

SOURCE	Board		
EFF.	94	01	01
TERM.	95	12	31
NO. OF EMPLOYEES	200		
NOM. RE EMPLOYÉS	SU		

**COLLECTIVE AGREEMENT**

**BETWEEN**

**THE SUDBURY BOARD OF EDUCATION**

**and**

**THE ONTARIO SECONDARY SCHOOL TEACHERS FEDERATION  
SUDBURY EDUCATIONAL SUPPORT STAFF UNIT (S.E.S.S.U.)  
OF DISTRICT 31  
OFFICE, CLERICAL, TECHNICAL**

**Effective January 1, 1994 to December 31, 1995**

SEP 12 1994



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## **ARTICLE 1 - GENERAL PURPOSE**

1.01 The general purpose of this Agreement is to establish and maintain mutually satisfactory relations between the Board and the employees, to provide for an ongoing means of communication between the Union and the Board, and the prompt and equitable disposition of grievances, and the final settlement of disputes, and to establish and maintain terms and conditions of employment in accordance with the provisions of this Agreement.

## **ARTICLE 2 - EFFECTIVE PERIOD**

2.01 This Agreement will remain in force until December 31, 1995, and shall remain in ~~effect from year to year thereafter unless either party gives notice to the other not more than ninety (90) days from the expiration date herein that it desires revision, modification or termination of this Agreement at its expiration date.~~

2.02 In the event that either Party gives notice as defined in Article 2.01, the Parties will meet to negotiate within thirty (30) working days or such other time as may be mutually agreed after the giving of such notice, and both Parties shall negotiate in good faith and make every effort to conclude a new Agreement.

2.03 At any time, amendments, deletions, or additions to the clauses may be made by mutual written consent of the Parties.

## **ARTICLE 3 - SCOPE AND DEFINITIONS**

3.01 a) The Board recognizes the Ontario Secondary School Teachers' Federation as the sole and exclusive Bargaining Agent for all Office, Clerical and Technical employees of The Sudbury Board of Education.

b) The parties agree that for the term of this agreement, there shall be no restriction on contracting out by the Employer of work or services now performed by union employees, provided that no permanent or probationary employee hired prior to the expiration of this agreement shall, as a result of such contracting out, lose employment.

3.02 The Board recognizes the right of O.S.S.T.F. to authorize the Bargaining Unit or any other advisory agent, counsel, solicitor or duly authorized representative to assist, advise or represent them in all matters pertaining to the negotiation and administration of this Collective Agreement.

ARTICLE 3 - SCOPE AND DEFINITIONS - cont'd

- 3.03 O.S.S.T.F. recognizes the right of the Board to authorize any advisory agent, counsel, solicitor or duly authorized representative to assist, advise or represent them in all matters pertaining to the negotiation and administration of this Collective Agreement.
- 3.04 "Full-time employee" means an employee who is regularly scheduled to work the normal full-time hours referred to in Article 12. Elementary School Secretaries who work at least twenty-five (25) hours per week shall be deemed to be full-time employees.
- 3.05 "Part-time employee" means an employee who works less than the normal full-time hours referred to in Article 12.
- 3.06 A "temporary employee" is an employee hired to work in excess of three (3) months either full-time or part-time for:
- a) a specific term or task, or
  - b) replacement of an employee who is absent.
- 3.07 a) A "casual employee" is an employee hired to work on an irregular basis during periods of heavy workload and in cases of emergency, for a period not exceeding three (3) months.

predecessor Boards.

**ARTICLE 3 - SCOPE AND DEFINITIONS - cont'd**

- 3.12 "Day" shall mean an employee's working day unless otherwise defined.
- 3.13 "Department" shall refer to each of the following Board Office Departments:  
Accounting Department, Administration, Auxiliary Services Department, Computer Services Department, Human Resources Department, Plant Department.
- 3.14 "District" shall mean District 31 of OSSTF.
- 3.15 "Employee" shall mean any person working for The Sudbury Board of Education and covered by this Agreement.
- 3.16 "Field Secretary" is a member of the OSSTF secretariat assigned to the OSSTF district and therefore to all bargaining units in that district.
- 3.17 "Grievance" shall mean any matter arising from the interpretation, administration or alleged violation of this Agreement including any question as to whether a matter is arbitrable.
- 3.18 "Member" shall mean a member of the Union.
- 3.19 "OSSTF" shall mean the Ontario Secondary School Teachers' Federation.
- 3.20 "Party" shall mean the Union and/or the Board.
- 3.21 "Union" shall mean the Support Staff Unit of OSSTF.
- 3.22 "Workplace" shall mean each location where one or more members of the Union is/are employed, and shall include departments.

**ARTICLE 4 - MANAGEMENT RIGHTS**

- 4.01 The Union recognizes the right of the Employer to manage its school system in accordance with the laws and regulations, and to make, enforce, and amend, from time to time, reasonable rules and regulations to be observed by employees.

**ARTICLE 4 - MANAGEMENT RIGHTS - cont'd**

- 4.02 The Union recognizes the right of the Employer, subject to any provisions of this Agreement and appropriate legislation to manage the affairs of the Board including the right to hire, retire, direct, classify, transfer, promote, demote, lay-off, and to:
- a) discipline, suspend or discharge, for just cause, any permanent employee who has completed the probationary period; and
  - b) discipline, suspend or discharge any probationary employee for any reason satisfactory to the Employer and accordingly the release of a probationary employee will not be subject to the grievance procedure.
- 4.03 The Board recognizes the right of members of the Union to have O.S.S.T.F. representatives and/or legal counsel present during meetings with the Board representative(s) at which a member's suspension or discharge is discussed. The Board shall allow the member adequate time to obtain representation.

**ARTICLE 5 - UNION MEMBERSHIP AND FEE DEDUCTION**

- 5.01 All employees of the Board covered by this Agreement shall, as a condition of employment, become and remain members in good standing of OSSTF according to the Constitution and By-laws of OSSTF. The OSSTF shall be the sole judge of the good standing of its members.
- 5.02 The Board agrees to deduct from the wages of every employee covered by this Agreement those dues and assessments levied in accordance with the OSSTF's Constitution and By-laws, and to remit such monies to the Treasurer of OSSTF no later than the 15th day of the month following the month in which the deduction was made.
- The Board shall accompany such remittance with a list identifying the names, work locations, S.I.N. numbers, amounts deducted for all employees from whose wages monthly dues and assessments were deducted.
- 5.03 The Union shall indemnify and save the Board harmless from any claims, suits, attachments and any form of liability as a result of such deductions authorized by the Union.

