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AGREEMENT
THE CALGARY BOARD OF EDUCATION
AND
THE CALGARY BOARD OF EDUCATION
STAFF ASSOCIATION
1992-1993

JUL 21 1992

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THIS AGREEMENT made this **3rd** day of **June**, 1992.

BETWEEN:

THE CALGARY BOARD OF EDUCATION
hereinafter called "**The Board**"

OF THE FIRST PART

and

THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION
hereinafter called "**the Association**"

OF THE SECOND PART

ARTICLE 1 - PURPOSE

1.1 It is the desire of both parties to this Agreement to maintain the existing harmonious relations between the Board and the Association, to promote cooperation and understanding between the Board and its employees, to **recognize** the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, hours of work and scale of wages, to encourage economy of operation and elimination of waste, and to promote the morale, well-being and security of all the employees included in the bargaining unit represented by the Association.

ARTICLE 2 - DURATION AND TERM OF AGREEMENT

2.1 This Agreement shall be in full force and effect as of **the 1st day of January, 1992** and shall continue in full force and effect through the **31st** day of December, **1993** and from year to year thereafter, unless terminated or amended in the manner hereinafter provided.

2.2 Either party desiring to amend or terminate this Agreement shall give notice in writing to the other party, not less than sixty (60) days or not more than one hundred and twenty days (120) immediately preceding the **expiry** date of this Agreement.

2.3 During any period of negotiations, the parties may by mutual consent agree to extend this Agreement for a specified period of time.

2.4 During the life of this Agreement, or while either party is under notice, or while negotiations for a further Agreement are in progress, there shall be no strikes, slow downs or stoppages of work on the part of the employees, nor any lockout on the part of the Board.

ARTICLE 3 - DEFINITIONS

3.1 **"Association"** shall mean the Calgary Board of Education Staff Association.

3.2 **"Board"** shall mean the Calgary Board of Education, and shall include an officer or delegate thereof.

3.3 **"Common-law"** spouse is defined as the employee's common-law spouse as documented in the employee's personnel record with the Board.

3.4 **"Full-time Equivalency (F.T.E)"** is defined as the following ratio for permanent positions: the ratio of allocated regular weekly working hours to the normal weekly working hours of thirty-five (35) hours per week.

$$\text{Formula:} \quad \frac{\text{allocated regular weekly working hours}}{\text{normal weekly working hours}} = \text{F.T.E.}$$

8-1180 3.5 A **"permanent position"** employee means a person who occupies a "permanent position" established by the Board and who has successfully completed a probationary period of six (6) months.

3.5.1 A **"permanent position"** is a position established by the Board, including a ten-month position, the existence of which has been or is intended to be of a continuous nature.

3.6 A **"probationary"** employee is one who serves a six (6) month review period when initially employed in a permanent position with the Board, and whose employment may be terminated at Management's discretion anytime during those first six (6) months. This six (6) month probationary period may be extended by agreement between Management and the Association.

3.7 A **"temporary"** employee is one who is employed for the purpose of filling a position which has temporarily become vacant as a result of the absence of a permanent employee or as a result of a project or activity, the duration of which is less than nine (9) months and whose employment may be terminated at Management's discretion.

3.8 Ten-month employees shall be probationary or permanent employees occupying positions designated by Management as ten-month positions.

3.9 **"Trial period"** is a six (6) month review period served by a permanent employee, who has received a promotion from one permanent position to another permanent position, commencing with the effective date of such promotion.

- 3.10 Throughout this collective agreement, a word used in the feminine gender applies also in the masculine gender and vice versa where the context of the party or parties hereto so require.

ARTICLE 4 - RECOGNITION AND APPLICATION

- 4.1 The Board and the Association agree that this Agreement shall cover those employees whose bargaining rights are included under Certificate No. 74-68. It shall not cover positions listed as excluded in the Certificate, further positions excluded by mutual agreement or by amendments to the Certificate and positions listed in Appendix "B" to this Agreement.
- 4.2 No employees shall be discriminated against by either party or **jeopardized** in employment status or suffer any loss of employment because of exercising any right provided by law or by this Agreement.
- 4.3 No union activity, including grievance handling, by any employees of the Staff Association, shall take place on Board property, at work sites, or during working hours, without the permission of management responsible for the school or respective work area.

ARTICLE 5 - JOB POSTINGS, PROMOTIONS, TRANSFERS, EMPLOYMENT AND TERMINATION

- 5.1 (a) Vacancies for permanent positions, except those ^{27 F-)} positions classified as Group A, shall be posted in a central location in all schools and **administrative buildings** for five (5) working days. A posting will not be required when vacancies for ten-month positions occur during the months of July and August, when vacancies are filled pursuant to the provisions of Article 30.2, or when staff are pending recall as per Article 6.6.
- (b) A permanent position which is temporarily vacant and is occupied by a temporary employee for a period of nine (9) months, will then be posted in accordance with this clause.
- 5.2 A copy of the posting of the vacancy shall be forwarded to the office of the Staff Association. When an appointment has been made, the Board shall endeavour to provide notification of the appointee's name and address to the Staff Association within fourteen (14) days thereof. However, in any event, the appointee's name and address will be provided to the Staff Association within thirty (30) days thereof.

5.3 Preference for promotion and consideration for transfer shall be given to applications from permanent employees on the basis of qualifications for the applicable positions, except that applications for transfer will not normally be considered from employees who have less than twelve (12) months' service in their present positions. All relevant attributes, including skills, training, knowledge, efficiency and personal suitability, shall be considered in evaluating qualifications by a Support Staff Recruitment Officer from the Division of Human Resources prior to the interviewing process, effective September 1, 1989. When qualifications are equal, seniority shall prevail. Normally, successful employee applicants shall be appointed to the new positions within two (2) weeks from the date of selection; and where such an appointment has been made, the Staff Association shall be notified within fourteen (14) days thereof.

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5.4 All applicants selected for permanent positions, other than personnel presently employed in permanent positions, shall be required, prior to final approval of appointment, to establish such evidence of medical fitness as may be required by Management, and of a recent, satisfactory T.B. chest x-ray examination -or skin test, and shall undertake, also, to take T.B. examinations thereafter in accordance with Board policy.

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5.5 Whenever an employee's services are terminated, except as provided for in Articles 3.6, 3.7 and 30.2, the employee shall be given two (2) weeks' notice, or two (2) weeks' pay in lieu of notice.

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5.6 A permanent employee who receives a promotion to a permanent position with the Board shall have a trial period of six (6) months. If the employee does not wish to remain in the position or proves unsatisfactory during the trial period, management shall place the employee in the employee's former permanent position or its equivalent in pay as soon as possible.

5.7 Refusal to accept a reasonable transfer will be deemed to be a resignation effective immediately.

5.8 Permanent and probationary employees will be allowed at least one (1) day, with pay, to attend the annual Staff Association Convention. Employees not required to work either of the days of the Staff Association Convention shall not be entitled to receive additional compensation for time spent at the Staff Association Convention.

5.9 The employment of a permanent employee shall not be terminated as a result of the use of volunteers.

5.10 Employees shall give at least two (2) weeks' notice if they decide to terminate employment.

ARTICLE 6 - LAY-OFF AND RECALL

6.1 Staff Redundancies

Lay Off Procedure

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When positions become redundant, or a staff reduction or displacements within a particular school, department or office are necessary, permanent employees shall be retained on the basis of firstly, their field of employment; secondly, their full-time equivalency category; thirdly, their relative merit; **fourthly**, their seniority.

In the event that two or more employees possess equal seniority, equal relative merit, and share the same field of employment and full-time equivalency category, the employees to be retained shall be determined by the drawing of lots.

Employees who are identified for transfer from a school, department or office, shall be placed in a transfer pool and entitled to exercise displacement-rights. An employee may displace another **employee** in the same field of employment and the same full-time equivalency category only if they have more than two (2) years continuous service with the Board and have six (6) months greater seniority than the employee to be displaced. Such employees, when exercising these rights, shall be considered as having made a lateral transfer; under these circumstances, a six (6) month probationary period, as per Article 3.6 will not be required.

Where the employee could displace more than one employee, the employee to be displaced shall be the one possessing the least Board seniority.

Where an employee has been identified for transfer and is not subsequently reassigned, a notice of lay-off shall be issued in accordance with clause 6.1.1.

6.1.1 The Board shall endeavour to provide four (4) **weeks'** notice in writing to permanent employees laid off pending recall. However, in any event, permanent employees laid off pending recall shall be given two (2) **weeks'** notice in writing or two (2) **weeks'** pay in lieu of notice. The employee who is laid off shall submit his present address and telephone number to the Division of Human Resources.

6.2 Relative Merit

Relative merit shall be defined as the employee's ability to perform assigned duties and shall be determined on the basis of written performance appraisals.

6.3 Field of Employment

The Board shall determine the fields of employment in consultation with the Association. The fields of employment are to be reviewed jointly by the parties, and amended if necessary, on a **bi-annual** basis.

6.4 Full-Time Equivalency Category

The Board shall determine the full-time equivalency categories in consultation with the Association as conditions change and circumstances warrant.

6.5 Seniority

For the purposes of this Article, seniority shall be that established in Article 22 of this Agreement.

6.6 *29-12* **Employees** laid off in accordance with Articles 6.1 and 6.1.1, shall **retain** recall rights for a period of one (1) year from the date of actual lay-off.

