

## COLLECTIVE BARGAINING

After reading your comments as a result of the Survey, the Collective Bargaining Committee felt we needed to clarify information for the membership. There are many misconceptions out there and we want to provide you with the facts. The following are issues we want to address:

1. **DISCRETIONARY DAY:** Why would you NOT take a day off with pay!
  - "Effective September 1, 2002, each WANTE employee will be entitled to one day **PAID** discretionary leave in each school year. The leave cannot be deferred into the following year." In other words, take it or lose it!
    - i. The date for the leave will be agreed upon between the Superintendent, Department Director or School Principal as the case may be and the employee and may not be adjacent to any holiday period such as Winter or Spring Break BUT can be attached to a long weekend.
    - ii. Requests must be submitted in writing, in advance, on the Division Short Leave Request Form.
    - iii. In order for an employee to qualify for the discretionary leave day, the employee must have, or will likely be employed for more than 120 full or partial consecutive days during the vacation year. Employees who are employed for more than 120 full or partial consecutive days over **two (2)** vacation years shall be entitled to one (1) day.

**If you are unsure if you are entitled to a discretionary day or whether you have taken it already, check with the CIMS clerk in your dept. or office.**

2. **10-MONTH EMPLOYEES PAID OVER 12 MONTHS:**
  - A very large amount of members expressed that they would like a different way to be paid.
  - There are a few ways to consider this -
    - i. Hold back the vacation pay and pay it at Winter break and/or Spring break. At the end of June if you have any vacation pay left, it would be paid out at that time, and then you could file for EI during the summer.
    - ii. Calculate your salary for the 10-month period and divide it by 12 months. You would then be paid a lesser cheque, but it would be paid over 12 months.
    - iii. Calculate your salary for the 10-month period and pay you over the 10-month period (including Winter Break and Spring Break). Then you would file for EI for the summer.
    - iv. To equalize the deductions for "No Class" days on an Educational Assistant cheque, have one day less on your paycheque per month, for the year. Consequently, if there is more than one "No Class" day scheduled in a pay period, you will only have one day taken off per month. When you work and use your Admin days, a day will be added to the next cheque.

3. **NO CLASS DAYS OR ADMINISTRATION DAYS:**
  - Each school shall establish a schedule in the Fall Term of each school year setting forth the dates on which additional professional development, administration days or in-service days will be worked. Educational Assistants shall be advised of the schedule no later than October 15th of that school year. Educational Assistants will work such additional days or any other days that are by agreement substituted for such days. In such cases, the Educational Assistant will be provided with at least ten (10) days notice.
  - Educational Assistants shall normally work the school year (which is designated by the Minister of Education as set out in regulations to the Public Schools Act) but SHALL NOT WORK when the school or classroom is closed for professional development, administration days and/or in-service purposes, with the exception of the first administration day immediately prior to, or subsequent to, the start of the fall term and the allocated two or three professional development days.

#### 4. **EMERGENCY LEAVE:**

- This can be used for an emergency illness in the family (i.e. your children) or household (water tank blew in the night) or immediate family emergency (rushed parent to hospital).
    - i. There is one (1) day allowed at no deduction and up to four (4) days at minimum rate. In special cases, deduct additional days up to a total of ten (10) days absence at minimum rate.
    - ii. Human Resources will allow a maximum of 3 paid incidents in a year.
- You cannot take an emergency day today and another one tomorrow and expect to be paid for both days.

#### 5. **COMPASSIONATE LEAVE:**

- Unfortunately the Division does not have anything else to offer for days off with pay for a loved one who is dying.
- An employee, who has been employed by the Division for at least 30 days, shall be entitled to an unpaid compassionate care leave for up to eight weeks to provide care for a seriously ill family member.
- The employee can apply to EI for Compassionate Leave.
- Some employees do find it difficult dealing with the death of a loved one and see their doctor due to their own health issues as a result of the death, or impending death. Some doctors will write a medical note to excuse them from work. If that employee has allowable sick time, they can remain off work and be paid using their accumulated sick time.

#### 6. **USE OF YOUR OWN VEHICLE FOR DIVISION BUSINESS:**

- If you are requested by the Division to use your personal vehicle to conduct **Division** business you are allowed to claim for reimbursement. The reimbursement rate is \$0.52 / kilometre. The reimbursement form **MUST** be signed by your supervisor and then submitted to the Division office for payment.

#### 7. **ATTENDING PROFESSIONAL DEVELOPMENT WORKSHOPS:**

- If you attend Professional Development which extends past your normal work day, inform your CIMS clerk that you worked "X" number of hours extra that day to attend the PD. For example, if you are a 3-hour Educational Assistant and you attended CPR/First Aid which is a full day, let the clerk know how long the workshop was and she will enter it into the CIMS system as Extra Duty and you will be paid that additional time.

#### 8. **EYE GLASSES:**

- If you wear eye glasses at work and the glasses become broken or damaged **due** to an altercation with a student, there is a form an employee will fill out and forward to Lois Pare, Human Resources and you will be reimbursed.

#### 9. **EXTENDED HEALTH & DENTAL BENEFITS:**

- If you are not part of our health benefits plan because you have been part of your husband's plan, he (and you) could lose his benefits plan upon his retirement. This is not considered "a life change", according to our plan, and therefore you would not be allowed to enter our plan because of his retirement.

