III shall normally include three (3) of the professional development, administration and/or inservice days. Teacher assistants and food coordinators will, in consultation with their principal, be entitled ~~to~~ choose the days that they will work.
- (ii) The Division will attempt to provide teacher assistants and food coordinators with a minimum of ten (10) days' notice of all inservice or administration days.
- (iii) The two (2) or three (3) days referred to in **10.06(a)(i)** will be prorated for new employees in accordance with a Letter of Understanding previously agreed upon by the parties.
- (iv) It has been agreed to suspend the following clause for the term of this Agreement: "An employee shall receive, unless otherwise agreed to by that employee, ten (**10**) working days' notice of the particular inservice or administration days on which her services are required. An employee who is not requested ~~to~~ work the two (2) or three (3) inservice days, as the case may be, shall be paid for all the days not worked. An employee who has

&en requested to work an inservice or administration day, but has failed to work the requested day shall not receive pay for that day pursuant to the provisions of this clause.”

For the purpose of this clause the school year shall be from the beginning of the fall term to the end of the following spring term.

(b) Part-time clerks working in elementary schools or assigned to work in libraries, and the night receptionist at the Child Guidance Clinic shall normally work the school year plus up to a maximum of five (5) additional working days.

(c) All ten (10) month clerical employees working in junior high schools and the educational resource centres shall normally work the school year plus up to a maximum of ten (10) additional working days.

(d) Full time elementary school clerks and ten (10) month clerks working in combined elementary/junior high schools and high schools shall normally work the school year plus up to a maximum of fifteen (15) days.

(e) Unless otherwise approved by the Human Resources Department, the additional time worked in (b) and (c) above, shall be no more than those daily hours worked by that individual. Such hours are determined by their regularly scheduled hours worked in that school year.

(f) Full-time Day Care Workers and the Day Care Supervisor shall normally work the calendar year less the Christmas and Spring Break, and a designated three week period during the summer months but the length of the work year may be reduced in proportion to any reduction in the external funding that the Division receives for this program;

(g) Full-time Vocational Trainer(s) shall normally work the school year.

(h) Full-time Home Learning Assistants shall normally work the school year plus Spring Break,

(i) Full-time Work Experience Coordinator(s) shall normally work the school year other than Spring and Winter Break. The Work Experience Coordinator will work an average of 36¼ hours per week commencing the first day of the Fall term and concluding the last day of the Spring term. The salary and work year for the Work Experience Coordinator includes vacation at the 6% level.

(j) Given the manner in which the hourly and biweekly salaries were established, the positions of Day Care Workers, Day Care Supervisor, and Work Experience Coordinator will continue to received their normal bi-weekly salary during the Christmas and Spring Break. The Day Care Workers and Day Care Supervisor shall be required to take their vacation during the three week designated period referred to in Article 10.06 (f).

10.07 Where an employee is required to work in excess of the period specified in Article 10.06 such work shall be on a voluntary basis at straight time.

10.08 For employees referred to in 10.06 above the additional days beyond the School Year shall be consecutive working days immediately following the termination of the School Year or immediately preceding the opening of the School Year unless the employee otherwise agrees in writing.

10.09 Each employee who works three (3) consecutive hours shall be entitled to one rest period of fifteen (15) minutes during each period.

10.10 Employees who are entitled to receive a lunch break shall be allowed a maximum of one and onequarter ($1\frac{1}{4}$) hours, however, employees may, subject to prior approval of their Supervisor, reduce their lunch break by fifteen (15) or thirty (30) minutes and finish early by an equal amount of time.

10.11 (a) The Division will give priority to clerks in elementary schools and the part-time junior clerk in each junior high school for any work which is to be performed during the Summer, Christmas and Spring Vacations by employees other than those normally working during such periods. Clerks wishing to be considered for such work will indicate their desire in writing to the Human Resources Department, thirty (30) calendar days prior to the Christmas and Spring Vacation period and ninety (90) calendar days prior to the Summer Vacation period.

(b) A clerk who performs such work shall be paid at her normal increment level on the salary classification established for the position the clerk is occupying during the vacation period.

(c) Work shall be allotted with preference given according to seniority of service, provided that the employee is capable of performing such work, except where work is to be performed in a particular school, the Division may designate the employee who would normally work in that school as the one who will perform such work.

10.12 Where a teacher assistant, at the request of her principal, attends a parent-teacher interview, the teacher assistant will be paid for all such time in accordance with the provisions of this Agreement. Such time will be considered as time worked and not as an administrative or in-service day.

ARTICLE 11 -BANKED TIME

11.01 All full-time employees employed on a twelve (12) month basis shall be eligible to bank a maximum of thirty (30) minutes per day to a maximum of six (6) days banked time per year subject to the prior approval of their Supervisor.

11.02 Such time may be banked during the thirty (30) minutes immediately preceding or following the employee's normal daily start or quitting time or by the employee reducing the daily lunch period from one hour and fifteen minutes to forty-five minutes.

11.03 Such banked time may be taken by the employee at a time mutually convenient to the Division and the employee. Failing agreement, the employee shall be paid for her banked time at her then regular rate of pay.

ARTICLE 12 - OVERTIME

12.01 All time required to be worked in excess of 7¼ hours per day for employees other than teacher assistants and over (8) hours per day for teacher assistants, will be considered overtime.

Home Learning Assistants and Work Experience Coordinators will work a flexible schedule in accordance with past practice. Accordingly, they will only be entitled to be paid overtime on those hours that exceed 36¼ hours in any particular week.

12.02 All overtime shall be paid at the rate of one and one-half times (1½x) the employee's rate of pay for the first four (4) hours per day and two times (2x) her hourly rate of pay for all hours worked thereafter, except as hereinafter provided.

12.03 Where an employee is authorized in advance by her supervisor to work on a Saturday or Sunday she shall be paid at the rate of two times (2x) her hourly rate of pay for all the

hours worked. In no case shall an employee be paid less than two (2) hours per day at double time.

12.04 Notwithstanding the foregoing, employees called out to work outside their regular shift will be paid for such time at double-time rates. Up to one hour at double-time will be paid to compensate the employee for the time spent travelling to and from the place of work. In no case shall an employee be paid for less than two (2) hours per call-out at double-time. Call out pay will not be paid to employees who are notified of the requirement to work overtime prior to their leaving the Division's premises.

12.05 An employee who is required to work in excess of two (2) consecutive hours of overtime immediately after an employee's regular hours of employment will receive a dinner allowance equal to \$5.00 provided a dinner is not supplied by the Division.

12.06 No employee shall be required to take part in overnight trips unless the Division is unable to obtain the voluntary services of an employee.

12.07 An employee who takes part in overnight trips will, where possible, work a straight shift not to exceed twelve (12) hours in duration and all such hours worked in excess of 7¼ hours per day shall be paid at the applicable overtime rate.

Any such employee shall assume no actual or legal responsibilities or liabilities as an employee for the period of time for which she does not receive remuneration, and it is agreed that the employee is free to use such time for whatever purpose as she may choose.

12.08 An employee, subject to the approval of her Supervisor, may accumulate overtime, which accumulation of overtime may be taken as compensating time-off at a time mutually agreed upon in writing between the employee and her

—

supervisor. If a mutually acceptable time cannot be agreed upon within thirty (30) days of the overtime having been worked, the employee shall be paid for her overtime at her then current rate within thirty (30) days of the failure to agree. The time which is to be accumulated will be equivalent to one and one-half times (1½x) or two times (2x) the hours worked in accordance with the overtime factors in this Article.

12.09 An employee ceasing to be an employee, or being laid off, shall be paid for all accumulated overtime not taken at her then current rate of pay.

12.10 Employees who request work in Evening School, Summer School or during the evenings or Saturday at an Education Resource Centre, in addition to their regular assignment, will be paid at the regular rate of pay for that position and not at overtime rates.

ARTICLE 13 – GENERAL HOLIDAYS

13.01 All employees shall be entitled to a holiday with pay on the following days:

| | |
|----------------------|------------------|
| New Year's Day | Civic Holiday |
| Easter Monday | Labour Day |
| Good Friday | Thanksgiving Day |
| A day fixed for the | Remembrance Day |
| Celebration of the | Christmas Day |
| Sovereign's Birthday | Boxing Day |
| Canada Day | |

and any other day proclaimed by the Division, the City of Winnipeg, the Province of Manitoba or the Canadian Government.

13.02 Employees who are normally at work on the last Monday of March shall receive that day off in lieu of Easter Monday. All other employees shall be paid an additional day's pay, in lieu of Easter Monday, on the pay day immediately following such holiday.

13.03 Where a general holiday falls on a Saturday or Sunday and no other holiday is declared in lieu thereof, an employee will be entitled to another day off with pay. Failing mutual agreement to the contrary, the holiday shall be added to the annual vacation of the employee.

13.04 An employee who is required to work on a general holiday other than Easter Monday, shall be paid two times (2x) her regular rate for all hours worked in addition either to the pay for the holiday or if mutually agreed, a day of in lieu thereof. In no case shall an employee be paid for less than two (2) hours at double time.

13.05 An employee who is absent on leave of absence without pay or laid off in excess of fifteen (15) working days shall not be entitled to receive general holidays or pay in lieu thereof.

13.06 If a general holiday as defined in paragraph 13.01 falls or is observed during an employee's vacation period, the employee will be granted an additional day's vacation for each such holiday in addition to her regular vacation time.

ARTICLE 14 – ANNUAL VACATION

14.01 The vacation year is defined for the purposes of this Agreement as the period beginning on the first day of September and ending on the 31st day of August next following.

14.02 (a) All full-time and part-time employees who work twelve (12) months per year will be entitled to vacation with pay on the following basis:

(i) Three weeks' (3) paid vacation after one (1) year of service with the Division from the date of last hire.

(ii) Four (4) weeks' paid vacation after ten (10) years of service with the Division from the date of last hire.

(iii) Five (5) weeks' paid vacation after nineteen (19) years of service with the Division from the date of last hire.

(iv) ~~Six (6)~~ weeks' paid vacation after twenty-eight (~~28~~) years of service with the Division from the date of last hire.

(b) All other employees whose positions require that they work less than twelve (12) months per year will receive vacation pay in an amount equivalent to the following percentages of the employee's gross earnings during the past vacation year:

(i) Six (6%) percent after one (1) year of service with the Division from the date of last hire.

(ii) Eight (8%) percent after ten (10) years of service with the Division from the date of last hire.

(iii) Ten (10%) percent after nineteen (19) years of service with the Division from the date of last hire.

(iv) Twelve (12%) percent after twenty-eight (~~28~~) years of service with the Division from the date of last hire.

14.03 Such vacation entitlement will be prorated for employees who are employed full-time for less than a full vacation year. Part-time and hourly paid employees will receive vacation pay based on a percentage of earnings equal to the above entitlement. An employee leaving the employ of the Division during the year, prior to receiving her vacation entitlement, will be paid a prorated amount of her outstanding vacation entitlement in lieu of such vacation.

14.04 If a paid general holiday as defined in Article 13 falls or is observed during a vacation period an employee will be granted an additional day's vacation for each holiday in addition to the regular vacation entitlement.

14.05 Vacation leave is normally to be taken before December 31st following the vacation year in which it is earned. However, the Division may, in the case of special circumstances, grant the employee permission in writing to carry over a portion of her vacation credits to be used by December 31st of the following calendar year. In no case will an employee be allowed to carry forward vacation entitlement for more than one (1) year.

14.06 Vacation time shall not accumulate while an employee is on leave of absence without pay.

14.07 Where an employee becomes incapacitated by illness or injury, or where the employee qualifies for bereavement leave during the period of her scheduled annual vacation, the Division shall grant sick leave or bereavement leave, as the case may be, and credit the employee with alternate days of vacation equivalent to the number of days of approved sick leave or bereavement leave, providing that in the case of sick leave, incapacitation must be over three (3) days and require hospitalization. The employee will be responsible for proof of hospitalization satisfactory to the Division.

