



**SEPTEMBER 1, 2007 TO AUGUST 31, 2012**

**BETWEEN:**

**THE BOARD OF TRUSTEES OF THE  
GRANDE PRAIRIE PUBLIC SCHOOL DISTRICT #2357**

**AND**

**THE ALBERTA TEACHERS' ASSOCIATION**

**05066 (16)**

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## GRANDE PRAIRIE PUBLIC SCHOOL DISTRICT #2357

### INSTRUCTIONAL COLLECTIVE AGREEMENT

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2008 pursuant to the School Act Chapter S-3 and the Labour Relations Code, as amended.

BETWEEN the Board of Trustees of the Grande Prairie Public School District #2357, herein called "the Board", of the first part, and The Alberta Teachers' Association, herein called "the Association", acting on behalf of the teachers employed by the Board, of the second part.

WHEREAS the Association is the duly certified bargaining agent for the teachers employed by the Board.

AND WHEREAS such teachers' terms and conditions of employment and their salaries have been subject of negotiation between the parties.

AND WHEREAS the parties desire that these matters be set forth in an agreement to govern these terms of employment of the teachers.

NOW THEREFORE THIS AGREEMENT WITNESSETH:

#### 1. SCOPE

- 1.1 All employees, who as a condition of their employment are required to hold a teaching certificate, shall be members of the Association.
- 1.2 This Agreement shall be applicable to all persons who require a teacher's certificate as a condition of their employment with the Board specifically exempting the Superintendent, Deputy and Assistant Superintendent(s) and such Directors as may be appointed by the Board from time to time.
- 1.3 A Director is a person who is allocated District-wide duties by the Superintendent or Deputy Superintendent, and becomes privy to confidential information of the Board.

#### 2. TERM AND EFFECTIVE DATE

- 2.1 This Agreement will become effective September 1, 2007 to August 31, 2012. The two parties may, at any time, by mutual agreement negotiate revisions of this Agreement. Any such revisions mutually agreed shall become effective from such dates as shall be mutually agreed upon by the parties.
- 2.2 Notice in writing of intent to commence bargaining must be given by either party any time during the period 60 to 150 days before the date of expiry of the Collective Agreement. Should such notice not be given, this Agreement shall be deemed in full force and effect for a minimum period of one full year commencing with the first day of September immediately following.

- 2.3 It is agreed between the parties that the provisions contained in the Collective Agreement shall permit the Board to retain and not pass on to teachers any reduction of premium otherwise required under the Canada Employment and Immigration Commission effective January 1, 1978.

### 3. SALARY SCALE

- 3.1 All sums mentioned herein are “per annum” unless specifically stated otherwise.
- 3.2 Teachers shall be paid on the third last teaching day of the month by depositing their net salary in their bank account. July and August salaries will be paid on the regular June pay day upon request.
- 3.3 The years of teacher education and the years of teaching experience, computed as hereinafter provided, shall together determine the basic salary rate for each teacher employed by the Board. See Appendix A for “Grid Restructuring Roll-up Document”.

The following salary increases shall be provided in accordance with the Memorandum of Agreement between the Government of Alberta and the Alberta Teachers’ Association of November 15, 2007.

Effective September 1, 2007 adjust the salary grid in effect on August 31, 2007 by 3.0% (note the rates identified herein for salaries, substitute teacher rates and allowances already reflect this increase).

**TABLE I**  
**Salary Grid Effective September 1, 2007 to August 31, 2008**

	4 yrs training	5 yrs training	6 yrs training	7 yrs training
0 yrs exp	49,928	52,436	55,327	58,226
1 yrs exp	53,034	55,593	58,491	61,397
2 yrs exp	56,138	58,748	61,656	64,567
3 yrs exp	59,244	61,904	64,821	67,736
4 yrs exp	62,348	65,057	67,984	70,907
5-6 yrs exp	65,455	68,213	71,148	74,075
7 yrs exp	68,558	71,368	74,312	77,247
8 yrs exp	71,665	74,523	77,476	80,417
9 yrs exp	74,770	77,678	80,641	83,586
10 yrs exp	77,875	80,832	83,805	86,757

For the school years 2008/2009 to 2011/2012, salary grid adjustments will be as follows:

The Alberta Average Weekly Earnings\* index (AAWE) percentage increase for September 1, 2008 will be calculated by comparing the average of earnings for Alberta for January 1, 2007 to December 31, 2007 to the average of earnings for Alberta for January 1, 2006 to

December 31, 2006, and then applied to the salary grid in effect on August 31, 2008.

The Alberta Average Weekly Earnings\* index (AAWE) percentage increase for September 1, 2009 will be calculated by comparing the average of earnings for Alberta for January 1, 2008 to December 31, 2008 to the average of earnings for Alberta for January 1, 2007 to December 31, 2007, and then applied to the salary grid in effect on August 31, 2009.

The Alberta Average Weekly Earnings\* index (AAWE) percentage increase for September 1, 2010 will be calculated by comparing the average of earnings for Alberta for January 1, 2009 to December 31, 2009 to the average of earnings for Alberta for January 1, 2008 to December 31, 2008, and then applied to the salary grid in effect on August 31, 2010.