## **ARTICLE 6 - UNION RIGHTS**

- 6.01 The Board shall advise all new employees at the time of hire that a Collective Agreement is in effect and give a copy of the Collective Agreement to the employee and direct the employee to the Union President.
- 6.02 i) The Union agrees that committee members and executive members have regular duties to perform in connection with their employment and shall not leave their regular duties without first obtaining permission from their immediate supervisor. Such permission shall not be unnecessarily withheld. Only such time as is reasonably necessary will be taken. When resuming their regular duties, such committee members shall again report to their immediate supervisor.
- ii) The Board reserves the right to limit such time if it deems the time so taken to be excessive.
- 6.03 If meetings are held during working hours, the employee and the Union President or designate shall each be paid for time spent at such meeting at their normal rate of pay.

## **ARTICLE 7 - PROBATIONARY PERIOD**

- 7.01 All new employees other than temporary and casual of the Board, shall be considered to be on probation for a period of six (6) continuous months from date of last hire.
- 7.02 If retained after the probationary period, the employee shall be credited with seniority from date of last hire.
- 7.03 A temporary employee who remains with the Board either for longer than one year, or for longer than three (3) months past the projected end of the specific term or task, shall be deemed to have successfully completed the probationary period for permanent employment.



## ARTICLE 8 - COMPENSATION

- 3.01 The salary rates shall be those set forth in Schedule "C" attached and forming part of this Agreement.
- 3.02 Each permanent employee will advance from his/her present level to the next level set out in the salary schedule, twelve (12) months after he/she was last advanced on his/her service review date, until he/she reaches the maximum. If an employee is absent without pay in excess of thirty (30) continuous calendar days during a twelve (12) month period, his/her service review date will be extended by the length of such absence in excess of thirty (30) continuous calendar days.

3.03 Hourly rate calculation shall be:  $\frac{\text{annual salary}}{52}$  divided by 35

### 3.04 Relieving

An employee who relieves in a higher position at the request of the Board will be placed at the salary rate which represents the next highest amount above the employee's present rate of pay.

The next highest amount will not be more than four percent (4%) above the employee's present rate of pay.

- 3.05 An employee who is promoted to a higher rated classification within the bargaining unit will be placed on the level of the salary schedule of the higher rated classification so that he/she will receive no less an increase in salary than the equivalent of one step in the previous classification (provided that it does not exceed the salary range of the classification to which he/she has been promoted). Where the employee was at maximum of their previous classification, the employee will be placed on the level of the salary schedule of the higher rated classification so that he/she will receive no less an increase in salary than four percent (4%). The employee will retain his/her service review date for the purpose of wage progression.

For the purpose of this article, promotion shall be defined as a move from one classification to another classification with a higher salary grid and shall not include a change in status from part-time to full-time or vice-versa.

The employee who moves to a lower rated classification will be placed at a level on the grid, if any, which most closely recognizes his/her experience level on the other grid.

## ARTICLE 8 - COMPENSATION - cont'd

8.06 Permanent secretarial employees who are engaged for evening ~~course~~ secretarial work or curriculum preparation shall be paid the hourly rate established in Schedule "C". Such employment shall be voluntary and shall not be considered under the overtime clause.

### 8.07 Method of Payment

All employees covered by this Agreement will receive their pay by direct deposit in the bank of their choice.

All employees will be paid bi-weekly.

## ARTICLE 9 - GRIEVANCE AND ARBITRATION

### 9.01 GENERAL

Any difference concerning the interpretation, application, administration or alleged violation of the provisions of this Agreement shall be dealt with as outlined below.

9.02 No individual member or members of the Union or the Board may make a grievance except through the appropriate party.

### 9.03 INFORMAL PROCEDURE

It is the mutual desire of the parties hereto that complaints ~~of~~ employees be addressed as quickly as possible, and it is understood that an employee has no grievance until he/she has first given his/her immediate supervisor the opportunity of addressing his/her complaint. Such complaint shall be discussed with his/her immediate supervisor within ten (10) working days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee. Failing settlement within ten (10) working days, it shall then be taken up as a grievance in the following manner and sequence:

### 9.04 FORMAL PROCEDURE

Where the informal attempts to resolve the matter outlined in 9.03 have failed, the following procedure shall apply.

9.05 STEP 1

- a) The Union may, with the written concurrence of the employee, make written grievance to the immediate supervisor on the form set out in Schedule 'D' indicating the section of the collective agreement alleged to be violated.
- b) The immediate supervisor shall deliver his/her decision in writing within ten (10) working days following the day on which the grievance was presented to him/her.
- c) The grievance shall contain:
  - i) identification of the article or articles alleged violated;
  - ii) a description of the alleged violation;
  - iii) the relief sought; and
  - iv) the signature of the duly authorized official of the party making the grievance.

9.06 STEP 2

Failing satisfactory settlement at Step 1, the Union may submit the grievance to the Superintendent of Business Administration (or designate) within ten (10) working days who shall render a decision within ten (10) working days from the date on which the written grievance was presented to him/her. The parties may, if they so desire, meet to discuss the grievance at a time and place suitable to both parties.

9.07 STEP 3

- a) Failing satisfactory settlement at Step 2, the Union may refer the grievance to arbitration.
- b) A group grievance may be filed at Step 2, and a Union or Policy grievance shall be filed at Step 2 within ten (10) working days following the circumstances giving rise to the complaint or grievance.
- c) The party referring the grievance shall give notice to the other party indicating that it intends to refer the matter to arbitration and requesting a meeting to discuss the appointment of a sole arbitrator. If agreement cannot be reached within ten (10) days, the following procedure shall apply.
- d) The party referring the grievance shall give notice to the other party, indicating the name and address of its appointee to the Arbitration Board.
- e) Within seven (7) days after the receipt of such notice, the other party shall respond by indicating the name and address of its appointee to the Arbitration Board.
- f) The two (2) appointees so selected shall, within ten (10) days after receipt of notice of the appointment of the second of them, appoint a third person who shall be the chairperson of the Arbitration Board.
- g) If the recipient of the notice fails to name an appointee, or if the two (2) appointees fail to agree upon a chairperson within the time limit, the appointment may be made by the Minister of Labour upon request of either party.
- h) The Arbitrator shall mean the **Sole** Arbitrator or the Arbitration Board, as the case may be. The Arbitrator shall be governed by the following provisions:
  - i) the Arbitrator shall hear and determine the subject of the grievance and shall issue a decision which is final and binding upon the parties and upon any employee or employer affected by it.
  - ii) the Arbitrator shall determine procedure, but shall give full opportunity to all parties to present evidence and make representation.

**ARTICLE 9 - GRIEVANCE AND ARBITRATION - cont'd**

- 9.07 h)      iii)      the Arbitrator shall not have the power to alter or amend any of the provisions of this Agreement.
- iv)      the parties and the Arbitrator shall have access to the Employer's premises to view working conditions, machinery or operations which may be relevant to the resolution of a grievance.
- v)      the Arbitrator shall have the power to amend the grievance; modify penalties, including discharge and disciplinary penalties; and take whatever action or make whatever decision considered by the Arbitrator to be just and equitable in the circumstances.
- vi)      the Arbitrator shall have jurisdiction to determine whether a grievance is arbitrable.
- vii)     in the case of an Arbitration Board, the decision of a majority is the decision of the Arbitration Board but, if there is no majority, the decision of the chairperson governs.