Such laid off employees shall be given consideration for positions in Groups and Full-time equivalent categories other than those which they occupied at the time of lay-off, provided such employees are qualified for those positions, in the opinion of the Board.

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Employees shall be recalled on the basis of relevant attributes as outlined in Article 6.1 and seniority when relevant attributes are equivalent.

Employees being recalled shall be notified by the Board by registered mail to the employee's last known address on file (a copy of such notice shall be sent to the Association).

The recalled employee(s) shall notify the Board of their intent within five (5) working days from the date of receipt of the notice as determined by the records of registration. Recalled employees who do not notify the Board within the aforementioned time frame shall be deemed to have terminated their employment with the Board.

- 6.7 Unless designated otherwise, a ten-month employee shall commence employment on the first day of the school year, shall commence leave of absence, without pay, at the end of the last applicable working day of the school year, and shall be on leave of absence without pay when schools are not in session during Christmas and Spring Break.
- 6.8 Ten-month employees required to work during the period of leave of absence, referred to in Article 6.7, shall be entitled to be paid at their normal rate of pay.

ARTICLE 7 - SALARY ADMINISTRATION

- 7.1 Applicable ranges for groupings of classifications of employees covered by this Agreement shall be according to the Salary Schedules, attached and marked Appendix "A".
- 7.2 Employees shall be paid in accordance with the applicable schedules in Appendix "A".
- 7.3 Pay day shall be every second Friday. Employees shall receive with each pay, a statement showing deductions and adjustments. If a pay day falls on a statutory holiday, then the pay day shall be the preceding Thursday.
- 7.4 A new employee shall be paid, normally, the minimum rate for the position. **Rates other than those listed in Appendix "A" may be established only by mutual agreement of both parties.**
- 7.5 A probationary employee or an employee serving a trial period shall receive a salary increment at the successful completion of the probationary or trial period.
- 7.6 A permanent employee who is promoted or whose position is reclassified to a higher grouping shall be considered as being on a six (6) month trial period and be entitled to an increment at the end of the trial period, provided the employee's performance warrants an increase. **The adjusted salary shall be effective at the start of the pay period following the completion of the trial period.**
- 7.7 Subsequent increments, within the range, for a permanent employee not referred to in Article 7.6 and whose performance warrants an increase, shall be effective for the pay periods that include January 1 and July 1 unless otherwise provided in Appendix "A".

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- 7.8 An annual service award of three hundred (\$300) dollars shall be paid to permanent employees on staff as of December 1st of each year and who have been employed by the Board for a period of not **less than fifteen (15)** continuous years. -This shall also apply to employees on **sick** leave, workers' compensation or long term disability. The service award shall be paid in the first pay period of December.
- 7.9 Increments shall not be granted to an employee whose employment terminates during a month in which an increment is due.
- 7.10 A permanent employee whose position is reclassified to a position of a higher grouping, or is promoted, shall be paid the greater of the minimum rate of the new salary range or a step in the new range which is two (2) steps higher than the employee's present rate. If the reclassification, or promotion, occurs within the two (2) months prior to January or July, that increment shall be considered as earned, and thereby form part of the **employee's** present rate.
- 7.11 No change shall occur in the salary of a permanent employee who transfers to a position of the same grouping.
- 7.12 A permanent employee whose position is reclassified to a lower classification or who is transferred to a position of a lower classification, due to **organizational** changes:
- (a) will retain the classification they held prior to the date of reclassification or transfer; and
 - (b) will be eligible for transfer by Management to positions equivalent in classification to that for which the individual is being paid.
- 7.13 An employee who is designated in writing by Management to temporarily relieve in a position of greater responsibility covered by the terms of the Collective Agreement for a period in excess of two (2) consecutive working days, shall be paid in the range for the higher grouping on the basis of the procedures set forth in Section 7.10. This adjustment shall be retroactive to the first day of designation.
- 7.14 When new job classifications (groups) are established or changes effected to existing job classifications (groups), as are deemed necessary or advisable by Management, the Association shall be advised in writing seven (7) calendar days before the employee is notified. If the Association deems the new job classifications (groups) or changes effected to existing job classifications (groups), as set by Management to be unsatisfactory, and Management and the Association cannot come to a mutual agreement on the new classifications (groups) then Management agrees to submit the **dispute** jointly with the Association to two (2) appointees

16-4 qualified in wage determination and administration, one appointed by Management and the other by the Association. Such appointees shall meet and hear all pertinent matters and render a decision within fourteen (14) days of their first meeting. In the event that the appointees cannot reach unanimity to their decision, they may appoint a third party of similar qualifications to act as Chairperson, such party to be experienced in the field of job evaluation. The unanimous decision of the first two (2) appointees, or a majority decision of the three (3) appointees, shall be final and binding upon both parties.

ARTICLE 8 - PROVISIONS APPLICABLE TO TEMPORARY EMPLOYEES

THIS ARTICLE AND ONLY THIS ARTICLE SHALL APPLY TO TEMPORARY EMPLOYEES AND NO OTHER PROVISIONS IN THIS AGREEMENT SHALL APPLY TO TEMPORARY EMPLOYEES

- 8.1 Temporary employees shall normally be paid at the minimum of a range, if applicable.
- 8.2 Temporary employees, as a condition of employment shall be subject to the deduction of dues as set from time to time by the Association. The Board agrees to deduct such dues monthly from the salary of temporary employees and submit such dues so collected to the Association by the fifteenth (15th) day of the month following the collection of dues.

The parties acknowledge that the deduction of dues does not constitute membership in the Association and that membership in the Staff Association must be applied for and shall continue to be voluntary.

ARTICLE 9 - HOURS OF WORE

- 9.1 ³ For ten-month employees the normal working hours shall be seven (7) hours per day, for five (5) consecutive days per week.
- 9.1.1 The daily hours for ten-month employees shall be from 8:30 a.m. to 12:00 noon and from 1:00 p.m. to 4:30 p.m., unless otherwise designated, provided, however, that any designated variations will not be greater than one (1) hour.
- 24-365 9.2 For twelve-month employees the normal working hours shall be seven and one-quarter (7 1/4) hours per day, for five (5) consecutive days per week. ----.
- 9.2.1 The normal working hours for the period commencing with the Monday following the last day of school in the school year and ending with the Friday prior to the opening day of school in the next school year, shall be seven and one-quarter (7 1/4) hours per day, for four (4) consecutive days per week between Monday and Friday.

- 9.2.2 The provisions of Article 9.2.1 shall not apply if, in the view of Management, staff are required for the efficient operation of the department(s) concerned, and providing an alternative schedule for an equivalent number of days off is provided to the employee affected.
- 9.2.3 The daily hours for twelve-month employees shall be from 8:15 a.m. to 12:00 noon and from 1:00 p.m. to 4:30 p.m., unless otherwise designated, provided, however, that any designated variations will not be greater than one (1) hour.
- 9.3 Employees shall be entitled to two (2) fifteen (15) minute work breaks for each full day worked, one in the forenoon and one in the afternoon, times to be designated by Management.

Employees who are employed in a position with an F.T.E. of less than 1.0 will receive one (1) fifteen (15) minute work break for each shift of three (3) to five (5) consecutive hours, and will receive two (2) fifteen (15) minute work breaks for each shift of more than five (5) hours.
- 9.4 The provisions of this Article may be amended to make possible alternative work patterns (for example, flex-time, four (4) day week, etc.) for departments, groups of departments or for all employees, provided mutual agreement exists with the Association.
- 9.5 Where shift work or a change of shifts becomes essential, Management shall establish the shift schedules following consultation with the employees concerned.

ARTICLE 10 - OVERTIME

- 10.1 Overtime shall be defined as work performed beyond designated working hours and shall be paid for at the rate of one and one-half (1-1/2) times the employee's regular rate of pay for the first two (2) hours worked on any given day and at two (2) times the employee's regular rate of pay for all hours worked beyond two (2) hours.
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- 10.2 Two (2) times the employee's regular rate of pay shall be paid for all hours worked on the employee's second scheduled day off and all statutory holidays.
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- 10.3 When an employee is called from home to work overtime, the employee shall be paid a minimum of two (2) hours at one and one-half (1-1/2) times the employee's regular rate of pay.
- 10.4 All overtime shall require approval from the applicable Superintendent, Director, Manager, Principal, or other designated official, before commencement.
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- 10.5 No employee shall be required to take time off in lieu of overtime. However, if it is agreed between the employee and his/her supervisor, payment in lieu time shall be allocated as per the provisions of clause 10.1.
- 10.6 The provisions of this Article may be amended to make possible alternative work patterns (for example flex-time, four (4) day week, etc.) for departments, groups of departments or for all employees, provided mutual agreement exists with the Association.