14.08 The Division shall, at the time that vacation or vacation pay is granted, provide all employees who work less than twelve (12) months per year with a calculation indicating the manner in which their vacation or vacation pay has been calculated.

ARTICLE 15 – SICK LEAVE PROVISIONS

15.01 Sick leave means the period of time an employee is permitted to be absent from work with full pay, by virtue of being sick or disabled or because of an accident for which compensation is not payable under The Workers Compensation Act.

15.02 Any employee shall be entitled to sick leave on the following basis:

| | |
|--|---------|
| year 1 of employment | 12 days |
| year 2 of employment | 15 days |
| year 3 of employment | 20 days |
| year 4 and all subsequent years of employment | 26 days |

Sick leave shall be earned at the rate of one-twelfth (1/12) of the annual entitlement outlined in this paragraph for each month of employment.

15.03 An employee who has used less than twelve (12) days of sick leave in her first year of employment, or less than fourteen (14) days of sick leave in any one (1) year thereafter, shall be entitled to an accrual of unused sick leave for her future benefits equivalent to twelve (12) or fourteen (14) days, as the case may be, less the number of days of sick leave utilized in that year.

15.04 The Division may require an employee to provide a certificate from a duly qualified medical practitioner certifying that the employee is or was unable to carry out her duties due to illness and is or is not able to return to her regular duties.

15.05 Sick leave is not payable to an employee:

- (a) who is engaged in employment for wage or profit with another employer except when such employment occurs as a result of a program of rehabilitative employment approved by the long term disability insurance plan, or when such employment is an additional employment that has been concurrently held by the employee and is one that is not incompatible with the employee's medical condition as determined pursuant to Article 15.04;

(b) whose illness results from the use of **drugs** or alcohol and who is not receiving continual treatment from a licensed physician or in a recognized program of treatment for the use of drugs or alcohol;

(c) who, in respect of **an** illness or injury resulting from a motor vehicle accident, is receiving wage loss replacement benefits from the Manitoba Public Insurance Corporation **to** the extent that such benefits and paid sick leave exceeds **the** employee's normal salary. In such cases, the employee shall reimburse the Division the amount of such excess.

15.06 Every employee shall notify or cause someone on her behalf to notify her immediate supervisor as soon as practical if she is unable to report due to illness.

15.07 An employee, upon written application to the Human Resources Department, shall be informed by the Division of the amount of sick leave accrued to her credit.

15.08 An employee who resigns, retires, dies or has her employment permanently terminated shall forfeit all unused sick leave credit.

15.09 An employee shall be credited with all unused sick leave accumulated prior to the date of this Agreement.

15.10 An employee in receipt of Workers Compensation arising out of such employee's status as an employee of the Division, or in receipt of wage loss replacement benefits from the Manitoba Public Insurance Corporation, if she elects, shall be paid an amount which when combined with the foregoing, will equal her net salary. For the purpose of this Article, net salary is defined as the employee's regular salary less regular deductions for employee benefits contributions, Unemployment Insurance Commission contributions, dues, allotments, income taxes and other proper deductions that were regularly

deducted at the time the employee commenced receiving Workers Compensation or wage loss replacement benefits. Such additional amount may, in the discretion of the Division, be charged against the employee's accumulated sick leave credits. Payment made pursuant to the sick leave provisions shall terminate when the employee's sick leave credit is used.

Notwithstanding the foregoing, the amount that an employee will be entitled to be paid will be reduced, where necessary, in order to ensure that the payment does not result in a reduction in the amount of compensation that would otherwise be paid under any Workers Compensation legislation and/or regulations.

An employee who is in receipt of Workers Compensation shall continue to receive all benefits for a maximum of one (1) year from the date of original injury. After one (1) year, only the following benefits will apply: pension; group insurance; and accumulation of service for the purpose of calculated credits but not the accumulation of credits.

15.11 After an employee has exhausted all sick leave credits, the employee may use for bona fide sick leave purposes any overtime or compensating credits or vacation credits available to her.

ARTICLE 16 - UNEMPLOYMENT INSURANCE REBATES

16.01 Effective January 1, 1986 the full amount of the employees' share of the Unemployment Insurance Commission Rebate provided to the Division pursuant to the provisions of the Unemployment Insurance Act shall be forwarded to the Association.

ARTICLE 17 – PARENTING LEAVE

17.01 Every employee will be eligible to receive maternity, adoptive and paternity leave without pay as provided by The Employment Standards Act.

17.02 An employee will retain her seniority rights while on leave granted pursuant to this Article and such leave shall be counted as service with the Division. The employee will be placed in her former or comparable position upon her return.

ARTICLE 18 – PARENTAL, FAMILY, EDUCATIONAL AND RELIGIOUS LEAVE

18.01 The Division may, upon an employee requesting a long term leave in writing, grant such leave with or without pay in accordance with the Division's current policy.

18.02 In the event that an employee is requesting a short term leave of absence which is not otherwise set forth in this Agreement, the Division may grant such leave with or without pay in accordance with its policy, a copy of which is attached hereto as Appendix "C" to this Agreement. This clause is only for the information of the Association membership and an employee should see the division policy manual for details.

18.03 The Division shall exercise its discretion to grant leaves pursuant to Article 18.02 in a fair and consistent fashion.

ARTICLE 19 – COMPASSIONATE LEAVE

19.01 An employee will be granted compassionate leave of five (5) consecutive working days without loss of salary in the event of the death of a spouse, child, parent, brother, or sister, as well as for any other relative who was a member of the household.

19.02 In the event of the death of a mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandchild or grandparent, who is not a member of the

employee's household, three (3) consecutive working days' leave without loss of salary will be granted ~~an~~ additional **two** (2) consecutive days' leave may be granted with loss of salary equal to the minimum rate for the employee's classification.

19.03 In the event of the death of a relative not referred to in 19.01 and 19.02 and who was not a member of the employee's household, the Division will allow a one (1) day leave without loss of salary and an additional four (4) consecutive days' leave may be granted with loss of salary equal to the minimum rate for the employee's classification.

19.04 An employee may be granted leave of one (1) working day to attend the funeral of a friend but such leave will be at a loss of salary equal to the minimum rate for the employee's classification.

19.05 An employee may be allowed a half (½) day leave with pay to act as a pallbearer or to participate in the funeral service as a soloist or in some other capacity if the funeral is held in the City of Winnipeg and an additional half (½) day leave if the funeral is held outside the City of Winnipeg.

19.06 Where an employee's compassionate leave commenced immediately prior to her Winter, Spring or Summer break, the weekdays (other than statutory holidays) that fall during such break shall be considered to form part of the leave.

ARTICLE 20 - JURY DUTY

20.01 When an employee is absent from work to perform jury service or to testify as a subpoenaed witness for the Crown or in her capacity as a Division employee, the employee shall be paid her regular rate of pay for each hour she would have worked had she not been on jury duty or under subpoena, less any jury or witness fees received by her.

20.02 An employee shall submit details of the requirements for jury or witness duty at the earliest possible date. The employee shall, where possible, make herself available for duty at her job during regular working hours when she may not be required at Court.

ARTICLE 21 – LONG SERVICE LEAVE

21.01 An employee will be entitled to twenty (20) working days leave of absence with pay in addition to her regular annual vacation after twenty-five (25) years of service. Such leave may be taken at a time to be mutually agreed upon by the employee and the Division.

ARTICLE 22 – LEAVE OF ABSENCE FOR ASSOCIATION BUSINESS

22.01 Any employee who is an officer or member of the Association shall be granted leave of absence with pay for Association business, provided that the aggregate of all such leaves granted under this clause shall not exceed ninety (90) working days in any calendar year. In computing the said ninety (90) day period, leave of absence granted to any said officer or member for the purpose of negotiating with the Division shall not be counted. All such requests will be made by the Association in writing at least ten (10) days in advance, whenever possible. No additional leave of absence shall be taken for the above-mentioned purpose except with the consent of the Division.

22.02 In addition to the leaves of absence set out in 22.01 above, any employee of the Division elected or appointed to a full-time position in the Association, or any organization with which the Association becomes affiliated, will be granted a leave of absence with pay by the division for a period of up to one (1) year. No more than two (2) employees will be on such leave of absence at any one time.

22.03 An employee shall retain all ~~of~~ her seniority rights with ~~no~~ decrease in status during her absence on a leave granted pursuant to this Article, and such period of absence will be counted ~~as~~ service with the Division. ~~On return~~, the employee shall be placed in her former or comparable position with not less than the same wages and benefits.

22.04 Only employees who have completed their probationary period shall be eligible for leave of absence under this Article.

22.05 During the period an employee is ~~on~~ leave of absence under this Article, she shall remain eligible for promotion provided she is available to take the position when requested by the Division.

22.06 The Association shall reimburse the Division for all salary paid by the Division under 22.01 and for all salary and the Division's share of the cost of fringe benefits under 22.02. Payment shall be made by the Association by the 15th of the month following receipt by the Association of a statement from the Division covering the amounts ~~to be~~ ~~so~~ reimbursed.

ARTICLE 23 -- SENIORITY

23.01 The parties recognize that job security should increase in proportion to the employee's length of service.

23.02 An employee's seniority shall be expressed in terms of hours, and shall be equivalent to the number of paid hours of employment since the employee's last date of hire plus all hours that the employee would have worked but for having been absent on Workers' Compensation.

Paid hours of employment shall include all hours worked and all hours during which the employee is ~~on~~ a paid leave of absence, a paid sick leave, a vacation with pay, or in receipt of partial sick leave payments to supplement wage loss replacement benefits pursuant to Article 15.10.

Seniority prior to January 1, 1996 shall be calculated in accordance with the former Article 23.02.

23.03 The Division will maintain seniority lists showing the date on which each employee commenced service with the Division, along with the employee's seniority standing calculated in accordance with 23.02 above.

There shall be two seniority lists, with one for teacher assistants and one for all other employees.

On or before February 28 of each year, up-to-date seniority lists will be posted in each building operated by the Division where employees covered by this Agreement **work**. The seniority lists will be as of the previous December 31st. Concurrently with the posting of the respective seniority lists, copies thereof shall be mailed to the Association. Except where errors have previously been brought to the Division's attention, the Division shall be entitled to rely on the latest seniority list in making any decision based on an employee's seniority.

23.04 Seniority of an employee will be established after her probationary period but will be calculated from the first day of service since her last date of hire.

23.05 Seniority will terminate if an employee:

- (a) resigns
- (b) is discharged and not reinstated
- (c) is laid off for more than eighteen (18) consecutive months
- (d) retires under the terms of the Division's Pension Plan
- (e) fails to return to **work** on the day following the termination of an authorized leave of absence unless such failure results from sickness, accident, compassionate or other grounds considered justifiable by the Division

(f) is absent for more than two (2) consecutive working days without notifying her immediate supervisor unless such failure results from sickness, accident, compassionate or other grounds considered justifiable by the Division

(g) after she has been notified of a recall from layoff sent by registered mail to her last reported address fails to contact the Division within three (3) working days or fails to return to work within ten (10) working days or such later dates required by the Division in the notice, unless such failure results from sickness, accident, compassionate or other grounds considered justifiable by the Division.

An employee who has lost seniority as a result of the application of this clause shall be notified that her employment is terminated and where such notice is given, it shall be considered just cause for termination.

23.06 An employee who is employed in a position outside of the bargaining unit shall not receive credit for paid hours outside of the bargaining unit until such time as she has been the successful applicant for a newly created or vacant position.