**9.08** An employee whose presence is necessary at a hearing at any stage of the grievance process, including grievance and/or arbitration hearings, shall be released from duties in order to attend. The grievor(s) and the Union President or designate shall be paid for regular hours lost under this provision. The Union shall reimburse the Board for the time of all other employees whose presence is required by the Union.

**9.09 Time Lines**

- a)      Time lines may be extended if mutually agreed upon in writing at any stage of the grievance/arbitration proceeding.
- b)      "Days" in Article 9 shall mean working days.

## ARTICLE 10 - JOB POSTINGS

- 10.01 When a permanent or temporary vacancy occurs or a new position is created inside the bargaining unit, the Employer shall post a notice of the position in a suitable location in each work location for a minimum of three (3) working days for temporary positions, and six (6) working days for permanent positions, in order that all seniority employees will know about the position and be able to make written application on the Reply to Posting Form attached as Schedule "E".
- 10.02 For permanent vacancies within the Bargaining Unit, only the original vacancy and the first one (1) resulting vacancy shall be posted where the original vacancy is filled from within the bargaining unit.
- 10.03 **a)** The Manager of Human Resources will maintain a Request For Transfer List of employees desirous of a change in position.
- b)** Employees on the Request for Transfer List will be considered for subsequent vacancies before other employees or external applicants.
- 10.04 Only temporary vacancies which are anticipated to exceed three (3) months shall be posted. Only the original position shall be posted. Upon the completion of the temporary assignment, the employee shall be returned to his/her former position and wage level.
- 10.05 During July and August, postings will be available for review in the Board Office by those employees not working during July and August, and requests for transfer on file will be considered on time applications.
- 10.06 **a)** In cases of promotion (other than promotions to positions outside the bargaining unit) and transfer to posted jobs including lateral transfer, the following factors shall be considered.
- i)** knowledge, skill and ability to perform the requirements of the job;
  - ii)** physical ability to do the job; and
  - iii)** seniority.

It is understood that where the qualifications referred to in factor (i) and (ii) above are relatively equal, then the employee with the greatest seniority shall be appointed.

ARTICLE 10 - JOB POSTINGS - cont'd

- 10.06 b) The Board shall evaluate factors (i) and (ii) and factor (i) shall be considered to include, for the purpose of judging ability, the relevant elements such as skill, experience, knowledge, training and work record with the Board.
- c) The Board shall first determine whether any of the applicants are qualified. If, in the Board's opinion, none of the applicants are qualified, or if there are no applicants able or willing to become qualified within three (3) months, then the Board will seek applications from outside the bargaining unit and from temporary and casual employees.
- 10.07 a) It is understood that if an applicant is placed in the position on a three (3) month trial period, the position vacated during the trial period shall not be posted.
- b) In the event such employee proves unsatisfactory in the position, or the employee feels unable to perform the duties of the new position during the aforementioned trial period, he/she shall be returned to his/her former position, wage or salary rate, without loss of seniority and the filling of the subsequent vacancies, if applicable, will likewise be reversed..
- c) The implementation of this sequence of events may result in the lay-off of an employee in accordance with the provisions of this agreement.
- 10.08 The Board shall have the right to fill any vacancy on a temporary basis until the posting procedure provided herein has been complied with and, arrangements have been made to permit the employee selected to fill the vacancy to be assigned to the job.
- 10.09 An employee who is the successful candidate for a job posting need not be considered for another job posting for a period of up to three (3) months from the date of selection.
- 10.10 After a position has been posted and if the person selected for that position leaves that position within one (1) calendar month, the position need not be re-posted. An employee shall be selected in accordance with this Article from the qualified candidates who made application for the position at the time of the original posting.
- 10.11 Internal applicants for positions will be given written notice as soon as possible of the name of the successful applicant.

## ARTICLE 10 - JOB POSTINGS - cont'd

10.12 The Board will attempt to maintain a supply pool of qualified office, clerical and technical staff. Members of this supply pool may be called upon to replace employees absent from work for a period not to exceed three (3) months.

## ARTICLE 11 - SHIFT DIFFERENTIAL

11.01 Employees shall be entitled to a premium of thirty (30) cents per hour for afternoon shift and thirty-five (35) cents per hour for night shift.

## ARTICLE 12 - HOURS OF WORK

12.01 For all full-time employees covered under this agreement, the normal hours of work shall be thirty-five (35) hours per week worked in five (5) days of seven (7) hours each.

### 12.02 Lunch Periods

Employees covered by this Agreement shall be entitled to a minimum unpaid lunch period of one-half (1/2) hour during which they shall be free from responsibility.

### 12.03 Rest Periods

Employees shall be entitled to a fifteen (15) minute rest period in each three (3) hour period worked.

## ARTICLE 13 - SENIORITY

13.01 Seniority is defined as length of continuous service in the bargaining unit since date of last hire, and shall include service with the Board, including any predecessor Boards, prior to the certification of the bargaining unit. Seniority shall operate on a bargaining unit-wide basis.

13.02 The Employer shall maintain a seniority list showing each employee's name, seniority ranking and **classification**. By January 1st of each year, the Employer shall post a copy of an up-to-date seniority list in all work locations with members covered by this Agreement. Two (2) copies will be forwarded to the Union.



Union to the Manager of Human Resources in writing, within sixty (60) working days of the posting of the list.

in order:

- a) total experience with the Board;
- b) total experience on the same job function with the Board; or
- c) by lot in a manner to be determined by the Employer and the Union.

of absence shall continue to accumulate seniority during the period of such absence.

13.07 Any employee whose employment has been terminated in accordance with the provisions of the Seniority and lay-off procedures of this Agreement shall be eligible for recall for a period of twenty-four (**24**) months from the effective date of termination and shall maintain relative position on the seniority list for that period of time.

within twenty-four (24) months, such terminations shall not be considered a break

13.09 Seniority and service shall be deemed to have been terminated when an employee:

- a) is discharged for just cause and is not reinstated through the grievance or arbitration procedure;
- b) resigns;

**ARTICLE 13 - SENIORITY - cont'd**

- 13.09 c) is absent from work for more than three (3) consecutive working days without notifying the Board of such absence and without giving a satisfactory reason to the Board;
- d) fails upon being notified of a recall to signify his/her intention to return to work within five (5) calendar days after he/she has received the notice of recall mailed by registered mail to the last address filed with the Board, by the employee, and fails to report to work within seven (7) calendar days after he/she has received the notice of recall or such further period of time as may be agreed upon by the parties;
- e) is laid off for a period longer than twenty-four (24) calendar months; or
- f) fails to return to work upon termination of an authorized Leave of Absence without satisfactory reason or culpably utilized a leave for purposes other than that for which the leave was granted.