ARTICLE 11 - GENERAL HOLIDAYS

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- 11.1 Twelve-month employees shall be entitled to the following holidays: ~~New Year's Day~~, ~~Family Day~~ (third Monday in February), ~~Good Friday~~, the ~~Monday of Spring Break~~, ~~Victoria Day~~, Dominion Day, Civic ~~Holiday~~ (first Monday in August), ~~Labour Day~~, ~~Thanksgiving Day~~, ~~Remembrance Day~~, ~~Christmas Day~~, Boxing Day, and any other general public holidays proclaimed by the City of Calgary, the Government of Alberta or the Government of Canada, and which are observed generally within the applicable government jurisdiction except when replacing any holiday named previously in which case only the lieu holiday shall be **recognized**.
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- 11.2 Ten-month employees shall be entitled to the following holidays: ~~New Year's Day~~, ~~Family Day~~ (third Monday-in February), ~~Good Friday~~, the ~~Fir & Monday of Spring Break~~, ~~Victoria Day~~, ~~Thanksgiving Day~~, ~~Remembrance Day~~, ~~Christmas Day~~, ~~Boxing Day~~ and any other general public holidays as proclaimed by the City of Calgary, the Government of Alberta or the Government of Canada which fall during the ten-month period of employment and which are observed generally within the applicable government jurisdiction except when replacing any holidays named previously in which case only the lieu holiday shall be **recognized**. Ten-month employees who work anytime within the one (1) week immediately preceding Labour Day shall also be entitled to be paid for Labour Day as a statutory holiday.
- 11.3 No deductions in the wages or salaries of any employee with more than thirty (30) days' continuous service shall be made on account of the aforementioned holidays regardless of the same occurring during regular work periods. However, if an employee is absent the employee's working day immediately prior, or following, the statutory holiday, no payment shall be made for the statutory holiday unless the absence is covered by proof of sickness as outlined in clause 13.3.
- 11.4 When the holidays designated in Articles 11.1 and 11.2, fall on an employee's scheduled day off and such day is not worked, the employee shall be granted a mutually agreed to alternate day off with regular pay in lieu of the holiday.

- 11.5 The Board and the Association may enter into agreements for the exchange of days, at straight time pay, for the purpose of extending time-off in conjunction with statutory holidays or for creating extended weekends. Each such agreement shall pertain to a specific circumstance.
- 11.6 Employees who work on Stampede Parade Day shall receive one half ~~(1/2)~~ of a normal working day off with pay, provided that the day is a regularly scheduled work day. Where December 24 and December 31 are working days, offices will open at 8:30 a.m. and close at 12:00 noon on those days and employees scheduled to work will be released at that time without loss of pay or reduction of vacation entitlement. Subject to the requirement to remain open for service to the public until noon, employees who work less than full-time may be released on a pro-rated basis on those days.

ARTICLE 12 - VACATIONS

12.1 During the first year of service, employees shall be granted one and one-quarter **(1-1/4) days'** vacation with pay for every full month worked prior to July 1, to a maximum of fifteen **(15)** working days.

12.2 Subsequent vacations with pay shall be based upon full years of continuous service prior to July 1, in each year, on the basis of the following schedule:

01 0 3	After 1 year	15 working days annual vacation
08 0 4	After 8 years	20 working days annual vacation
18 0 5	After 18 years	25 working days annual vacation
25 0 6	After 25 years	30 working days annual vacation

12.3 Ten-month employees shall be entitled to vacation pay calculated on the basis of six **(6)** percent for the first eight **(8)** years of service; eight **(8)** percent for over eight **(8)** years of service; ten **(10)** percent for over eighteen **(18)** years of service; and twelve **(12)** percent for over twenty-five **(25)** years of service. such payments shall be paid on a separate cheque in December and June of each school year, commencing no later than June 1993.

12.4 An employee who transfers from a ten-month position to a permanent full-time twelve-month position may, upon request, opt for the provisions of Article 12.2 if payment has not been made under the provisions of Article 12.3.

12.5 Vacations shall be assigned by Management, after consideration to efficient operation and to the wishes of the employees. Personnel entitled to a minimum annual vacation of fifteen **(15)** working days may defer up to ten **(10)** working days until the following year, if the ~~request is approved by~~ the Superintendent concerned. June 30 ~~shall~~ be established as the date for such deferments.

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- 12.6 The annual vacation entitlement of an employee who is absent from work, for a total number of working days in a year exceeding seventy-five (75) days, shall be adjusted annually on June 30 to reflect such absences. Absences related to Workers' Compensation claims will not be included under this clause.
- 12.7 While on annual vacation, an employee is entitled to the provisions of Article 14.
- 12.8 Employees who resign shall be paid for unused vacation entitlement and shall not be permitted to extend the period of their employment through the scheduling of unused vacation entitlement.

ARTICLE 13 - SICK LEAVE WITH PAY

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- 13.1 Permanent and probationary employees shall earn sick leave with pay at the rate of two (2) days per month for each full month worked which shall be used by employees in accordance with sections 13.3 through 13.8 inclusive of this Article. For the purpose of calculating sick leave, time on holidays, vacation, and approved leaves of absence of four (4) weeks, or less, will be counted.
- 13.2 Employees shall accumulate their unused sick leave to a maximum of two hundred (200) days.
- 13.3 Employees shall be eligible for sick leave with pay provided that the illness of the employee which necessitates the absence of such employee is attested to in writing by a qualified, registered doctor, dentist or chiropractor for the period of the employee's absence and that such personal illness is not resultant from any cause as outlined in Article 13.5.
- 13.4 Management may not require the attestation in the event an employee submits a signed declaration setting forth the nature of such personal illness and that the period of illness necessitating the employee's absence is five (5) consecutive working days or less.
- 13.5 Employees shall not be eligible for sick leave with pay if the illness or other cause of absence from employment is due to misconduct or negligence on the part of the employee or circumstances pertaining to the employee's employment elsewhere.
- 13.6 Employees who are quarantined by Public Health Authorities shall be eligible for sick leave with pay during the quarantine period.
- 13.7 Where an employee becomes ill or suffers an accident requiring **hospitalization** while on vacation, sick leave may be substituted for vacation leave for the period of **hospitalization**. Proof of illness, **or** accident, which would have prevented an employee from carrying out the employee's regular duties, must be certified by the attending qualified doctor, dentist or chiropractor.

- 13.8 In the event of the death of an employee, accrued sick leave benefits shall be paid to the beneficiary designated for the group life insurance plan, or where the employee does not participate in that insurance, to the beneficiary designated for the Local Authorities Pension Plan, or where the employee does not participate in either the group life insurance or the Local Authorities Pension Plan, to the estate of the employee.
- 13.9 When an employee is unable to work due to a long-term disability covered by the Group Insurance Plan referred to in Article 18.4, the employee will be considered as being on a leave of absence without pay for a period of two (2) years from the date the employee commenced to receive long-term disability payments. During this period, the employee will continue to accumulate seniority. If the employee is unable to return to work, the employment of such an employee will be deemed to have terminated at the end of the two (2) year period. Should the employee return to service, at any time before the expiration of the two (2) year period, the time during which the employee was receiving long-term disability will be included as service for determining the number of weeks of annual vacation, but the employee shall not earn vacation credits during that time.
- 13.10 An employee who obtains sick leave with pay by fraudulent means shall be subject to disciplinary action including termination of employment.

ARTICLE 14 - COMPASSIONATE LEAVE OF ABSENCE

- 14.1 Permanent and probationary employees shall be granted permission, upon request, to attend ~~with pay~~ the funeral of a near relative. The term "near relative" shall mean a parent of the employee or of the employee's spouse or common-law spouse as defined in Article 3; or the employee's husband, wife, common-law spouse as defined in Article 3, grandparent, legal guardian, brother, sister, **brother-in-law**, sister-in-law, child, grandchild or other relative who has resided in the home of the employee for at least the last two (2) years or such other person as the Chief Superintendent of Schools shall in his discretion designate. On request, an employee shall be allowed three (3) days leave of absence if the funeral is in or near the City, and an additional two (2) days if further time is required for travel purpose.
- 14.2 Special leaves of absences may be granted on the following basis: **up to five (5) days with pay** and up to a further five (5) days without pay. Permission for such leave of absence may be granted **by a Superintendent**, or a delegated authority of the Superintendent, in cases of pressing emergency. Pressing emergency shall be confined to cases of serious illness or accident to a near relative **of the** employee.

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ARTICLE 15 - PARENTAL LEAVE15.1 Maternity Leave of Absence

An employee who is pregnant and who has been employed by the Board for a period of at least twelve (12) continuous months is entitled to a maternity leave without pay.

15.1.2 An employee, upon providing the Board at least two (2) weeks notice in writing, shall be entitled to maternity leave of absence without pay for a period of up to six (6) months. Such notice shall be accompanied by a medical statement certifying that the employee is pregnant and giving the estimated date of birth of the child. The period of this leave shall be reduced by any period of disability occurring subsequent to the birth of the child.

15.1.3 Notwithstanding the provisions of clause 15.1.2, this leave of absence shall begin, ~~or shall~~ be deemed to have begun, no later than six (6) weeks after the day of the birth of the child and shall not ~~extend beyond six (6) months~~ from the day of the birth of the child.

15.1.4 An employee may return to duties prior to the expiration of leave granted under clause 15.1.2, providing she submits a medical certificate indicating that the resumption of work will not endanger her health, and providing a suitable position is available.

15.1.5 Upon expiration of the leave granted in clause 15.1.2, the employee shall be reinstated in the position she occupied at the time maternity leave commenced, or be provided with alternative work of a comparable nature, at not less than the salary and other benefits that were applicable at the time maternity leave commenced.

15.1.6 All maternity leave shall be without sick leave accumulation or allowance, promotion, vacation entitlement or increment entitlement.