ARTICLE 24 - LAY-OFFS AND RECALL

24.01 In the event of a lay off, employees other than temporary employees shall be laid off as follows:

(a) Lay-offs are to be based on the seniority of employees employed in the component affected by the lay off. For this purpose, there shall be three (3) components, with one (1) comprised of all Teacher Assistant positions, another comprised of all positions in the Administration Building, and the third comprised of all other bargaining unit positions in the Division.

(b) For the purpose of this Article, the term "classification" shall mean one of the following nine classifications:

(i) seven classifications, comprised of classes one to seven on the clerical wage schedule

(ii) one classification, comprised of Teacher Assistants, Food Coordinators, Day Care Workers, Day Care Supervisor, Vocational Trainer(s), Home Learning Assistants, and Work Experience Coordinator(s)

(iii) one classification, comprised of Crossing Guards.

(c) Employees shall be displaced from the classification in which the lay-offs are to occur in the inverse order of seniority, providing that those employees who are in jobs affected by the lay-off are able to perform the work of the ~~more~~ junior employees.

(d) Those employees who are ultimately displaced from a classification shall be reassigned as follows:

(i) if there are vacant positions to be filled in the same or lower classification within that component that the employee is able to perform, then she shall be assigned to such position in the highest classification she is able to perform

(ii) if there are no such vacant positions, then the Division shall displace the least senior employee in the same or lower classification within the component whose job the employee is able to perform. In the event that there are no such positions, then the affected employee ~~is~~ to be laid off

Where employees have moved to a lower classification as a result of the foregoing, they shall be returned to their former classification when a position becomes available in their former classification that they are

able to perform, and in such cases, the Division shall not be obligated to fill the higher rated position pursuant to Article **25** - Job Posting.

(e) For the purpose of this article, an employee will be considered to be able to perform the work in question if she is able to meet the minimum requirements for such position.

(f) The foregoing shall not apply where an employee, whose job it is to attend to one specific student, is laid off prior to the end of the term because her position is no longer required. Such employees shall however be entitled to be recalled in accordance with Article **24.03**. Where the employee has not been recalled prior to the end of the school year, she shall be assigned a position at the start of the next school year, provided that she has the necessary seniority and is able to perform the work in question.

24.02 The Division shall notify employees who are to be laid off fifteen (**15**) working days prior to the effective date of the lay-off and will provide if possible an estimate of the expected duration of the lay off. If an employee has not had the opportunity to work the days as provided in the notice she shall be paid for the days for which work was not made available.

24.03 All employees who are laid off, other than temporary employees, shall be placed on a recall list, with copy furnished to the Association, and shall be called back to work as required, beginning with the most senior employee and descending from there, provided that the most senior employee is able to perform the work required in the position to be filled.

Where there are employees on lay-off who are able to fill vacant positions, the position shall be filled by way of recall and not pursuant to Article **25** - Job Posting.

24.04 Notice of recall to an employee who has been laid off shall be made by registered mail to the employee's last reported address, such notice to include the date upon which the employee is to report for work.

24.05 An employee who normally works in excess of 1200 hours per year, and whose hours of work have been unilaterally reduced, shall be at the employee's option, be deemed to have been laid off.

ARTICLE 25 – JOBPOSTING

25.01 The Division will, four (4) working days prior to the closing date for applications to fill newly created or vacant positions, post notices in schools and other buildings where employees covered by this Agreement are regularly employed, in an effort to make all employees aware of positions to be filled. Notwithstanding the foregoing, the Division will not be required to post temporary positions where, at the outset, it is expected that the temporary position will be of less than six (6) months' duration.

25.02 Such job posting shall contain the following:

Nature of position, qualifications required, knowledge and educational skills required, wage or salary rate or range and closing date for applications.

Such qualifications shall conform to the job description of the position in question. A copy of each job posting shall be provided to the Association at the time that such posting is made.

The qualifications may include a language requirement when such requirement is reasonable and necessary for the position in question.

25.03 When filling a newly created or vacant position the Division shall base its decision on the qualifications, competency and reliability of the applicant. If qualifications, competency and reliability are relatively equal, seniority shall

prevail. Successful applicants will be placed on trial for a period of six months, after which the placement may be confirmed. If the successful applicant proves unsatisfactory or is not **confirmed** in the position during the trial period, she will be returned to her former or a comparable position. If the former or comparable position is not available, she will retain her former classification until such time as a comparable position becomes available, at which time she will be given priority for placement in such position.

25.04 Where a new position is created the Division will advise the Association of the nature of the position and the wage or salary rate.

25.05 An employee covered by **this** Agreement who has given good and faithful service to the Division and who through advancing years or temporary disability is unable to **perform** her regular duties, shall be given the preference of work that she could perform which is available at the salary payable at the time for the position to which she is assigned.

25.06 Employees shall not be eligible to apply for transfer to other vacant or newly created positions while completing their probationary or trial period without prior permission from the Human Resources Department.

ARTICLE 26 – CREDIT FOR PAST EXPERIENCE ON RETURN TO SERVICE

26.01 An employee, other than a temporary employee, who voluntarily resigns her position and returns **to** the service of the Division more than one (1) year after having resigned her position will be given credit on the salary schedule for past experience equal to her number of years of consecutive service immediately preceding her returning to the service of the Division less one-half ($\frac{1}{2}$) of the number of years that she was out of the Division's service during the period immediately prior to her re-employment by the Division.

26.02 An employee who voluntarily resigns her position and returns to the service of the Division within one year of her voluntary resignation will be given credit on the salary schedule for the past experience which she had credited to her at the date of such voluntary resignation.

**ARTICLE 27 - EMPLOYEE PERFORMANCE
REVIEW AND EMPLOYEE FILES**

27.01 An employee who submits a written request to the Director of Human Resources or his designate may review her personnel file in the possession of the Division as it relates to her employment with the Division.

27.02 The employee may have a representative who is a member of the Association present at the time of the review provided the employee has named the representative in the request. The Division shall have the right to have a representative present when the employee is examining such files.

27.03 Following written assessment of an employee's performance, the employee will be given an opportunity to review the assessment and to acknowledge having read the contents of the assessment. At the time of reviewing the assessment, the employee will be provided with the opportunity to place her own comments on the assessment prior to her signing. Upon signing the assessment form, the employee will receive a duplicate copy for her records.

27.04 The Division will not introduce as evidence at any Arbitration Hearing and an Arbitration Board shall not accept as evidence any document which is disciplinary in nature, unless the employee has been previously advised of the nature of the discipline or has been provided with a copy of such document upon request in advance of the Arbitration.

27.05 An employee may file a grievance requesting the removal or amendment of any disciplinary documentation contained in her file.

ARTICLE 28 - GROUP LIFE INSURANCE

28.01 The Division will continue to administer The Manitoba Public School Employees Group Life Insurance Plan No. 50561 according to the terms and conditions of the Master Policy of the said plan.

28.02 Unless otherwise excluded the employees' share of annual premiums shall be deducted in as near equal amounts as possible from each salary cheque for all participants in the plan. One-half(%) of the premium rate up to the 100% lump sum benefit and survivor's income benefit for eligible members of the Association shall be paid by the Division and one-half (½) shall be paid by the employee.

28.03 All employees currently employed by the Division or coming on staff after the effective date of this Agreement shall be required to participate in the plan, unless granted exclusion by the Trustees of The Manitoba Public School Employees Group Life Insurance Plan.

ARTICLE 29 - PENSION AND DISABILITY FUND

29.01 The Division will maintain a pension plan for all eligible employees as defined in By-law No. 1017 or any amendment thereto, a by-law relating to a pension fund for employees other than teachers.

29.02 The Division will maintain a disability plan for all eligible employees as defined in By-law No. 1018 or any amendment thereto, a by-law relating to the disability fund for employees other than teachers.

ARTICLE 30 - TRANSPORTATION ALLOWANCE

30.01 If an employee uses her own motor vehicle at the request of the Division she shall be paid an allowance in accordance with the Division's scale of car allowance for employees who use their motor vehicles on behalf of the

Division. The Division agrees that no employee shall be required to use her own motor vehicle on behalf of the Division as a condition of employment.

30.02 Where the employee's position requires the use of the employee's motor vehicle and/or the possession of a valid driver's license, and the employee is either unable to provide a vehicle or ceases to possess a valid driver's license, then the Division may reassign the employee to another comparable position.

ARTICLE 31 – OTHER BENEFITS

31.01 The Division will, whenever practicable, provide accommodation for employees to have their meals and keep their clothes.

ARTICLE 32 – RESOLUTIONS AND REPORTS OF THE SCHOOL BOARD

32.01 Copies of all resolutions and minutes adopted by the Division are to be forwarded to the Association within two (2) weeks of such adoption.

ARTICLE 33 – LABOUR MANAGEMENT NEGOTIATIONS

33.01 The Division will, for the purposes of negotiating a Collective Agreement or a renewal thereof, grant leave with salary at the applicable rates set forth in Appendix A for six (6) members of the Association to attend such meetings, provided the meetings are convened during the regular working hours of the Association members.

ARTICLE 34 – INTERPRETATION

34.01 Where the singular and feminine are used in this Agreement, the same shall be construed as meaning the plural, or the masculine or the neuter where the context so admits or requires and the converse shall hold as applicable.

ARTICLE 35 - NOTICES

35.01 Any notice required to be given to the Association shall be effectively given when registered and mailed to the home address of the Resident of the Association and to the Association, c/o Thompson, Dorfman, Sweatman, Toronto Dominion Centre, 2200 - 201 Portage Avenue, Winnipeg, R3B 3L3, or to such other addresses as the Association may have supplied to the Division in writing, not to exceed two.

35.02 Any notice required to be given to the Employer shall be effectively given when registered and mailed to the Secretary-Treasurer, The Winnipeg School Division No. 1, 1577 Wall Street East, Winnipeg, Manitoba, R3E 2S5, or to such other address as the Division may have supplied to the Association in writing.

ARTICLE 36 - CONTRACTING OUT

36.01 In order to protect job security the Division agrees not to contract out services which are or have been performed by the employees in the unit where such contracting out would result in a reduction in positions within the unit.

ARTICLE 37 - PRO RATA BENEFITS

37.01 All part-time employees and employees whose positions require that they work less than twelve (12) months per year shall receive sick leave, vacation and general holidays on a pro rata basis, but no employee shall be paid less in respect of a general holiday than she would have received had she worked regularly scheduled hours on that general holiday.

ARTICLE 38 - ASSOCIATION NOTICES

38.01 The Division agrees that the Association may use bulletin boards in staff rooms on a non-exclusive basis.



ARTICLE 39 - SEXUAL HARASSMENT

39.01 The Division and the Association recognize that the problem of sexual harassment may exist. The parties agree that sexual harassment will not be tolerated in the workplace or in connection with the workplace. Allegations and investigations of sexual harassment shall be dealt with in confidence.

ARTICLE 40 - COURSE PAYMENTS

40.01 An employee who, subject to the prior written approval of the Division, enters a course of training which will better qualify the employee to perform her job with the Division, shall be reimbursed by the Division the cost of the course provided the employee successfully completes the approved course of training and provides proof of successful completion to the division. The decision regarding approval shall be the sole prerogative of the Division, and such decision shall not be the subject of grievance or arbitration proceedings pursuant to the provisions of this Agreement.

ARTICLE 41 - DURATION

41.01 This Agreement shall be in full force and effect from January 1, 1995 to December 28, 1997.

41.02 Either of the parties wishing to revise this Agreement shall notify the other party in writing not less than thirty (30) days and not more than ninety (90) days prior to the expiry date hereof and on delivery of such notice the parties shall within forty-five (45) days or such later time as may be mutually agreed upon in writing commence negotiations. Within fifteen (15) days of such notification the party giving the notice must submit its written proposals for a new Agreement or the revision of this Agreement and within thirty (30) days of receiving such written proposals the party receiving the notice must submit its written proposals for a new Agreement or

notice must submit its written proposals for a new Agreement or the revision of this Agreement and within thirty (30) days of receiving such written proposals the party receiving the **notice must submit its written proposals for a new Agreement or a revision of this Agreement** and the parties shall be restricted in their negotiations to the said written proposals. During the period of such negotiations this Agreement shall remain in full force and effect. Negotiations may be terminated by either party giving **to** the other thirty (30) days' prior written notice.