**ARTICLE 14 - JOB CLASSIFICATION AND RE-CLASSIFICATION**

- 14.01 a) Should the Board create a new position under this Collective Agreement, the Board shall notify the Union, and the parties shall negotiate and reach an agreement on the annual salary before an appointment is made. If no agreement is reached, the matter will be submitted to arbitration in accordance with the provisions of this agreement.
- b) The new rate shall become retroactive to the time the new position was first filled by the employee or the date of change in job duties.

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defined in Article 12. Overtime work should be avoided if possible. The number of hours or part hours are to be reported to the Board Office and have prior authorization by the appropriate Superintendent, Principal or Manager.

15.02 Any overtime over thirty-five (35) hours per calendar year for one employee must have prior approval of the Superintendent of Business or designate.

15.03 Overtime for Part-time Employees

The hours of work for part-time employees shall be set in accordance with the requirements of the Board with overtime applying for any work performed over the normal full-time hours outlined in Article 12.

ARTICLE 16 - **BENEFIT PLANS**

Agreement shall be entitled to and subject to all the benefits and provisions as set out on the pages of Schedule "B".

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17.01 The Board will reimburse permanent employees working twenty-five (25) hours a week or more covered by this Collective Agreement upon the successful completion of approved courses on the following basis:

- a) For approved courses involving improvement of working skills required on the job - e.g. typing course, shorthand course, bookkeeping course, etc. - 100% of course fee (to a maximum of \$400 in any one school year).
- b) For credit courses leading towards a University Degree or Community College Certificate - 75% of course fee (to a maximum of \$400 in any one school year).
- c) Approval for the reimbursement of course fees must be obtained from the Manager of Human Resources prior to taking the course.

## ARTICLE 18 - PERFORMANCE APPRAISALS

- 18.01 a) The employee will be given a copy of the appraisal report.
- b) The employee will be given an opportunity to initial the appraisal and to make written comments if he/she so desires.
- c) All employees will have access to all reports filed on them.
- d) A performance appraisal shall be completed every ~~two~~ (2) years, or after one (1) year when an employee changes positions, or when an employee has a new supervisor. However, the employer has the right to do or the employee has the right to request an interim appraisal if the need arises.

## ARTICLE 19 - TRAVEL ALLOWANCES

19.01 All employees travelling on authorized Board business shall be reimbursed at the current Board rate per kilometre.

## ARTICLE 20 - LAY-OFF

20.01 In the event of a layoff, the employee with the least seniority with that job title at that location shall be ~~declared~~ redundant and will have the right to the bumping process outlined in 20.02.

- 20.02 a) The employee who is declared redundant is entitled to the position of the employee with the least seniority in the same salary category, provided that this employee has less seniority than the redundant employee and provided that the redundant employee has the knowledge, skill and ability required for that position.
- b) The employee so displaced by the process outlined in (a) above or the original redundant employee (where there is no junior employee in that salary category in a position for which the redundant employee is qualified) is entitled to the position of the employee with the least seniority in one salary category below. This is provided that this employee has less seniority and provided that this employee has the knowledge, skill and ability required for that position.

- 20.02 c) The process outlined in (b) above would be repeated to where the least senior employee in salary category 1 would be entitled to the job of the most recently hired temporary employee in the system. The most recently hired temporary employee in the system displaced by this process would be terminated. Where a temporary employee does not exist, the least senior employee in salary category 1 will be the person on lay-off and placed on the redundancy list according to 20.05 (g).
- 20.03 Employees who have changed positions under this Article shall have the right to reinstatement in their former position or classification if such becomes available, within two (2) years from the date of accepting the new position. The employee shall be reinstated at the salary step that would have been attained had there been no change in positions.
- 20.04 Employees in schools that are closed will bump according to the process outlined in 20.02 above.
- 20.05 a) Employees on the redundancy list referred to in Article 20.05 (g) must apply for posted positions. A qualified applicant who refuses a position will remain as a redundant employee. He/she will be able to apply, and be considered, for other internal postings for a period of up to twenty-four (24) months after date of termination of employment.
- b) In the event that the employee assumes a position with a lower salary, his/her salary rate will be adjusted down to that salary level. There is no upward bumping.
- c) Employees in positions that require skills other than the standard clerical and/or secretarial skills may be bypassed in the "bumping" process. Also, employees in positions that require the ability to converse in both English and French may be by-passed in the "bumping" process unless the displaced employee with more seniority also possesses the ability.
- d) In the event of more than one employee being declared redundant, first access to the "bumping process" (i.e. first choice) will be on the basis of seniority of the employees in redundant positions.
- e) Employees will be recalled in the order of their overall seniority, providing they are qualified, by having the knowledge, skill and ability to perform the requirements of the job.

## ARTICLE 20 - LAY-OFF - cont'd

- 20.05 f) An employee whose weekly hours have been reduced shall have the right to accept the reduction or to bump a member of the bargaining unit with less seniority and with equal or lower salary, provided that the employee has the knowledge, skill and ability, and can perform the requirements of the job.
- g) The names of those employees on the redundancy list will be maintained and available to all schools and Board **Office**. These employees may be called upon to replace for relief - e.g. sick leave, and leaves of absences not exceeding three (3) months.
- 20.06 No new employee will be hired until all persons on the redundancy list have been given an opportunity for recall in accordance with Article 20.05 (e).

## ARTICLE 21 - REPRESENTATION AND COMMITTEES

### 21.01 EMPLOYEE RELATIONS COMMITTEE

- a) A committee consisting of up to four (4) representatives of the bargaining unit and up to four (4) persons appointed by the Superintendent of Business Administration shall meet at least twice a year to discuss matters of mutual concern. Special meetings may be called for the purpose of discussing matters of urgent concern. Where possible, agenda items will be exchanged-in writing at least one (1) week prior to the meeting.
- b) The purpose of the committee includes promoting and providing effective and meaningful communication of information.
- 21.02 The parties shall notify each other of the names of their respective representatives prior to each meeting. The Union's contact will be the President. The Board's contact will be the Manager of Human Resources.

## ARTICLE 22 - CUMULATIVE SICK LEAVE

- 22.01 Each employee shall be entitled to and subject to all provisions and conditions of the Cumulative Sick Leave and Retirement Gratuity Leave Plan designated as Schedule "A" which is attached to this Agreement.

**ARTICLE 23 - NO STRIKE OR LOCKOUT**

and "lockout" shall bear the meaning given them in the Ontario Labour Relations Act.

**ARTICLE 24 - PRINTING OF AGREEMENT BOOKLETS**

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accordance with the Employment Standards Act.