15.2 Adoption Leave

15.2.1 Upon request, an employee who has been employed by the Board for a period of at least twelve (12) continuous months shall be entitled to adoption leave without pay for a period of up to six (6) months.

15.2.2 An employee shall advise the Board, in writing, of his/her acceptance by the appropriate agency as an adoptive parent within thirty (30) days of such notification of acceptance. Such notice shall include any documentation from said agency confirming the applicant's acceptance.

- 15.2.3 Commencement of leave shall occur the day on which the adopted child comes into full care of the employee.
- 15.2.4 An employee may return to duties prior to the expiration of leave granted under clause 15.2.1 providing a suitable position is available.
- 15.2.5 Upon expiration of the leave granted in clause 15.2.1, an employee shall be reinstated in the position occupied at the time adoption leave commenced or be provided with alternative work of a comparable nature, at not less than the salary and other benefits that were applicable at the time adoption leave commenced.
- 15.2.6 All adoption leave shall be without sick leave accumulation or allowance, promotion, vacation entitlement or increment entitlement.
- 15.2.7 An employee may be granted up to a maximum of two (2) days with pay for the purpose of completing **necessary documentation** and requirements relating to the adoption and receipt of a child.

63E-1

15.3 Extended Parental Leave of Absence

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618 > 078

- 15.3.1 Upon request, an employee shall be granted parental leave as an extension to maternity leave-or adoption leave for a period not exceeding an additional eighteen (18) months.
- 15.3.2 Leaves granted as per clause 15.1 through and including 15.3.3 will be at no cost to the Board.
- 15.3.3 Upon expiration of the leave granted as per clause 15.3.1, the employee's return to work shall be contingent upon the availability of a suitable position.

15.4 Paternity Leave

- 15.4.1 An employee may be granted, upon request, and at the discretion of Management, up to one (1) day's leave with pay at the time of the birth of his child.

63F-1

ARTICLE 16 - EDUCATIONAL LEAVE

- 16.1 Permanent employees who have completed five (5) years of continuous service with the Board may be granted leave of absence for the purpose of full-time attendance at a post secondary educational institution. Returning to staff will be contingent upon a suitable position being available.

626-3

- 16.2 Before proceeding on leave, the employee shall submit a letter of resignation to the Superintendent, Division of Human Resources dated three (3) months prior to the **expiry** date of the leave. This letter of resignation shall be cancelled if the employee notifies the Superintendent, Division of Human Resources before that date of his/her intention to return to duties at the **expiry** of the leave. Such letter shall be written on a common form letter designated by Management.
- 16.3 The period of leave may be extended for an additional period upon written application by the employee and approval by the Superintendent, Division of Human Resources.
- 16.4 When leave of absence is granted without pay under this Article, maintenance of employee benefits shall be conditional upon the employee paying the full cost of such benefits, in advance, and the period of leave shall not be credited for computation of seniority, sick leave or annual vacation.

ARTICLE 17 - GENERAL LEAVE OF ABSENCE

- 17.1 Leave of absence without pay, not exceeding five (5) working days at any one time, may be granted by a principal or a department head, provided the work requirements of the school or department involved can accommodate such leave being granted.
- 17.2 Leave of absence without pay, exceeding five (5) working days but not exceeding twenty (20) working days at any one time, may be granted by the Superintendent, Division of Human Resources.
- 17.3 Leave of absence without pay, may be granted by the Chief Superintendent of Schools, or his delegate, to a maximum period of four (4) months, to employees who have been employed for more than six (6) continuous years. In such cases, the position will be held for the employee on leave and shall be filled by a temporary employee without posting requirements.
- 17.4 When leaves of absence are granted without pay under this Article, exceeding four (4) weeks at any one time, maintenance of employee benefits shall be conditional upon the employee paying the full cost of such benefits, in advance, and the period of leave shall not be credited for computation of seniority, sick leave or annual vacation. Employees shall have no right to promotional opportunities which become available during such periods of leave.
- 17.5 Leave of absence with pay, for a period not exceeding two (2) days, may be granted by a department head or a principal, provided that it is mutually agreed by the respective department head, or principal, and the employee, that the time allowed will be made up by the employee at the regular rate of pay.

- 17.6 Leave of absence with pay, for periods over two (2) days at any one time but not over one (1) week, may be granted by the respective Division Superintendent, provided that it is mutually agreed by the respective Superintendent and the employee that time allowed will be made up by the employee at the regular rate of pay.
- 17.7 Time off with pay shall be permitted, to a maximum of three (3) Association representatives, during discussions applicable to grievances presented by employees and for meetings called by Management, exclusive of negotiations for new or revised Agreements. All time off must receive prior approval of Management.

ARTICLE 18 - GROUP BENEFITS PLAN

- 18.1 The group benefits plan refers to life insurance, accidental death and dismemberment insurance, supplementary health benefits (**hospitalization**, major medical, vision care) dental benefits and long term disability insurance as outlined in the applicable group insurance policies.
- 18.2 Participation in the plan shall be a condition of employment for all permanent and probationary employees who commence permanent, full-time employment and shall be optional for permanent and probationary employees who are employed half-time or more. Once the option is exercised, continued participation shall be a condition of employment.
- 18.3 Participation in the dental plan shall be a condition of employment for all new employees occupying permanent positions after January 1, 1982, and for all those employees who elected coverage on or after the inception of the plan on January 1, 1982.
- 18.4 The cost sharing of the group benefits plan between the Board and the employees shall be:

	<u>Board</u>	<u>Employee</u>
766-1 Life and Accidental Death and Dismemberment	100%	- 700-100
Supplementary Health Benefit	100%	- 705-100 706-100
Dental	70%	30% 70E-070
Long Term Disability		100% X

Handwritten notes:
 72-999 (above Life and Accidental Death and Dismemberment)
 766-1 (above Supplementary Health Benefit)
 71-9 (above Dental)
 Prev appt included (above 700-100)
 Vision Care (above 705-100)
 as noted (above 706-100)

18.4.1 The 1992 premium rates are identified as follows:

18.4.1.1 Life and Accidental Death and Dismemberment:

18.8 cents per \$1,000.00 of insurance per month per employee.

18.4.1.2 Supplementary Health Benefit:

	<u>Single</u>	<u>Family</u>
	\$14.96/month/employee	\$44.82/month/employee

18.4.1.3 Dental Plan

	<u>Single</u>	<u>Family</u>
The Board	\$25.10/month/employee	\$73.44/month/employee
The Employee	\$10.76/month/employee	\$31.47/month/employee

18.4.1.4 Long Term Disability Insurance:

\$1.88 per \$100.00 of benefit per month per employee.

18.5 The Board will administer the Group Benefits Plan.

18.6 The Board and the Staff Association agree that the Unemployment Insurance Commission rebate has been shared, according to appropriate section(s) of the Unemployment Insurance Act, through the increased benefits contained in this agreement, and that no further adjustment will be passed on to the employees.

18.7 If the preceding premium rates change, the difference will be borne in the proportions set out in 18.4.

ARTICLE 19 - ALBERTA HEALTH CARE INSURANCE

70A-100

19.1 The Board shall contribute one hundred percent ~~(100%)~~ of the cost of the applicable premium to the Alberta Health Care Insurance Plan.

19.1.1 The 1992 premiums are identified as follows:

	<u>Single</u>	<u>Family</u>
	\$26.00/month/employee	\$52.00/month/employee

19.2 The Board shall not contribute on behalf of ten-month employees during the months of July and August.

19.3 All premiums quoted in Article 18 and 19 above, are subject to change during the term of this agreement.

ARTICLE 20 - RETIREMENT

20.1 The normal retirement age for employees covered by this Agreement is sixty-five (65) years of age.

ARTICLE 21 - PENSION PLAN

21.1 A compulsory ~~pension plan~~ shall apply to all permanent personnel, including ~~ten-month personnel~~, unless excluded by the conditions of the plan.

21.2 All employees employed for thirty (30) hours or more per week, shall become and remain members of the Local Authorities Pension Plan. The Board and the employee shall continue contributions towards the Local Authorities Pension Plan at all times in accordance with the Local Authorities Pension Plan Act.

21.3 Participation in the Local Authorities Pension Plan will be optional for those employees who work less than thirty (30) hours per week but not less than seventeen and one-half (17-1/2) hours per week. Maintenance of membership in the Local Authorities Pension Plan shall be a condition of employment for all those employees who opt to participate in the plan.

21.4 Employees ~~not participating~~ in the Local Authorities Pension Plan shall receive a retirement allowance on the basis of the following formula:

After ten (10) years' service:
Three (3) months' salary at the rate of pay based on the year of highest earnings with the Board, plus one (1) month's salary for each additional three (3) years beyond ten (10), to a maximum of six (6) months' pay.

21.5 Employees who participate and who retire in accordance with the Local Authorities Pension Plan Regulations shall receive a retirement allowance based upon the following formula:

After 10 years' service	1 month's salary
After 15 years' service	2 months' salary
After 20 years' service	2 1/2 months' salary
After 25 years' service	3 months' salary

30-11-99
22 based on the year of highest earnings with the Board.
33-13

- 21.6 Permanent female employees hired prior to July, 1978, and who voluntarily opted out of the Local Authorities Pension Plan shall be eligible for either Article 21.4 if they are permanent part-time employees or 21.5 if they are permanent full-time employees at the time of their retirement.