IN WITNESS WHEREOF the parties hereto have caused these presents **to** be executed this 26th day of June, A.D. 1996.

THE WINNIPEG SCHOOL DIVISION NO. 1

Per: A. Neville
Chairman

Per: D. Bell
Secretary-Treasurer

THE WINNIPEG ASSOCIATION OF NON-TEACHING EMPLOYEES (WANTE)

Per: R. Moskal
President

Per: J. Powell
Negotiations Chairperson

**THE WINNIPEG SCHOOL DIVISION NO. 1
W.A.N.T.E. - WAGE SCHEDULE
APPENDIX A**

**1. CLERICAL SALARY SCHEDULE
Effective January 1, 1995 (Pay Equity Adjustment)**

| CLASS | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--------------|-------------------|---------------|---------------|---------------|---------------|
| 1 *Bi-weekly | \$738.77 | \$776.11 | \$815.62 | \$856.95 | \$900.45 |
| Hourly | <u>10.19</u> | 10.705 | 11.250 | 11.82 | 12.420 |
| 2 *Bi-weekly | 815.62 | 856.95 | 900.45 | 943.95 | 989.62 |
| Hourly | 11.250 | 11.820 | 12.420 | 13.020 | 13.650 |
| 3 *Bi-weekly | 900.45 | 943.95 | 989.62 | 1,038.20 | 1,100.91 |
| Hourly | 12.420 | 13.020 | 13.650 | 14.320 | 15.185 |
| 4 *Bi-weekly | 943.95 | 989.62 | 1,038.20 | 1,100.91 | 1,167.25 |
| Hourly | 13.020 | 13.650 | 14.320 | 15.185 | 16.100 |
| 5 *Bi-weekly | 1,097.28 | 1,163.62 | 1,208.93 | 1,256.78 | 1,306.08 |
| Hourly | 15.135 | 16.050 | 16.675 | 17.335 | 18.015 |
| 6 *Bi-weekly | 1,208.93 | 1,256.78 | 1,306.08 | 1,344.15 | 1,384.02 |
| Hourly | 16.675 | 17.335 | 18.015 | 18.540 | 19.090 |
| 7 *Bi-weekly | 1,306.08 | 1,344.15 | 1,384.02 | 1,424.26 | 1,465.95 |
| Hourly | 18.015 | 18.540 | 19.090 | 19.645 | 20.220 |

* Bi-weekly rate based on 10 days at 7.25 hours per day.

Effective July 3, 1995 (Pay Equity Adjustment)

| CLASS | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--------------|---------------|-----------------|---------------|---------------|---------------|
| 1 *Bi-weekly | \$753.27 | \$790.61 | \$830.12 | \$871.45 | \$914.95 |
| Hourly | <u>10.390</u> | 10.905 | 11.450 | 12.020 | 12.620 |
| 2 *Bi-weekly | 830.12 | 871.45 | 914.95 | 958.45 | 1,004.12 |
| Hourly | 11.450 | 12.020 | 12.620 | 13.220 | 13.850 |
| 3 *Bi-weekly | 914.95 | 958.45 | 1,004.12 | 1,052.70 | 1,115.41 |
| Hourly | 12.620 | 13.220 | 13.850 | 14.520 | 15.385 |
| 4 *Bi-weekly | 954.82 | <u>1,000.50</u> | 1,049.07 | 1,111.78 | 1,178.12 |
| Hourly | 13.170 | 13.800 | 14.470 | 15.335 | 16.250 |
| 5 *Bi-weekly | 1,097.28 | 1,163.62 | 1,208.93 | 1,256.78 | 1,306.08 |
| Hourly | 15.135 | 16.050 | 16.675 | 17.335 | 18.015 |
| 6 *Bi-weekly | 1,208.93 | 1,256.78 | 1,306.08 | 1,344.15 | 1,384.02 |
| Hourly | 16.675 | 17.335 | 18.015 | 18.540 | 19.090 |
| 7 *Bi-weekly | 1,306.08 | 1,344.15 | 1,384.02 | 1,424.26 | 1,465.95 |
| Hourly | 18.015 | 18.540 | 19.090 | 19.645 | 20.220 |

* Bi-weekly rate based on 10 days at 7.25 hours per day.

APPENDIX A

1. CLERICAL SALARY SCHEDULE (Continued)

Effective July 1, 1996 (Pay Equity Adjustment)

| CLASS | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--------------|---------------|---------------|---------------|---------------|---------------|
| 1 *Bi-weekly | \$767.77 | \$805.11 | \$844.62 | \$885.95 | \$929.45 |
| Hourly | <u>10.590</u> | 11.105 | 11.650 | 12.220 | 12.820 |
| 2 *Bi-weekly | 844.62 | 885.95 | 929.45 | 972.95 | 1,018.62 |
| Hourly | 11.650 | 12.220 | 12.820 | 13.420 | 14.050 |
| 3 *Bi-weekly | 914.95 | 958.45 | 1,004.12 | 1,052.70 | 1,115.41 |
| Hourly | 12.620 | 13.220 | 13.850 | 14.520 | 15.385 |
| 4 *Bi-weekly | 954.82 | 1,000.50 | 1,049.07 | 1,111.78 | 1,178.12 |
| Hourly | 13.170 | 13.800 | 14.470 | 15.335 | 16.250 |
| 5 *Bi-weekly | 1,097.28 | 1,163.62 | 1,208.93 | 1,256.78 | 1,306.08 |
| Hourly | 15.135 | 16.050 | 16.675 | 17.335 | 18.015 |
| 6 *Bi-weekly | 1,208.93 | 1,256.78 | 1,306.08 | 1,344.15 | 1,384.02 |
| Hourly | 16.675 | 17.335 | 18.015 | 18.540 | 19.090 |
| 7 *Bi-weekly | 1,306.08 | 1,344.15 | 1,384.02 | 1,424.26 | 1,465.95 |
| Hourly | 18.015 | 18.540 | 19.090 | 19.645 | 20.220 |

*Bi-weekly rate based on 10 days at 7.25 hours per day.

Effective December 29, 1996

wage increase 2%

| CLASS | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--------------|---------------|---------------|---------------|---------------|---------------|
| 1 *Bi-weekly | \$783.00 | \$821.06 | \$861.66 | \$903.71 | \$947.93 |
| Hourly | <u>10.80</u> | 11.325 | 11.885 | 12.465 | 13.075 |
| 2 *Bi-weekly | 861.66 | 903.71 | 947.93 | 992.52 | 1,038.92 |
| Hourly | 11.885 | 12.465 | 13.075 | 13.690 | 14.330 |
| 3 *Bi-weekly | 933.07 | 977.66 | 1,024.06 | 1,073.72 | 1,137.88 |
| Hourly | 12.870 | 13.485 | 14.125 | 14.810 | 15.695 |
| 4 *Bi-weekly | 974.03 | 1,020.43 | 1,070.10 | 1,133.90 | 1,201.68 |
| Hourly | 13.435 | 14.075 | 14.760 | 15.640 | 16.575 |
| 5 *Bi-weekly | 1,119.40 | 1,186.82 | 1,233.22 | 1,281.80 | 1,332.18 |
| Hourly | 15.440 | 16.370 | 17.010 | 17.680 | 18.375 |
| 6 *Bi-weekly | 1,233.22 | 1,281.80 | 1,332.18 | 1,370.97 | 1,411.57 |
| Hourly | 17.010 | 17.680 | 18.375 | 18.910 | 19.470 |
| 7 *Bi-weekly | 1,332.18 | 1,370.97 | 1,411.57 | 1,452.53 | 1,495.31 |
| Hourly | 18.375 | 18.910 | 19.470 | 20.035 | 20.625 |

*Bi-weekly rate based on 10 days at 7.25 hours per day.

APPENDIX A

CLERICAL SALARY SCHEDULE (Continued)

Effective June 30, 1997 (Pay Equity Adjustment)

| CLASS | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--------------|---------------|---------------|---------------|---------------|---------------|
| 1 *Bi-weekly | \$797.50 | \$835.56 | \$876.16 | \$918.21 | \$962.43 |
| Hourly | 11.00 | 11.525 | 12.085 | 12.665 | 13.275 |
| 2 *Bi-weekly | 861.66 | 903.71 | 947.93 | 992.52 | 1,038.92 |
| Hourly | 11.885 | 12.465 | 13.075 | 13.690 | 14.330 |
| 3 *Bi-weekly | 933.07 | 977.66 | 1,024.06 | 1,073.72 | 1,137.88 |
| Hourly | 12.870 | 13.485 | 14.125 | 14.810 | 15.695 |
| 4 *Bi-weekly | 974.03 | 1,020.43 | 1,070.10 | 1,133.90 | 1,201.68 |
| Hourly | 13.435 | 14.075 | 14.760 | 15.640 | 16.575 |
| 5 *Bi-weekly | 1,119.40 | 1,186.82 | 1,233.22 | 1,281.80 | 1,332.18 |
| Hourly | 15.440 | 16.370 | 17.010 | 17.680 | 18.375 |
| 6 *Bi-weekly | 1,233.22 | 1,281.80 | 1,332.18 | 1,370.97 | 1,411.57 |
| Hourly | 17.010 | 17.680 | 18.375 | 18.910 | 19.470 |
| 7 *Bi-weekly | 1,332.18 | 1,370.97 | 1,411.57 | 1,452.53 | 1,495.31 |
| Hourly | 18.375 | 18.910 | 19.470 | 20.035 | 20.625 |

*Bi-weekly rate based on 10 days at 7.25 hours per day.

2. TEACHER ASSISTANTS SALARY SCHEDULE

Effective January 1, 1995 (Pay Equity Adjustment)

| CLASS | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--------------|---------------|---------------|---------------|---------------|---------------|
| 1 Hourly | \$9.550 | \$10.450 | \$11.535 | \$12.160 | \$12.755 |
| 2 Hourly | 11.535 | 12.160 | 12.755 | 13.440 | 14.100 |
| 3 Hourly | 12.755 | 13.440 | 14.100 | 14.775 | 15.460 |

Effective July 3, 1995 (Pay Equity Adjustment)

| CLASS | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--------------|---------------|---------------|---------------|---------------|---------------|
| 1 Hourly | \$9.900 | \$10.800 | \$11.885 | \$12.510 | \$13.105 |
| 2 Hourly | 11.885 | 12.510 | 13.105 | 13.790 | 14.450 |
| 3 Hourly | 13.105 | 13.790 | 14.450 | 15.125 | 15.810 |

APPENDIX A

**TEACHER ASSISTANTS SALARY SCHEDULE
(Continued)**

Effective July 1, 1996 (Pay Equity Adjustment)

| CLASS | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|---------------------|--------|---------------|---------------|---------------|---------------|---------------|
| Non-instructional 1 | Hourly | \$10.330 | \$11.230 | \$12.315 | \$12.940 | \$13.535 |
| Instructional 1 | Hourly | 10.350 | 11.250 | 12.335 | 12.960 | 13.555 |
| 2 | Hourly | 12.335 | 12.960 | 13.555 | 14.240 | 14.900 |
| 3 | Hourly | 13.555 | 14.240 | 14.900 | 15.575 | 16.260 |