The Alberta Average Weekly Earnings\* index (AAWE) percentage increase for September 1, 2011 will be calculated by comparing the average of earnings for Alberta for January 1, 2010 to December 31, 2010 to the average of earnings for Alberta for January 1, 2009 to December 31, 2009, and then applied to the salary grid in effect on August 31, 2011.

**Note:** If the AAWE calculation results in a negative number, the current salary grid in effect at the time shall continue in effect for the subsequent school year.

\* The average weekly earnings for Alberta (based on the Statistics Canada Survey of Employment, Payrolls and Hours), unadjusted for seasonal variation, by type of employee for selected industries classified using the North American Industry Classification System (NAICS), monthly (Dollars) (281-0026).

#### 4. ADDITIONAL ALLOWANCES

The additional allowances are to be adjusted on the same dates and by the same percentage increases as are applied to the salary grid.

In addition to the basic salary rate as set forth in 3.3 above, there shall be paid an administration allowance in accordance with the following schedule:

4.1 Principal's Allowance shall be paid as follows:

##### **Effective September 1, 2007 to August 31, 2008**

A. Forbes	24,437	Aspen Grove	19,547
Avondale	19,547	Bear Creek	7,281
Bridge Network	11,712	Composite High	31,764
Crystal Park	28,275	Derek Taylor	24,437
Hillside	20,596	I.V. Macklin	24,437
Montrose	24,437	Parkside	20,595
Swanavon	19,547	Crystal Lake	19,547
Christian School	15,450		

- 4.1.1 A Vice-Principal shall be paid 50% of the Principal's Allowance.
- 4.1.2 When a Principal or Vice-Principal is transferred from one school to another at the request of the Board, the Board will red circle the administrative allowance received. This will result in the maintenance of the annual allowance being received at the time of the transfer until such time as the provisions of the collective agreement entitle the Principal or Vice-Principal to an annual allowance which is greater than that being received as a result of the red circling. This does not apply if a Principal or Vice-Principal requests a transfer.
- 4.1.3 The Board shall contact the Alberta Teachers' Association to negotiate any new principal's allowance which is currently not identified in the collective agreement prior to establishing the allowance. Notwithstanding, should the parties not be able to mutually agree upon the amount of the allowance in a timely fashion, the Board shall establish an interim allowance and the matter may be brought forward at the next round of collective bargaining.
- 4.2 As appointed by the Superintendent, a Coordinator shall receive:
- \$3,629 per appointment effective September 1, 2007 to August 31, 2008
- 4.3 In addition to their regular salary, substitute administrators will be paid, per day worked as a substitute administrator, 1/200<sup>th</sup> of the allowance of the administrator being replaced.

## 5. SUBSTITUTE TEACHERS

- 5.1 The substitute teacher rates of pay are to be adjusted on the same dates and by the same percentage increases as are applied to the salary grid.
- A substitute teacher shall be paid as follows:
- Effective September 1, 2007:**
- \$191.00 per day of teaching inclusive of holiday pay
  - \$ 95.50 per half day of teaching inclusive of holiday pay
- 5.2 For the purposes of this clause, substitute teachers with less than 4 years training will be compensated as though they had 4 years training.
- Notwithstanding Clause 5.1, a substitute teacher who substitutes for the same teacher or in the same assignment for a period of more than five (5) consecutive days shall be paid according to the teacher's grid placement as per Clause 3.3 commencing with the sixth day of the assignment.
- 5.3 Substitute teachers shall be eligible for a salary experience increment upon the accumulation of each 120 full days of substitute teaching with the Board. Substitute teaching for other Boards shall not be applicable for the administration of this Clause.

## 6. VOCATIONAL TEACHERS

- 6.1 Initial placement will be based on trade training and trade experience. For initial placement purposes a Vocational Teacher will be placed at 4 years training and 0 experience on TABLE I. 0 level counts as the first year of vocational training, thereafter the teacher will be granted an increment under "4 years training" for each year of additional training. In addition a full increment under "4 years training" will be granted for each year of experience in trade up to the maximum figure of Step 8, "4 years training" on TABLE I.

The Board will pay for the use of one certificate, the highest rated certificate the teacher possesses in the trade area related to the subject to be taught.

The following maximum allowable years of training to obtain the trade certificate which will be recognized for placement on TABLE I will be as follows:

**TABLE II**

Auto	4	Welding 1st	3	Beautician	2
Welding	2	Carpentry	4	Drafting	3
Cook	3	Commercial Art	4		

The Vocational Teacher will advance beyond his or her initial placement column on TABLE I according to his or her T.Q.S. evaluation.