25.03 At the discretion of the employee, extended parental leave up to one (1) year may be taken.

During a period of Extended Parental Leave, an employee shall:

b) shall continue to be enrolled in Board benefit plans upon paying the full premium cost.

25.04 Nothing in this Article shall remove from an employee any entitlement under the Ontario Employment Standards Act, or this Collective Agreement.

**ARTICLE 25 - PREGNANCY AND PARENTAL LEAVE - cont'd**

- 25.05 a) In addition to Parental Leave under 25.01, the Board shall operate a Paternity Leave program whereby leave may be granted in order that an employee may assist in or be present at the birth of his child.
- b) Such leave shall be up to **two** (2) days in duration and shall be without **loss** of pay and without deductions from sick leave.
- c) Should complications arise, additional leave without pay may be granted by mutual consent of the parties concerned.

**ARTICLE 26 - PAST SERVICE PENSIONS**

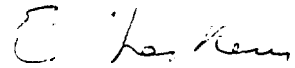
26.01 The Board will enter into a "Two-Percent Type I - Supplementary Benefit" Agreement under the OMERS plan for employees covered under the terms of this Agreement.



DATED AT SUDBURY, ONTARIO THIS 30th DAY OF MARCH, 1994.

SIGNED AND AGREED ON BEHALF OF THE SUDBURY BOARD OF EDUCATION:

Chairperson



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Ernie Checkeris

Secretary



---

Jim Smith

President - S.E.S.S.U. of District 31



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Inga Voitowich

Chief Negotiator



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Shirley Lefroy

## SCHEDULE 'A'

### CUMULATIVE SICK LEAVE AND RETIREMENT GRATUITY PLAN

#### A-1 GENERAL

- a) Pursuant to Section 155 of The Education Act, Revised Statutes of Ontario, 1974, Chapter 109 and subsequent amendments, a sick leave credit system is hereby continued for every employee eligible under subsection (e) hereof, and subject to the final authority of the Board, the administration of the system shall be vested in The Sudbury Board of Education.
- b) The Sudbury Board of Education shall have power to do and perform all things necessary for the conduct of the sick leave credit system.
- c) The Sudbury Board of Education shall keep a register or registers in which shall be entered the credits, the accumulated credits and deductions therefrom.
- d) In case of dispute with respect to credits or deductions therefrom under this system, the decision of the Board shall be final.
- e) The classes of employees eligible to participate in this sick leave credit system shall be all salaried employees of the Board who are regularly employed for at least ten (10) months each year, plus temporary employees, in accordance with Article A-2 (c).

#### A-2 ANNUAL ALLOWANCES, ACCUMULATIONS, ETC

- a) Each employee other than temporary or casual, shall be entitled to have 100% of the unused portion of his/her annual sick leave of twenty-four (24) days (52-week employees), twenty-two (22) days (44-week employees), and twenty (20) days (42-week employees) transferred each year to his/her accumulated sick leave credit. For part-time employees, annual sick leave will be pro-rated.

The maximum credit under this plan shall be 260 days for employees with less than 25 years' seniority and 350 days for employees with 25 or more years' seniority.

- b) Where an employee commences employment after July 1st in any year, for the purpose of subsection (a) hereof, the annual ~~sick~~ leave shall be prorated based on the actual months worked in the year (July 1st to June 30th).

**A-2** ANNUAL ALLOWANCES, ACCUMULATIONS, ETC. - cont'd

- c) Temporary employees employed on a regular basis will be entitled to sick leave allowance of two days per month. Beginning the fourth month, this sick leave shall accumulate for the duration of the assignment. This provision does not apply to casual employees.

**A-3** ANNUAL SICK LEAVE STATEMENT

A statement of unused sick leave will be issued annually to each employee during the month of September, indicating the amount of sick leave as of June 30th of the preceding school year. Errors or omissions, if any, are to be reported in writing to the Manager of Human Resources prior to December 30th of the current school year.

**A-4** ABSENCES

- a) After his/her annual sick leave has been used in any year, each eligible employee shall receive pay under this plan for absence caused by sickness, physical and/or mental disability up to the amount of his/her accumulated sick leave.
- b) If, because of absence, an employee's cumulative sick leave credit has been reduced, it may be built up again in subsequent years to the appropriate 260 or 350 days.
- c) Notwithstanding paragraph (a), each employee will be paid for a minimum period of fifteen (15) weeks of disability but, after the expiration of sick leave credits, salary will be at the rate of 66 2/3% of regular salary.
- d) Employees who have exhausted their sick leave credits and are absent by reason of sickness,
  - i) four weeks or later, after return to active employment in the case of a new disability, or
  - ii) twelve weeks or later, after return to active employment in the case of a recurrence of a previous disability,

will receive a salary of 66 2/3% of regular salary for a period up to fifteen (15) weeks of absence.

A-4 **ABSENCES - cont'd**

d) cont'd

Should an employee be laid off or separated, by reason other than his/her retirement, prior to termination of his/her illness or injury, the payment of his/her weekly indemnity benefits will cease at that time, only if:

- i) the disability began less than **two** months before the lay-off or separation, and
- ii) a notice of lay-off or separation was given prior to the occurrence of the disability.

In all other situations, the payment of benefits will continue beyond the date of lay-off or separation until the earliest of:

- i) the payment of a total of at least **15** weeks of benefit, and
  - ii) the end of the disability.
- e) No sick leave with pay shall be allowed unless a certificate of a qualified medical or dental practitioner is supplied to the Business Office, certifying the inability of the employee to attend to his/her duties for five (5) or more consecutive days of absence due to sickness.
- f) Notwithstanding subparagraph (e), the Board may require an employee to submit the certificate required thereunder for a period of absence of less than five (5) consecutive days. The Board may also require that an employee obtain a second certificate from a different physician.

**LEAVE OF ABSENCE**

The Board will grant leave of absence in the following cases:

**a) Court Appearances or Quarantine**

When an eligible employee is required to be absent because of jury duty, or quarantine, or subpoena, he/she shall be subject to neither loss of pay nor deductions from sick leave credit provided the employee:

- i) notifies the Board immediately on his/her notification that he/she will be required to attend court;
- ii) presents proof of service required his/her attendance.
- iii) and deposits with the Board the full amount of compensation received excluding mileage, travelling and meal allowances.

**b) Bereavement Leave**

When an employee is required to be absent because of the death of a member of his/her immediate family, he/she should be granted up to five (5) consecutive working days in conjunction with the day of the funeral without loss of pay or deductions from sick leave credit. Immediate family would include father, mother, brother, sister, son, daughter, husband, wife, grandfather, grandmother, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren and guardian.

When at the discretion of the Superintendent of Business or designate, an employee other than temporary or casual, is required to be absent because of the death of any other person, he/she should be granted one (1) day without loss of pay or deduction from sick leave credit.