Effective December 29, 1996

| CLASS | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|---------------------|--------|---------------|---------------|---------------|---------------|---------------|
| Non-instructional 1 | Hourly | \$10.535 | \$11.455 | \$12.560 | \$13.200 | \$13.805 |
| Instructional 1 | Hourly | 10.555 | 11.475 | 12.580 | 13.220 | 13.825 |
| 2 | Hourly | 12.580 | 13.220 | 13.825 | 14.525 | 15.200 |
| 3 | Hourly | 13.825 | 14.525 | 15.200 | 15.885 | 16.585 |

Effective June 30, 1997 (Pay Equity Adjustment)

| CLASS | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|---------------------|--------|---------------|---------------|---------------|---------------|---------------|
| Non-instructional 1 | Hourly | \$10.535 | \$11.455 | \$12.560 | \$13.200 | \$13.805 |
| Instructional 1 | Hourly | 10.945 | 11.865 | 12.970 | 13.610 | 14.215 |
| 2 | Hourly | 12.970 | 13.610 | 14.215 | 14.915 | 15.590 |
| 3 | Hourly | 14.215 | 14.915 | 15.590 | 16.275 | 16.975 |

3. FOOD COORDINATORSSALARY SCHEDULE

Effective January 1, 1995 (Pay Equity Adjustment)

| CLASSIFICATION | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|-----------------------|--------|---------------|---------------|---------------|---------------|---------------|
| Food Coordinator | Hourly | \$10.625 | \$11.305 | \$12.175 | \$12.700 | \$13.125 |

Effective July 3, 1995 (Pay Equity Adjustment)

| CLASSIFICATION | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|-----------------------|--------|---------------|---------------|---------------|---------------|---------------|
| Food Coordinator | Hourly | \$10.975 | \$11.655 | \$12.525 | \$13.050 | \$13.475 |

APPENDIX A

FOOD COORDINATORSSALARY SCHEDULE

(Continued)

Effective July 1, 1996 (Pay Equity Adjustment)

| <u>CLASSIFICATION</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> | <u>Year 4</u> | <u>Year 5</u> |
|-------------------------|---------------|---------------|---------------|---------------|---------------|
| Food Coordinator Hourly | \$11.425 | \$12.105 | \$12.975 | \$13.500 | \$13.925 |

Effective December 29, 1996

| <u>CLASSIFICATION</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> | <u>Year 4</u> | <u>Year 5</u> |
|-------------------------|---------------|---------------|---------------|---------------|---------------|
| Food Coordinator Hourly | \$11.655 | \$12.345 | \$13.235 | \$13.770 | \$14.205 |

Effective June 30, 1997 (Pay Equity Adjustment)

| <u>CLASSIFICATION</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> | <u>Year 4</u> | <u>Year 5</u> |
|-------------------------|---------------|---------------|---------------|---------------|---------------|
| Food Coordinator Hourly | \$12.045 | \$12.735 | \$13.625 | \$14.160 | \$14.595 |

4. VOCATIONAL TRAINERS SALARY SCHEDULE

Effective January 1, 1995 (Pay Equity Adjustment)

| <u>CLASSIFICATION</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> | <u>Year 4</u> | <u>Year 5</u> |
|---------------------------|---------------|---------------|---------------|---------------|---------------|
| Vocational Trainer Hourly | \$13.670 | \$14.515 | \$14.955 | \$15.770 | \$16.235 |

Effective December 29, 1996

| <u>CLASSIFICATION</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> | <u>Year 4</u> | <u>Year 5</u> |
|---------------------------|---------------|---------------|---------------|---------------|---------------|
| Vocational Trainer Hourly | \$13.945 | \$14.805 | \$15.255 | \$16.085 | \$16.560 |

5. HOME LEARNING SALARY SCHEDULE

Effective January 1, 1995 (Pay Equity Adjustment)

| <u>CLASSIFICATION</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> |
|--------------------------------|---------------|---------------|---------------|
| Home Learning Assistant Hourly | \$12.935 | \$13.430 | \$14.085 |

Effective July 3, 1995 (Pay Equity Adjustment)

| <u>CLASSIFICATION</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> |
|--------------------------------|---------------|---------------|---------------|
| Home Learning Assistant Hourly | \$13.285 | \$13.780 | \$14.435 |

APPENDIX A

HOME LEARNING SALARY SCHEDULE (Continued)

Effective July 1, 1996 (Pay Equity Adjustment)

| CLASSIFICATION | | Year 1 | Year 2 | Year 3 |
|-------------------------|--------|---------------|---------------|---------------|
| Home Learning Assistant | Hourly | \$13.735 | \$14.230 | \$14.885 |

Effective December 29, 1996

| CLASSIFICATION | | Year 1 | Year 2 | Year 3 |
|-------------------------|--------|---------------|---------------|---------------|
| Home Learning Assistant | Hourly | \$14.010 | \$14.515 | \$15.185 |

Effective June 30, 1997 (Pay Equity Adjustment)

| CLASSIFICATION | | Year 1 | Year 2 | Year 3 |
|-------------------------|--------|---------------|---------------|---------------|
| Home Learning Assistant | Hourly | \$14.400 | \$14.905 | \$15.575 |

6. DAY CARE SALARY SCHEDULE

Effective January 1, 1995 (Pay Equity Adjustment)

| CLASSIFICATION | | Year 1 | Year 2 | Year 3 |
|-----------------------|--------|---------------|---------------|---------------|
| Day Care Worker | Hourly | \$12.790 | \$13.390 | \$14.020 |
| Day Care Supervisor | Hourly | 14.020 | 14.680 | 15.410 |

Effective July 3, 1995 (Pay Equity Adjustment)

| CLASSIFICATION | | Year 1 | Year 2 | Year 3 |
|-----------------------|--------|---------------|---------------|---------------|
| Day Care Worker | Hourly | \$13.140 | \$13.740 | \$14.370 |
| Day Care Supervisor | Hourly | 14.370 | 15.030 | 15.760 |

Effective July 1, 1996 (Pay Equity Adjustment)

| CLASSIFICATION | | Year 1 | Year 2 | Year 3 |
|-----------------------|--------|---------------|---------------|---------------|
| Day Care Worker | Hourly | \$13.590 | \$14.190 | \$14.820 |
| Day Care Supervisor | Hourly | 14.800 | 15.460 | 16.190 |

Effective December 29, 1996

| CLASSIFICATION | | Year 1 | Year 2 | Year 3 |
|-----------------------|--------|---------------|---------------|---------------|
| Day Care Worker | Hourly | \$13.860 | \$14.475 | \$15.115 |
| Day Care Supervisor | Hourly | 15.095 | 15.770 | 16.515 |

APPENDIX A

DAY CARE SALARY SCHEDULE (Continued)

Effective June 30, 1997 (Pay Equity Adjustment)

| <u>CLASSIFICATION</u> | | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> |
|-----------------------|--------|---------------|---------------|---------------|
| Day Care Worker | Hourly | \$14.280 | \$14.895 | \$15.535 |
| Day Care Supervisor | Hourly | 15.095 | 15.770 | 16.515 |

**7. WORK EXPERIENCE COORDINATOR
SALARY SCHEDULE**

Effective January 1, 1995 (Pay Equity Adjustment)

CLASSIFICATION

Work Experience Coordinator Annual \$28,840.

Effective ~~December~~ 29, 1996

CLASSIFICATION

Work Experience Coordinator Annual \$29,416.

8. CROSSING GUARDS -SALARY SCHEDULE

Effective January 1, 1995 (Pay Equity Adjustment)

CLASSIFICATION

Adult Crossing Guard Hourly \$7.620

Effective December 29, 1996

CLASSIFICATION

Adult Crossing Guard Hourly \$7.770

**APPENDIX B
LIST OF SUPERVISORS**

| CLERICAL | SUPERVISORS |
|--|--|
| Secretary Treasurer's Department | |
| Payroll Section | Payroll Manager |
| Accounting/Audit | Assistant Secretary-Treasurer |
| Secretarial Section | Board Administrative Assistant |
| Purchasing Section | Director of Purchasing and Administration |
| Transportation | Co-ordinator of Permits and Transportation |
| Building Department Superintendent's Department | Director of Buildings |
| Superintendent's Office | Office Supervisor |
| Communications Section | Office Supervisor |
| Educational Resource Centre | Office Supervisor |
| Information Systems | Information Systems Manager |
| Research Planning and Technology | Information Systems |
| Human Resources Department | Director of Human Resources |
| Teacher Library and Resource Centre | Chief Librarian |
| Child Guidance Clinic | Administrative Assistant and/or Director |
| School Clerks | School Principal |
| Teacher Assistants and Food Co-ordinators | School Principal |
| Library Technical Assistants | School Principal |
| Adult Crossing Guards | School Principal |

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|---|---|
| <p>THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5</p> | <p>Current Code: GDBDD-R*</p> <p>Date Approved:</p> |
| <p style="text-align: center;">SUPPORT STAFF LEAVE OF ABSENCE Employees not under Collective Agreement</p> <p>Procedure for Securing Permission: Employees shall not absent themselves from duty for reason of personal business without first securing permission from the Superintendent. All requests for such approval shall be made through the employee's Department Head, Supervisor or Principal, as the case may be, on the form prescribed. In the case of an emergency where approval cannot be secured in advance, the employee shall report to her Department Head, Supervisor or Principal at the earliest opportunity.</p> <p>Notes: In the provision below: (a) "Minimum rate" means the minimum schedule salary for the employee's classification; (b) "allow" means no deduction of salary.</p> | |

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|--|---|
| <p>Subject: Leave of Absence</p> <p>Approval Date: December 8, 1987</p> <p>Revision Date: October 22, 1991</p> | <p>THE WINNIPEG SCHOOL DIVISION NO. 1</p> <p>1577 Wall Street East</p> <p>Winnipeg, Manitoba</p> <p>R3E 2S5</p> |
|--|---|

I. MATERNITY LEAVE

- 1.1 General**
 - 1.1.1** An employee who is pregnant is eligible for maternity leave without pay. Every effort will be made by the Division in conjunction with the employee's attending physician to protect the health and safety of the pregnant employee.
 - 1.1.2** Employees must submit an application in writing for maternity leave at least four (4) weeks before the date specified in the application as the day the leave is to commence.
 - 1.1.3** Employees must provide the Division with a certified from a duly qualified medical practitioner certifying that the employee is pregnant and specifying the estimated date of delivery.
 - 1.1.4** Maternity leave shall consist of a period, not exceeding seven (7) weeks if delivery occurs on or before the date of delivery specified in the certificate referred to in 1.1.3.