## 7. YEARS OF EXPERIENCE

- 7.1 A teacher shall earn an annual teaching experience increment as recognition for teaching experience up to the maximum salary as outlined in article 3 for each school year of service with a Board or other accredited/approved educational authorities.
- 7.2 For the purpose of this clause, teaching experience shall mean the days of work completed during a given school year where a teacher is under contract (continuing, probationary, part-time, interim and temporary) to a board in a position which requires a valid Alberta teaching certificate or its equivalent.
- 7.3 A teacher commencing employment with the Board shall supply the Board written confirmation from the previous board(s) certifying the teaching experience with the board(s) within 15 calendar days of the commencement of employment. Until verification of teaching experience is supplied, the teacher shall be placed at the minimum experience shown on the grid. Upon the Board's receipt of confirmation of prior experience, the teacher's salary grid experience placement shall be adjusted retroactive to the first day of employment.
- 7.4 The adjustment date for annual teaching experience increment grid increases shall be September 1 or February 1 of each school year provided that no teacher receives more than one teaching experience increment grid increase in any given school year. Accrual of subsequent increments shall commence on the adjustment date as applicable.

- 7.5 A teacher who has been under contract and has received salary for 120 equivalent full days in any given school year shall be credited with one year of teaching experience for the purpose of teaching experience increment grid increase.
- 7.8 Any teacher who has completed one year's satisfactory service under a one year term contract shall be placed on permanent staff the following year if his or her service is required by the Board. Notification of appointment or non-appointment must be given to the teacher sixty (60) days before the end of the temporary contract.

## **8. YEARS OF TEACHER EDUCATION**

### **8.1 Teacher Qualifications Service**

- a. The evaluation of teacher education for salary purposes shall be determined by a statement of qualification issued by The Alberta Teachers' Association Teacher Qualifications Service (TQS) in accordance with the policies and principles approved by the Teacher Salary Qualifications Board.
- b. The teacher commencing employment with the Board shall supply a statement of qualifications from the Teacher Qualifications Service at the time of entering into a contract of employment with the Board.
- c. Until the teacher submits the TQS evaluation, the teacher shall be placed, upon receipt by the Board of his/her teaching experience verification, at one year below grid position claimed, or at 0 years experience, whichever is higher.
- d. When a teacher commencing employment with the Board submits a TQS evaluation after employment has commenced, the TQS evaluation for salary purposes shall be retroactive to the date of employment, subject to the provisions of Clause 8.2.
- e. Adjustment to evaluation due to further training will be made twice each year, October and February, for all teachers submitting an amended TQS evaluation showing that their qualifications have increased by September 1 or January 1 of each school year. If a teacher can supply evidence that conditions beyond his or her control have precluded receipt of a revised evaluation, this period shall be extended to forty-five (45) days beyond the October and February adjustment period.

- 8.2 Claims for salary adjustments shall not be considered retroactive for years prior to the school year in which the claim is initiated.

## **9. PART-TIME TEACHERS**

- 9.1 A part-time teacher shall be paid a salary equal to the percentage of his/her teaching time compared to that of a full-time teacher. For the application of the clause a full-time teaching assignment will be 1350 minutes.



- 9.2 Part-time teachers who provide teacher service under contract with the Board, which contract covers a period of time which includes all of the teaching days of the school year; for a minimum equivalent of one hundred & twenty (120) teaching days, shall be eligible for one teaching experience increment.
- a. Such teaching experience must be earned within three (3) consecutive years of full or part-time service with this board. When the one hundred & twenty (120) day requirement has been met, the teacher shall not begin to accumulate credit toward another year of teaching experience.
  - b. Adjustment dates for increment purposes shall be September 1 and February 1 of each school year, as applicable.
- 9.3 Any teacher employed on a full-time (1.00 F.T.E.) continuous contract as of September 1, 1994 who agrees to employment on a part-time contract shall be given a part-time continuing contract for an agreed upon period and, notwithstanding Section 103 (2) of the School Act, that contract shall be for a specified portion of a full-time equivalent which shall not be varied except by consent.
- 9.4 At the end of the initial or any subsequent time period the teacher shall return to a full-time contract unless, prior to May 1, the teacher and the Board agree to renew the part-time contract arrangement, for a new time period. Nothing in this clause precludes any change in the contract by mutual consent.
- 9.5 The teacher shall be returned to a mutually agreed on position or returned to the position held prior to the part-time teaching assignment. Should the position no longer exist, the teacher shall be placed in a position commensurate with the teacher's experience and training. Should the teacher continue in the part-time position beyond one year, when returning to a full-time position shall be placed in a position commensurate with the teacher's experience and training.

## **10. JOB SHARING TEACHERS**

- 10.1 In the event two teachers currently employed by the Board, with at least one being a full time teacher, wish to share one full time teaching position, the following shall apply:
- a. The full time equivalent of the teachers sharing a full time position shall not exceed one full time equivalent assignment based on assigned minutes consistent with other full time assignments in the school in which they teach.
  - b. Article 9 does not apply to any teachers who are job sharing.
  - c. A proposal signed by both teachers shall be provided to the principal, no later than May 1 of the school year immediately preceding the year in which the job sharing is to take place.
  - d. For each job sharing teacher, the Board shall pay full AHC and ASEBP premiums but all other benefits will be prorated, based on the percentage of assigned time for each of the teachers which, in any event, cumulatively cannot exceed 100%.