ARTICLE 22 - SENIORITY

- 22.1 After successful completion of the first probationary period of employment in a permanent position, an employee's seniority shall be retroactive to the date that the employee commenced employment in the applicable position and shall cease upon termination of that employment, with the Calgary Board of Education.
- 22.2 The seniority date of an employee shall be adjusted forward by the number of days that the employee is away on leave of absence **without** pay, other than for approved medical reasons, if the leave is for more than one (1) month. This clause will not apply to maternity leave.

ARTICLE 23 - GRIEVANCE PROCEDURE

- 23.1
- a) A grievance is a difference regarding the interpretation, application, operation or alleged contravention of this collective agreement or the imposition of disciplinary action.
 - b) All grievances shall be submitted in writing setting forth:
 - i) the section or sections of the collective agreement alleged to have been misapplied or violated;
 - ii) the nature of the grievance;
 - iii) the remedy or correction requested.
 - c) A Staff Association member may be accompanied by a representative of the Staff Association at any step of the grievance procedure, provided that the employee arranges such representation and advises the member's supervisor in advance of the intent to do so.
 - d) The time limits referred to in this article may be extended by written mutual agreement between the Director, Employee Relations or the Director's designate and the Staff Association.
 - e) The use of the word "**days**" in this article means working days.
- 23.2 When a grievance arises, it shall be dealt with in the manner outlined in the following sub-sections.

23.3 INFORMAL DISCUSSION

A Staff Association member may first seek to settle the difference through discussion with the member's immediate supervisor. The Staff Association member may be accompanied by a representative of the Staff Association.

23.4 LEVEL I

- a) A Staff Association member who wishes to file a grievance shall submit a grievance in writing to the member's immediate supervisor outside the scope of this collective agreement, within seven (7) days of the date the Staff Association member knew or had the first reasonable opportunity to know of the alleged violation or misapplication. Failure to submit the grievance within the time limits specified shall render the grievance null and void.
- b) The immediate supervisor in receipt of the grievance shall render a written reply to the Staff Association member within five (5) days of the receipt of the grievance. Where the immediate supervisor fails to render a written reply to the grievance within five (5) days of its receipt, the Staff Association member shall automatically be eligible to advance the grievance to the next higher level.

23.5 LEVEL II

- a) Where a grievance is not resolved at Level I, it may be advanced to Level II. The written grievance shall be submitted to the Superintendent of the Division concerned within five (5) days of the receipt of the written decision of the Staff Association member's immediate supervisor. Failure to advance the grievance within the time limits specified shall render the grievance null and void.
- b) The Superintendent of the Division concerned in receipt of the grievance shall render a written reply to the Staff Association member within five (5) days of the receipt of the grievance. Where the Superintendent of the Division concerned fails to render a written reply to the grievance within five (5) days of its receipt, the Staff Association member shall automatically be eligible to advance the grievance to the next higher level.

23.6 LEVEL III

- a) Where a grievance is not resolved at Level II, it may be advanced to Level III. The written grievance shall be submitted to the Chief Superintendent of Schools within five (5) days of the receipt of the written decision of the Superintendent of the Division concerned. Failure to advance the grievance within the time limits specified shall render the grievance null and void.
- b) The Chief Superintendent of Schools in receipt of the grievance shall render a written reply to the Staff Association member within ten (10) days of the receipt of the grievance. Where the Chief Superintendent of Schools fails to render a written reply to the grievance within ten (10) days of its receipt, the Staff Association shall automatically be eligible to advance the grievance to arbitration.

23.7 ARBITRATION

- a) If the grievance is not resolved at Level III the Staff Association may refer the matter to an arbitration board within five (5) days of the receipt of the written decision of the Chief Superintendent of Schools, by advising the Board in writing of its intention to do so. An arbitration board shall consist of one (1) member appointed by the Board and one (1) member appointed by the Staff Association. The two (2) members so appointed shall endeavour to select a mutually acceptable Chairman for the arbitration board. If they are unable to agree upon the choice of a Chairman within five (5) working days of their appointment, they shall request the Minister of Labour for the Province of Alberta to appoint a Chairman.
- b) The majority decision of the arbitration board shall be final and binding on the parties and shall not change, modify or alter any of the terms of this agreement.
- c) The Board and the Staff Association shall bear the expenses of their respective appointees to the arbitration board and shall bear equally the expenses of the Chairman.

23.8 POLICY GRIEVANCE

- a) A policy grievance is a dispute between the Board and the Staff Association which due to its nature is not properly the subject of an individual grievance;

- b) Where the Staff Association, by way of a policy grievance signed by the Chairperson of the Staff Association; or the Board, by way of a policy grievance signed by an **authorized** Board representative, seeks to enforce a matter that is alleged to arise out of this collective agreement, such a policy grievance shall be initiated at Level III of the grievance procedure and shall proceed accordingly to the subsequent sections of Article 23.

23.9 GROUP GRIEVANCE

A group grievance may be initiated by more than one Staff Association member provided that all the concerned Staff Association members are grieving the identical issue. Such a group grievance shall be dealt with in accordance with clauses 23.1 to 23.7 inclusive.

The withdrawal of support of a group grievance by one of its submitting Staff Association members does not automatically cancel the group grievance.

ARTICLE 24 - DEDUCTION OF DUES

24.1 Permanent and probationary employees, as a condition of employment, shall be subject to deduction Of as set from time to time by the Association. The Board agrees to deduct such dues monthly from the salary of the employee and submit the total dues so collected to the Association by the fifteenth (15th) day of the month following the collection of dues. In the special case of "ten-month employees" the Board agrees to deduct the dues for the months of July and August from the June pay cheque of these employees. The full monthly deduction will apply in the month that an employee commenced or terminated employment. Dues deduction will be made in advance on behalf of employees on leave of absence without pay which exceed four (4) weeks at any one time.

24.2 The parties acknowledge that the deduction of dues does not constitute membership in the Association and that membership in the ~~Staff Association~~ must be applied for and shall continue to be voluntary.

ARTICLE 25 - SUPPLEMENT TO THE WORKERS' COMPENSATION BOARD

76B-1

25.1 If a permanent or probationary employee is prevented from performing the employee's regular work with the "Board" on account of an occupational accident occurring in the performance of the employee's duties with the "Board", that is **recognized** by The Workers' Compensation Board as compensable within the meaning of The Workers' Compensation Act, the "Board" will supplement the award made by The Workers' Compensation Board for loss of wages to the employee by an amount which, when added to the award, will equal **100%** of the employee's regular wage. This supplement shall be paid by the "Board" while the employee receives compensation from The Workers' Compensation Board or until the employee is placed on a permanent disability pension by The Workers' Compensation Board or until the employee reaches retirement age, whichever comes first.

ARTICLE 26 - SHIFT WORK

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26.1 Employees who are assigned non-standard hours for five (5) or more continuous days shall receive an additional allowance of ~~7%~~ above their regular rate, if assigned to a shift which **commences between 1:00 p.m. and 10:59 p.m.**, or an additional allowance of **10%** above their regular rate, if assigned to a shift which commences between **11:00 p.m. and 6:00 a.m.** Notwithstanding the above, the position of Night Shift Computer Operator (Computing Services) shall be **entitled to shift differential at the applicable rate.** Shift premiums shall be paid only for shifts actually worked.

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ARTICLE 27 - PROTECTIVE CLOTHING

27.1 When the work performed by an employee requires that protective clothing or equipment be worn, as determined by Management, such clothing or equipment shall be provided in such qualities and quantities as deemed by Management to be sufficient and without cost to the employee.

27.2 Disposable surgical gloves will be provided for all First Aid Kits.

ARTICLE 28 - CAR ALLOWANCE

28.1 A car allowance at the prevailing rate approved by the Board will be paid to each employee who is designated by Management to use the employee's personal vehicle as a means of transportation to work assignments at different locations during working hours. The incumbents in the positions designated by **management**, including the positions of Data Network Analyst (Computing Services), Technical Assistant (Music), Music Instrument Technician, Senior Music Instrument Technician, Technical Assistant (Physical Education/Drama), Media Production Generalist, Administrative Services Mail **Clerk Messenger**, Mechanical Technician (Maintenance), Network Technician (Computing Services), when specifically designated to carry the Board's materials and/or equipment on a regular day-to-day basis shall receive an additional allowance of fifteen (**\$15.00**) dollars **bi-weekly**. In addition, those designated to use their personal vehicles will be reimbursed for the difference in premium between normal pleasure driving vehicle insurance and insurance for business use of a vehicle, subject to their providing proof to Management of the extra charge from the insurance company. Where distance involved is negligible, and additional insurance premiums are not warranted, the owner will arrange for a letter of exemption from the insurance company concerned. With respect to the monthly allowance, the alternative would be that the Board shall provide vehicles for those required to transport Board equipment and materials.