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|---|---|---------|------------------|----------------|------------------|----------------|------------------|
| <p>THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5</p> | <table><tr><td>Subject</td><td>Leave of Absence</td></tr><tr><td>Approval Date:</td><td>December 8, 1987</td></tr><tr><td>Revision Date:</td><td>October 22, 1991</td></tr></table> | Subject | Leave of Absence | Approval Date: | December 8, 1987 | Revision Date: | October 22, 1991 |
| Subject | Leave of Absence | | | | | | |
| Approval Date: | December 8, 1987 | | | | | | |
| Revision Date: | October 22, 1991 | | | | | | |
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APPENDIX C

POLICY MANUAL

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| <p>THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5</p> | <p>Subject: Leave of Absence Approval Date: December 8, 1987 Revision Date: October 22, 1991</p> |
| <p>1.3.1 such period or periods within the seventeen (17) weeks immediately preceding the estimated date of delivery as certified by a duly qualified medical practitioner, if the Division is provided with a certificate from a duly qualified medical practitioner stating that during the period or periods mentioned in the certificate the employee:</p> <ul style="list-style-type: none">(i) was incapable of performing the normal duties of employment, or(ii) will be incapable of performing the normal duties of employment, by reason of a medical condition that is or was directly attributable to her pregnancy; <p>1.3.2 such further period granted under 1.3.1 when added to the leave granted under clause 1.3.1 will not exceed the amount of maternity leave to which an employee is entitled.</p> | |

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|---|---|
| <p>Subject: Leave of Absence</p> <p>Approval Date: December 8, 1987</p> <p>Revision Date: October 22, 1991</p> | <p>THE WINNIPEG SCHOOL DIVISION NO. 1</p> <p>1577 Wall Street East</p> <p>Winnipeg, Manitoba</p> <p>R3E 2S5</p> |
| <p>1.4 SPECIAL ENTITLEMENT TO LEAVE</p> <p>An employee who does not apply for maternity leave under subsection 1.1.2 or 1.3.1 shall be granted leave for a period not exceeding the period of maternity leave to which she is entitled under subsection 1.1.4 or 1.1.5.</p> <p>1.5 LIMITATION</p> <p>Notwithstanding anything contained in subsections 1.3 and 1.4, leave granted to an employee under any of those subsections shall terminate no later than seventeen (17) weeks following the actual date of delivery.</p> <p>1.6 PARENTAL LEAVE (MATERNITY)</p> <p>1.6.1 An employee who becomes the natural mother of a child is eligible for parental leave without pay.</p> <p>1.6.2 Employees must submit an application in writing for parental leave at least four (4) weeks before the date specified in the application as the day the leave is to commence.</p> | |

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| <p>THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5</p> | <p>Subject: Leave of Absence Approval Date: December 8, 1987 Revision Date: October 22, 1991</p> |
| <p>1.6.3 Employees taking parental leave in addition to maternity leave must commence the parental leave immediately on expiry of the maternity leave without a return to work after expiry of the maternity leave and before the commencement of the parental leave.</p> <p>1.6.4 Parental leave shall consist of a period not exceeding seventeen (17) consecutive weeks.</p> <p>1.7 REINSTATEMENT OF EMPLOYEE An employee who wishes to resume employment on the expiration of leave granted in accordance with this section shall be reinstated by the Division in the position occupied at the time such leave commenced or in a comparable position with not less than the same wages and benefits.</p> | |

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| THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5 | Subject: Leave of Absence Approval Date: December 8, 1987 Revision Date: October 22, 1991 |
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POLICY MANUAL

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|---|--|
| <p>THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5</p> | <p>Subject: Leave of Absence Approval Date: December 8, 1987 Revision Date: October 22, 1991</p> |
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APPENDIX C

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| THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5 | Subject: Leave of Absence Approval Date: December 8, 1987 Revision Date: October 22, 1991 |
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APPENDIX C

POLICY MANUAL

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|---|---|
| THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5 | Subject: Leave of Absence Approval Date: December 8, 1987 Revision Date: October 22, 1991 |
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APPENDIX C

POLICY MANUAL

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|---|---|
| <p>THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5</p> | <p>Subject: Leave of Absence Approval Date: December 8, 1987 Revision Date: October 22, 1991</p> |
| <p>3.2 COMMENCEMENT OF LEAVE Adoptive leave shall commence no later than the first anniversary date of the adoption of the child or of the date on which the child comes into the actual care and custody of the employee.</p> <p>3.3 SPECIAL ENTITLEMENT TO LEAVE An employee who fails to comply with clause 3.1.2 is entitled to, and upon application to the Division shall be granted, the adoption leave detailed in clause 3.1.3 or such portion of the leave which has not expired at the time the application is made.</p> <p>3.4 REINSTATEMENT OF EMPLOYEE An employee who wishes to resume employment on the expiration of leave granted in accordance with this section shall be reinstated by the division in the position occupied at the time such leave commenced or in a comparable position with not less than the same wages and benefits.</p> | |

APPENDIX C

POLICY MANUAL

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|--|---|
| THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5 | Subject Leave of Absence Approval Date: December 8, 1987 Revision Date: October 22, 1991 |
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APPENDIX C

POLICY MANUAL

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| THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5 | Subject Leave of Absence Approval Date: December 8, 1987 Revision Date: October 22, 1991 |
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APPENDIX C

POLICY MANUAL

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|--|---|
| THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5 | Subject Leave of Absence Approval Date: December 8, 1987 Revision Date: October 22, 1991 |
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POLICY MANUAL

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|---|--|
| <p>THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5</p> | <p>Subject: Leave of Absence Approval Date: December 8, 1987 Revision Date: October 22, 1991</p> |
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APPENDIX C

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| THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5 | Subject Leave of Absence Approval Date: December 8, 1987 Revision Date.: October 22, 1991 |
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|--|--|
| <p>THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5</p> | <p>Subject: Leave of Absence Approval Date: December 8, 1987 Revision Date: October 22, 1991</p> |
| <p>(ii) Friends: Deduct at minimum rate.</p> <p>(iii) Participant in ceremony (soloist, etc.): Allow one-half (½) day in town, one (1) day out of town.</p> <p>(iv) Pallbearer: Allow one (1) day in town, one and one-half (1½) days out of town.</p> <p>7.2.5 For observance of religious holy days: Allow two (2) days per year. Deduct at minimum rate for remainder.</p> <p>The Chief Superintendent or designee, upon review of the request, may grant short leaves of absence to Support Staff in accordance with the following:</p> | |

| | |
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| <p>THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5</p> | <p>Subject: Leave of Absence Approval Date: December 8, 1987 Revision Date: October 22, 1991</p> |
| <p>7.2.6 Writing exams for university standing: Allow one-half (½) day per exam up to two (2) exams. For three (3) or more exams (half-days) deduct excess at minimum rate.</p> <p>7.2.7 Studying for exams: Deduct full salary.</p> <p>7.2.8 Convocation: Own: Allow one half (½) day in town, one (1) day out of town; excess at minimum rate. Immediate Family: Allow one half (½) day plus one half (½) day at minimum rate; excess at full salary.</p> <p>7.2.9 Graduation (High School): Immediate Family: Allow up to one day.</p> <p>7.2.10 To attend a convention or meeting of an organization with a program relevant to the employee's position: Allow up to five (5) days.</p> | |

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| <p>THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E 2S5</p> | <p>Subject Leave of Absence Approval Date: December 8, 1987 Revision Date: October 22, 1991</p> |
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APPENDIX C

POLICY MANUAL

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| <p>THE WINNIPEG SCHOOL DIVISION NO. 1 1577 Wall Street East Winnipeg, Manitoba R3E2S5</p> | <p>Subject Leave of Absence Approval Date: December 8, 1987 Revision Date: October 22, 1991</p> |
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LETTER OF UNDERSTANDING
between
THE WINNIPEG SCHOOL DIVISION NO. 1
(the "Division")

- and -
THE WINNIPEG ASSOCIATION OF
NON-TEACHING EMPLOYEES
(the "Association")

Re: Pay Practices

The parties agree that the Division will pay all employees who work less than twelve (12) months per year over a twelve (12) month period in the event that a majority of all such employees vote in favour of this method of payment. The revised method of payment would begin with the first pay period in the following school year.

Dated this 26th day of June, 1996.

THE WINNIPEG SCHOOL DIVISION NO. 1

J. C. Smyth

Chief Superintendent

THE WINNIPEG ASSOCIATION OF
NON-TEACHING EMPLOYEES

R. Moskal

President

LETTER OF UNDERSTANDING
between
THE WINNIPEG SCHOOL DIVISION NO. 1
(the "Division")

• and •
THE WINNIPEG ASSOCIATION OF
NON-TEACHING EMPLOYEES
(the "Association")

Re: Paid In-service Days • Newly hired Teacher
~~Assistants~~ and Food Coordinators

The parties agree that the prorating of paid in-service days for newly-hired Teacher Assistants and Coordinators shall be as follows:

Teacher Assistant I and Food Coordinators:

Teacher Assistants, Class I and Food Coordinators who commence employment with the Division, in any given year, between school opening and November 30 will be entitled to two (2) in-service days. Those individuals commencing employment between December 1, and March 31 of the school year will be entitled to one (1) inservice day. Those individuals commencing employment after April 1 of the school year will not be entitled to any (0) in-service days.

Teacher Assistant **II** and **III**:

Teacher Assistants, Class II and III, who commence employment with the Division, in any given year, between school opening and November 15 of the school year will be entitled to three (3) in-service days. Those individuals commencing employment between November 16 and January 31 of the school year will be entitled to two (2) in-service days. Those individuals commencing employment between February 1

and April 30 of the school year will be entitled to one (1) in-service day. Those individuals commencing employment after April 30 of the school year will not be entitled to any (0) in-service days.

Dated this 26th day of June, 1996.

THE WINNIPEG SCHOOL DIVISION NO. 1

J. C. Smyth

Chief Superintendent

THE WINNIPEG ASSOCIATION OF
NON-TEACHING EMPLOYEES

R. Moskal

President

LETTER OF UNDERSTANDING
between
THE WINNIPEG SCHOOL DIVISION NO. 1
(the "Division")

- and -
**THE WINNIPEG ASSOCIATION OF
NON-TEACHING EMPLOYEES**
(the "Association")

Re: Parenting Leave

The parties agree that the Division will utilize the following principles and protocol in considering applications for sick leave coverage for disability arising out of pregnancy, labour and delivery, and recovery from same:

1. Pregnancy, labour and delivery, and recovery therefrom may give rise to a period of disability such that an employee will be entitled to sick leave benefits under the collective agreement.
2. The period of disability occasioned by pregnancy, labour and delivery, and recover therefrom will vary in each individual case depending upon the circumstances involved.
3. An employee who is pregnant or on maternity leave may file an application for sick leave with the Division for disability relating to the pregnancy, labour and delivery no later than one calendar month following the date of delivery. Attendant upon this application the employee will be required to provide the Division with information respecting the medical practitioners involved in her case and to sign a release allowing the Division to correspond with such individual(s) to obtain medical information relevant to the leave application.

4. Upon the request of the employee, the Division shall provide the employee with copies of all medical information received from her medical practitioners in relation to sick leave coverage for disability arising out of pregnancy, labour and deliver, to the employee within a reasonable period of time of receipt of same.
5. Upon receipt of adequate medical information, the Division will consider the application for sick leave, and will pay sick leave benefits for such period of time as is supported by such information. Individual employees retain their rights to grieve under the collective agreement in the event they disagree with the Division's disposition of their leave application.
6. This protocol does not affect the Division's existing procedures respecting the application for and granting of maternity and parental leaves of absence.
7. The Division retains its right to amend this protocol upon notification to the Association, and in such event the Association retains its right to process a policy grievance concerning any such amendment.

Dated this 26th day of June, 1996.

THE WINNIPEG SCHOOL DIVISION NO. 1

J. C. Smyth

Chief Superintendent

THE WINNIPEG ASSOCIATION OF
NON-TEACHING EMPLOYEES

R. Moskal

President

LETTER OF UNDERSTANDING
between
THE WINNIPEG SCHOOL DIVISION NO. 1
(the "Division")

- and -
THE WINNIPEG ASSOCIATION OF
NON-TEACHING EMPLOYEES
(the "Association")

Re: Reduction of Hours and Posting of Temporary Positions

1. In an effort to minimize the possibility of reduction in employees' hours of work, and in order to adopt a method of effecting any required reductions, the Division shall not be required to post temporary positions that either become vacant or are created after November 1 of any particular school year. For the purpose of this clause, the term "temporary position" shall refer to any temporary position that is not expected to last beyond the end of the school year in which it is being posted.
2. In the event that the Division finds it necessary to reduce teacher assistant hours, then the Division will proceed as follows:
 - (a) The Teacher Assistant who would be directly affected will be given the option of accepting the reduced hours. If she declines to accept such reduced hours, then the reduced assignment will be offered to the least senior teacher assistant who is within that classification and within that school. For the purposes of this clause, the phrase "least senior" will be determined on the basis of seniority within the Division rather than within the school.