- e. The teacher, when returning to his/her initial status, shall be returned to a mutually agreed on position or returned to the position held prior to the job sharing assignment. Should the previous position no longer exist, or failing mutual agreement as to placement, the teacher shall be placed in a position that is commensurate with the teacher's experience and training.
- 10.2 Teachers participating in job sharing shall be paid a portion of their grid salary proportionate to the percentage of the full time position assigned to each teacher.
- 10.3 Approval of a job sharing assignment is subject to the needs of the school and the approval of the Superintendent.

## 11. HEALTH CARE BENEFITS

- 11.1 *Alberta School Employee Benefit Plan* – Membership in group insurance plans operated by the Alberta School Employee Benefit Plan Board shall be a condition of employment of all eligible employees. The Board's payment to the Alberta School Employee Benefit Schedule II Life and Plan "D" A.S.E.B.P. extended disability benefit covering teachers employed by the Board shall be up to the maximum monthly premium payable.
- 11.2 *Alberta Health Care Premium* – Effective September 1, 2007 to August 31, 2012 the Boards' contribution to Alberta Health Care shall be a rate of 100% for each enrolled employee's premium.
- 11.3 *Alberta School Employee Benefit Plan Extended Health Care Plan I* – The Board shall contribute to the monthly premium payable per teacher to a maximum effective September 1, 2007 to August 31, 2012.
  - Single - 100%
  - Family - 100%
- 11.4 *Alberta School Employee Benefit Plan - Vision Care Plan 3* – The Board shall contribute to the monthly premium payable per teacher to a maximum effective September 1, 2007 to August 31, 2012.
  - Single - 100%
  - Family - 100%
- 11.5 *Alberta School Employee Benefit Plan - Dental Care Plan 3* – The Board shall contribute the monthly premium payable per teacher to a maximum effective September 1, 2007 to August 31, 2012.
  - Single - 100%
  - Family - 100%
- 11.6 The Board shall contribute \$320.00 per teacher per school year, for the use of the teacher, his/her spouse and dependents, to an Alberta School Employee Benefit Plan, Health Spending Account (HSA). Contributions shall be provided on a quarterly entitlement basis with 25% of the annual contribution being contributed each and every subsequent quarter (May 31<sup>st</sup>, August 31<sup>st</sup>, November 30<sup>th</sup>, February 28<sup>th</sup>). Individual teachers who have a continuing, probationary, temporary or interim contract, including teachers under contract but on leave, such as sabbatical, medical or maternity leave, shall be eligible to

receive a quarterly contribution provided they have a contract of employment during the contribution period.

The unused balance will be carried forward to the extent permitted by the Canada Revenue Agency (CRA). Teachers leaving the employ of the Board for any reason will forfeit any remaining balance.

Effective August 31, 2008, the Board shall contribute \$400.00 per teacher per school year to the Alberta School Employee Benefit Plan Health Spending Account.

Effective August 31, 2009, the Board shall contribute \$475.00 per teacher per school year to the Alberta School Employee Benefit Plan Health Spending Account.

Effective August 31, 2010, the Board shall contribute \$550.00 per teacher per school year to the Alberta School Employee Benefit Plan Health Spending Account.

Effective August 31, 2011, the Board shall contribute \$628.00 per teacher per school year to the Alberta School Employee Benefit Plan Health Spending Account.

#### 11.7 *Alberta School Employee Benefit Plan Voluntary Leave of Absence*

- a. A teacher who has been approved for any leave of absence under this Collective Agreement that is considered to be a voluntary leave of absence by the Alberta School Employee Benefit Plan shall be entitled to benefits under Clause 11 – Health Care Benefits at the current monthly cost as established from time to time.
- b. In a circumstance where the Alberta School Employee Benefit Plan determines that the teacher is not eligible for benefits while on a leave of absence, the Board shall pay to the teacher the cash equivalent of the applicable benefit plan premiums/contributions as per Article 11 for the duration of the leave of absence.
- c. It is understood that the application of 11.7 a) and b) shall be in accordance with the provisions of the specific leave article/clause as applicable.

#### 11.8 *Pension Benefits*

- a. For a retired teacher who is hired by the Board on a contract of employment other than substitute teaching and who is receiving an Alberta Teachers' Retirement Fund Pension, the Board will each month that the teacher is employed, reimburse the teacher an amount equal to the lesser of the actual benefit cost the retired teacher is required to remit monthly to continue retirement benefits or the monthly premium for the related benefit coverage as provided for in Article 11, family or single as applicable, excepting ASEBP Extended Disability Benefits Plan D.

- b. Benefit reimbursement shall occur for each month that the retired teacher has a contract of employment with the Board.
- c. The Board shall record any payments made to the retired teacher as a taxable benefit as required by Canada Revenue Agency.