ARTICLE 29 - STAFF TRAINING FUND

- 29.1 *2587* Commencing **1990.09.01**, a fund in the amount of twenty thousand (**\$20,000.00**) dollars is available annually to Staff Association members or groups of Staff Association members for the purpose of staff training. This fund shall be known as the Staff Training Fund.
- 29.2 Any Staff Association member or group of Staff Association members may make application to the Chief Superintendent of Schools, or his delegated authority, for funds, such application to include a resume of the proposed project.
- 29.3 It is the responsibility of the Chief Superintendent of Schools, or his delegated authority, to rule on each application and inform the applicant of the decision. The decision of the Chief Superintendent of Schools, or his delegated authority, shall be final.
- 29.4 An advisory committee of four (**4**) Staff Association members will be appointed to assist the Chief Superintendent of Schools, or his delegated authority, in reviewing and revising the guidelines for the fund. This committee will meet as required.

ARTICLE 30 - MANAGEMENT RIGHTS

- 30.1 The right to control operations and to direct the work force is vested exclusively with Management, subject only to the restrictions provided in this Agreement which effect the exercise of these rights.
- 30.2 Management shall have the right to transfer, discipline, demote, suspend, lay off or discharge employees for proper or sufficient cause. An employee discharged for cause shall not be entitled to notice, or pay in lieu of notice. When Management has discharged an employee for just cause, the Staff Association shall be notified within five (5) working days. An employee who has been wrongfully demoted, suspended, or discharged, and is later reinstated shall be compensated in full for any loss in regular time at regular salary which has resulted from such demotion, suspension, or discharge.

ARTICLE 31 - MUTUAL INTEREST BOARD

- 6-1
31.1 A joint Committee shall be established to discuss matters of mutual concern and make recommendations. The Committee shall be **composed of two (2) representatives to be appointed by Management and two (2) representatives to be appointed by the Association and one (1) representative from the Calgary Board of Education Trustees. The Board of Trustees, Management and the Staff Association shall annually notify each other, in writing, as to their appointees. The Committee shall meet semi-annually, if necessary.**

ARTICLE 32 - RETROACTIVITY

- 32.1 All employees who are employed on the date of notification referred to in Article 2.1 and have subsequently retired or terminated shall be paid retroactively on a pro-rata basis for all hours worked from the date of such notice. Provided, however, **that in the case of employees who have left the employment of the Board prior to the date of signing this Agreement, these employees shall only be eligible for their retroactive salary adjustment if they apply for same prior to sixty (60) days after the date of signing.**
- 32.2 All articles in this Agreement unless otherwise specified shall become effective on the date of signing of this Agreement.

ARTICLE 33 - SECONDMENT

- 6357
33.1 Upon request for leave, a director of the Staff Association shall be seconded from the Board to the Calgary Board of Education Staff Association.
- 33.2 There shall be no cost to the Board during the leave.

- 33.3 The Staff Association member shall be entitled to increments in accordance with Article 7 of this agreement.
- 33.4 The Staff Association member shall earn and retain seniority during the term of the leave.
- 33.5 The Staff Association member shall receive an applicable salary from the Board according to the current collective agreement and shall be subject to its provisions. The Staff Association shall reimburse the Board for such member at such periods **as the** Board may request.
- 33.6 The duration of this leave shall not exceed six **(6)** months.
- 33.7 The Staff Association chairperson shall advise the Superintendent of Human Resources in the event an extension is necessary.
- 33.8 The Staff Association member will be returned to the position held prior to commencement of the leave, or if not available, to a position consistent with his/her previous experience at not less than the salary and other benefits that were applicable at the time the leave commenced.
- 33.9 The Staff Association shall receive written notice two **(2)** weeks prior to the **secondment** of any Staff Association member. Where such a situation should arise, all agreements regarding **secondment** shall name the Association as a party, and shall not result in the loss by the employee of any rights accorded herein.

ARTICLE 34 - INFORMATION

- 34.1 The Board shall provide to the Association, to commence no later than April 1, 1992, the following information:
 - 34.1.1 Current seniority list, quarterly, based on the school year, and also a current copy prior to the annual convention.
 - 34.1.2 An alphabetical staff list containing name, location, and the home address of Staff Association members, quarterly, based on the school year.
 - 34.1.3 A staff list by location, quarterly, based on the school year.
 - 34.1.4 A monthly list of new hires.
-

SALARY SCHEDULE - EFFECTIVE JANUARY 1, 1992

(Rates per **bi-weekly** pay period)

50A4

GROUP	<u>STEPS</u>									
	1	2	3	4	5	6	7	8	9	
A	\$ <u>663.53</u>	685.78	715.96	746.09	769.67	799.75	829.98			
B	746.09	769.67	799.75	829.98	860.06	890.18	920.31			
C	829.98	860.06	890.18	920.31	957.13	995.09	1,033.10	1,071.05		
D	920.31	957.13	995.09	1,033.10	1,071.05	1,107.87	1,138.00	1,168.13	1,206.19	
E	1,033.10	1,071.05	1,107.87	1,138.00	1,168.13	1,206.19	1,251.97	1,296.52	1,348.94	
F	1,138.00	1,168.13	1,206.19	1,251.97	1,296.52	1,348.94	1,394.83	1,439.33	1,493.14	
G	1,348.94	1,394.83	1,439.33	1,493.14	1,537.59	1,583.63	1,628.02	1,673.91	1,710.63	
H	1,493.14	1,537.59	1,583.63	1,628.02	1,673.91	1,710.63	1,764.40	1,808.99	1,854.83	

SALARY SCHEDULE - EFFECTIVE JANUARY 1, 1993

(Rates per **bi-weekly** pay period)

STEPS

GROUP	1	2	3	4	5	6	7	8	9
A	\$ <u>683.44</u> ^{Basic}	706.36	737.44	768.48	792.76	823.76	854.88		
B	768.48	792.76	823.76	854.88	885.87	916.89	947.92		
C	854.88	885.87	916.89	947.92	985.85	1,024.95	1,064.10	1,103.19	
D	947.92	985.85	1,024.95	1,064.10	1,103.19	1,141.11	1,172.14	1,203.18	1,242.38
E	1,064.10	1,103.19	1,141.11	1,172.14	1,203.18	1,242.38	1,289.53	1,335.42	1,389.41
F	1,172.14	1,203.18	1,242.38	1,289.53	1,335.42	1,389.41	1,436.68	1,482.51	1,537.94
G	1,389.41	1,436.68	1,482.51	1,537.94	1,583.72	1,631.14	1,676.87	1,724.13	1,761.95
H	1,537.94	1,583.72	1,631.14	1,676.87	1,724.13	1,761.95	1,817.34	1,863.26	1,910.48

RATES FOR CAFETERIA PERSONNEL

(Effective January 1, 1992)

		<u>Step 1</u> (0 - 5 months)	<u>Step 2</u> (6 - 17 months)	<u>Step 3</u> (18 months or more)
cook I	\$	11.64 per hour	12.03 per hour	12.57 per hour
cook II		12.38 per hour	12.68 per hour	13.38 per hour
Cafeteria Helper		9.62 per hour	9.92 per hour	10.60 per hour
Lunchroom Cook		10.52 per hour	10.96 per hour	11.78 per hour

RATES FOR CAFETERIA PERSONNEL

(Effective January 1, 1993)

		<u>Step 1</u> (0 - 5 months)	<u>Step 2</u> (6 - 17 months)	<u>Step 3</u> (18 months or more)
Cook I	\$	11.99 per hour	12.39 per hour	12.95 per hour
cook II		12.75 per hour	13.06 per hour	13.78 per hour
Cafeteria Helper		9.91 per hour	10.22 per hour	10.92 per hour
Lunchroom Cook		10.84 per hour	11.29 per hour	12.13 per hour

RATES FOR DAY CARE WORKERS

(bi-weekly)

(Effective January 1, 1992)

		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
SUPERVISOR	\$	1,072.44	1,115.59	1,158.90	1,202.11	1,245.37	1,288.68
ASSISTANT SUPERVISOR		1,023.98	1,065.90	1,107.87	1,149.69	1,191.61	1,233.58
WORKER		892.86	928.34	963.62	999.00	1,034.38	1,069.86
COMPETENT MOTHER		848.26	881.01	913.82	946.57	979.32	

RATES FOR DAY CARE WORKERS

(bi-weekly)

(Effective January 1, 1993)

		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
SUPERVISOR	\$	1,104.61	1,149.06	1,193.67	1,238.17	1,282.73	1,327.34
ASSISTANT SUPERVISOR		1,054.70	1,097.88	1,141.11	1,184.18	1,227.36	1,270.59
WORKER		919.65	956.19	992.53	1,028.97	1,065.41	1,101.95
COMPETENT MOTHER		873.71	907.44	941.23	974.97	1,008.70	

RATES FOR EDUCATION INTERPRETERS/SENIOR EDUCATIONAL INTERPRETERS

(Effective January 1, 1992)

(bi-weekly)

	Start Rate	After 1 Year	After 2 Years	After 3 Years	After 4 Years	After 5 Years
Interpreters	\$1,153.60*	\$1,261.75	\$1,369.90	\$1,550.15**	\$1,658.30	\$1,766.45
Senior Interpreters	\$1,297.80	\$1,421.40	\$1,539.85	\$1,745.85**	\$1,864.30	\$1,987.90

RATES FOR EDUCATION INTERPRETERS/SENIOR EDUCATIONAL INTERPRETERS

(Effective January 1, 1993)

(bi-weekly)

	Start Rate	After 1 Year	After 2 Years	After 3 Years	After 4 Years	After 5 Years
Interpreters	\$1,188.21*	\$1,299.60	\$1,411.00	\$1,596.65**	\$1,708.05	\$1,819.44
Senior Interpreters	\$1,336.73	\$1,464.04	\$1,586.05	\$1,798.23**	\$1,920.23	\$2,047.54

* Educational Interpreters who do not meet the minimum educational requirements for the position (ie. one year Interpreting Preparation program from a post secondary institution) shall not be eligible for increments beyond this level.