(b) If the least senior Teacher Assistant **does** not accept the reduced assignment, then she will be moved to **an** other available position within the Division. For the purpose **of** this clause, such position is one that is in the same classification **and** has the same or greater number of hours.

(c) In the event that two or more Teacher Assistants are being moved **to** other available positions in accordance with the preceding clause, then they shall be placed in positions within their classification on the basis of their divisional seniority.

(d) The Division will endeavour to allow affected employees to restore their hours prior to hiring others to fill comparable Teacher Assistant positions.

(e) The Division will not **affect** any layoffs (including any reductions in hours other than on a case-by-case basis) without first engaging in meaningful consultation with the Association.

Dated this 26th day of June, 1996.

THE WINNIPEG SCHOOL DIVISION NO. 1

J. C. Smyth

Chief Superintendent

THE WINNIPEG ASSOCIATION OF
NON-TEACHING EMPLOYEES

R. Moskal

President

LETTER OF UNDERSTANDING
between
THE WINNIPEG SCHOOL DIVISION NO. 1
(the "Division")

- and -
**THE WINNIPEG ASSOCIATION OF
NON-TEACHING EMPLOYEES**
(the "Association")

Re: Retirement/Severance Plan

The Division will implement a Retirement/Severance Plan in accordance with the following terms:

Eligibility and Notice

- a) All employees covered under the current collective agreement who have a combination of age and years of service equal to or greater than seventy (70) and retire from the Division, are eligible to receive the benefit. Such employees must deliver written notice on Schedule A to the Director of Human Resources by May 1, 1996.
- b) Subject to the provisions of paragraph (c), employees who do not have a combination of age and service equal to or greater than seventy (70), but who have at least three years' continuous services as at June 30, 1996, may be eligible to elect a permanent layoff out of seniority order.
- c)
 - i) Employees who are eligible pursuant to paragraph (b) may elect to be considered for a permanent layoff out of seniority order. Such application shall be made on Schedule B and shall be provided to the Director of Human Resources by May 31, 1996.
 - ii) By June 26, 1996, the Division will declare the number of positions required to be vacated so as to avoid layoffs or involuntary reductions in hours.

iii) The Division will then accept the applications for permanent layoff out of seniority order based on the employee's seniority and the number and type of positions required to be vacated. Employees who have been accepted will be notified by June 28, 1996.

Benefit

The benefit payable will be three (3) days of salary for each full year of employment up to and including ten (10) years of service, plus two (2) days of salary for each full year of employment in excess of ten (10) years service. (A twenty-five (25) year full-time service employee would be eligible for sixty (60) days salary.)

The benefit for any year in which an employee worked less than full-time will be prorated for that year. Any periods of employment for which salary was not paid would not be eligible for benefits, except for maternity leave.

The benefit will be paid at the wage rate in effect as at June 28, 1996. At the option of the employee, the benefit may be paid as a lump sum transfer to a Registered Retirement Savings Plan (R.R.S.P.), as a lump sum taxed as income or as a continuation of salary and benefits for the number of eligible days.

Employees who retire prior to March 1, 1996 will not be eligible for the Plan.

Dated this 26th day of February, 1996.

THE WINNIPEG SCHOOL DIVISION NO. 1

J. C. Smyth

Chief Superintendent

THE WINNIPEG ASSOCIATION OF
NON-TEACHING EMPLOYEES

R. Moskal

President

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CONSTITUTION/ BYLAWS

ARTICLE I - NAME

The name of this organization shall be known as:

WINNIPEG ASSOCIATION OF NON-TEACHING EMPLOYEES (WANTE)

and this organization is hereinafter referred to as the
"Association".

ARTICLE II - OBJECTIVES

The objectives of the Association are to:

1. Unite into one organization all non-managerial and non-teaching employees regardless of race, creed, colour, nationality, sex, age, political belief, ancestry or place of origin.
2. Act as a bargaining agent for employees and to regulate the relations between the said employees and their employers in order to establish better rates of pay, hours of work and conditions of employment, and to settle disputes arising out of such matters in an equitable manner.
3. Maintain harmonious relations between the employers and the employees.

ARTICLE III - INTERPRETATION

In this constitution/bylaws and in all other bylaws of the Association hereafter passed, unless the context otherwise requires, words importing the singular number or the female gender shall include the plural number or the masculine gender, as the case may be, and vice versa.

ARTICLE IV - MEMBERSHIP

Section A Eligibility

All non-management and non-teaching employees engaged in employment by the Winnipeg School Division No. 1 shall be eligible for membership by applying to or being accepted by the Association or any unit established by the Association.

Section C Employees

All employees covered by the bargaining unit are required to pay dues.

Section D Rights

1. Each member in **good** standing shall be entitled to a membership card, a copy of the constitution/bylaws policy, the collective agreement, and one vote at any general meeting of the Association.
2. Only members in **good** standing may attend meetings.

Section E Suspension and Expulsion

1. The executive committee shall have the power by a three-quarters (3/4) vote of the committee to suspend or terminate the membership of any member for reasonable cause, provided reasonable notice and opportunity for hearing has been given the member so affected.
2. Charges **filed** against the member must be presented in writing to the secretary of the Association.

ARTICLE V - FINANCE

Section A Fiscal Year

The fiscal year shall be from April 1 to March 31.

Section B Dues

The dues, initiation fees and any special assessments or levies of the Association shall be as established by the Association at a general meeting and shall be as set forth in the standing rules.

Section C Collection of Dues

Annual Dues shall be collected over a ten month period, September to June inclusive.

Section D Audit

The council shall appoint a public accountant who shall audit the account **books** and financial statements each April which shall be presented to members in good standing at the annual meeting.

ARTICLE VI - OFFICERS

Section A Officers

The officers of the Association shall be the president, vice-president, secretary, treasurer, four (4) executive members-at-large and the past president.

Section B Election of Officers

1. Officers, except the secretary and treasurer shall be elected at the annual meeting in May and shall hold office for term of one (1) year or until their successors are elected and take office. A candidate for the office of president shall have served at council level for two (2) years. The secretary and treasurer shall be elected on alternate years at the annual meeting in May for a term of two (2) years.
2. Any officer who has served at least six (6) months shall be considered to have served a full term.
3. The election of officers shall be by secret ballot except that if there is only one (1) nominee for any office, election will be by acclamation.

Section C Term

The term of office for Executive and Council shall be from June 1 to May 31. The term of office for President shall be from July 1 to June 30.

Section D Vacancy

1. A vacancy occurring in any office other than the president shall be filled by the executive committee from among the members in good standing. This officer shall hold office for the balance of the term.
2. If there is not a quorum consisting of at least five (5) members of the executive committee following the vacancy, then the remaining members of the executive committee shall forthwith call a meeting of the membership to fill the vacancy or vacancies.

3. A vacancy in the office of president shall be filled by the vice-president.
4. The resulting vacancy in the office of vice-president shall be filled by the executive committee from among the members in good standing.

Section E Removal from Office

The Members of the Association may, by a two-thirds (2/3) vote of those voting at a general meeting, remove any officer before the expiration of the term of office, providing notice of such action is sent to members at least ten (10) days prior to the meeting. A vacancy so created may be filled by a member in good standing at a general meeting by a majority vote.

Section F Duties of Officers

1. PRESIDENT

The President shall:

- a) Preside at all executive, council and general meetings.
- b) Be charged with all press releases, the general management and supervision of the affairs and operations of the Association.
- c) Be an ex-officio member of each committee with the exception of the nominating committee.
- d) Sign collective agreements negotiated by the collective bargaining committee after ratification of membership.
- e) Sign cheques with the treasurer, and other documents as required.

2. VICE-PRESIDENT

The Vice-president shall:

- a) Assume the duties and powers of the president in her absence.
- b) Sign cheques with the treasurer when president is unavailable.

3. SECRETARY

The Secretary shall:

- a) Attend the executive, council and general meetings of the Association and record all proceedings in books kept for the purpose.
- b) Send agendas to be received at least forty-eight (48) hours before meetings; send executive minutes to the president within six (6) days for approval and to the executive committee within twenty-one (21) days; send council minutes to the president for approval and to council members within twenty-one (21) days.
- c) Be the custodian of the seal, all books, papers, records, correspondence, contracts and other documents belonging to the Association, which shall be delivered when so authorized by the executive committee or council.
- d) Give immediate notice in writing to any member against whom a charge has been preferred of the particulars of such charge, and also give reasonable notice to member concerned of the date, time and place at which the hearing of the charge shall take place, together with such further notices as may be necessary to finally dispose of the charge, including written notice of suspension or expulsion from the Association.
- e) Perform such other duties as assigned.
- f) Should the secretary at any time be unable to discharge her duties the executive committee shall appoint a member in good standing to act in her place.

4. TREASURER

The Treasurer shall:

- a) Keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Association.

- b) Under the direction of the executive committee, shall control the deposit of money and the disbursement of the funds of the Association.
 - c) Give an account of all financial transactions and of the financial position of the Association at all meetings.
 - d) Prepare an annual budget to be presented to council for adoption at the first meeting in April of any given year. The annual budget shall cover the fiscal year being from April 1 of any given year to March 31 of the succeeding year.
 - e) If necessary, introduce an amended budget during the financial year to supplement the previous annual budget. The budget shall be initiated through a motion in council and shall have as its purpose the re-allocation and re-channelling of funds, with the intention of consolidating and stabilizing the Association's financial status.
 - f) Perform such other duties as assigned.
 - g) Should the treasurer at any time, be unable to discharge the duties as set forth, the executive committee shall appoint a member in good standing to act in her place.
5. MEMBERS-AT-LARGE
- The members-at-large shall attend meetings, chair a major or special committee, and be available to give assistance and assume responsibilities when required.
6. PAST PRESIDENT
- The past president shall attend meetings and be available to give assistance and assume responsibilities when required.

Section G Association Property

At the expiration of office or in the case of resignation or removal, all officers shall turn over to their successors all books, papers and other property belonging to the Association as soon as possible.

ARTICLE VII - EXECUTIVE COMMITTEE

Section A Composition

The elected officers of the Association and the immediate past president shall constitute the executive committee.

Section B Authority

The executive committee shall have general powers to administer and conduct the affairs of the Association on a day-to-day basis, including the power to collect, deposit and expend the funds of the Association.

Section C Meetings

1. The executive committee shall hold regular meetings once a month during the school year at a time and place to be determined by the executive committee.
2. Other meetings of the executive committee may be formally called by the president or vice-president.

Section D Quorum

A majority of the members of the executive committee shall constitute a quorum for the transaction of business at any meeting of the executive committee.

ARTICLE VIII - COUNCIL REPRESENTATIVES

Section A Election

1. Council representatives shall be elected at the annual meeting in May and shall hold office for a term of one (1) year or until their successors shall have been elected and take office.
2. Council representatives shall be eligible for re-election for a consecutive term.

3. The election of council members shall be by secret ballot except that if there is only one nominee for each representative election shall be by acclamation.
4. Only those members nominated as designated representatives shall be eligible for election.

Section B Term

The term of office for all council members shall be from June 1 to May 31 of the following year.

Section C Vacancy

A vacancy occurring on the council shall be filled by the council from among the members in good standing of that area.

Section D Removal

Council may remove a council representative upon receipt of a petition signed by two-thirds (2/3) of the constituents. A vacancy so created shall be filled by election at a council meeting.