## **12. SICK LEAVE**

- 12.1 Annual sick leave with pay shall be granted to a teacher for the purpose of obtaining necessary medical or dental treatment due to accident, sickness or disability for ninety (90) calendar days.
- 12.2 A teacher who has been absent due to medical disability shall upon return to duty, be entitled to an additional sick leave benefit in the current year of ninety (90) calendar days.
- 12.3 A teacher who is absent from school duties to obtain necessary medical or dental treatment, or because of accident, disability or sickness shall be required to present a signed statement giving the reason for such absence and, if the absence is for a period of more than five (5) consecutive days, may be required to present a medical certificate. For absences of a period in excess of thirty (30) calendar days the employee may, at the discretion of the Board, be called upon to furnish a further medical certificate at the end of each month during the duration of the sick leave.

## **13. COMPASSIONATE LEAVE**

- 13.1 Leave necessitated by the critical illness or death of a spouse, child, parent, grandparent, brother, sister, nephew or niece, of an employee or their spouse; or other relatives who are members of the employee's household; or other persons at the discretion of the Superintendent shall be granted leave with pay by the Board as follows:
  - a. Up to and including five (5) days for critical illness.
  - b. Up to and including five (5) days for death.
- 13.2 Leave necessitated by the critical illness or death of an aunt, uncle; aunt or uncle of spouse; shall be granted leave with pay by the Board as follows:
  - a. One (1) day for critical illness.
  - b. One (1) day for death.
- 13.3 At the Superintendent's discretion, a maximum of two (2) extra days for travel may be allowed. The cost of the substitute shall be paid by the Board.

## **14. FAMILY ILLNESS**

- 14.1 Up to five (5) days leave with pay shall be granted annually to a teacher to care for immediate family members who are ill or require out of town medical or dental treatment.

## **15. MATERNITY LEAVE**

- 15.1 Teachers are entitled to maternity leave for a maximum period of 15 weeks commencing on a date of their choosing.
- 15.2 Whenever possible, written notice of intent to take such leave must be forwarded to the superintendent or designate at least six (6) weeks prior to commencement of the leave.
- 15.3 The Board shall pay the portion of the teacher's benefit premiums specified in Article 11 of this collective agreement for the duration of the maternity leave.
- 15.4 The Board shall implement a supplemental unemployment benefits (SUB) plan which shall provide teachers on maternity leave with 95% of gross salary during the health related portion of the leave. A teacher, who is not eligible for Employment Insurance Benefits, is entitled to access sick leave in accordance with Article 12 of this collective agreement for the duration of the health related portion of the maternity leave.
- 15.5 At least four (4) weeks prior to the date on which the teacher intends to return to work, written notice must be forwarded to the superintendent or designate.
- 15.6 Following the leave, a teacher shall be returned to a mutually agreed upon position or to the position held at the commencement of the leave. Should the position no longer exist, the teacher shall be placed in a position commensurate with the teacher's experience and training.

## **16. ADOPTION/PARENTAL LEAVE**

- 16.1 Upon request, the Board shall grant adoption/parental leave for a period of up to one (1) year. Adoption/parental leave which does not exceed thirty (30) consecutive days shall be leave without payment of salary. Adoption/parental leave which exceeds thirty (30) consecutive days shall be leave without payment of salary and without contributions by the Board to benefits.
  - a. Whenever possible, written notice of intent to take such leave must be forwarded to the superintendent or designate at least six (6) weeks prior to the commencement of the leave.
  - b. At least four (4) weeks prior to the date on which the teacher intends to return to work, written notice must be forwarded to the superintendent or designate.
- 16.2 Commencement of leave shall occur the day the child comes into full care of the teacher. Leave may commence earlier if agreed to by the Board.
- 16.3 Following the leave, a teacher shall return to a mutually agreed upon position or to the position occupied at the commencement of the leave. Should the position no longer exist, the teacher shall be placed in a position commensurate with the teacher's experience and training.

16.4 A teacher shall be granted up to a maximum of three (3) days paid leave for the purpose of completing the necessary documentation and requirements involved in the adoption and receipt of a child.

## **17. PATERNITY LEAVE**

17.1 In the event of the wife of an employee giving birth to a child, two (2) days with pay shall be granted to the husband and this leave shall be taken within fourteen (14) calendar days of the birth.

## **18. ATTENDANCE AT COURT**

18.1 Leave of absence with pay shall be granted to a teacher:

- a. for jury duty or any summons related thereto.
- b. to answer a subpoena or summons to attend any court proceeding as a witness in a cause other than a teacher's own.

## **19. PERSONAL LEAVE**

19.1.1 Leave with pay for up to two (2) days per school year, for personal reasons, shall be granted upon notification to the Superintendent or designate. These days shall be granted with no deduction to the teacher's salary. Unused days referred to in this clause shall accumulate to a maximum of four (4) days.

19.1.2 Leave with pay for up to one (1) day per school year, for personal reasons, shall be granted upon written notification to the Superintendent or designate. An amount equal to the salary paid to the substitute teacher hired as a replacement shall be deducted from the teacher's salary.

19.1.3 Leave with pay for up to one (1) day per school year, for personal reasons, shall be granted upon written notification to the Superintendent or designate. An amount equal to the cost of a substitute teacher as defined in Clause 5.1 shall be deducted from the teacher's salary.