** Educational Interpreters who do not possess a university degree shall not be eligible for increments beyond this level.

RATES FOR INSTRUCTORS IN THE DIVISION OF CONTINUING EDUCATION

ALL PROVISIONS WHICH APPLY TO CONTINUING EDUCATION INSTRUCTORS SHALL BE UNDER THIS SECTION OF APPENDIX A AND NO OTHER PROVISION IN THIS AGREEMENT SHALL APPLY TO CONTINUING EDUCATION INSTRUCTORS

I Salaries for Continuing Education Instructors to be effective September 1 of each year of the collective agreement.

(per hour)

Job Rate

Job Rate

Sept 1/92

Sept 1/93

1st two semesters	\$20.32	\$20.93
After two semesters	\$22.29	\$22.96
After four semesters	\$24.23	\$24.96
After six semesters	\$26.83	\$27.63
After eight semesters	\$29.41	\$30.29

- II
- a) Continuing Education Instructors, as a condition of employment, shall be subject to deduction of dues as set forth from time to time by the Association. The Board agrees to deduct such dues monthly from the salary of Continuing Education Instructors and submit such dues so collected to the Association by the fifteenth (**15th**) day of the month following the collection of dues.
 - b) The parties acknowledge that the deduction of dues does not constitute membership in the Association and that membership in the Staff Association must be applied for and shall continue to be voluntary.

RATES FOR ENGLISH AS A SECOND LANGUAGE WORKERS

(per hour)

Job Rate

Job Rate

Jan 1/92

Jan 1/93

HOME SCHOOL WORKER
INTERPRETER/TEACHER
SCREENING ASSISTANT

\$15.72
\$15.72
\$15.72

\$16.19
\$16.19
\$16.19

SCHEDULE of POSITION CLASSIFICATIONS

Registration Agent
Scanner Control Clerk
School Aide
School Aide - Food Preparation Program
Shipper/Receiver - Media Support
Switchboard Operator
Teacher Aide - EAS Giftd
Teacher Aide - Secondary

Mail Clerk - Satellite Centre
Mail Clerk/Messenger
Mail Clerk - Purchasing
Receptionist
Receptionist - Continuing Ed.
Receptionist/Mail Clerk
Receptionist/Testing Clerk

Accounting Clerk - Continuing Ed.
Bindery Operator
Booking Clerk/Receptionist
Bookkeeping Clerk - Lunchroom
Cafeteria Helper
Clerk - Audioology
Duplicating Operator (Ed Centre)

GROUP 8

Lunchroom Supervisor

GROUP 0

SCHEDULE OF POSITION CLASSIFICATION (Cont'd)

GROUP C

Accounting Clerk/Secretary-Cont.Ed.	Library Clerk - Educ. Media	Secretary - Home Ec./Health/Family
Bookkeeper-Jr.High, El./Hr., Elem.	Library Clerk - Resource Centre	Secretary - Human Resources
Bookkeeper/Typist - Senior High	Office Clerk	Secretary - Industrial Education
Braille/Aide - Student Services	Office Services Clerk	Secretary - Instructional Support
Budget Clerk - EOF	Office Services Clerk-Carl Safran	Secretary - Language Arts
Child Care Aide	Payroll Clerk/Typist	Secretary - Learning Process
Circulation Clerk - Media	Placement Clerk	Secretary - Living Skills
Clerk - Acquisitions - Media	Program Secretary - Adult Academic	Secretary - Louise Dean School
Clerk - Cataloguing	Program Secretary - Continuing Ed.	Secretary - Math Team
Clerk - Fine Arts Resource Centre	Program Secretary - Further Ed.	Secretary - Music
Clerk - Preparations	Receptionist/Typist - Cont. Ed.	Secretary - Physical Education
Clerk - Staffing Records	Receptionist/Typist - Further Ed.	Secretary - School Library Program
Clerk - Substitute Placement	Receptionist/Typist - Purchasing	Secretary - Science Team
Clerk/Typist	Recruitment Clerk	Secretary - Second Languages
Clerk/Typist - Adult Academic	Resource Assistant - Secondary School	Secretary - Single Secretary School
Computer Operator Trainee	School Aide - Autobody Repair	Secretary - Special Education Prog.
Data Control Clerk - Acquisitions	School Aide - Automotive Repair	Secretary - Social Studies Team
Data Control Clerk - Computer Serv.	School Secretary - Schools	Secretary - Educational Services
Data Control Clerk - Educ. Media	Secretary - Adult Academic	Secretary - Staff Development (Consultant)
Data Entry Clerk/Bookkeeper	Secretary - Art/Drama	Secretary - Work Experience
Data Entry/Purchasing Clerk	Secretary - Business Education	Senior Office Services Clerk - Highfield
Data Entry Operator - Computer Serv.	Secretary - Community School	Senior Registration Agent
Data Entry Operator - French Immer.	Secretary - Computer Services	Service Station Aide
Data Processing Clerk	Secretary - Counselling - Adult Academic	Shipper/Receiver
Data Technician, Research & Testing	Secretary - EAS Gifted	Shipper/Receiver - Education Centre
Filing/Expediting Clerk	Secretary - ECS	Shipper/Receiver - Viscount Bennett
Guidance Secretary	Secretary - Educational Media	Shop Clerk
Inventory Control Clerk	Secretary - Energy Program	Sorting Clerk
Laboratory Assistant - Secondary Schools	Secretary - Environ. & Outdoor	Testing Clerk
Library Assistant (Schools)	Secretary - Gifted & Talented	Transcriber
Library Clerk - EAS Gifted		Work Order Clerk

SCHEDULE OF POSITION CLASSIFICATIONS (Cont'd)

GROUP D

Accounting Clerk	Library Technician - French Immersion	Secretary - Educational Media
Accounting Clerk II	Library Technician - Special Project	Secretary - ESL Multicultural Ed.
Accounting Clerk - Continuing Ed.	Maintenance Clerk	Secretary - Human Resources
Accounts Payable Clerk	Offset Press Operator	Secretary - Media Production
Assistant - Staff Development	Payroll Clerk	Secretary - Media Support
Beauty Culture Technician	Production Assistant	Secretary - Occupational Health
Budget Clerk	Program Secretary - Adult Academic	Secretary - Operations
Classroom Assistant	Proofreader	Secretary - Program Evaluation
Dependent Handicapped Program Clerk - Employment	Records System Technician	Secretary - Research & Testing
Clerk - REACH	Reservations Clerk	Secretary - Technical Services
Clerk - Rentals	Resource Assistant - Adult Academic	Security/Energy Operator
Clerk - Word Processing	Resource Assistant - Continuing Education	Senior Bindery Operator
Clerk II - Acquisitions	Revenue Clerk	Senior Clerk - Acquisitions
Fleet Records Clerk	Secretary - Adult Academic	Senior Clerk - Substitute Placement
Graphic Technician	Secretary - Area Office	Senior Data Control Clerk - Schools
Intermediate Secretary - Lord Beaverbrook	Secretary - Area Student Serv. Team	Senior Data Control Clerk - Tape Librarian
Information Centre Technician	Secretary - Assoc. Superintendent	Senior Purchasing Clerk
Labour Control Clerk	Secretary - Communications	Senior Secretary - Schools
Library Technician - Cataloguing	Secretary - Deputy Chief Superintendent's Office	Supervisor - Data Entry
Library Technician - Educational Media		Supervisor - Switchboard
Library Technician - Media		Transportation Assistant
		Word Processing Specialist

SCHEDULE OF POSITION CLASSIFICATIONS (Cont'd)

GROUP E

Accounting Clerk III	Scheduler	Senior Office Services Clerk -
Advertising Assistant/ Production Secretary	Science Technician	Viscount Bennett
Art Technician	Secretary - Admin. Services	Senior Offset Press Operator
Assistant, Phys.Ed. Program	Secretary - Assistant Superintendent, Instruction	Senior Proofreader
Budget Clerk	Secretary - Computer Services	Senior Reservations Clerk
Chef/Baker	Secretary - Employee Assistance	Senior Secretary - Adult Academic
Computer Operator	Secretary - Instructional Support Service	Senior Secretary - Director Teacher Staffing
Cost Clerk	Secretary - Purchasing	Senior Secretary - Educ. Media
Counselling Assistant - Adult Ed.	Secretary - Staff Development	Senior Secretary - Further Educ.
Desktop Publishing Operator	Secretary - Strategy Management	Senior Secretary - Learning Process
Employee Benefits Clerk	Senior Accounting Clerk - Continuing Education	Senior Secretary-Prog.Serv.Grp. I
Library Technician, Courseware Evaluation - Educational Media	Senior Acquisitions Clerk	Senior Secretary-Prog.Serv.Grp. II
Library Technician - Educ. Media	Senior Administrative Secretary - Communications	Senior Secretary-Prog.Serv.Grp. III
Mechanical Technician	Senior Clerk - Educational Media	Senior Word Processing Specialist
Music Instrument Technician	Senior Console Operator	Statistician
Network Technician	Senior Inventory Clerk	Supervising Secretary
Office Supervisor - Purchasing	Senior Materials Inspector	Technical Assistant - Physical Ed.
Program Assistant - Adult ESL		Technical Assistant - Practical Arts
Registration Assistant - Continuing Ed.		