ARTICLE IX – ASSOCIATION COUNCIL

Section A Composition

There shall be a council composed of members of the executive committee and one representative elected from each of the following:

1. Senior and Junior High Schools
2. Elementary Schools
3. Library Media Services, Educational Resource Centre and Night Schools
4. Child Guidance Clinic
5. Administration Building
6. Teacher Assistant I
7. Teacher Assistant II, Home Learning Assistant and Day Care Workers

8. Teacher Assistant III, Day Care Supervisor, Vocational Trainers and ~~Work~~ Experience Co-ordinator
9. Food Co-ordinators
10. A.V. Technicians and Library Technical Assistants

Section B Authority

The powers of the council shall include the following:

1. Exercise all the powers of the Association, except as limited by the constitution/bylaws.
2. Direct and supervise the business and affairs of the Association.
3. Determine the policy of the Association in all matters within its competence.
4. Delegate **any** or all of its powers to the executive of the Association as it may deem practical or advisable.
5. Council may recommend the creation of a salaried position which would have as its primary responsibility the administration of the day-to-day affairs of the Association, but such position shall not be created unless the same is approved at an annual or general meeting of the Association, with the members receiving notification ten **(10)** working days in advance. Unless such meeting otherwise directs, the hiring and/or termination of the individual occupying this position shall be the responsibility of the council. Voting on this matter shall be by secret ballot. Members in good standing shall receive advance notice and shall be provided with a copy of the ballot ten **(10)** working days prior to the annual or general meeting at which the matter will be considered. Members in good standing shall cast their ballot by delivering the same to the returning officer at the designated meeting or mailing/delivering it to the returning officer five **(5)** calendar days prior to the meeting.

6. Appoint a public accountant, newsletter editor and pension representatives.
7. Elect committee chairmen as outlined in ARTICLE X.

Section C Meetings

1. Meetings of the council shall be open to all members in good standing.
2. Regular meetings shall be held once a month during the school year at a time **and** place **to** be determined by the council.
3. Notice of meetings of the council shall be given to representatives not less than forty-eight (**48**) hours prior to the holding of such meetings.
4. Special meetings may be called by the president or at the request of any four (**4**) members of the council.
5. Council members are required to attend all council meetings. Two (2) consecutive absences for no valid reason will constitute an expulsion.

Section D Quorum

A majority of members of the council shall constitute a quorum for the transaction of business.

ARTICLE X – COMMITTEES

Section A Standing Committees

The council shall, at its first meeting of the year, elect members from within the council, to chair the following committees:

1. Collective Bargaining
2. Grievance
3. Membership
4. Nominating
5. Professional Development
6. Public Relations

7. Social
8. Workplace Safety and Health
9. Other Standing Committees as may be established by Council as required.

Section B Composition

1. With the exception of the collective bargaining and nominating committees, each standing committee shall consist of a chairman and not less than two (2) members.
2. The collective bargaining committee shall consist of a chairman and five (5) other members approved by council.
3. A nominating committee of five (5) members shall be appointed by the council.

Section C Duties of Standing Committees

1. COLLECTIVEBARGAINING

The collective bargaining committee shall:

- a) Ascertain the concerns of Association members with respect to proposing changes in the collective agreement entered into between the School Division and the Association.
- b) Present the proposed changes to the Association council for endorsement.
- c) Negotiate with the School Division.
- d) Regularly inform the Association council of the progress on negotiations.
- e) Present after council approval, the negotiated agreement to be ratified by secret ballot by a majority of those present at a meeting called to ratify the agreement.
- f) Be responsible for the signing of the collective agreement by its chairman together with the president or in the absence of the chairman, one other executive committee member must sign.

2. GRIEVANCE

The grievance committee shall:

- a) Be responsible for reviewing all grievances before submitting to the Division.
- b) Be responsible for evaluating and submitting grievances to arbitration.
- c) Report all pending arbitration to the Association executive committee as soon as possible.
- d) Summarize the outcome of grievances and report the same to Council.

3. MEMBERSHIP

The membership committee shall:

- a) Be responsible for membership verification at all General meetings and issue new membership cards as required.

4. NOMINATING

The nominating committee shall:

- a) Be responsible for preparing a slate of at least one (1) candidate for each executive office and council representative to be presented for election at the Association's annual meeting.
- b) Request nominations from the membership through the March edition of the newsletter.
- c) Prepare a slate of officers and council representatives for presentation to the membership.
- d) Verify the current membership of each nominee in the Association and secure her written consent to the nomination. All members nominated must be included on the final slate of candidates.
- e) Send an interim slate of candidates to the membership by the first Friday in April requesting further nominations to be submitted no later than the third Friday in April.

- f) Advise members of the Association of a complete slate of candidates by newsletter at least one (1) week prior to the annual meeting. A brief resume of the background of candidates shall be included.

5. PROFESSIONAL DEVELOPMENT

The professional development committee shall:

- a) Promote, encourage and develop opportunities for professional development for Association members.
- b) Report the developments in these area through the public relations committee and the newsletter.

6. PUBLIC RELATIONS

The public relations committee shall:

- a) Be responsible for the promotion of goodwill between the Association and the general public.
- b) Provide information about activities and aims of the Association **and** to members.
- c) Carry out public relations duties as authorized by the executive or Association council.

7. SOCIAL

The social committee shall be responsible for arranging such social and recreational activities as may be undertaken by the Association.

8. WORKPLACE SAFETY AND HEALTH

The workplace safety and health committee shall:

- a) Be responsible for ensuring the safety of the workplace of Association members.
- b) Appoint a representative to sit **on** the Division's workplace safety and health committee.

9. SPECIAL COMMITTEES

The duties of the special committees shall be as established by the Association council.

Section D Appointed Committees

1. APPOINTMENTS

- a) The council may appoint committees which shall be of such size and shall have such duties as the council may determine.
- b) Council shall at its first meeting of the year appoint for a term of at least two (2) years individuals to fill the following positions:
 - i) Newsletter Editor
 - ii) Pensions Committee Representatives and Pension Observer

2. VACANCY

A vacancy may be filled by the council and that person shall hold office for the balance of the term.

3. DUTIES

- a) Newsletter Editor
The newsletter editor shall collect, edit and compile articles of interest to be approved by the president for distribution to the members.
- b) Pension
 1. The pension committee representatives shall:
 - i) Represent the Association on the Winnipeg School Division pension committee.
 - ii) Submit a report to council whenever any action is taken by the committee.
 2. The pension observer shall attend the Winnipeg School Division pension meetings.

Section E Other Appointed Committees

1. APPOINTMENTS

a) TELLERS'

- i) A tellers' committee shall be appointed by the executive committee by the executive committee from the general membership immediately after the slate has been presented and shall hold office from the closing of nominations until thirty (30) days after the election.
- ii) Members of this committee shall appoint its own chairman.

b) MINUTES APPROVING

- i) There shall be a minutes approving committee appointed by the president.
- ii) Names of this committee shall be announced at the opening of the general meeting.

2. DUTIES

a) TELLERS'

The tellers' committee chairman shall:

- i) Be the returning officer.
- ii) Be responsible for the preparation of the ballots and the assignment of committee members to assist in conducting the election.
- iii) Count ballots as soon as possible after the closing of the polls.
- iv) Report election results to the president.
- v) At completion of thirty (30) days destroy ballots.

b) **MINUTES APPROVING**

The minutes approving committee shall:

- i) Review the minutes of the general meeting.
- ii) Report any errors to the secretary within ten (10) days after receipt of minutes.

ARTICLE XI - MEETINGS

Section A Annual

1. The annual meeting of the year shall be held in the month of May.
2. At least ten (10) days notice of such meeting shall be given to the members.
3. At every annual meeting, in addition to any other business that may be transacted, the report of the officers and the financial statement shall be presented and the officers and representatives shall be elected for the ensuing year.
4. The Association will be responsible for depositing the Association's papers and Annual Reports with the Manitoba Archives at the end of each term.

Section B General

1. Meetings of the Association may be called by the president and shall be called when requested by at least ten (10) percent of the total membership.
2. At least ten (10) days notice of such meetings shall be given to the members.
3. Resolutions may be presented for consideration by members in good standing.

Section C Quorum

A quorum for the transaction of business at any meeting of members shall consist of not less than ten percent (10%) of members in good standing, including a majority of the executive committee.

ARTICLE XII - AUTHORITY

ROBERT'S RULE OF ORDER, NEWLY REVISED, shall be the parliamentary authority of the Association in matters not covered by this document.

ARTICLE XIII - AMENDMENTS TO CONSTITUTION/BYLAWS

1. This constitution/bylaws may be amended at any general meeting, by a two-thirds($\frac{2}{3}$) vote of the members present provided notice of the amendments has been presented fifteen (15) days before the meeting.
2. Amendments shall be made in writing by council and/or members and delivered to the Association at least thirty (30) days prior to the general meeting.
3. Such amendments must receive approval of the executive committee before being presented at the meeting.

ARTICLE XIV - PERMANENCY OF THE ASSOCIATION

The Association shall not have the power, or be able, to dissolve itself unless more than ~~fifty~~ percent (50%) of the members in good standing vote in favour of the dissolution at a general meeting called for this purpose.

POLICY

NO. 1 - RULES AND PROCEDURES FOR ASSOCIATION MEETINGS

1. AGENDA
 - a) There shall be an agenda prepared which shall outline the order of business, initially for the guidance of the chairman and, secondly, for the information of members. An agenda for a Council or an Association meeting may be changed, when necessary or advisable, by general consent or by a majority vote.

Agendas for Council meetings shall be prepared in accordance with Schedule **A**.

- b) Motions on business not on the agenda shall be presented under New Business.

1. MOTIONS

- a) Any member may move an amendment to a motion, provided that the amendment is relevant to the motion and does not negate the intent of the motion. Such amendment shall be seconded and voted on prior to a vote on the main motion.
- b) Motions may be referred to another body or committee of the Association for its action or report. This report may be handled in one of three ways:
 - i) if the report contains only a statement of fact then no action is taken - it is simply ~~filed~~:
 - ii) if a subject has been referred to a committee for recommendations, these recommendations should be presented in the form of resolutions, and the member who reads the report should move their adoption:
 - iii) if a motion has been referred to a committee, it automatically comes back to the assembly for consideration as soon as the committee has presented its report, regardless of whether the committee recommends the adoption or rejection of the motion, or makes no recommendation.

3. DEBATE

- a) A member desiring to speak shall raise a hand, be recognized and address the chair.
- b) The presiding officer shall call upon the members to speak in turn.
- c) After identification a member shall confine remarks to the question under debate.

- d) A member shall not speak twice to a motion, except with permission from the presiding officer.
- e) A member who moves a motion may speak a second time after all others who indicated their desire to be heard on the motion, following which the debate will be closed.
- f) A member may ask questions as often as recognized by the presiding officer.
- g) When the presiding officer wishes to enter debate, the vice-president, or a qualified member shall assume the chair.

4. VOTING

When debate has closed, the presiding officer shall put the motion to a vote. The motion shall be read and members shall vote by raising their hands.

5. ADJOURNMENT

- a) Any member may move that the Assembly adjourn.
- b) The motion to adjourn when not qualified is always a privileged motion and is not debatable - i.e. "I move to adjourn".
- c) If the motion to adjourn is qualified, it becomes a main motion and is out of order when other business is pending - i.e. "I move to adjourn at 9:30 p.m."
- d) If no business is pending, the meeting shall be adjourned by the presiding officer by general consent.

6. PROCEDURE

Questions arising at any meeting shall be decided by a majority or two-thirds vote as required. In case of a tie vote the result shall be declared a lost vote. Voting shall be by a show of hands.

SCHEDULE A

Agendas for Council meetings shall be prepared in accordance with the following format:

1. Call to order.
2. Adoption of Minutes
3. Reports (to be delivered in the following order):
 - President
 - Vice-president
 - Secretary
 - Treasurer
 - Chairman of standing committees (in alphabetical order).
 - any other reports
4. Unfinished Business - (business left from previous meetings).
5. Open Session - (a free discussion and question period and an opportunity for members to present motions in regard to such matters).
6. New Business - (business arising out of Reports - motions in regard to such matters may be presented at this time).
7. Adjournment