#### 10. **EXTRA HOURS:**

- Each year some extra hours may be allocated to the school. These hours can be distributed in many different ways. IE. An additional ½ hour could be allocated to eight (8) EA's or one new position of four (4) hours could be created. This is at the discretion of the Administrator. These EXTRA hours are re-evaluated each year. There is no guarantee in September that these hours will be allocated to the school again.
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#### **11. HOURS OF WORK & BREAK TIMES:**

- The normal hours of work for all full-time employees, other than Educational Assistants, will be 36.25 hours per week, 7.25 hours per day, Monday to Friday inclusive.
- The normal hours of work for all Educational Assistants will be specifically assigned hours of work, from between two (2) hours to eight (8) hours per day, Monday to Friday inclusive.
- The assigned hours of work may be varied by the Division upon providing at least ten (10) working days prior notice to the Educational Assistant.
- An employee who works three (3) to five and a half (5.5) hours in a day shall be entitled to one (1) paid rest period of fifteen minutes.
- An employee who works six (6) or more hours in a day shall be entitled to two (2) paid rest periods of fifteen minutes.
- Employees who are entitled to receive a lunch break shall be allowed a minimum of a one-half (1/2) hour unpaid lunch break

#### **12. WANTE DUES:**

- **EVERY** employee covered under the WANTE Collective Agreement currently pays \$12.00 per month over a 10-month period during the year.
- Whether you are a full-time employee or a part-time employee, you have the same benefits and representation from our Union.

#### **13. WAGES:**

- When you become a permanent employee, you are paid on the pay scale starting at Step 1 of your currently classification. Each year on your anniversary date of hire, you would increase an additional Step until you reach Step 5. As well, each July 1<sup>st</sup> of our contract, you would receive the negotiated salary increase. IE. If your anniversary date was September 15<sup>th</sup>, then every September until you reach the top of Step 5 you would receive a Step increment AND every July 1st you would also receive the salary increase.

#### **14. RETIREMENT PLANNING SAVINGS:**

- Every year payroll advertises the Canadian Savings Bonds where a deduction for bonds can be deducted right off your cheque.

#### **15. BANKED TIME:**

- All full-time employees employed on a 12-month basis shall be eligible to bank a maximum of thirty minutes per day to a maximum of six days banked per year, subject to prior approval of their Supervisor. This time must be banked either 30 minutes prior to your workday, or 30 minutes following your workday. Such banked time may be taken by the employee at a time mutually convenient to the Division and the employee. Failing agreement, the employee shall be paid for her banked time at her regular rate of pay.

#### **16. OVERNIGHT TRIPS:**

- An employee who takes part in overnight trips will, where possible, work a straight shift not to exceed twelve hours in duration and all such hours worked in excess of 7.25 per day shall be paid at the applicable overtime rate.

#### **17. OVERTIME:**

- An employee, subject to the approval of her Supervisor, may accumulate overtime, which accumulation of overtime may be taken as compensating time-off at a time mutually agreed upon in writing between the employee and her supervisor. If a mutually acceptable time cannot be agreed upon within 30 days of the overtime having been worked, the employee shall be paid for her overtime at her then current rate within 30 days of the failure to agree. The time which is to be accumulated will be equivalent to one and one-half times or two times the hours worked in accordance with the overtime factors in our Article 12.

## 18. EMPLOYMENT INSURANCE:

- EI is a benefit that comes with guidelines from the government. One of those guidelines is that you are ready and willing to work each day AND that you are making an effort to look for a job.
- If you are not willing to adhere to the guidelines DON'T apply for EI!
- If you want to take a vacation while collecting EI you must mark yourself UNAVAILABLE for work!

## 19. GRADUATION:

- A WANTE employee is allowed up to one day with pay to attend a High School Graduation for an immediate family member.
- A WANTE employee is allowed ONE day with pay to attend a University Convocation for an immediate family member.
- YOU DO NOT HAVE TO USE YOUR DISCRETIONARY DAY FOR THIS!

## 20. SSCPD FORMERLY SAG:

- This year there were over 700 available spots at SSCPD. If you are on a lay-off day that day, there is an opportunity to attend SSCPD and be paid.

## 21. SFE:

- A Substitute or a part-time clerk that is looking for work when they are not working has the flexibility to adjust their schedule on SFE. There is an AVAILABILITY tab that the employee controls when they are available.
- If you are an EA and would like to Substitute on lay-off days, you must first contact Lois Pare and she has you set up on SFE as an Employee and a Substitute. You MUST control your availability so the system will know when to call you.
- An employee can also control what telephone number the system calls you at. If you are a part-time EA working mornings only and would like to find work for the afternoon you should have the system calling you on a cell phone that you could access in the morning. The system does not leave messages.
- For further information on how to customize your SFE profile please contact the Substitute Calling Clerk, Pam Torgerson, at 789-0475

## 22. JOB RECLASSIFICATION:

- If your position has become redundant, it is your position that is gone, not your job. If you are a permanent employee, the Division has to place you in a position at your level. IE. If you are a permanent EA D, and your student leaves the school, the Division will place you in another EA D position.
- If your school numbers go down and you are going to be reclassified from a Clerk 4 to a Clerk 3 you are given the option to stay in the current position. If your choice is to stay then you will be reclassified.
- If you wish to move to a Clerk 4 position, the Division will move you when a Clerk 4 position opens up.

## 23. WANTE LEAVE OF ABSENCE:

- An employee who has been employed for five (5) or more calendar years shall be entitled to elect to take an UNPAID leave of absence of up to two (2) weeks in length, providing she has not taken such a leave during the preceding two years. Such a leave will not be attached to a school break except in special circumstances that are approved by the Director of Human Resources.
- Except where otherwise agreed, application for such a leave shall be made SIX (6) weeks in advance of the start of the leave.
- **IE. DO NOT BUY YOUR PLANE TICKET UNTIL YOU HAVE RECEIVED YOUR COPY OF THE SHORT LEAVE BACK AND IT IS SIGNED-OFF BY HUMAN RESOURCES.**