SCHEDULE OF POSITION CLASSIFICATIONS (Cont'd)

GROUP F

Administrative Secretary - Area	Grants Clerk	Senior Music Instrument Technician
Assistant Supervisor -	Media Production Generalist	Supervisor - Data Control
Word Processing	Multicultural Assessment	Supervisor - Mail Service
Bibliographer - Educational Media	Centre Assistant	Technician - Drama
Business Manager	Orientation & Mobility Instructor	Technician - Music Team
Buyer	for the Blind	Technology Generalist -
Communications Assistant	Programmer I	Continuing Education
Estimator	Records System Analyst	Transportation Officer
Graphic Designer	Senior Accounts Payable Clerk	

GROUP G

Accountant	Coordinator - Louise Dean School	Resource Management Officer -
Accounts Payable Supervisor	Coordinator - Multicultural Ed.	Marketing & Copyright
Admissions Coordinator - ESL	Internal Auditor	Supervisor - Printing Services
Business Manager II	Librarian - Prof. Resource Centre	Supervisor - Word Processing
Community School Coordinator -	Librarian - (Cataloguer)	Systems Analyst I
Continuing Education	Planning Technician	Testing Assistant

GROUP H

Architectural Assistant	Financial Administrator	Programmer Analyst
Business Officer	General Accountant	Researcher - Planning, Research &
Data Network Analyst	Mechanical Engineering Tech.	Evaluation
		Systems Analyst II

APPENDIX "B" to the Agreement between the Calgary Board of Education
and the
Calgary Board of Education Staff Association

EXCLUSIONS REFERRED TO IN ARTICLE 4, RECOGNITION, SECTION 4.1

Administrative Assistant (Facilities)
Administrative Assistant (Human Resources)
Administrative Assistant (Deputy Chief Superintendent)
Administrative Dietitian, Food Services
Administrative Secretary to the Chief Superintendent
Administrative Secretary to Superintendent of Facilities
Administrative Secretary to Superintendent of Finance-Bus. Administration
Administrative Secretary, Corporate and Legal Affairs
Administrative Secretary, Trustee's Office
Area Liaison Officer
Area Supervisor, Caretaking
Assistant Director, Mechanical, Electrical and Structural Services
Assistant to the Director - Computing Services
Associate Superintendent - Finance and Business Administration
Attendance Counsellor, Student Services
Audiologist
Budget Accountant
Budget/Office Administrator, Continuing Education
Classification Officer
Clerk - Benefits
Clerk - Classification
Clerk - File Room
Clerk - Salary Administration
Community Relations Officer
Construction Administrator - Facilities
Coordinator - Advertising and Registration
Coordinator - Clothing and Textiles
Coordinator - Employee Assistance Program
Coordinator - Enrichment Programs for Children
Coordinator - Family Programs
Coordinator - Music Programs
Coordinator - Personal Development Programs
Coordinator - Public Legal Education
Coordinator - School of Languages
Coordinator - Shop Programs
Counsellor (P.I.C.S.S.)
Director of Administrative Services
Director of Architectural Services
Director of Budget Services
Director of Communications
Director of Computing Services
Director of Corporate and Legal Affairs
Director of Employee Relations

Director of Employee Services
Director of Financial Services
Director of Further Education
Director of Maintenance
Director of Operations
Director of Purchasing
Dispatcher - Facilities
Electrical Engineer - Facilities
Employee Benefits Officer
Employee Counsellor - Employee Assistance Program
Energy Consultant, Operations
Energy Supervisor, Operations
Executive Assistant - Chief Superintendent's Office
Executive Assistant - Finance
Facilities Planner - Facilities
Field Dietitian
Field Supervisor, Operations
Filing Clerk - Division of Human Resources
Head of Acquisitions
Head of Cataloguing
Head of Circulation
Head of Media Production
Head of Processing
Head of Professional Library
Human Resources System Analyst
Labour Relations Officer
Manager, Accounting
Manager, Computing Operations
Manager, Grounds/Distribution Services
Manager Printing Services/Building Communications
Manager, Systems and Programming
Manager, Transportation
Manager, Word/Information Processing & Communication
Occupational Therapist
Orthoptist
Payroll Accountant
Payroll Controller
Payroll Supervisor
Physiotherapist
Project Administrator, Architectural Services
Project Leader - Computing Services
Property and Assets Supervisor, Operations
Psychologist
Public Relations Officer
Purchasing Agent
Records Clerk - Human Resources
Recording Secretary/Administrative Assistant, Corporate and Legal Affairs
Recruitment Officer
Revenue Officer - Finance
Safety **Officer**

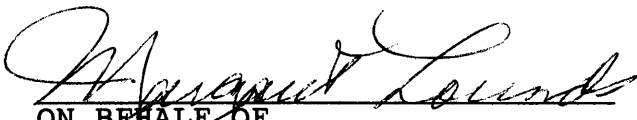
Salary Administration Officer
Scheduling and Systems Supervisor - Maintenance
Secretary, Superintendent, Human Resources
Secretary, Associate Superintendent, Human **Resources**
Secretary/Analyst, Employee Relations
Secretary, Employee Services
Secretary, Maintenance
Secretary, Office of the Chief Superintendent
Senior Attendance Counsellor, Student Services
Senior Clerk - Benefits
Senior Construction Administrator - Architectural Services
Senior Internal Auditor - Finance
Senior Recruitment Officer
Senior Secretary - Student Services
Social Worker - Student Services
Speech Therapist
Storekeeper, Purchasing
Supervisor, Caretaking, Operations
Supervisor, Computer Room
Supervisor, Distribution Services
Supervisor, Further Education Programs
Supervisor, Grounds
Supervisor, Instruction, Operations
Supervisor - Inventory Control - Finance
Supervisor, Occupational Therapist/Physiotherapist
Supervisor of Programmers
Supervisor, Records/Microfilm
Supervisor, Substitute Placement Office
Systems Analyst III
Technical Analyst - Computing Services
Trade Supervisor, Electrical & Electronics
Trade Supervisor, Mechanical
Trade Supervisor, Paint & **Glaziers**
Trade Supervisor, Structural

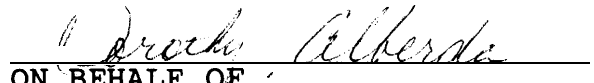
LETTER OF UNDERSTANDING

RE: YEAR ROUND EDUCATION

December 11, 1991

The parties agree to a reopener provision, with respect to those Articles of the agreement that are affected by the implementation of a **"year-round school"** structure, should such a structure be planned during the term of the collective agreement.


ON BEHALF OF
THE CALGARY BOARD OF EDUCATION


ON BEHALF OF
STAFF ASSOCIATION

LETTER OF UNDERSTANDING

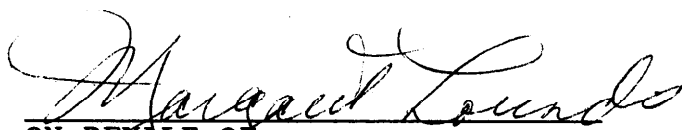
RE: PARTICIPATION IN LONG TERM DISABILITY PLAN


February 28, 1992

The parties agree to establish a joint committee to address the issue of Staff Association members who have opted out of Long Term Disability benefit coverage.

The mandate of this committee will be to explore and implement ways of jointly communicating the following to Staff Association members:

1. Issues regarding the consequences to individuals opting out of long term disability coverage.
2. Benefits available to the Staff Association membership resulting from full participation in the long term disability plan.


ON BEHALF OF
THE CALGARY BOARD OF EDUCATION


ON BEHALF OF
STAFF ASSOCIATION

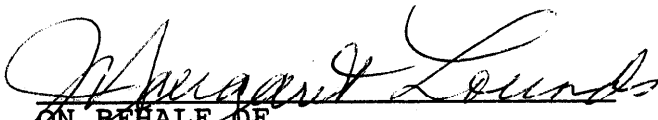
LETTER OF UNDERSTANDING

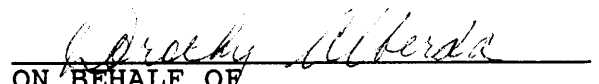
RE: SUPPORT STAFF RATIOS

February 28, 1992

This letter confirms the Board's recognition of an amendment to the Staff Association proposal of December 1989 regarding Support Staff Ratios as follows:

Schools with **enrollment** up to 350 students will be allocated one (1) secretarial position. When **enrollment** reaches 351 students the allocation will be (1) full time secretary plus an additional half-time (.5) secretary.


ON BEHALF OF
THE CALGARY BOARD OF EDUCATION


ON BEHALF OF
STAFF ASSOCIATION

Signed, Sealed and Delivered
in the presence of:

Susan Adams
WITNESS

The Calgary Board of Education
Per:

Margaret Lound
CHAIRPERSON
John Brunson
SECRETARY

The Calgary Board of Education Staff
Association, Calgary, Alberta
Per:

Susan Adams
WITNESS

Cerchy Alberta
CHAIRPERSON