**c) Conferences or Professional Development**

When an eligible employee is required to be absent for professional purposes approved by the Board, the necessary time will be provided without loss of pay or deduction from sick leave credit. Professional purposes may include conferences or professional development. Such leave must have the prior approval of the Manager of Human Resources.

A-5 LEAVE OF ABSENCE - cont'd

d) Personal Reasons

When employees are required to be absent for personal reasons approved in writing by the Principal for in-school staff, and the Immediate Supervisor/Manager for the other staff, they shall be granted up to six (6) half-days per school year. Such days taken individually, or in combination, shall be without loss of pay or deduction from sick leave credit. Personal days can be used in conjunction with bereavement leave as per Schedule A4 c), not to exceed the year's allotment.

e) Examinations

For the purpose of writing a final examination of a course toward a university degree or for a higher professional certificate, if the examination is written locally during the day, the full day during which the examination is written will be granted without **loss** of pay or deduction of sick leave credit. If the examination is not written locally, but is written on a regular work day, **two** (2) days will be granted, on the same conditions. Where an examination is written on a week-end but not locally, one (1) day will be granted on the same conditions.

f) Convocation

For the purpose of attending convocation ceremonies where a degree is being conferred on the employee or on his/her daughter, son, husband, wife, mother or father, one (1) day will be granted if the convocation is held locally during a regular work day. Should the convocation be on a regular work day but not held locally, **two** (2) days will be granted. If it is held out-of-town on a **week-end**, one (1) day will be granted. In all cases, the time off will **be** without loss of pay or deduction from sick leave.

**A-5 LEAVE OF ABSENCE - cont'd**

g) General Leave

Written requests for general leave on Schedule 'F' for up to one (1) year at a time without pay or benefits will be considered on an individual basis by the Manager of Human Resources. Such requests are to be given as far in advance as possible and a written reply will be given. For each day of such absence, an amount equivalent to the per diem rate shall be deducted. An extension for a general leave on Schedule 'F' may be considered upon written request to the Manager of Human Resources three (3) months before the leave is scheduled to end. Upon completion of the leave, the employee will be returned to his/her former position if such position exists. If such position does not exist, upon return of the employee from leave, Article 20.02 shall apply.

h) Early leaving/late returning to and from holidays will not be granted. However, where unavoidable developments occur in returning, salary will be deducted at the rate of 1/260 of the annual salary for each day's absence.

i) When an employee has been absent from work on a Leave of Absence, Sick Leave, Workers' Compensation, or L.T.D. for a period exceeding 24 months, his/her position shall be posted on a permanent basis. If this employee were to return to work, Article 20 Lay-Off provision shall be applied.

**A-6 ABSENCE DUE TO COMPENSABLE ACCIDENT**

In cases where the absence is due to an accident compensable under the Workers' Compensation Act or covered by any other type of accident insurance, the premiums for which are paid by the Board, the period of absence charged against the credit shall be reduced to give effect only to the net salary paid by the Board.

**A-7 RETIREMENT GRATUITY**

It is the policy of this Board that all staff retire by June 30th following their 65th birthday. A retirement gratuity will be paid to each employee on staff at June 30, 1978, and who is eligible under this plan.

- a) An eligible employee who retires under O.M.E.R.S. shall be paid a gratuity calculated as follows:

50% of the number of days sick leave at the employee's credit multiplied by the employee's per diem salary rate at the time of retirement- the per diem salary rate being  $1/260$  of the employee's annual salary at retirement.

Under no circumstances shall the maximum retirement gratuity exceed the employee's gross earnings during the six (6) months immediately preceding retirement.

- b) In the event of the death of an employee, either before or after retirement but before recovering the full benefits of the accumulated sick leave as provided above, such remaining benefits shall be paid to his/her estate.
- c) All benefits provided under this section shall be paid in full within one (1) year after retirement, or as arranged to the mutual satisfaction of the employee and the Board.
- d) Only days accumulated in the employ of this Board or its predecessor Boards will be used in this calculation.



## SCHEDULE 'B'

### **B-1 BENEFIT PLANS**

**B 1.01** The Board agrees to contribute on the following basis to the various benefits for participating eligible employees in the active employ of the Board under the plans set out below subject to the insurers' respective terms and conditions including any enrolment requirements while an employee is receiving regular salary or paid sick leave from the Board:

a)	Employer Health Tax	100%
b)	i)	
	- Extended Health Care Plan	
	- semi-private	100%
	- 35-cent pay-direct prescription generic drug plan	75%
	- Vision Care (\$200) and Hearing Aid Benefit Plan	75%
	- Extended Health Care	75%
	ii)	
	- Dental Plan: (1991 O.D.A. Fee Schedule effective October 1, 1992 (1992 O.D.A. Fee Schedule effective September 1, 1993). T-Plan and Rider 'B' Plan - (Oral Surgery, etc.)	75%
	iii)	
	- Life Insurance - Group Life and A.D.&D. Insurance	75%
	- (\$5,000) Spousal and (\$2,500) Dependent Life Insurance	100%

### **B 1.02 LONG TERM DISABILITY**

The Board agrees to make a Long Term Disability Plan available to the employees at no cost to the Board. Participation in this L.T.D. Plan will be a condition of employment for all new employees except casual and temporary employees.

### **B 1.03 OPTIONAL LIFE INSURANCE**

The Board agrees to make Optional Life Insurance available to employees to be purchased in units of **\$25,000** to a maximum of **\$200,000** at no cost to the Board and subject to the provisions of the carrier.

**E-1** BENEFIT PLANS - cont'd

**EI 1.04** Enrolment in the Group Life Insurance A.D.&D. Plan is compulsory for all new full-time employees.

**B 1.05** The Board may substitute carriers for any of the foregoing plans provided that the level of benefits conferred thereby are not decreased.

**EI 1.06** For newly hired employees, the benefits set out in Section B - 1.01 shall be effective the date of hire subject to enrolment or other requirements of the Plan.

**EI 1.07** Benefits upon Retirement

Employees retiring prior to age 65 may continue in the Board's benefit plans until the end of the month following their 65th birthday providing they pay to the Board in advance full-premium cost. Life Insurance under this provision will be 50% of the face amount of insurance prior to retirement and the rate to be paid by the retiree will be the group rate charged by the carrier.

**B 1.08** The Board will continue to pay its share of the premiums for benefit plans for employees who are on paid leave of absence or on layoff or W.C.B. for a maximum of one (1) year. Those employees on an unpaid leave of absence or lay-off may continue to participate in benefit plans, at their request, provided they make arrangements to pay 100% of the premium cost and provided the leave is not in excess of twenty-four (24) months.

**B 1.09** Spouses of deceased Board employees may remain in the Board's EHC and Dental Plan for a period not exceeding two (2) years or the end of the month following their 65th birthday providing they remit to the Board in advance the full premium cost of the benefits maintained.