19.1.4 These personal leave days may be taken in any order.

19.1.5 No more than two personal days may be taken in May/June. Exceptions to this practice may be granted by the Superintendent upon written application.

19.1.6 Requests for leaves under this clause shall not be used to extend Summer, Christmas or Easter/Spring breaks. Leaves that coincide with the aforementioned breaks, but are not for the purpose of extending the breaks, may be granted by the Superintendent upon written application.

19.2 On written application, the Board through the Superintendent may grant personal leave. Personal leave which does not exceed thirty (30) consecutive days shall be leave without payment of salary. Personal leave which exceeds thirty (30) consecutive days shall be leave without payment of salary and without contributions by the Board to benefits.

- 19.3 After a minimum of five (5) years service with the School Board a teacher may take a one school year's leave of absence without pay and without Board contributions to benefits. Notice shall be given by April 30th and the response shall be given by the Board before May 15 of the year in which the leave commences. Following the expiration of the leave, the teacher shall be returned to a mutually agreed upon position or to the position occupied at the commencement of the leave. Should the position no longer exist, the teacher shall be placed in a position commensurate with the teacher's experience and training. No more than five (5) teachers shall receive such leave in one school year. A period of leave of absence which has been used to attend University shall be considered as equal to a period of classroom service for the purpose of determining service and salary status.
- 19.4 Where there is an agreement between the teacher and the Board to extend the leave of absence, that teacher shall, at the termination of the leave, be returned to a mutually agreed upon position or the teacher shall be placed in a position commensurate with the teacher's training and experience.

## **20. PROFESSIONAL DEVELOPMENT**

- 20.1 The Board supports the professional development of teachers in its employ and specifically requests that teachers continuously seek to improve their professional qualifications and abilities by taking courses for that purpose.
- 20.2 Annually the Board shall contribute 2.5 times category 4 max (as indicated in clause 3.3) to a Professional Development Fund. All unexpended monies shall accrue to the fund for use in the following or subsequent years with the exception of the criteria outlined in clause 20.3.
- 20.3 In the event that 3 sabbaticals are available and only 2 or 2.5 are accessed, an amount of 0.75 or 0.375 times category 4 max, respectively, shall be deducted from the fund and returned to the Board.
- 20.4 The Professional Development Fund shall be used to pay for the following: tuition fees for all university credit courses and for other courses approved in writing by the committee referred to in clause 20.5, taken by teachers who are employed by the Board and who were under contract with the Board when the course was taken.
- 20.5 The Professional Development Fund Committee shall be composed of four teacher representatives selected by the ATA Local Economic Policy Committee, a Board Member who shall sit as chair of the committee and the superintendent or designate.
- 20.6 The Professional Development Fund Committee will determine the number of Professional Improvement Leaves granted each year by November 30. The number will be based on the amount of funds available in the Professional Development Fund account after the tuition fees have been dispensed. Tuition fees shall be paid first from the Professional Development Fund.
- 20.7 Submission Procedures: The deadline for submission of claims for payment of tuition fees is September 30 of each year. Teachers shall submit their request for

payment of receipted tuition fees for courses taken in the 12 month period preceding September 30 to the Superintendent or designate.

- 20.8 The Board shall forward the submissions, referred to in clause 20.7 in their entirety to the Professional Development Fund Committee by October 15.
- 20.9 Approval Procedure for non-university credit courses: Teachers seeking approval of non-university credit courses for the purpose of professional development shall make a written submission outlining their intent to the superintendent or designate. The submissions will be forwarded to the Professional Development Fund Committee for approval. The Professional Development Fund Committee will review the submissions and assess the merit of each on the basis of the potential benefit to the teacher in terms of professional and/or personal growth and wellness. The superintendent or designate shall notify the teacher regarding the disposition of their application within 30 days of having received the application.
- 20.10 Payment of tuition fees: Teachers shall receive payment by November 30 for tuition and other mandatory fees for university credit courses and fees for courses approved in writing to a maximum of \$5,000.00 per teacher per 12 month period.

## **21. PROFESSIONAL IMPROVEMENT LEAVE**

- 21.1 Professional Improvement Leave (PIL) shall mean a leave of absence granted by the Board for the purpose of study approved by the Board for improving the teacher's professional education.
- 21.2 To be eligible for PIL under clause 21.1, the teacher shall have served the Board for a minimum of five (5) years.
- 21.3 The Professional Development Fund Committee (clause 20.5) shall review all applications for PIL and assess the merit of each application in relation to the following factors:
- the contribution made by the applicant to the District and to the profession,
  - the benefit of the applicant's chosen form of study in terms of professional education and relevant value to the District, the profession and the applicant,
  - the applicant's length and continuity of service to the District, and
  - the length of service since a previous PIL was granted to the applicant.
- 21.4 The written application for PIL shall include the following:
- an indication of the merit of the activities to be undertaken during the proposed leave,
  - responses to the factors to be considered by the committee as indicated in clause 21.3, and
  - requested start date and length of leave. Leave shall normally be for a period of one school year. Leave may be for shorter periods on a pro-rated basis.