**B 1.10** The insurance plans defined in this agreement are also available for permanent part-time employees. The employer's share of the premiums, excluding group life insurance premiums, as outlined in those articles will be pro-rated for part-time employees on the basis of the proportion of thirty-five (35) hours per week which the employee normally works, excluding overtime.

**B-1 BENEFIT PLANS - cont'd**

**B-2 BENEFIT PLANS DISCLOSURE AND REVIEW POLICY**

- B 2.01**
- i) A four-member Insured Benefit Plans sub-committee consisting of two representatives of the local Affiliates and two representatives of the Board will meet upon the request of either party to review the cost and specifications of existing plans.
  - ii) A copy of the Group Master Policy or Policies of the Insured Benefit plan shall be given to the Union.
  - iii) The Board shall disclose all details of the operation of the plan in an annual report, or on demand to the Union.

**B 2.02 ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (OMERS)**

**PENSIONS**

The Board will enter into an Agreement under the **OMERS** plan for employees covered under the terms of this Agreement. The above will be administered subject to the rules and regulations established by **OMERS** and the Pension Act.

- a) Enrolment in **OMERS** is compulsory for all employees working thirteen (13) hours or more, in accordance with **OMERS** rules, regulations and requirements.
- b) The Board will match the employees' contributions to **OMERS**.

**B-1** BENEFIT PLANS - cont'd

**B-3** STATUTORY HOLIDAYS

**B 3.01** All employees covered by this collective agreement who have been employed continuously for at least one (1) month immediately preceding the holiday shall be paid a regular day's pay for each of the following holidays provided that the employee has worked the day immediately preceding and the day immediately following the holiday unless absent due to:

- a) legitimate illness or accident which commenced within a month of the date of the holiday;
- b) vacation granted by the Board;
- c) the employee's regular scheduled day off; or
- d) a paid leave of absence.

New Year's Day  
Good Friday  
Easter Monday  
Victoria Day  
Dominion Day  
Civic Holiday

Labour Day  
Thanksgiving Day  
Remembrance Day  
Christmas Day  
Boxing Day

and any day proclaimed a holiday by the authorities of the municipality.

**B 3.02** An employee receiving Workers' Compensation Benefits for the day of the holiday shall, subject to the provisions of this article, be entitled to the difference between the amount of Workers' Compensation Benefits and the holiday pay.

- B 3.03**
- a) Should New Year's Day, Dominion Day, Christmas Day or Boxing Day fall on a Saturday or a Sunday, employees shall be granted a day off in lieu thereof.
  - b) In place of Remembrance Day, which is not a school holiday, a day off with pay may be substituted at a time mutually agreeable to both the employee and the Board.

**B 3.04** For part-time employees, the statutory holiday pay will be directly related to the actual number of hours that would have been worked for that day.

**VACATION**

B 4.01 . Vacation Period - July 1st to June 30th year following

Employees covered by this collective agreement with the following years of service with the Board or its predecessors shall be granted annual vacations with pay based on the length of full-time continuous service since the most recent date of hire according to the following schedule:

a) Less than one year's service as of June 30th

5/6 of a day for each month or major fraction thereof of service prior to June 30th but not exceeding ten (10) working days:

b) Years of continuous full-time service as of June 30th

From 1 -	3 years' service	10 days
	4 " "	15 days
	5 " "	17 days
	6 " "	18 days
	7 " "	19 days
8 -	9 " "	20 days
	10 " "	21 days
	11 " "	22 days
	12 " "	23 days
	13 " "	24 days
	14 " "	25 days
15 -	16 " "	26 days
17 -	18 " "	27 days
19 -	20 " "	28 days
21 -	22 " "	29 days
23 -	24 " "	30 days
25	" " and over	31 days

B 4.02 Annual vacations with pay shall be granted as outlined above provided the employee is not on an unpaid leave for more than thirty (30) continuous calendar days. If an employee is on an unpaid leave for greater than thirty (30) continuous calendar days, annual vacations will be pro-rated based on the number of months the employee worked or received paid leave.

B 4.03 In the year an employee completes 25 years of employment with the Board, they will be entitled to either the Winter Break or the Spring Break with full pay for a maximum of five days. The employee will inform Human Resources in writing of their intention.

**B-4** VACATION - cont'd

**B 4.04** An employee who leaves the employ of the Board for any reason shall be entitled to receive pay for any unpaid vacation pay which has accrued to him/her to the date of separation.

**B 4.05** Where a paid holiday falls during the employee's scheduled vacation period, his/her vacation shall be extended by one (1) day unless the employee and the Board agree to schedule a different day off with pay.

**B 4.06** For the purpose of calculating vacations for part-time employees, the vacation pay will be directly related to the number of hours worked in the previous year.

**B 4.07** a) In arranging vacation schedules, preference will be given according to the requirements of the office or department, and the employee's seniority.

b) Although employees in most departments will be expected to take vacation when schools are not in operation - winter, summer, and Christmas recesses - consideration will be given to granting vacations at other times of the year if no vacation relief staff is required and the efficiency of the school or department is not affected.

c) Employees in elementary schools and area offices will not normally be granted annual vacations when school is in operation.

d) Where applicable, two (2) days of regular vacation may be designated as floating holidays to be used at the discretion of the employee, subject to the approval of the immediate supervisor with prior notice of two (2) weeks.

**B 4.08** a) Where an employee's scheduled vacation is interrupted due to serious illness which commenced prior to and continues into the scheduled vacation period, the period of such illness shall be considered sick leave.

b) Where the employee's scheduled vacation is interrupted due to serious illness requiring the employee to be an in-patient in a hospital, the period of such hospitalization only shall be considered sick leave.

**SCHEDULE 'C'**  
**SAURY SCHEDULES**

**JANUARY 1, 1993**

<b><u>CATEGORY I</u></b>	<b><u>Min</u></b> \$	<b><u>Step 2</u></b> \$	<b><u>Step 3</u></b> \$	<b><u>Step 4</u></b> \$	<b><u>Step 5</u></b> \$	<b><u>Max</u></b> \$
Clerk Typist	21,359	22,427	23,495	24,563	25,631	26,699
Data Entry Operator	21,359	22,427	23,495	24,563	25,631	26,699
Library Clerk	21,359	22,427	23,495	24,563	25,631	26,699
Mailroom Clerk	21,359	22,427	23,495	24,563	25,631	26,699
Receptionist/Switchboard	21,359	22,427	23,495	24,563	25,631	26,699
R.T.I. Machine Operator	21,359	22,427	23,495	24,563	25,631	26,699
Support Clerk	21,359	22,427	23,495	24,563	25,631	26,699