- 21.5 All applications for PIL shall be submitted in writing to the superintendent or designate by January 23 preceding the school year in which the leave is to commence.
- 21.6 The Superintendent or designate shall submit all applications for PIL to the Professional Development Fund Committee by February 1. The Superintendent or designate shall convene a meeting of the Professional Development Fund Committee by February 8.
- 21.7 If an interview is necessary, applicants shall be notified by the Superintendent or designate by February 15. If interviews are necessary they shall be conducted by February 22. The committee shall submit to the District, the names of the successful applicants by March 1. All applicants shall be notified by the Superintendent or designate the disposition of their application by March 8.
- 21.8 Applicants who are granted leave will be reimbursed according to the collective agreement in effect for the year in which they are on leave.
- 21.9 A teacher granted PIL shall receive 75% of his/her grid placement at the time of the leave. Salary is payable in accordance with Article 3.
- 21.10 A teacher who is granted PIL shall return to duties following expiration of the leave for a period of at least two years.
- 21.11 If a teacher does not return to duties following the leave, then the salary together with all benefits and premiums paid by the Board on behalf of the teacher during the leave, with interest accruing from June 30 of the leave year at the prime rate of bank interest percent per annum, shall be repaid by the teacher.
- 21.12 Except as provided in clause 21.13, when a teacher who returns to the District and has commenced fulfillment of the return commitment, fails to complete that commitment, then the salary, benefit premiums paid by the Board to, or on behalf of, the teacher during the leave period in proportion to that portion of the commitment which is incomplete, shall be repaid by the teacher as provided in clause 21.11.
- 21.13 Notwithstanding the foregoing, in the case of illness of the teacher or other circumstances, the Board may postpone or cancel the period of teaching service prescribed in clause 21.10 and may provide terms for the payment of any sums owed to the Board by the teacher who has not commenced or completed the period of teaching service.
- 21.14 A period of PIL shall be considered as equal to a period of classroom service for the purpose of determining service and salary status.
- 21.15 For the purpose of scheduling, the teacher on leave shall advise the Board, not later than March 31 of the year as to their preferred assignment.
- 21.16 A teacher shall return to a mutually agreed upon position or to the position occupied at the commencement of the leave. Should the position no longer exist, the teacher shall be placed in a position commensurate with the teacher's experience and training.

## **22. EARLY LEAVE**

- 22.1 Early leave shall be granted by the Board upon application for study at university or other institutions providing courses acceptable to a committee composed of two (2) teacher representatives selected by the ATA Local Economic Policy Committee (EPC) and two (2) Board representatives.
- 22.2 A written application under this clause shall be made through the Superintendent to a committee composed of two (2) teacher representatives selected by the ATA Local Economic Policy Committee (EPC) and two (2) Board representatives, which shall determine if the leave is granted.
- 22.3 Not more than four (4) leaves shall be granted in the same school year. All applications will be reviewed by the committee outlined in Clause 21.1. Applications for leave shall be submitted by October 1 or March 1. The committee shall submit to the Board a list of recommended applicants, designating candidates by merit, after considering the seniority and qualifications of each applicant and the interest of the school system. All applicants shall be notified of the Board decision within one (1) month.
- 22.4 A teacher shall have deducted 1/200<sup>th</sup> of regular annual salary per day of leave, and shall be paid 1/200<sup>th</sup> of 75% of his/her grid placement at time of leave per day of early leave.

## **23. NOON HOUR SUPERVISION**

- 23.1 A school staff may implement a noon hour supervision program on a non-profit or cost recovery basis.

## **24. EXTRA-CURRICULAR ACTIVITIES**

- 24.1 The parties recognize the value of extra-curricular activities including the participation of teachers. However, teacher participation in extra-curricular activities is voluntary. Should a teacher decide to participate in such activities the teacher will not be paid for such service.

## **25. TEACHER TRUSTEE LIAISON COMMITTEE**

- 25.1 The parties to the Agreement recognize that the Policy Statement referring to the Teacher Trustee Liaison Committee continues in effect upon the signing of this agreement and remains in effect during the term of this Agreement.

## **26. PERSONNEL FILES**

- 26.1 Upon two days notice a teacher shall have access to his/her personnel file.

## **27. CANADA SAVINGS BOND**

- 27.1 The Board shall provide a Canada Savings Bond Purchase Plan whereby teachers may purchase these bonds through monthly deductions.

## **28. PARKING**

28.1 Parking/Plug-ins - parking, including plug-ins, shall be at no cost to the teacher.

## **29. GRIEVANCE PROCEDURE**

29.1 There shall be established a Grievance committee composed of two (2) representatives of the Board and two (2) representatives of the Association.

a. It shall be the duty of this committee to meet and endeavour to resolve all grievances concerning the alleged violation in the interpretation, application, omission, or operation of any part of this agreement.

b. A quorum of this committee shall consist of all members.

29.2 Any teacher who considers that he or she has a grievance arising out of this agreement shall promptly lodge in writing the statement of the nature of this grievance to the Chairman of the Economic Policy Committee, the Co-ordinator of Teacher Welfare (ATA) and the Secretary-Treasurer of the Board.

29.3 If the grievance has not been settled within fifteen (15) school days after the date of submission the grievance shall be referred to the Grievance Committee. Unless mutually agreed, the Grievance Committee shall meet within ten (10) school days of the referral.

29.4 If the committee reaches a unanimous decision as to the disposition of any grievance, that decision shall be final and binding.

29.5 If the committee does not reach a unanimous decision and the grievance is not withdrawn, then either may by written notice require the establishment of an arbitration board. Each party shall appoint one member as its representative on an Arbitration Board and the two members so appointed shall endeavour to select an independent Chairperson. If they fail to do this they shall apply to the Director of Mediation Services to select a Chairperson.

29.6 This Arbitration Board shall determine its own procedure and its decision will be final.

29.7 This Arbitration Board shall not change, modify or alter any of the terms of this agreement.

## **30. CANCELLATION OF ALL PREVIOUS AGREEMENTS**

30.1 All previous agreements, schedules, and regulations between or affecting the parties are hereby cancelled.

**31. SALARY REDUCTION**

31.1 Nothing herein contained shall reduce the salary of a teacher below the amount payable immediately prior to the effective date of this collective agreement.

**32. NORTHERN TRAVEL BENEFIT**

32.1 For those teachers who are eligible and for the purposes of this collective agreement, \$4,000.00 of the annual salary, as set out in Article 3 of this agreement shall be considered to be a Travel Assistance Benefit paid in a designated area as defined by Canada Revenue Agency (CRA), and shall be indicated as such in the appropriate box on the annual T4 slip. The provision of this benefit shall in no fashion add to the cost of salary or benefits to the employer and shall be in accordance with the provisions set by CRA.

**33. AGREEMENT SIGNATURES**

33.1 This Agreement shall inure to the benefit of, and shall be binding upon, the parties and their successors.

IN WITNESS WHEREOF the parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

**Alberta Teachers' Association**

**The Board of Trustees**

\_\_\_\_\_  
Chairperson,  
Negotiating Sub-Committee

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Coordinator of Teacher Welfare

I, **Russell Horswill**, Secretary-Treasurer of the Grande Prairie School District #2357, certify that the foregoing agreement was ratified and adopted by resolution of the Board at a duly constituted meeting thereof, held on the 27<sup>th</sup> day of February, 2007 and that the Chairman was then authorized to execute it on behalf of the Board under its seal.

\_\_\_\_\_  
Secretary-Treasurer

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

**LETTER OF INTENT**  
**SCHOOL YEAR**

The Board will establish a school year based on the following:

The school year shall consist of a maximum of 188 instructional days and 10 non-instructional days. The non-instructional days shall be allocated for purposes of teacher convention, teacher professional development, parent-teacher conferences, and staff organization days.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

Alberta Teachers' Association

The Board of Trustees of the  
Grande Prairie Public School  
District #2357

\_\_\_\_\_  
Chairperson  
Negotiating Sub Committee

\_\_\_\_\_  
Chairperson  
Labour Relations Committee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**LETTER OF INTENT**  
**PROFESSIONAL DEVELOPMENT**

The Board shall establish a committee to explore and determine best practice for the delivery of professional development within the Grande Prairie Public School District, including the concept of individual professional development accounts.

The committee shall be made up of up to five (5) teacher reps selected by the Economic Policy Committee and up to five (5) members selected by the Board. The committee shall be chaired by the Superintendent or designate. The committee shall submit a report to the respective parties within one (1) year of the signing of this Agreement.

The collective bargaining process may consider the findings of the committee in a subsequent round of collective bargaining.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

Alberta Teachers' Association

The Board of Trustees of the  
Grande Prairie Public School  
District #2357

\_\_\_\_\_  
Chairperson  
Negotiating Sub Committee

\_\_\_\_\_  
Chairperson  
Labour Relations Committee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**APPENDIX A**

<b>Grid Restructuring Roll-up Step 0 to 1 (10 step to 9 step grid)</b>											
<b>Sept 2001</b>	<b>Sept 2002</b>	<b>Sept 2003</b>	<b>Sept 2004</b>	<b>Sept 2005</b>	<b>Sept 2006</b>	<b>Sept 2007</b>	<b>Sept 2008</b>	<b>Sept 2009</b>	<b>Sept 2010</b>	<b>Sept 2011</b>	<b>Sept 2012</b>
0											
1	0-1	0	0	0	0	0	0	0	0	0	0
2	2	1-2	1	1	1	1	1	1	1	1	1
3	3	3	2-3	2	2	2	2	2	2	2	2
4	4	4	4	3-4	3	3	3	3	3	3	3
5	5	5	5	5	4-5	4	4	4	4	4	4
6	6	6	6	6	6	5-6	5	5	5	5	5
7	7	7	7	7	7	7	6-7	6	6	6	6
8	8	8	8	8	8	8	8	7-8	7	7	7
9	9	9	9	9	9	9	9	9	8-9	8	8
10	10	10	10	10	10	10	10	10	10	9-10	9