**CATEGORY II**

Accounting Clerk	24,209	25,419	26,629	27,839	29,049	30,259
Comp. Photocopier Oper.	24,209	25,419	26,629	27,839	29,049	30,259
Computer Services Clerk	24,209	25,419	26,629	27,839	29,049	30,259
Human Resources Clerk	24,209	25,419	26,629	27,839	29,049	30,259
Jr. Film Clerk/Shpr/Rec	24,209	25,419	26,629	27,839	29,049	30,259
Payroll Clerk	24,209	25,419	26,629	27,839	29,049	30,259
Auxiliary Services Clerk	24,209	25,419	26,629	27,839	29,049	30,259
<b>Secr. Alternative School</b>	24,209	25,419	26,629	27,839	29,049	30,259
Secr. - Comm. Office	24,209	25,419	26,629	27,839	29,049	30,259
Secr. - Continuing Ed.	24,209	25,419	26,629	27,839	29,049	30,259
Secr. - Health & Safety	24,209	25,419	26,629	27,839	29,049	30,259

**CATEGORY III**

Revenue Clerk I	26,553	27,881	29,209	30,537	31,865	33,193
Secr. - Education Ctr.	26,553	27,881	29,209	30,537	31,865	33,193
Secr. - Co-op. Ed.	26,553	27,881	29,209	30,537	31,865	33,193
Secr. - Media Centre	26,553	27,881	29,209	30,537	31,865	33,193
Secr. - Night <b>School</b>	26,553	27,881	29,209	30,537	31,865	33,193
Secr. - Secondary Sch.	26,553	27,881	29,209	30,537	31,865	33,193
Secr. - Summer Sch.	26,553	27,881	29,209	30,537	31,865	33,193
Secr. - Student Services	26,553	27,881	29,209	30,537	31,865	33,193
Senior Payroll Clerk	26,553	27,881	29,209	30,537	31,865	33,193
Senior Plant Clerk	26,553	27,881	29,209	30,537	31,865	33,193

Note: Above annualized salaries are pro-rated  
i.e.: for 42-week employees: annual salary above x 42/52

# SCHEDULE 'C'

## SALARY SCHEDULE 8

JANUARY 1, 1993

	<u>Min</u> \$	<u>Step 2</u> \$	<u>Step 3</u> \$	<u>Step 4</u> \$	<u>Step 5</u> \$	<u>Max</u> \$
<b><u>CATEGORY IV</u></b>						
I.P.S. /Supervisor	30,464	31,987	33,510	35,033	36,556	38,079
Computer Operator	30,464	31,987	33,510	35,033	36,556	38,079
Off. Sup. - Cont. Ed.	30,464	31,987	33,510	35,033	36,556	38,079
Revenue Supervisor	30,464	31,987	33,510	35,033	36,556	38,079
Secr. - Elementary Sch.	30,464	31,987	33,510	35,033	36,556	38,079
Senior Film Clerk	30,464	31,987	33,510	35,033	36,556	38,079

### **CATEGORY V**

AV Technician	34,930	36,677	38,424	40,171	41,918	43,664
Library Technician	34,930	36,677	38,424	40,171	41,918	43,664
Computer Technician	34,930	36,677	38,424	40,171	41,918	43,664
Exec. Sec. - Academic	34,930	36,677	38,424	40,171	41,918	43,664
Accounts Payable Supv.	34,930	36,677	38,424	40,171	41,918	43,664
Exec. Sec. - Aux. Serv.	34,930	36,677	38,424	40,171	41,918	43,664
Exec. Sec. - Comp. Ser.	34,930	36,677	38,424	40,171	41,918	43,664
Exec. Sec. - Plant Dept.	34,930	36,677	38,424	40,171	41,918	43,664
Off. Supv. Sec. Sch.-Sm.	34,930	36,677	38,424	40,171	41,918	43,664
Payroll Supervisor	34,930	36,677	38,424	40,171	41,918	43,664

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Acad. Liaison		41,746	43,643	45,540	47,437
Off. Supv. Sec.		41,746	43,643	45,540	47,437
Off. Supv. -		41,746	43,643	45,540	47,437

### **CATEGORY VII**

44,712      46,744      48,776      50,808

i.e.: for 42-week employees: annual salary above x 42/52



THE ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION  
SUDBURY EDUCATIONAL SUPPORT STAFF UNIT (S.E.S.S.U.)  
OF DISTRICT 31  
OFFICE, CLERICAL, TECHNICAL

GRIEVANCE FORM  
(to be completed in triplicate)

Grievance No.: \_\_\_\_\_ Step: \_\_\_\_\_ Date of filing: \_\_\_\_\_

Name of member with grievance: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

School/Department: \_\_\_\_\_ Job Classification: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

TO: \_\_\_\_\_

Article(s) alleged violated: \_\_\_\_\_

Description of the alleged violation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relief sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Of employee(s)

\_\_\_\_\_  
Signature of Grievance Officer

Date: \_\_\_\_\_

**THE SUDBURY BOARD OF EDUCATION**

**SCHEDULE 'E'**

**REPLY TO POSTING FORM  
(OFFICE, CLERICAL, TECHNICAL)**

**Please attach resumé**

- 1. POSTING NUMBER
- 2. LOCATION NAMED IN POSTING \_\_\_\_\_
- 3. DESCRIPTION OF POSITION \_\_\_\_\_
- 4. NAME OF APPLICANT \_\_\_\_\_
- 5. SENIORITY NUMBER
- 6. PRESENT POSITION \_\_\_\_\_
- 7. PRESENT LOCATION \_\_\_\_\_
- 8. QUALIFICATIONS

BASIC QUALIFICATIONS	ADDITIONAL QUALIFICATIONS

9. \_\_\_\_\_  
Date of Application

10. \_\_\_\_\_  
Signature of Applicant

- Distribution to:
- 1) Principal/Manager named in posting
  - 2) Human Resources Department
  - 3) S.E.S.S.U. Grievance Officer

<b>APPLICATION RECEIVED BY PRINCIPAL/MANAGER NAMED IN POSTING</b>	
DATE _____	TIME _____
SIGNATURE _____	

**THE SUDBURY BOARD OF EDUCATION**

**APPLICATION FOR LEAVE OF ABSENCE**

NAME OF APPLICANT (Please print) \_\_\_\_\_

WORK LOCATION \_\_\_\_\_

I wish to apply for the Leave of Absence designated below and as provided by the Collective Agreement between The Sudbury Board of Education and the member of S.E.S.S. Unit of O.S.S.T.F. employed by The Sudbury Board of Education.

I am applying for the following leave: (Check one)

General Leave

Other (Please specify) \_\_\_\_\_

Length and dates of leave requested \_\_\_\_\_

Upon being granted this leave, I realize it is my responsibility to notify the Board three (3) months prior to the expiration of the leave of my intent to return to the Board or to renew the leave.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Principal/Supervisor)

Please contact the Human Resources Department 674-3171 (ext 224) for information about Fringe Benefits while on Leave of Absence.

p.c. Employee  
Principal/Supervisor  
Human Resources Department.

c:\leave.fm